

DBAS 3000

Capstone

TENTATIVE WORK PLAN

FACULTY INFORMATION

Name George Campanis
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Campus Institute of Technology
Office Location D315
Availability By Arrangement

Academic Chair

Michael Purcell
Email: Michael.Purcell@nsc.ca

Enquires and Appointment Bookings
Katherine Osborne
Email: Katherine.Osborne@nsc.ca

Student Services Advisor:

Melanie Karas
Email: Melanie.Karas@nsc.ca

TEXTBOOK / RESOURCE REQUIREMENTS

Not Applicable

Title (if applicable)	Author(s)	Edition	Publisher	ISBN
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SUPPLIES / ADDITIONAL RESOURCES

None

ACCREDITATION / EXTERNAL CERTIFICATION

Not applicable

ASSESSMENT AND EVALUATION METHODS

A variety of informal and formal methods may be used for assessing and evaluating your learning, including by not limited to:

- Assignments
- Labs
- Tests
- Projects
- Field Work
- Presentations
- Peer Assessments
- Self-Assessments

LEARNING OUTCOMES

Learners are required to successfully complete each course outcome. In keeping with NSCC's approach to portfolio learning, students will have demonstrated the ability to:

1. Actively participate in a team to collaboratively manage a project.
2. Apply prior learning to the design and development of a project to specifications.
3. Apply professional communication strategies to a variety of target audiences.
4. Create a product (application, website, report, demonstration, etc.) that meets all approved project milestones.

EVALUATION SCHEME

Project Charter and Presentation	20%
Monthly Project Meeting Report (2 @ 10%).....	20%
Scrum Report and Timesheets (7 @ 5%)	35%
Project Final.....	25%
Total	100%

Evaluations will be returned within 2 weeks of submission, unless your instructor tells you otherwise.

Late Submissions

Assignments are to be handed in on or before the specified date and time, and will incur a late penalty of 5 points per calendar day off the assessed mark. Assignments submitted after corrected assignments have been returned to other learners will receive a zero. Should you be unable to complete an evaluation, speak with your faculty prior to the due date about your options.

Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. Approval to exempt a course from eligibility for supplemental evaluation must be granted by the school Dean and the Director of Enrolment and Registrar. For more information speak with your faculty or Academic Chair.

TENTATIVE SCHEDULE

Because every learner is different, it is effective to align the pace, workload, and delivery strategy to strengths of the learners. In a creative learning environment, **you should expect some variations** from this tentative work plan as well as a variety of informal assessments throughout the course.

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
Thursday, Jan 4th – Winter Semester Begins			
Week 1 Jan 4-5	Course Introduction		
Week 2 Jan 8-12	Project Proposal / Selection <ul style="list-style-type: none"> - Project Development / Research - Submit Team Members 	LO 1, 2	
Week 3 Jan 15-19	Project Management – Project Charter Development <ul style="list-style-type: none"> - Project Charter Document - Project Schedule/Timelines (Gantt Chart) 	LO 1, 2	
Week 4 Jan 22–26	Project Charter Presentation	LO 1, 2, 3	20%
Week 5 Jan 29–Feb 2	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Week 6 Feb 5–9	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Week 7 Feb 12–15	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Fri, Feb 16th – Study/Professional Development Day – No classes			
Mon, Feb 19th – Heritage Day – No classes			

Week 8 Feb 20–23	Monthly Project Status/Milestone Review Meeting #1 <ul style="list-style-type: none"> - Meeting Data and Time - Meeting Agenda - Participant List - Minutes/Notes - Resulting Task Assignment 	LO 1, 2, 3, 4	10%
Week 9 Feb 26–Mar 1	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Week 10 Mar 4–8	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Mar 11–15th - Study Week – College Open/No classes			
Week 11 Mar 18–22	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Week 12 Mar 25–28	Monthly Project Status/Milestone Review Meeting #2 <ul style="list-style-type: none"> - Meeting Data and Time - Meeting Agenda - Participant List - Minutes/Notes - Resulting Task Assignment 	LO 1, 2, 3, 4	10%
Mar 29th - Good Friday and Apr 1st Easter Monday - No classes			
Week 13 Apr 2–5	Weekly Scrum Meeting Report/Notes	LO 1, 2, 4	5%
Week 14 Apr 8–12	Project Final Submission and Presentation	LO 1, 2, 3, 4	25%
Week 15 Apr 15–17	Class Wrap-up		
Wed, Apr 17th, 2024 – End of Winter Semester			

ADDITIONAL INFORMATION

Inclusion and Integrity of the Learning Environment

We strive to ensure that equity, inclusion and social justice is the reality for all students, faculty and staff. We commit to provide a safe and respectful working and learning environment where differences are valued, expected and honored. Within this environment, students are required to demonstrate the values of respect, academic integrity and honesty.

To support these goals, we have the following policies:

- Respectful Workplace and Learning Environment
- Student Code of Conduct
- Employee Code of Conduct
- Sexual Violence
- Academic Integrity
- Academic Accommodations
- Educational Equity

For more information, visit nsc.ca/about_nsc/policies_procedures

Appealing a Final Grade

NSCC is committed to a fair, transparent and timely approach to a student's right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

If you feel your final grade is unreasonable, speak with your Faculty or Academic Chair about your concerns. If the issue is not resolved, you may pursue a formal appeal. Speak with your Student Services Advisor for more information on the [Student Appeals policy](#), procedures, and your eligibility.

Copyright

Copyright compliance is a legal responsibility. All students, staff and faculty at NSCC are required to abide by the NSCC Use of Copyright Materials Policy, Fair Dealing Guidelines and the *Copyright Act of Canada* when copying materials. This includes art, music, videos, sound recordings, images, printed works (book, journals, newspapers, etc.) and materials on the Internet. Refer to the NSCC Policies and Procedures webpage to review the [Use of Copyright Materials Policy and Fair Dealing Guidelines](#). Check with your Campus Library if you have questions or visit our [Copyright Guide](#).

Preparing for Learning

Your success in this course stems largely from your level of engagement and willingness to learn. Preparation, attendance, and participation are key factors in learning. If you feel overwhelmed, lost, or disengaged, speak with your faculty, Academic Chair, or Student Services Advisor about how we can help.


Student Supports

Student Services provides you with a wide range of supports. For more information, visit nscc.ca/services. For support with Brightspace contact the Technology Service Desk by visiting servicedesk.nscc.ca. Click *Create a Request* (Select "Brightspace (D2L)", then "Brightspace (D2L) Student Support"). Or, by phone, dial 902 491-6774 (press 4), or Toll-free: 1 877 491-6774 (press 4). For self-directed, how-to resources to aid in using Brightspace, visit the [Brightspace \(D2L\) Toolkit](#).

Key Links

College Regulations: nscc.ca/Admissions/college_regulations.asp

NSCC Policies and Procedures: nscc.ca/about_nscc/policies_procedures



Signature: Faculty

George Campanis

Name of Faculty Member

29-December-2023

Date

Signature: Academic Chair, Manager Alternate
Delivery, or Dean's Designate

Michael Purcell

Name of Academic Chair, Manager Alternate
Delivery, or Dean's Designate

Date