INFT5021: Capstone professional project
Course overview

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(adapted from original by B. Martini)

UniSA STEM

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Section 1

Overview

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Key contacts

- Course coordinator: **Jack Burton** <jack.burton@unisa.edu.au>
- Your mentor
- Your industry supervisor(s)

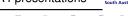| Role	Meetings	Responsibilities
Course coordinator	Three seminars (as scheduled) and individual meetings as required	Assessment decisions
Mentor	Weekly at the day/time specified for your group in UniSA Learnonline	First contact for project questions or issues; Domain specific advice

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Course schedule

All times given as Adelaide time; check course outline for latest updates

	Week	Seminar	Mentoring	Assessment
1	26 Feb–3 Mar	Mon 5:10pm	Mon 6pm	
2	4 Mar–10 Mar		Mon 5pm	
3	11 Mar–17 Mar	Tue 5:10pm	Tue 6pm	A1 due Fri 5pm
4	18 Mar–24 Mar		Mon 5pm	A2 due Mon 11am
				A2 presentations
5	25 Mar–31 Mar		Mon 5pm	
6	1 Apr–7 Apr		Tue 5pm	
	8 Apr–21 Apr	(2 week mid semester break)		
7	22 Apr–28 Apr		Mon 5pm	
8	29 Apr–5 May		Mon 5pm	
9	6 May–12 May		Mon 5pm	
10	13 May–19 May		Mon 5pm	
11	20 May–26 May		Mon 5pm	
12	27 May–2 Jun	Mon 5:10pm	Mon 6pm	A3 due Fri 5pm
13	3 Jun–9 Jun		Mon 5pm	A4 due Mon 11am
				A4 presentations

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Course structure

- The principal component of this course is a capstone project.
- To support your practice based learning and assessment in this course, there will be three timetabled seminars held from 5:10pm to 6pm on City West Campus at key points throughout the study period:

Date	Room
Mon 26 Feb	H2-16
Tue 12 Mar	HH5-08
Mon 27 May	H2-16

Meetings

- During the seminars we will meet as a group and our discussions will focus on project milestones and assessments.
- In addition to these seminars you will be working regularly throughout the week with other members of your student team.
- **You will meet with your mentor for two hours[1] on a scheduled day each week**
  - ▸ Your mentor will be working with two groups[2], so may choose to allocate a subset of this time to your group specifically or work with all groups dynamically during this time.
  - ▸ Mentoring meetings take place at City West campus. External students should join these meetings via video conference, or in person if possible.

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[1] Except for groups meeting at MLK

[2] Except for groups meeting at MLK

Section 2

Assessment

Assessment summary

Please read the assessment specification in the course outline and on the course Learnonline pages carefully. The following slides only provide an overview and are not comprehensive descriptions of the assessments.

INFT5021 Capstone professional project has five assessments:

		Marks allocated to	
A#	Assessment name	Individual	Group
1	Project plan		10%
2	Project plan presentation	15%	
3	Final deliverables		40%
4	Final presentation	~10%	~5%
5	Mentor evaluation	20%	

Assessment policies

Please check the course outline for authoritative assessment details.

- Late submissions for the project plan (A1), the final deliverables (A3) and presentation slide decks (for A2 & A4) without approved extensions may incur penalties at a rate not exceeding 10% (of total available marks) per calendar day or part thereof beyond the deadline.

  e.g. $mark_{original} = \frac{50}{100}, penalty = 10\% \implies mark_{final} = \frac{40}{100}$

- Submissions 6 or more days late (without prior arrangement) automatically graded F2.

- Students who do not present (for A2 & A4) at the appointed date & time will receive an F2 for the respective presentation, unless an extension has been approved (i.e. presentations will not be rescheduled without an approved extension).

Assessment 1: project plan

Please check the course outline for authoritative assessment details.

- This is a group assessment.
- Meet with your industry supervisor to establish the scope of the project and produce a project plan document. A template is available from the course Learnonline pages.
- The **most important aspect** of the project plan is to ensure you agree on and document the **deliverable(s)**.
- The project plan is a scoping document covering aspects such as *communications strategy, costs, risks, scope, team member roles/responsibilities and the format of your final deliverables*.

Assessment 2: project plan presentation

Please check the course outline for authoritative assessment details.

- This is an individual assessment.
- Prepare a presentation outlining the key components of each section of your project plan.
- Each member of your group will be required to present and justify the project plan individually.
- **This means that every group member needs to be cognisant of and committed to the contents of the project plan.**
- It is expected that your project plan presentation will be scheduled during Week 4.
- Your **10 minute** time slot includes **8 minutes for your presentation** and **2 minutes for questions**.

Assessment 3: final deliverables

Please check the course outline for authoritative assessment details.

- This is a group assessment.
- This assessment evaluates the final deliverables as specified in the project plan, incorporating any documented changes in scope.
- The final deliverables must include a justification of the methodology employed—including any critical decisions—and justification of any stated facts.
- These justifications should be linked to the resulting benefits to the organisation.
- Industry supervisor/mentor sign-off is not required for the final deliverables (although it is for the project plan), other than in the case of a scope change.

Assessment 3: final deliverables—scope changes

Please check the course outline for authoritative assessment details.

- Any changes to the scope specified in the group's project plan must be formally documented and approved in a scope change request.
- This change request must clearly and concisely identify the change made to the scope (i.e. outline the difference from the previous scope) and include approval from the group's industry supervisor and mentor (for minor scope change).
- Major scope changes require approval from the group's industry supervisor, mentor and the course coordinator.
  - Please speak with your mentor in the first instance if you are considering a major scope change.

Assessment 3: final deliverables—word limit

Please check the course outline for authoritative assessment details.

- The final submission must not exceed 8,000 words (inclusive of all content) and must be wholly contained within a single document.
- Examples of content that **is included within the 8,000 word limit include:** appendies, references, tables, text within graphics, title pages, introductions, conclusions, any text based content.

Assessment 4: final presentation

Please check the course outline for authoritative assessment details.

- This is a group assessment, with an individual assessment component.
- Prepare a presentation outlining your deliverables, including the process undertaken to produce the deliverables.
- It should be noted that each member of your group will be required to present for approximately the same amount of time and to answer questions.
- It is expected that your presentation will be scheduled during Week 13.

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Assessment 5: mentor evaluation

Please check the course outline for authoritative assessment details.

- This is an individual assessment.
- This assessment will evaluate each student's performance and professionalism throughout the project. Grading is determined by the project mentor on an ongoing basis, informed by input from the industry supervisor.
- During the weekly mentoring sessions, students will be required to provide a status update.
- Students should provide evidence where relevant, including partially completed deliverables, meeting minutes, etc.
- Students will also be required to outline their individual contributions to the project and include a reflection on their professionalism and roles/contributions throughout the project to date.

Additional assessment requirement

Students must contribute equally to the group activities, group deliverables and act in a professional manner in order to pass the course.

Grade descriptors

Grade	Marks	Descriptor
HD	85–100	Outstanding performance across the learning outcomes.
D	75–84	Excellent performance across the learning outcomes.
C	65–74	High performance across the learning outcomes, OR excellent performance on the majority of the learning outcomes.
P1	55–64	Satisfactory performance across the learning outcomes, OR high performance on some learning outcomes which compensates for unsatisfactory performance on others, resulting in overall satisfactory performance.
P2	50–54	Satisfactory performance on the majority of learning outcomes.
F1	40–49	Unsatisfactory performance on a number of learning outcomes, OR failure to meet specified assessment requirements.
F2	0–40	Unsatisfactory performance on the majority of learning outcomes.

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Section 3

Logistics

Project logistics

Project leadership

Groups should not nominate formal project leaders—all group members are equal. Tasks should be divided in a manner that is effectively equal.

First steps

Your first steps this evening will be to work with your mentor to discuss how to proceed with developing your project plan. You will start by reviewing the project brief in Learnonline.

Working away from the University

For any projects that require you to attend a site other than the university, the following apply

- **Before you can commence working on-site (on the premises of an organisation) a work integrated learning agreement *must* be completed and signed by your industry supervisor and by UniSA. You will be advised via email once this has been completed.**
- **You must also execute a student deed poll (Schedule 3).**
- **The first activity that you *must* undertake when you arrive at the site is an on-site induction.** Please ensure that your industry supervisor will be available to facilitate this on your first day at the client site.

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Section 4

Frequently asked questions

Frequently asked questions (1)

Do appendices count towards the final deliverables word limit?

Do references count towards the final deliverables word limit?

Does a large body of text count towards the final deliverables word limit?

        Yes, all words count towards the word limit.

We are close to the final deliverables word limit. Can we exceed it?

        No. The 8,000 word limit must be adhered to for all submissions.

If our mentor is happy with our deliverables, will we get a high grade?

If our client is happy with our deliverables, will we get a high grade?

        Neither your mentor nor your client directly influence grading of any assessments (other than A5, the mentor evaluation). Assessments are marked by academic assessors based on the published assessment criteria.

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Frequently asked questions (2)

Are the markers bound by the advice our mentor gives us? No. While your mentor will no doubt give good advice on discipline specific matters (not assessment specifically), this advice does not bind the academic assessors. Any clarification required on the topic of assessment specifications or criteria should be directed to the course coordinator.

Who is responsible for ensuring the success of our project? You and the other student members of your group are responsible for the success of your project. We will expect you to address any issues that arise during the planning and execution of your project. You should let your mentor know early if there are any issues so they can provide you with further advice to help remediate any issues if needed.
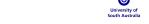
Frequently asked questions (3)

What can I do if I don't think everyone in my group is making an effort?

Everyone is responsible for ensuring the opportunity exists for group members to make an equal contribution. Please raise any concerns with your mentor in the first instance and the matter will be dealt with in a sensitive manner.

If the matter is not resolved in a timely manner, please escalate to the course coordinator early while opportunities for intervention are still available.

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Moving forward

This course represents an invaluable opportunity for you to gain professional experience.

We encourage you to take full advantage of this opportunity!

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