





GORDON COLLEGE
College of Computer Studies
ITP 411 – (CAPSTONE PROJECT1)

**STUDENTS' AND ADVISER
PROJECT COMMITMENT
CONTRACT**

Students are expected to put their best work into their capstone project. Faculty advisers are expected to guide students to produce their best work. Both jobs are time-consuming and must be carried out by students and faculty members working together in a disciplined way over a sustained period. Each person has the responsibility to see that the necessary work is completed on time. Contacts should not be limited to chance meetings in the hall. A clear schedule of conferences should be set up for the year.

As the student's project adviser, you are expected to mentor him/her throughout the project by providing guidance for the preparation and completion of the thesis/capstone project, by being available for periodic meetings and draft/performance reviews, and by remaining a source of encouragement and support for the student.

Your signature below indicates that you agree to the responsibilities of a project adviser as stipulated in the Thesis/Capstone Project Guide Manual.

Advisee's Full Name	Signature	Date Signed
Dizon, Kristiane		02-11-2023
Lapitan, Eugene		02-11-2023
Sarmiento, Louie Jake F.		02-11-2023
Villa, Nicole		02-11-2023

Adviser's Full Name	Signature	Date Signed
Ms. Denise Lou Punzalan	SGD. DENISE LOU B. PUNZALAN	02-15-2023

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DUTIES AND RESPONSIBILITIES

A. The Proponents

- The capstone project is a student's original work and he/she is solely responsible for its content.
- The students are responsible for having a faculty member agree to serve as his/her Project Adviser.
- The students are required to submit a weekly Progress/Consultation Report to the ITP411 instructor, signed by the project adviser
- The students are expected to work closely with the Project Adviser and will mutually agree on a project and the scope of work required for completing other details of their project study.
- The students should adhere to the standards concerning appropriate approval forms and the format for the capstone project.
- The final project report must be presented to the candidate's adviser for review and approval before having it book binded, documents must be signed by all the signatories as required in the documentation.

B. The Project Adviser

- The project adviser is responsible for conceptualizing the project title of his/her advisee, hence will serve as a main-author of the groups' research output.
- The project adviser is responsible for scheduling the proponents of their meetings which should also be submitted at the Dean's Office.
- The project adviser shall discuss, evaluate and assess the acceptability of the project topic with the proponents/students
- The project adviser shall be available to assist the students in complying with the undergraduate program's regulations
- The project adviser shall direct the research design, data gathering, literature search, and writing of the report
- The project adviser shall allot a substantial amount of time for editing of grammar, style and format
- The project adviser shall not approve the final report until it is free from errors as specified by this document
- The project adviser is responsible for recommending the proponents for pre-orals and final defense. "No recommendation means No defense schedule"
- The project adviser is responsible for the completion of the ff. forms: Consultation, Panel Approval Sheet etc.
- The project adviser is responsible for guiding the proponents in writing the ACM (Association for Computing Machinery) journal format of his/her advisees' capstone project.

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Note: Faculty members who have rendered their services to the student-researchers other than persons concerned in research of the student-researchers are to receive certain fees for their services.

A PROJECT Adviser is given an **honorary fee** (minimum of P1,000.00) for his/her service rendered for the entire duration of the research, which is equivalent to one (1) academic year.