



SYLLABUS   
College of Computing and Software Engineering

Department of Information Technology

IT 4983 (W01): IT Capstone

Fall 2021

# Course Information

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Class meeting time: *Online*

# Instructor

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**Name**: Dr. Ying Xie

**E-mail**: yxie2@kennesaw.edu

**Office Location**: J360

**Office Phone**: 470-578-2143

**Office Hours**: W 3pm – 5pm (In person) and Friday 3pm – 6pm (Virtual)

**Course Communication**:

# Email is the best way to reach the instructor. Use D2L email if possible. Instructor’s KSU email (xxxx@kennesaw.edu) should only be used when you don’t have access to D2L site.

# Students’ emails will be replied WITHIN 24 hours during the weekday. Weekend and holidays don’t apply.

# When email the instructor using accounts other than D2L email, put the course number in the subject line. Emails without proper subject line will not be replied.

# Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to D2L email or KSU email account.

# Course Description

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**Prerequisites/Corequisites**:

**Credit Hours:** 3-0-3

**Required Texts**: *N/A*

**Recommended Texts***: None*

**Course Description:**

Students work in teams to develop or implement a real-world IT solution integrating the knowledge acquired in preceding IT courses. Components that are emphasized include technical design, research, documentation, project management, leadership, team work, and communication skills. The final result will be an IT solution addressing a typical business or organizational need such as data management or system implementation, which will be evaluated by faculty members, Industrial Advisory Board members, and project owners.

**Technology Requirements:**

* This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php> .
* Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You may also use computer labs on campus to complete the coursework.

# Student Learning Outcomes

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By the end of this course, a student should be able to:

* Apply IT concepts, applications, best practices, and standards to create a solution or report that addresses real business needs.
* Practice soft skills such as project planning and management, research and learning, communication, writing, presentation, and team work, in a real world IT project.
* Produce a career portfolio for use in employment or graduate applications.

# Course Requirements and Assignment

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## *List of each assignment in as much detail as possible. Include course requirements such as participation and/or attendance.*

# Evaluation and Grading Policies

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## **Weight Distribution**

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| **Grading Item** | **Weight** |
| Linked Career Profile Assignment | 5 |
| Required Project Reports | 25 |
| Project Owner Evaluation | 30 |
| Department Presentation Evaluation | 15 |
| Peer/Self Evaluation | 20 |
| C-Day Participation | 5 |
| **Total** | **100%** |
| C-Day Price Winners | (bonus) 5-15 |

## **Grading Scale:**

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

Grades will be rounded up if they are > or = .5 or above, for example, an 89.6 is an A, but 79.2 is a C.

# Course Policies

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# Course Attendance Policy

# Grading Items Turnaround Time *[Below are recommended turnaround time, you may make adjustment as needed]*

* The grades for the quizzes and exams will be available 48 business hours after the due date
* The grades for labs/assignments/projects will be available 96 business hours after the due date

# Assignments & Exam Policy *[Below are recommended policies, feel free to make adjustments as needed]*

* All assignments **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/> ) course website by the deadline specified in course calendar. Email submission will **NOT** be accepted. Any assignment that is less or equal than 24 hours late is subject to 10% penalty. Any assignment that is less or equal than 48 hours late is subject to 20% penalty. Any assignment that is more than 48 hours hours late will **NOT** be accepted.
* All quizzes and exams MUST be completed on D2L website by the deadline specified in course calendar. The quizzes exams can’t be opened/submitted after the deadline.
* If you must miss an exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g. doctor’s slip).

**Student Responsibility**

For this class, you are expected to spend seven to eight hours each week on coursework:

* Check KSU email regularly;
* Login D2L course website frequently to access the course material (at least every other day);
* Follow the weekly study guide in the learning module;
* Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides;
* Complete assigned quiz/assignment/discussion/project on time.

**Tips for Effective Online Learning**

For an online class, students can really enjoy the benefits of learning at you own pace and at the place of your choice. Below are some tips for effective online learning.

* *Check D2L course website frequently*. It’s recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material such as recorded lectures.
* *Work with the instructor closely*. If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
* *Start your work early*. If you can start a task early, don’t start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You’ll have no turnaround time if you need help or something happens.
* *Keep up with the work*. Don’t fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor’s inquiry promptly.

**Class Communication Rules**

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:

* Be sensitive and reflective to what others are saying.
* **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
* Don't flame - These are outbursts of extreme emotion or opinion.
* Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
* Use clear subject lines.
* Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
* Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
* Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

# Course Schedule (Subject to Change)

The course schedule is tentative and is subject to change. Please use D2L course calendar as accurate due dates.

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| --- | --- | --- |
| **Weeks** | **Class Activities** | **Dues** |
| Week 1 | *Discuss Capstone Project Options* |  |
| Week 2 | *Project Application, Team Grouping and Project Assignment* | *Project Application Due (Aug. 23)* |
| Week 3 | *Meeting Project Sponsors and Project Planning* | *Project Plan Due (Sep. 6)* |
| Week 4 | *Weekly Team Meeting* | *Weekly Report Due (Sep. 13)* |
| Week 5 | *Weekly Team Meeting* | *Weekly Report Due (Sep. 20)* |
| Week 6 | *Milestone #1 Meeting (with Project Sponsors)* | *Milestone #1 Report Due (Sep. 27)* |
| Week 7 | *Weekly Team Meeting* | *Weekly Report Due (Oct. 4)* |
| Week 8 | *Weekly Team Meeting* | *Weekly Report Due (Oct. 11)* |
| Week 9 | *Weekly Team Meeting* | *Weekly Report Due (Oct. 18)* |
| Week 10 | *Milestone #2 Meeting (with Project Sponsors)* | *Milestone #2 Report Due (Oct. 25)* |
| Week 11 | *Weekly Team Meeting* | *Weekly Report Due (Nov. 1)* |
| Week 12 | *Weekly Team Meeting* | *Weekly Report Due (Nov. 8)* |
| Week 13 | *Weekly Team Meeting* | *Weekly Report Due (Nov. 15)* |
|  | *Fall Break (Nov. 22-28)* |  |
| Week 14 | *Milestone #3 Meeting (with Project Sponsors)* | *Milestone #3 Report Due (Nov. 29)* |
| Week 15 | *Virtual C-Day; Virtual Department Presentation* | *Final Report Due to Sponsors*  *Final Report Submission to D2L*  *Peer/Self Review*  *URL of LinkedIn Profile*  *(Dec. 6)* |
|  |  | Individual Submissions:   * Project Application (Google Doc) * URL of LinkedIn Profile (D2L) * Peer/Self Review (Google Doc)   All Others Are Group Submission (submitted by each group leader only to D2L)  Details of C-Day Submissions will be Posted When Information is Available |

**Institutional Policies**

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* [Federal, BOR, & KSU Course Syllabus Policies](https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php)
* [Academic Integrity Statement](http://scai.kennesaw.edu/codes.php)
  + Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other’s help or help other in completing the quizzes or exams.
  + The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

**KSU Statements on COVID-19**

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**Course Delivery**

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

**COVID-19 illness**

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

* Cough
* Fever of 100.4 or higher
* Runny nose or new sinus congestion
* Shortness of breath or difficulty breathing
* Chills
* Sore Throat
* New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official [Covid-19 website](https://coronavirus.kennesaw.edu/).

**Masks**

While masks are no longer mandated on campus, you are strongly encouraged to wear a mask when in class if you have not received a COVID-19 vaccination.

# Student Resources

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This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php)