

# **Course Syllabus - Spring B 2025**

## **CSE 566: Software Project, Process and Quality Management**

### **Course Description**

The success of a software project is dependent upon many factors and requires skillful leadership in both planning and tracking the project. There are numerous software development processes and methodologies to choose from and customize based on the organization's unique environment. This course is for anyone seeking to learn more about planning and tracking a successful project. Strategies and techniques for estimating, scheduling and tracking a project in both plan driven and agile environments are presented. Approaches for tracking schedule, budget and quality risk are also covered. Quality management planning is also addressed along with how to define quality objectives. Software process maturity models and techniques for software process improvement are also explored.

Specific topics covered include:

- Software development process models
- Software configuration management
  - Configuration identification and control
  - Error tracking
  - Configuration management tools
- Risk management
  - Risk identification
  - Risk prioritization
  - Risk mitigation
- Software project management
  - Development team approaches
  - Management strategies
  - Development plans
  - Cost estimation
  - Scheduling
  - Tracking progress

CSE 566 Syllabus  
Spring B 2025

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- Project management tools
- Software acquisition management
- Software process management
  - SEI CMMI
  - Standards
  - Software process improvement
- Software quality management
  - Quality functions
  - Quality metrics
  - Software quality standards
  - Statistical quality control
  - Quality assurance tools

Technologies covered include:

- Software cost estimation models
- Earned value project management
- SCRUM
- Software quality measurement tools
- CMMI

## Learning Outcomes

Learners completing this course will be able to:

- Differentiate between development process models.
- Identify strengths and weaknesses of process models.
- Determine software configuration management activities.
- Apply risk management theories and practices for software projects.
- Manage software projects including planning and tracking.
- Develop a software outsourcing plan.
- Utilize software process management practices including process improvement.
- Perform software quality management activities.

CSE 566 Syllabus

Spring B 2025

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## Estimated Workload/ Time Commitment Per Week

Average of 18 - 20 hours per week

## Required Prior Knowledge and Skills

This course will be very challenging, and learners are expected to learn the necessary technologies on their own time.

## Proficient Mathematical Skills and Theoretical Understanding

- Understanding of the phases of the software development process including requirements, design, coding and testing

## Strong Application Skills

- Ability to effectively read and use Java

## Proficient Experience

- Experience as a member of a software development team
- Applying the phases of the software development process including requirements, design, coding and testing

## Course Access

Your ASU courses can be accessed by both [my.asu.edu](https://my.asu.edu) and [asu.instructure.com](https://asu.instructure.com). Bookmark both in the event that one site is down.

## Technology Requirements

### Proctoring

- [LockDown Browser Computer Requirements for Installation](#)

CSE 566 Syllabus  
Spring B 2025

Any information in this syllabus may be subject to change without advance notice. Stay informed by checking course announcements and the syllabus section of your course.

## Hardware

- Standard personal computer with major operating system
- Reliable, strong Internet connection
- Webcam
- Microphone

## Software/Other

- Atlassian Jira
- Java
- Word processor to make professional quality documents
  - Microsoft Office 365 is free and available for all ASU learners
- NASA's Space Telecommunications Radio System (STRS): [COCOMO Calculation](#)
- [Resource Standard Metrics tool](#)

## Textbook and Readings

At the graduate level, inquiry, research, and critical reading are part of the learning experience; however, this course does not have a required textbook. Any required readings are provided within or are accessible through the course or the [ASU Library](#).

## Course Schedule and Important Dates

Course teams will not be working on ASU's days off\* and those are listed in the Course Schedule. Please review the [ASU Days Off](#) for more details.

Module: Title	Begins at 12:01 AM Arizona (AZ) Time	Ends at 11:59 PM Arizona (AZ) Time
Orientation and Onboarding Review You must complete required tasks in the Orientation and Onboarding Review for Module 0: Welcome and Start Here to be unlocked.	March 10	March 12

### CSE 566 Syllabus Spring B 2025

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Module 0: Welcome and Start Here You must complete required tasks in Module 0: Welcome and Start Here for the rest of the course to be unlocked.	March 10	March 16
Module 1: Software Development Background, Process Models and SCM	March 17	March 23
Module 2: Software Project Management	March 24	March 30
Module 3: Software Risk Management and People Management	March 31	April 6
Exam 1	April 6	April 13
Module 4: Software Cost Estimation	April 7	April 13
No late submissions of graded coursework from Modules 1, 2, 3, and 4 will be accepted after this designated due date.		April 20
Module 5: Global Software Development	April 14	April 20
Module 6: Software Process Improvement and Process Maturity	April 21	April 27
Course Evaluation You may also refer to ASU's Office of <a href="#">Evaluation and Educational Effectiveness (UOEFE)</a> for dates.	This will be updated in your course.	This will be updated in your course.
Module 7: Software Quality Management Planning and Assurance	April 28	May 4
No late submissions of graded graded coursework from Modules 5, 6, and 7 will be accepted after this designated due date		May 8
Exam 2	May 3	May 10

## CSE 566 Syllabus

### Spring B 2025

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<p><b>Request for Faculty Review: MCS Portfolio Project Report Inclusion Request</b> Optional, degree-seeking learner degree requirement</p> <p>If you submit by the first deadline and it is not accepted, you are encouraged to review the feedback and re-submit it a second time by the last submission deadline. Anything submitted past the last submission deadline will <b>not</b> be reviewed for approval in your portfolio to meet your degree requirements. You will have to repeat this process for another course and a project from that course.</p>	<p>May 11</p>	<p>First submission deadline by: May 16</p> <p>Last submission deadline (if necessary) by: May 26</p>
<p><b>Faculty Feedback for the Review: MCS Portfolio Project Report Inclusion Request</b> Optional, degree-seeking learner degree requirement</p>	<p>May 17</p>	<p>June 9</p>
<p><b>Course Closes</b> Past this date, Ed Discussion will no longer be monitored. Please download copies of what you would like from the course (e.g., Request for Faculty Review: MCS Portfolio Project Report Inclusion Request).</p>		<p>June 23</p>

Grades are due Monday, May 12, 2025. Please see the [ASU Academic Calendar](#) for additional information.

## Late or Missed Coursework

When possible, kindly notify the instructor before a coursework deadline by creating a private thread in Ed.

If an urgent situation or emergency arises and you are unable to submit the assignment on time, please send the instructor a private thread on Ed as soon as you are able to.

Follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

### CSE 566 Syllabus Spring B 2025

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## Coursework Due Dates and Late Penalties

Unless otherwise noted, all coursework is due on **Tuesdays at 11:59 PM Arizona (AZ) time**. Due dates in your course are set up in Arizona Standard time. Use a [Time Converter](#) to ensure you account for the difference in time zones and remember to update your course settings to reflect your time zone (see your onboarding course for directions). Arizona does **not** observe daylight savings time.

Review specific due dates directly in your course. For learners with accommodations through [Student Accessibility and Inclusive Learning Services \(SAILS\)](#) and/or the [Pat Tillman Veterans Center \(PTVC\)](#), please work with your SAILS consultant and/or PTVC Advocacy Team, Connect, and your instructor.

This course has designated deadlines to submit all graded coursework. These deadlines means the specified graded coursework submitted after those dates will not be evaluated and result in a grade of zero (0) points. Please review the Course Schedule and Important Dates section.

## Graded Quizzes

A single-time late penalty of 5% is applied after the scheduled due date and time.

A score of zero (0) will be applied after the designated due date for Module 1, 2, 3 and 4's graded coursework, and after the designated due date for Module 5, 6, and 7's graded coursework. Review the Course Schedule and Important Dates section.

- **Module 1 Graded Quiz**
- **Module 2 Graded Quiz**
- **Module 3 Graded Quiz**
- **Module 4 Graded Quiz**
- **Module 5 Graded Quiz**
- **Module 6 Graded Quiz**
- **Module 7 Graded Quiz**

CSE 566 Syllabus  
Spring B 2025

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## Projects

A single-time late penalty of **10%** is applied after the scheduled due date and time.

**A score of zero (0)** will be applied after the designated due date for Module 1, 2, 3 and 4's graded coursework, and after the designated due date for Module 5, 6, and 7's graded coursework. Review the Course Schedule and Important Dates section.

- **Code Refactoring Project**
- **Software Configuration Management Project**
- **Illustrating the Use of the Model Project**
- **Training Software Leaders Project**
- **Software Maintainability Project**

## Exams

An automatic late penalty of 100% is applied after the scheduled due date and time.

- **Exam 1**
- **Exam 2**

## Course Content

Each course in the MCS program is uniquely designed by expert faculty, so learners can best master the learning outcomes. As a result, course features and experiences are not the same across all MCS courses. Learners are expected to plan accordingly to accommodate for these differences.

## Content and Assessment Details

If you have specific questions related to instructional and assessment items in this course that you would like to be considered to be addressed in the Zoom meeting hosted by the instructor, please clearly indicate your request in your Ed Discussion thread.

CSE 566 Syllabus  
Spring B 2025

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For details regarding how points are earned in different types of assessments, please refer to your onboarding courses.

## **PlayPosit Lecture Playlists**

The course content is presented through a collection of Playposit Playlists embedded in each module. Playposit is a video platform that prompts interaction and note-taking while viewing course content. The playlists launch automatically and you can playback the course content by selecting the video titles in the playlist. The videos can be rewatched, but playlist videos cannot be downloaded. The playlist pages will include the downloadable video transcripts and any applicable supplementary material. Other course materials that accompany the lectures will be found in the media guides.

A media guide is included at the beginning of each module in the Overview section. These guides are designed to give you a snapshot description of each module's media components and to provide PDF lecture slides or note-taking materials where available, so you can plan your learning and quickly go back and review material as you prepare for your coursework.

## **Playposit Interactions: In-Video Questions and Knowledge Checks**

Playposit provides opportunities for interaction and reflection as you learn the course content. During lecture videos, there are interactions referred to as in-video questions, and after videos, there are interactions called knowledge checks. Interactions are designed to support your learning, highlight specific content, encourage active viewing and/or note-taking and provide practice opportunities. They are untimed, ungraded learning opportunities to test your knowledge of the concepts presented during the lecture videos. You may retake these as often as you would like at any point in the course.

You can toggle the clipboard icon on the left of the screen and select a review to see all the questions. You are accountable for this information as it may be assessed in different ways in other graded coursework.

There are no late penalties. Interactions are not counted toward your final grade in the class.

## **Readings**

This course has required readings. Citations accompany topics and are often accessible through [ASU's Library](#), if not directly available in the course.

CSE 566 Syllabus  
Spring B 2025

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A required reading summary guide is included at the beginning of each module in the Overview section. These guides are designed to give you a snapshot description of each module's reading components, such as peer-reviewed journal articles, so you can plan your learning and quickly go back and review material as you prepare for your coursework.

## **Discussions**

### **Ed Discussion**

Ed Discussion (Ed) is being used in place of Canvas Discussion Forums. The purpose of Ed Discussion is to provide a place for learners to ask questions and receive answers from course staff and peers about course content and coursework. The course team is engaged in discussions, but it is also a space to clarify, support, and enrich learner-to-learner communication and learning. There are designated categories for course items. You must select a category and subcategory to start a thread.

Discussions in Ed are designed to provide:

- Clarification
- Feedback
- Enrichment and deeper learning
- Connections between concepts or key ideas
- Reflection opportunities of real-world experiences
- Respectful debate and perspective building
- Resource sharing
- Networking

There are no late penalties. Ed is not counted toward your final grade in the course.

### **Designated Project Discussion in Ed Discussion**

Use Ed to discuss items relating to the course projects. Questions/Threads should be categorized by their designated title in Ed. Please check for questions already asked and answered, or marked as resolved.

There are no late penalties. Responses in Ed are not counted toward your final grade in the course.

CSE 566 Syllabus

Spring B 2025

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## Graded Quizzes

Modules 1-7 each include one (1) graded quiz for a total of **seven (7)** graded quizzes in the course. Each graded quiz includes seven to eleven (7 - 11) multiple choice questions. You will be allowed one (1) attempt for each graded quiz. There is one hour (1 hour = 60 minutes) permitted to complete each graded quiz. Once you open a graded quiz, the timer will start and you are to complete the graded quiz in a single session. Graded quizzes in this course include limited feedback, which means you will not see the correct answers. Read the Graded Quiz and Exam Policy for your course for more information.

There are late penalties associated with the graded quizzes. All **seven (7)** quizzes count toward your final grade in the class. No quiz scores will be dropped from your grade.

## Individual Projects

This course includes **five (5)** individual projects. All project overview documents and materials are provided in the Welcome and Start Here section of your course, so you can preview what is expected and design your own learning schedules to complete these on time. Review the "Request for Faculty Review: MCS Portfolio Project Report Inclusion Request" section of this syllabus for what can be used from this course to potentially meet the degree portfolio requirement, which is optional and for degree-seeking learners only.

There are late penalties associated with the projects. These projects count toward your final grade in the class.

## Request for Faculty Review: MCS Portfolio Project Report Inclusion Request

This is an optional task for degree-seeking students wanting to use this course's project(s) as part of their portfolio degree requirement/specialization requirements. Review your onboarding course and the Welcome and Start Here section of your course for more details. The submission space is towards the end of the course.

Your Request for Faculty Review: MCS Portfolio Project Report Inclusion Request will be evaluated only if the criteria is met (see your MCS Handbook for more details):

- Your course is designated as a portfolio eligible course
- You address the designated project(s), which equal 30% or more of your overall course grade
- Your final course letter grade of a B\* or higher

CSE 566 Syllabus

Spring B 2025

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\*Degree-seeking students with course letter grades that are lower than a **B grade** will **not** have their submissions reviewed.

Although there are no late penalties, these requests must be submitted by the designated deadlines. The Request for Faculty Review: MCS Portfolio Project Report Inclusion Request does not count toward your final grade in the class.

Address **all five (5) projects** in your Request for Faculty Review: MCS Portfolio Project Report Inclusion Request:

- **Code Refactoring Project**
- **Software Configuration Management Project**
- **Illustrating the Use of the Model Project**
- **Training Software Leaders Project**
- **Software Maintainability Project**

## Proctored Exams

You have **two (2)** proctored exams. These consist of Exam 1 and Exam 2. Proctored exams include limited feedback. Read the Graded Quiz and Exam Policy for your course for more information.

**No late exams** will be permitted or accepted and will result in a score of **zero (0)** points. This does **not** include established accommodations for learners receiving accommodations through [Student Accessibility and Inclusive Learning Services \(SAILS\)](#) and and/or the [Pat Tillman Veterans Center \(PTVC\)](#).

Proctored exams count toward your final grade in the class.

Exam Details	Exam 1	Exam 2
<b>Content Covered</b>	Modules 1, 2, and 3	Modules 4, 5, 6, and 7
<b>Question Type</b>	Multiple choice with a single or	Multiple choice with a single or

CSE 566 Syllabus  
Spring B 2025

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<b>[Grading Note:</b> For multiple choice questions with multiple correct answers, you earn credit for each correct answer option selected; however, credit is automatically deducted for each incorrect answer option selected. You cannot earn less than zero (0) for any question. If no answer option is selected, you will earn zero (0) points for no attempt, so it is best to provide an answer to every question.]	multiple correct answer	multiple correct answer, True and False
<b>Number of Questions</b>	34 total questions  (33 content questions + 1 academic integrity question)	34 total questions  (33 content questions + 1 academic integrity question)
<b>Availability Start</b>	Sunday, April 6, 2025 at 12:01 AM AZ Time	Saturday, May 3, 2025 at 12:01 AM AZ Time
<b>Availability End</b>	Sunday, April 13, 2025 at 11:59 PM AZ Time	Saturday, May 10, 2025 at 11:59 PM AZ Time
<b>Scheduling Reminder</b> In order to have enough time to complete the exam, you should start your exam no later than the listed date and time to ensure you have enough time to complete it before the due date.	Sunday, April 13, 2025 at 9:01 PM AZ Time	Saturday, May 10, 2025 at 9:01 PM AZ Time
<b>Duration</b>	120 minutes + plan for at least 15 minutes for proctoring set up	120 minutes + plan for at least 15 minutes for proctoring set up

## Proctoring

Learners needing allowance accommodations need to work through the [Student Accessibility and Inclusive Learning Services \(SAILS\)](#) and/or the [Pat Tillman Veterans Center \(PTVC\)](#).

CSE 566 Syllabus  
Spring B 2025

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## LockDown Browser

LockDown Browser will proctor your graded quizzes and your exams this session. It is an online proctoring service that allows you to take your exam from the comfort of your home. You do **not** need to create an account or schedule an appointment in advance. It is available twenty-four hours a day/seven days a week/and three hundred sixty-five days a year (24 hours a day/7 days a week/365 days a year), and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

Review your onboarding course and the Welcome and Start Here section in your course for more information about LockDown Browser and how to download the required software.

## Graded Quiz Allowances

Any items **not** included in this list are **not** allowed during the assessment sessions or in your assessment space.

## Reminders

- Instructors reserve the right to adjust scoring based on academic integrity violations (e.g., not following the allowances).
- You are to independently take the assessment in **a single session** without leaving the testing space (e.g., no bathroom breaks) to ensure proctoring of the entire session.
- You will be allowed **one (1) attempt** to take and complete your assessment. Once you open your assessment, your testing session begins and you will need to complete it within the allotted time. Your assessment will automatically be submitted if it is **not** completed before the deadline.
- Select a location where you can comfortably take your assessment without interruption and have a video recording taken of yourself and your workspace environment. This area should also be free of distractions and interruptions.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.

CSE 566 Syllabus  
Spring B 2025

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- Clear your environment of all external materials **not** permitted. Review the allowances to ensure you know what is permitted.
- Before starting the assessment, know how much time is available for it by checking your course and syllabus, and that you have allotted sufficient time to complete it.
- Remain at your device for the duration of the assessment.
- If the device or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.
- You are to stay within a clear view of the webcam throughout the duration of the proctored session.
- To produce a good webcam video:
  - Avoid wearing headwear (e.g., hats).
  - Ensure your device is on a firm surface (e.g., desk or table). Do **not** have the device on your lap, a bed or other surface where the device or you are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the assessment in a well-lit room and avoid backlighting, such as sitting with your back to an open window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the assessment until all questions are completed and submitted unless otherwise directed in the allowances.
- Before the assessment concludes and the proctoring session ends, all scratch paper must be destroyed and all whiteboard markings must be erased.

### Specific Allowances

- **Web links:** No
- **Open book:** No
- **Pre-written paper notes:** Yes. Please read the specifications and plan ahead accordingly.

CSE 566 Syllabus  
Spring B 2025

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- **Handwritten or Printed notes: One (1) sheet/page**; standard letter-size (8.5 inches x 11 inches) or A4 paper; double-sided.
- **Scratch paper:** Yes. Please read the specifications and plan ahead accordingly.
  - **Two (2) standard** letter-size (8.5 inches x 11 inches) or A4 paper, writing utensils (e.g., pens, pencils, markers, and/or highlighters) and erasers; please have extra ones in your testing area should you run out of ink, the pencil breaks, etc.
  - Before the exam concludes and the proctoring session ends, all scratch paper must be destroyed. The last question in the exam will be a confirmation of learners executing these ASU academic integrity actions.
- **On-Screen Calculator:** Yes
  - Standard Calculator
- **Handheld calculator:** No

## Exam 1 and Exam 2 Allowances

Any items **not** included in this list are **not** allowed during the exam or in your exam space.

## Reminders

- Instructors reserve the right to adjust scoring based on academic integrity violations (e.g., not following the allowances).
- You are to independently take the assessment in **a single session** without leaving the testing space (e.g., no bathroom breaks) to ensure proctoring of the entire session.
- You will be allowed **one (1) attempt** to take and complete your assessment. Once you open your assessment, your testing session begins and you will need to complete it within the allotted time. Your assessment will automatically be submitted if it is **not** completed before the deadline.
- Select a location where you can comfortably take your assessment without interruption and have a video recording taken of yourself and your workspace environment. This area should also be free of distractions and interruptions.

CSE 566 Syllabus  
Spring B 2025

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- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
- Clear your environment of all external materials **not** permitted. Review the allowances to ensure you know what is permitted.
- Before starting the assessment, know how much time is available for it by checking your course and syllabus, and that you have allotted sufficient time to complete it.
- Remain at your device for the duration of the assessment.
- If the device or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.
- You are to stay within a clear view of the webcam throughout the duration of the proctored session.
- To produce a good webcam video:
  - Avoid wearing headwear (e.g., hats).
  - Ensure your device is on a firm surface (e.g., desk or table). Do **not** have the device on your lap, a bed or other surface where the device or you are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the assessment in a well-lit room and avoid backlighting, such as sitting with your back to an open window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the assessment until all questions are completed and submitted unless otherwise directed in the allowances.
- Before the assessment concludes and the proctoring session ends, all scratch paper must be destroyed and all whiteboard markings must be erased.
- The last question in the exam will be a confirmation of you upholding ASU academic integrity.

## Specific Allowances

- **Site URLs:** None

CSE 566 Syllabus  
Spring B 2025

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- **Open book:** No
- **Pre-written paper notes:** Yes. Please read the specifications and plan ahead accordingly.
  - **Handwritten or Printed notes: One (1) sheet/page;** standard letter-size (8.5 inches x 11 inches) or A4 paper; double-sided.
- **Scratch paper:** Yes. Please read the specifications and plan ahead accordingly.
  - **Two (2) standard** letter-size (8.5 inches x 11 inches) or A4 paper, writing utensils (e.g., pens, pencils, markers, and/or highlighters) and erasers; please have extra ones in your testing area should you run out of ink, the pencil breaks, etc.
  - Before the exam concludes and the proctoring session ends, all scratch paper must be destroyed. The last question in the exam will be a confirmation of learners executing these ASU academic integrity actions.
- **Handheld calculator:** No
- **On-Screen Calculator:** Yes
  - Windows/OS
  - Online calculator
- **Restroom breaks:** No
- **Copy and Paste:** No
- **Hats:** No
- **Headphones:** No
- **Take Exam in a Public Area:** No
- **Mobile Phone Use:** No
- **Background Noise (Occasional sounds expected in the testing area):** No

## Course Grade Breakdown

Course Work	Quantity	Team or Individual	Points
Graded Quizzes	7	Individual	100
Code Refactoring Project	1	Individual	100
Software Configuration Management Project	1	Individual	100
Illustrating the Use of the Model Project	1	Individual	100
Training Software Leaders Project	1	Individual	100
Software Maintainability Project	1	Individual	100
Exam 1	1	Individual	200
Exam 2	1	Individual	200
Total Course Points			1000

\*The project(s) count for 30% or more of the overall course grade, so this is a portfolio eligible course. See the [MCS Graduate Handbook](#) for more information about the portfolio requirement if you are a degree student.

## Grade Scale

You must earn a cumulative grade of 70% to earn a "C" in this course. You must earn at least a "C" to receive graduate credit. This course has no grade curving. All graded coursework will be included to calculate grades (i.e., no graded items will be dropped). Grades will **not** be rounded. Grades in this course will **not** include pluses or minuses.

The instructor reserves the right to adjust individual grades based on, but not limited to: violations of academic integrity.

CSE 566 Syllabus  
Spring B 2025

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Range of Points	Percentage	Letter Grade
900 - 1000	90 - 100	<b>A</b>
800 - 899.99	80 - 89.99	<b>B</b>
700 - 799.99	70 - 79.99	<b>C</b>
600 - 699.99	60 - 69.99	<b>D</b>
0 - 599.99	0 - 59.99	<b>E</b>

## Zoom Meetings

This course has three (3) types of Zoom meetings:

- **Instructor Zoom Events:** If you have specific questions or topics of interest to be discussed, please indicate your request in an Ed Discussion thread. Although it may not be possible to address all requests during the Zoom event, the instructor is interested in tailoring this time to your questions and interests. The instructor will be following a set agenda, so please be mindful of that when engaging in the Zoom event.
- **Instructional Assistant (IA) Zoom Support Sessions:** These sessions offer a chance for learners to get their questions answered from the IAs. Although the course team is responsive to trends in Ed Discussion, these events focus on addressing learners' specific questions related to content: clarifications, reteaching, assessment preparation, etc.
- **Grader Zoom Support Sessions:** These sessions are singularly focused on addressing questions related to **grading**.

Check the Zoom tab in the navigation menu of your course. Although we try to be consistent for our learners' planning purposes, the schedule is subject to change throughout the course, so stay up-to-date on the event details by checking your Ed and course announcements.

CSE 566 Syllabus  
Spring B 2025

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Read about the specific policies related to Zoom meetings directly in your onboarding course and your course pages: Syllabus, ASU Course Policies, and any additional course-specific policy information in the Welcome and Start Here area. Additional information may be included in the Policies section of this syllabus. You are responsible for adhering to all policies.

## Zoom Recordings

- Instructor Zoom Events are **recorded and shared** through the “Zoom” navigation link in your course. These can be found by going to the “Cloud Recordings” tab. These recordings will be unavailable after 120 days.
- IA Zoom Support Sessions are **recorded**, but **not uploaded** into the course. It is at the discretion of the instructor if these sessions will be shared during the course session.
- Grader Zoom Support Sessions are **recorded**, but **not uploaded** into the course.

## Policies

Please refer to the ASU Course Policies section in your course, your onboarding course, and the Welcome and Start Here section of your course in addition to the policies listed in this section.

## Code of Conduct

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The [Student Code of Conduct](#) is designed to promote this environment at Arizona State University.

The [Student Code of Conduct](#) sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Students are expected to follow the [ABOR Student Code of Conduct](#) and the ASU [Student Code of Conduct](#) at all times.

CSE 566 Syllabus  
Spring B 2025

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## Expected Behavior

Students are expected to follow the ASU [Student Code of Conduct](#) and are expected to acknowledge and embrace the [FSE Student Professionalism Expectation](#).

An instructor may withdraw a student from a course with a mark of “W” or “E” or employ other interventions when the student’s behavior disrupts the educational process. For more information, review [SSM 201–10](#).

If you identify something as unacceptable classroom behavior (e.g., in Canvas, Ed Discussion, Zoom, etc.), please notify the course team.

Our classroom community rules are to:

- Be professional
- Be positive
- Be polite
- Be proactive

## Academic Integrity

All engineering students are expected to adhere to the ASU Student [Honor Code](#) and the ASU academic integrity policy, which can be found at <https://provost.asu.edu/academic-integrity/policy>. Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. If you have taken this course before, you may not reuse or submit any part of your previous assignments without the express written permission from the instructor.

All student academic integrity violations are reported to the Fulton Schools of Engineering Academic Integrity Office (AIO). Withdrawing from this course will not absolve you of responsibility for an academic integrity violation and any sanctions that are applied. The AIO maintains a record of all violations and has access to academic integrity violations committed in all other ASU college/schools.

## Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

Some assignments in this course may include or allow use of Artificial Intelligence (AI), including ChatGPT or related tools for the creation of text, images, computer code, audio, or other media. The

CSE 566 Syllabus  
Spring B 2025

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instructor will inform you when, where and how you may use these tools, and [provide guidance for attribution](#). Use of generative AI tools in any other context in this course will be considered a violation of the [ASU Academic Integrity Policy](#), and students may be sanctioned for confirmed, non-allowable use. If at any point you have questions about what is permitted, contact the instructor to discuss before submitting work.

## Copyright

You must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's/learner's original work, unless the student/learner first complies with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

The contents of this course, including lectures (Zoom recorded lectures included) and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recording of class sessions is authorized only for the use of students enrolled in this course during their enrollment in this course. Recordings and excerpts of recordings may not be distributed to others (see [ACD 304-06](#), "Commercial Note Taking Services" and [ABOR Policy 5-308 F.14](#) for more information).

## Graded Quiz and Exam Policy

Each course in the MCS program is uniquely designed by expert faculty so that learners can best master the learning outcomes specific to each course. By design, course features and experiences are different across all MCS courses.

In the MCS program, we strive to provide learners with exercises and applied practice beyond quizzes and exams that align with the hands-on nature of the computer science industry. Ungraded practice opportunities may include, but are not limited to: in-video-questions (IVQs), knowledge check quizzes (KCs), module practice quizzes, practice exams, and other coursework. When available, the questions and correct answers are provided to learners. Depending on the type of questions, auto-generated feedback is built into the course to further help learners learn in real-time. Please thoroughly review your course to ensure that you are aware of the types of practice opportunities available to you.

CSE 566 Syllabus  
Spring B 2025

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For academic integrity purposes, once grades are made available, learners will see their overall total scores. Like other standardized tests, such as the GRE and SAT, learners will receive a singular grade for the graded quizzes and exams, but the questions, correct and incorrect answers, and feedback to each question will **not** be provided.

If learners desire 1:1 feedback, please send a private thread to the course team on Ed. Rather than receiving the exact questions learners had correct and incorrect and the answers to those questions, learners will likely receive the concepts that were covered in the assessment questions so they will know what they need to review prior to other assessments and how to apply this information in their professional environments.

## Absence Policies

There are no required or mandatory attendance events in this online course. Different types of Zoom meetings hosted by any course team member do not take attendance.

Excused absences do not relieve students of responsibility for any part of the coursework required during the period of absence. If exceptions for graded coursework deadlines need to be made for known excused absences, please reach out to the course team by the end of the second week of the course by sending a private thread to the course team on Ed. Review availability windows and due dates for coursework and schedule accordingly. The exam availability windows allow for your own flexibility and you are expected to plan ahead.

Review the resources for what qualifies as an excused absence and review the late penalties in the Assignment Deadlines and Late Penalties section of the syllabus and the course:

- a. Excused absences related to religious observances/practices that are in accord with [ACD 304–04](#), “Accommodation for Religious Practices” (please see [Religious Holidays and Observances](#)).
- b. Excused absences related to university sanctioned events/activities that are in accord with [ACD 304–02](#), “Missed Classes Due to University-Sanctioned Activities”.
- c. Excused absences related to missed class due to military line-of-duty activities that are in accord with [ACD 304–11](#), “Missed Class Due to Military Line-of-Duty Activities,” and [SSM 201–18](#), “Accommodating Active Duty Military”.

CSE 566 Syllabus  
Spring B 2025

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## Grade Appeal

### Graded Coursework

You can appeal a grade within **one (1) week** of the grades being published in the course. Any grade appeal after **one (1) week** will not be considered. A formal decision will be made in 3-5 business days.

You are required to appeal a grade by posting a private thread in Ed Discussion. A simple statement such as, "I deserve more credit," is not sufficient for the consideration of the grade appeal. The body of the grade appeal should include:

- The learner's name and email address used in the course
- The exact assessment name as it appears in the course
- An explanation clearly and succinctly providing the reason for the grade appeal
- A concise and supported rationale for why the grade appeal should be considered

### Final Letter Grades

Learner-grade grievance appeals regarding a final letter grade must follow the [Fulton Schools of Engineering Grade Grievance Appeal Policy](#).

## Zoom Meetings

### Recording Notice

Instructors will record Zoom meetings. An archived recording will be made available in Canvas for enrolled students, instructors, or support personnel. Creation of recordings for individuals or groups beyond these requires consent from students who are recorded.

### Expectations

The environment should remain professional at all times. Inappropriate content/visuals, language, tone, feedback, etc. will not be tolerated, reported and subject to disciplinary action. Review the policy regarding Expected Behavior section of the syllabus, ASU [Student Code of Conduct](#), and [FSE Student Professionalism Expectation](#) for more detailed information.

CSE 566 Syllabus  
Spring B 2025

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## **Policy Against Threatening Behavior, per the Student Services Manual, (SSM 104-02)**

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services (see [SSM 104-02](#)). Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students.

## **Disability Accommodations**

Suitable accommodations are made for students with disabilities. Students needing accommodations must register with [ASU Student Accessibility and Inclusive Learning Services](#) (SAILS) office. Students should communicate the need for an accommodation at the beginning of each course so there is sufficient time for it to be properly arranged. These requests should be submitted through the [online portal](#). See [ACD 304-08](#) Classroom and Testing Accommodations for Students with Disabilities. SAILS will send the instructor a notification of accommodations. It is recommended that students communicate with instructors regarding documented accommodations.

## **Harassment and Sexual Discrimination**

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

CSE 566 Syllabus  
Spring B 2025

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As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

## Photo Requirement

Arizona State University requires each enrolled student and university employee to have on file with ASU a current photo that meets ASU's requirements (your "Photo"). ASU uses your Photo to identify you, as necessary, to provide you educational and related services as an enrolled student at ASU. If you do not have an acceptable Photo on file with ASU, or if you do not consent to the use of your photo, access to ASU resources, including access to course material or grades (online or in person) may be negatively affected, withheld or denied.

## Course Coordinator and Instructor of Record



### Ayca Tuzmen, PhD

Dr. Ayca Tuzmen has been an Assistant Teaching Professor at Academic and Student Affairs at Arizona State University since 2021. She received a PhD in Design Computing from Arizona State University; Master of Computer Science from Arizona State University; Master of Science from New Jersey Institute of Technology; Bachelor of Architecture from Middle East Technical University. The positions she held in academia includes Lecturer position at Koc University, Assistant Professor position at Okan University, Kemerburgaz University, Aydin University and University of Sydney. Dr Tuzmen taught courses called Introduction to Engineering, Introduction to Programming with Java

CSE 566 Syllabus  
Spring B 2025

Any information in this syllabus may be subject to change without advance notice. Stay informed by checking course announcements and the syllabus section of your course.

and Python, SW Enterprise: Design and Process, SW Verification and Validation, SW Project Management, Database Design, Internet of Things and Industry 4.0. In industry, she held various positions including validation engineer and project manager at Intel, Chandler; managing consultant at IBM Global Services; software engineer at Bull HN. She worked on CRM and charging projects for Vodafone telecommunication company; Change and Release Management project for Morgan Stanley financial company; IT transformation projects for Isbank, Akbank financial companies and Akbank, Marphe insurance companies. She is the founder of two startups specializing in education and medical devices.

## Course Creator



### Jim Collofello, PhD

James Collofello serves as Vice Dean of Academic and Student Affairs and has held this position since 2006. In this capacity he leads the school's student recruitment and retention, career development and placement, K-12 programming, new curriculum development, accreditation and oversight of Fulton Difference programming. The Fulton Difference consists of innovative programs operated at scale to provide students with opportunities to develop and enhance their research, leadership, project development and entrepreneurship skills. Major Fulton Difference programs include engineering student organizations, Fulton Undergraduate Research Initiative, Grand Challenge Scholars Program, Undergraduate Teaching Assistant Program and Engineering Projects in Community Service. He is also a professor of computer science and software engineering. His teaching and research interests lie in the software engineering area with an emphasis on software quality assurance, software process improvement and software project management. He has also

### CSE 566 Syllabus Spring B 2025

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been active in developing and improving computer science curriculum and working to improve undergraduate retention. In addition to his academic activities, he has also been involved in applied research projects, training and consulting with many large corporations over the last 25 years.

## CSE 566 Syllabus

### Spring B 2025

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