BUSINESS OF SOFTWARE and CAPSTONE DESIGN
COURSE APPLICATION INSTRUCTIONS

> **TO APPLY FOR THE COURSE(S) PLEASE DOWNLOAD AND READ THIS DOCUMENT, FOLLOW THE INSTRUCTIONS FOR EITHER "UNDERGRADUATE STUDENT DELIVERABLES" OR "GRADUATE STUDENT DELIVERABLES" - EMAIL YOUR COMPLETED PDF DOCUMENTS TO THE COURSE INSTRUCTORS mario.grech@utoronto.ca AND julian.nadeau@utoronto.ca THANK YOU**

Section 1: Prerequisites, Choices & Deadlines

READ THIS VERY CAREFULLY: This is a first come first serve offering for students requesting both CSC454/2527 and CSC491/2600. Students requesting CSC454/2527 alone can submit their applications starting August 1, 2022. We will be prioritizing applications of students that take the course pair and evaluate the remaining applications later.

Ballot submission does not guarantee admission to the program. Enrollment in the program is subject to evaluation by the instructors. Prerequisites and application guidelines described in these instructions are strictly adhered to. Any requests to make exceptions or engage in negotiations from the stated guidelines will be ignored and deleted.

Mario Grech, the Director, Department of Computer Science Innovation Lab, and the CSC454/2527 course instructor, will contact you at the email address you provide in your course application within five business days of your submission. You will be informed whether your ballot is accepted or not.

In order to apply, you need to meet the official prerequisites:
- CSC491: Five (5) CSC courses at the 300 level or higher. CSC454/2527 is a co-requisite
- CSC454: Five (5) half courses of any discipline at the 300 level or higher

These basic prerequisites are meant to ensure that you bring useful skills to your team. All teams will include students from both classes.

In both the **fall 2022** and **winter 2023** semesters, you can select one of the following two choices:

1. **You can elect to take CSC454/2527 and CSC491/CSC2600 Capstone Design Course in the same semester**. Your application will be prioritized over those applying to only CSC454/2527. Taking the course pair means that you will earn two CSC half credits during the semester that you choose to take the pair. In CSC491/CSC2600, you will develop a software prototype to go along with your business plan and pitch deck in CSC454/CS2527. If you take both courses together, your software prototype will inform your work in CSC454/2527 (and vice versa) and thus can improve your business plan

and pitch deck. This will also provide a more realistic startup experience. The instructor for the Capstone Design Course (Julian Nadeau) has credentials from industry.

2. **You can elect to take CSC454/CSC2527 as a standalone course**, with no software development required by you. Others on your team will be responsible for that. Applications for standalone CSC454/2527 courses will be accepted on August 1, 2022 until the deadline as long as space is available.

Submission deadline for the fall semester 2022: noon August 15, 2022 or as long as space is available.
Submission deadline for the winter semester 2023: noon December 15, 2022 or as long as space is available.

Section 2: The Deliverables

Undergraduate Student Deliverables – Please prepare and submit the following three (3) documents.

1. As part of the balloting procedure, you will need a PDF of your most recent unofficial transcript from ROSI/Acorn (i.e. a full academic history). Applicants with less than a 3.0 Cumulative GPA will be rejected. Appealing or negotiating around this requirement will receive no response.

2. A PDF of your up-to-date resume/CV.

3. A PDF with answers to the following Ballot Questions. Include the questions in your PDF in boldface, including the question numbers.

   Name your files according to these rules:
   ● Start each filename with your last and first names, separated by an underscore (_).
   ● Include the type of the document: transcript, resume or ballot.

   Examples: Grech_Mario_transcript.pdf,
   Grech_Mario_resume.pdf,
   Grech_Mario_ballot.pdf.

   To submit your application send one email with all of the requested PDF documents to **course instructors, at** mario.grech@utoronto.ca **a**nd julian.nadeau@utoronto.ca

   Please title the Subject Line in your email as either of *"Business of Software Student Application Fall 2022" or "Business of Software Student Application Winter 2023"*

Graduate Student Deliverables – Please prepare and submit the following two (2) documents

1. A PDF of your up-to-date resume/CV

2. A PDF with answers to the following Ballot Questions. Include the questions in your PDF in boldface, including the question numbers.

    Name your files according to these rules:
    - Start each filename with your last and first names, separated by an underscore (_).
    - Include the type of the document: transcript, resume or ballot.

    Examples: Grech_Mario_resume.pdf,
        Grech_Mario_ballot.pdf.
    To submit your application, send one email with all the requested PDF documents to **course instructors** mario.grech@utoronto.ca and julian.nadeau@utoronto.ca

    Please title the Subject Line in your email as either of *"Business of Software Student Application Fall 2022"* or *"Business of Software Student Application Winter 2023"*

Non-compliance will result in your application being rejected until remedied.

Section 3: Ballot Questions

In order to be successful, teams need to be well balanced with a complementary set of skills. Critical thinking, creativity, commitment, communication skills, and persistence, all play a central role in entrepreneurship. The balloting process is designed to allow you to demonstrate these and other skills.

Please create and submit a PDF with thoughtful and complete essay form answers to the following questions. Include the questions in your PDF in boldface, including the question numbers. Limit your submission to four pages or less using 11-point text with 1-inch margins.

1) What is your **last** name, official **firs**t name? In parentheses, indicate the first name that you would like to be addressed by. Indicate your preferred pronouns.
2) What year are you enrolled in? (Examples: 4th year Undergraduate, Masters, PhD)
3) What is your University of Toronto student number and email address?
4) What U of T programs(s) are you currently enrolled in? (Examples: degrees, POSts, specializations, etc.)

5) Include information about whether you are applying for the fall or winter semester and whether you are applying for the combination Business of Software and the Capstone Design courses (CSC454/CSC2527+CSC491/CSC2600), or just the Business of Software course by itself (CSC454/CSC2527 only). Be very clear on the semester of choice and weather you want one or both course.

6) What specific background do you have that might support your success in this/these course(s)? Examples: software knowledge, data projects, university courses, guided study, workshops, incubators, accelerators, etc. If applying for CSC491/CSC2600, you must include information about software, data or other relevant experience.

7) What extracurricular or co-curricular organizations are you involved in? Can any contribute to supporting your success in this course? If so, how?

8) If you have been involved in entrepreneurial or intrapreneurial projects or ventures, what were your responsibilities?

9) What is the most successful project that you have been involved in? How do you know it was successful? Why was it successful?

10) Describe your most significant project failures and the lessons you learned from them. How have your practices changed in response to these failures?

11) What are your major weaknesses, and how have or might they impact a project team? How do you plan to mitigate or compensate for those weaknesses?

12) What key strengths and qualifications would you like your colleagues to bring to a project team, and why?

13) What key strengths and qualifications do you bring to a project team?

14) Why do you want to take this course, what are your expectations and desired takeaways?

THANK YOU FOR YOUR EFFORT AND INTEREST