Internship/Capstone Project AD-BAS - Spring 2021

Course Prefix & Number	AD490
Course Title	Internship/Capstone Project AD-BAS
Course Credits	5
Prerequisites	Instructor Permission
Course Start Date	04/5/2021
Course End Date	06/18/2021
Course Location/Times	Online / Virtual
Date/Time of Final Exam	Capstone Project Presentations / Capstone Showcase, as noted below, for students choosing the Capstone Project Option – No final for Internship students
Required Materials	**Canvas Page:** https://canvas.northseattle.edu/courses/2086106 **AD490 Guide:** https://faculty.seattlecolleges.edu/faculty/steven.balo/adbas/2021/AD490Guide.pdf

Instructor Information

Instructor Names	Steven Balo Michelle Melero
Instructor Websites	https://people.northseattle.edu/users/sbalo https://people.northseattle.edu/users/mmelero
Campus Phone Numbers	Steve: 206.934.7022 Michelle: 206.934.7025
College Email Address	Steven.Balo@seattlecolleges.edu Michelle.Melero@seattlecolleges.edu
Office Location	Steve: HSSR 2386C Michelle: HSSR 2368B *Office hours will be held virtually until the NSC campus is reopened.*
Office Hours/Availability	Steve: by appointment: https://nsc-adbas-internships.youcanbook.me/ Michelle: by appointment

AD490 Course Syllabus

Conduct of Classes	The AD490 class is a unique class within the Application Development degree, aimed at putting the skills learned in the program to use either in the field in an internship or on a larger-scale Capstone project. Students should work with the Internship Coordinator in advance of this course to select the option of an **Internship** or **Capstone Project** for credit. Coursework will be tracked and submitted in the class Canvas page. **This class will generally not meet synchronously as a group, with the exceptions noted below for presentations, which will be held online this quarter. Instructors are available by appointment for office hours.**

Overall Schedule

Registration	**February 8, 2021:** All Seniors in the AD program will be automatically added to the course. Please see Michelle Melero to be added if you are a Junior.
Spring Quarter Starts	**April 5, 2021:** This is the last day to start your Internship or Capstone project.
Capstone Presentations	**May 25 or May 26, 2021:** Capstone Presentations for all Capstone project students. Each team will present on one of these two dates.
Capstone Showcase	**June 14, 2021:** Capstone Showcase for select Capstone students.
Spring Quarter Ends	**June 18, 2021:** All content is due by the end of the quarter. There is no final exam, but there are assignments and presentations based on the Course Content noted below.

Course Content

Catalog Description	*In this course for the Application Development, Bachelor of Applied Science, students shall complete a Capstone Project or arrange and complete an internship, applying the skills learned in the classroom to the workplace. Students will write and/or present a culminating paper, reflecting on their experience.*
Course Format	Online, arranged meetings, and scheduled presentations, as noted below.
Minimum Technical Requirements	https://elearning.northseattle.edu/canvas-support/technical-requirements
E-learning Office Contacts & Technical Support	https://elearning.northseattle.edu/canvas-support/technical-support

AD490 Course Syllabus

Course Content: Internship Option

This section pertains only to students opting to complete the Internship Option. Please use the [AD490 Guide](#) for information on preparing for and applying for an internship.

Item	Points	Description	Due
AD Internship Agreement and Objectives	**10**	Outline the goals of your internship and how you plan to achieve them. Get required sign-off from your supervisor.	Within 2 weeks of starting your internship
Technical Job Hunt Homework: Resume and LinkedIn Profile	**10**	Initial resume and LinkedIn profile based on the [Technical Job Hunt workshop](#)	Within the first week of the quarter
Attend Industry Event / Meetup	**5**	Attend a Meetup, Virtual Career Fair, or other Industry Event during the quarter and submit a 200+ word write-up on the experience. **Mentors in Tech Participants who submit each of their monthly status updates get the full points.**	End of the quarter
Status Updates	**5 (10 x 5 points)**	Weekly status updates noting what you've completed, what you're going next, and what, if any, impediments you have. **You will also note total hours work towards an overall total of 275 required hours.** Your internship may, of course, exceed 275 hours, but the maximum points for status updates will remain 50.	Each week, by 11:59PM on Friday
AD Internship Performance Evaluation	**10**	As allowed by the employer, have your supervisor complete this evaluation of your performance. *If your employer cannot provide this, please have them send an email stating this to the instructor.*	End of the quarter
AD Internship Self Evaluation	**10**	Complete this self-evaluation of your performance and learning experience against your initial objectives.	End of the quarter
Updated Resume and LinkedIn Profile	**5**	Submit an updated Resume and LinkedIn Profile Link which includes your Internship work.	End of the quarter
Extra Credit (Optional)	**Up to 5**	Students needing extra points can earn it via the following exercises. Each exercise can be submitted	End of the quarter

AD490 Course Syllabus

| | | only once and there is a maximum of 5 total Extra Credit points to be earned.

• Verified attendance at the Technical Job Hunt Workshop (1 point)
• Having your resume reviewed by a peer or professional other than the Internship Coordinator and providing notes and updates made (1 point)
• Having your LinkedIn profile reviewed by a peer or professional other than the Internship Coordinator and providing notes and updates made (1 point)
• Participating in a mock interview or an on-site interview and submitting a write-up of the event (1 point)
• Attending an additional Meetup / Event beyond the required session above (1 point)
• **Mentors in Tech Participants who submit each of their monthly status updates get the full points (5 points)** | |

Course Content: Capstone Option

This section pertains only to students opting to complete the Capstone Project. Please use the [AD490 Guide](#) for selecting and preparing for a Capstone Project.

Item	Points	Description	Due
AD Capstone Agreement and Objectives	**10**	Outline the goals of your project and how you plan to achieve them. Get sign-off from the Internship Coordinator.	Within 1 week of starting your project
Technical Job Hunt Homework: Resume and LinkedIn Profile	**5**	Initial resume and LinkedIn profile based on the [Technical Job Hunt workshop](#)	Within the first week of the quarter
Attend Industry Event / Meetup	**5**	Attend a Meetup, Virtual Career Fair, or other Industry Event during the quarter and submit a 200+ word write-up on the experience. **Mentors in Tech Participants who submit each of their monthly status updates get the full points and may skip this additional work.**	End of the quarter

AD490 Course Syllabus

Status Updates	**50 (10 x 5 points)**	Weekly status updates noting what you've completed, what you're going next, and what, if any, impediments you have. **You will also note total hours work towards an overall total of 275 required hours.** Your project may, of course, exceed 275 hours, but the maximum points for status updates will remain 50.	Each week, by 11:59PM on Friday
Capstone Presentation	**15**	Prepare a presentation and demonstrate your project work – **so far** – to the class. This will include a work-in-progress demo to a small panel of North Seattle College Staff and Faculty. We will offer two time slots and you'll be offered a chance to sign up for the most convenient. *You will present the project as a team.*	**May 25, 2021 at 2:00PM – 3:30PM** or **May 26, 2021 at 5:30PM-7:00PM**
Capstone Showcase OR Capstone Evaluation	**10**	All students must complete one of the following: • **Participate in the Capstone Showcase:** Panelists at the Capstone Presentation will select student projects for a second, final Capstone Showcase, where students demonstrate their product for industry members, with a chance at a possible prize. • **Write a Final Capstone Evaluation:** Students will have an alternative option to submit a written outline of their work, including how they made progress against goals, longer-term impact of the project, and next steps. **Additionally, every project submission must include a GitHub link to the project source.**	June 14, 2021 at 5:00-7:30PM **OR** End of the quarter
Updated Resume and LinkedIn Profile	**5**	Submit an updated Resume and LinkedIn Profile Link. *This should include the in-progress work you are doing on the capstone project.*	End of the quarter
Extra Credit (Optional)	**Up to 5**	Students needing extra points can earn it via the following exercises. Each exercise can be submitted only once and there is a maximum of 5 total Extra Credit points to be earned. • Verified attendance at the Technical Job Hunt Workshop (1 point) • Attending a Meetup or Career Fair and submitting a write-up of the event (1 point)	End of the quarter

AD490 Course Syllabus

		• Having your resume reviewed by a peer or professional other than the Internship Coordinator and providing notes and updates made (1 point) • Having your LinkedIn profile reviewed by a peer or professional other than the Internship Coordinator and providing notes and updates made (1 point) • Participating in a mock interview or an on-site interview and submitting a write-up of the event (1 point) • Attending an additional Meetup / Event beyond the required session above (1 point) • **Mentors in Tech Participants who submit each of their monthly status updates get the full points (5 points)**	

Course Grading

General Policy	Each assignment is assigned a point value, as shown above. Students for each course option will have a total of 100 base points available. Points will determine a grade on a standard 4.0 scale.

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Point Value	Numeric Grade
98+	4.0
97	3.9
96	3.8
93-95	3.7
92	3.6
91	3.5
88	3.4
87	3.3
86	32
85	3.1
83-84	3.0
82	2.9
81	2.8
80	2.7
79	2.6
78	2.5
77	2.4
76	2.3
75	2.2
74	2.1
70-73	2.0

AD490 Course Syllabus

	69	1.9
	68	1.8
	67	1.7
	66	1.6
	65	1.5
	64	1.4
	63	1.3
	62	1.2
	61	1.1
	60	1.0
	59 or lower	0.0
Extra Credit Policy	Extra credit is available as shown above.	
Late Work Policy	Work due at the end of the quarter will **not be accepted late**. Other assignments (e.g. status updates) are accepted with a **20% loss of points for each week late**, **unless prior arrangements have been made with the instructor**.	
Course Withdrawal	The instructor may initiate administrative withdrawals of students who do not participate in initial assignments or show up to required meetings in order to accommodate other students seeking entry into the class. When dropping students who do not participate, instructor will submit drop forms to the Admission/ Registration/Records/Credentials (ARRC) office. Official withdrawal at other times of the quarter is the responsibility of the student. Students should refer to the Academic Calendar on North's home page for withdrawal deadlines.	
Incomplete Grades	Students participating in Internships or completing Capstone Projects after the end of the quarter (i.e. during Summer) will receive a temporary "I" or Incomplete grade. Grade changes will be filed if and only if prearranged with the instructor and all work is completed. Transcripts will be updated with the final grade assuming all work is turned in.	

Learning Outcomes

Program Outcomes
1. Identify and analyze user requirements using industry-recognized tools and strategies to interview stakeholders, and to prioritize and document requirements.
2. Compare and assess different approaches to software development lifecycle and apply effective strategies to manage the process of developing, designing, testing, and delivering a software application.
3. Develop and document application functional design meeting the project objectives and constraints, including supporting justification and cost-benefit analysis.

Spring 2021

4.	Develop software components meeting the design specifications, and plan and execute integration of various component systems and acceptance testing, employing appropriate quality assurance standards and procedures.
5.	Collaborate effectively with a wide range of professionals, in person and virtually, using tools and strategies that support cooperative software development practices.
6.	Present and effectively communicate complex technical concepts and constraints to a wide range of technical and non-technical stakeholders.
7.	Research trends in software development and acquire and integrate new skills and knowledge to keep abreast of changes within the software development profession.
8.	Manage software development project activities and deliverables in a timely and efficient manner.
9.	By the end of the program graduates will have developed a portfolio of industry-based software development projects, documenting process, role in the development team, and outcomes.

Course Outcomes	
1.	Analyze and synthesize information from their classroom learning and apply to their Internship or Capstone Project
2.	Demonstrate effective work habits, including punctuality, planning, communicating effectively, working well in groups and independently, and completing assigned projects/tasks satisfactorily.

Class Policies

Academic Honesty	A student must always submit work that represents their original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student is expected to cite all relevant sources both in the text and in the references listing at the end of the paper or presentation. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Academic dishonesty could involve: 1. Having a tutor or friend complete a portion of your assignment. 2. Having a reviewer make extensive revisions to an assignment. 3. Copying work submitted by another student.

AD490 Course Syllabus

	4. Using information from online information services without proper citation. 5. Taking exam answers from another student's paper. 6. Using materials not allowed answering exam questions. See also: http://seattlecolleges.edu/district/studentlife/studentrules.aspx
Attendance	Students should alert the instructor in advance if they anticipate absence from meetings, events, or presentations or they anticipate a delay in submitting status updates or other assigned work. Any attendance issues should be discussed with the instructor prior to the absence. Repeated absence or failure to submit updates may result in a lower grade for that component of the course. Make-up presentations will not be given routinely, and the student will need to discuss alternatives with the instructor. *Seattle Colleges will grant reasonable accommodation so that students who are absent for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization will not have their grades or other learning opportunities from the class be negatively affected. Such absences must be requested in writing within the first two weeks of the quarter.*
Inclement Weather / College Closures	In the event of bad weather or other conditions that necessitate closure of the institution, a decision will be posted on the NSC website http://northseattle.edu/ and also available on the main switchboard at (206) 934-3600. NSC will also forward closure information to the website www.schoolreport.org. Sign up for alerts via voice, SMS, or email at: https://www.getrave.com/login/seattlecolleges. Late work due to inclement weather and/or closures may be excused at the discretion on the instructor.
Emergency Procedures	For on-campus meetings, follow the posted maps in the room we are in and the instructions of the instructor.
Diversity Statement	The Seattle College District VI (including North Seattle College) is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, gender identity, sexual orientation, status as a veteran or disabled veteran,

AD490 Course Syllabus

	political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Respect for diversity is a core value of NSC. Our college community fosters an optimal learning climate and an environment of mutual respect. We, the college community, recognize individual differences. Therefore, we are responsible for the content and tone of our statements and are empathetic speakers and listeners.
Title IX – Discrimination and Harassment	Seattle College District has a zero-tolerance policy on sexual harassment, discrimination, sexual violence, rape, bullying, or hazing. Please see District Policy and Procedure 419 for our process on investigating and responding to reports of sexual harassment and sexual discrimination. If you have experienced sexual harassment or discrimination, sexual violence, or bullying, or are aware of an incident involving these violations, report it immediately to NSC's Title IX Coordinator Sylvia Juarez at 206-934-4710, Sylvia.juarez@seattlecolleges.edu) or to the District Compliance Officer (Jennie Chen at 206-934-3873, jennie.chen@seattlecolleges.edu). All Seattle College faculty are required by the District to report incidents of sexual misconduct to the Title IX Coordinator. http://seattlecolleges.edu/hr/support.aspx
Students with Disabilities	Americans with Disabilities Act: If you need course adaptations or accommodation because of a disability; if you have emergency medical information to share with your instructor; or if you need special arrangements in case the building must be evacuated; please make an appointment with your instructor as soon as possible. https://northseattle.edu/disability-services

Student Support Services

Advising	https://northseattle.edu/advising
Career Services	https://northseattle.edu/career-services

AD490 Course Syllabus

Childcare	https://northseattle.edu/child-care
Counseling	https://northseattle.edu/counseling
Credentials Evaluation	https://northseattle.edu/credentials
Disability Services	https://northseattle.edu/disability-services
Financial Aid	https://northseattle.edu/financial-aid
Gender Equality Resource Center	https://northseattle.edu/gender-equity-resource-center/about-us
International Programs	https://ip.northseattle.edu/
IT Services	https://itservices.northseattle.edu/
Library	https://library.northseattle.edu/
OCE&E Employment Services	https://northseattle.edu/ocee
Student Leadership & Multicultural Programs	https://studentleadership.northseattle.edu/student-leadership-and-multicultural-programs
Tutoring Services	https://northseattle.edu/tutoring
Veteran's Services	https://northseattle.edu/office-veterans-services
Wellness Center	https://northseattle.edu/wellness-center