

Commerce and Business administration: *Computing Studies & Information Systems*

CSIS 4495 002 Applied Research Project

Course Outline: Policy, procedures and schedule

Prerequisites:	A minimum C grade in the following courses: CSIS 2300 and CSIS 3275 and (CSIS 4175) or 2 of (CSIS 3300, CSIS 3360, CSIS 3860) or 3 of (CSIS 4440, 4450, 4460, 4470)). It is recommended that a student should have obtained 45 credits towards a CSIS credential such as the PBD-CIS before attempting this course
Semester:	Winter 2025
Class Time & Location:	F: 9:30-12:20PM, A808
Instructor:	Padmapriya Arasanipalai Kandhadai
Email:	kandhadaip@douglascollege.ca
Office Hours:	W, F: 1:00-2:00PM Or By Appointment (conducted online on zoom – you must email me to set up a time slot to meet regardless of if you are meeting me during office hours or other times).

Course materials: NA

Hardware and Software

Each applied research project (chosen, researched and implemented by students) will have unique hardware and software needs.

You also need a **webcam, microphone and headphones** to be able to attend online meetings and presentations.

Blackboard: Online lectures, exams and/or course materials

All instructor materials, resources and communications such as announcements, lecture slides and other such documents will be shared through the Douglas College Blackboard Community. (https://learn.douglas.bc.ca/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 381_1)

All assignments and assessments will be created through Blackboard and will have to be submitted through Blackboard [**No exceptions will be made**]

Class lecture sessions may be collected under the authority of the Freedom of Information and Protection of Privacy Act of BC, s. 26(c).

Online Office Hours: Office hours can be scheduled over email to meet me on zoom. You must email me to schedule an appointment during office hours (1:00-2:00pm Tue, Thurs, or other arranged time).

Topic: Priya Office Hours (must schedule appointment ahead of time through email)

<https://douglascollege-ca.zoom.us/j/62459107434?pwd=WWdIUGEzQzRvakyU3RbWFJNVdHUT09>

Meeting ID: 624 5910 7434

Passcode: 053722

Calendar Course Description

This course enables students in Computing Studies and Information Systems Programs to acquire practical experience in defining, designing, developing, and implementing a special computer systems project. Projects will be done individually or in small groups in consultation with the instructor. The instructor will work with each individual or group to select an appropriate computer project. Project topics may vary from in-depth research to systems analysis and design development proposals. The student will learn more about technical documentation. Project management fundamentals will also be covered.

Course Objectives/Learning Outcomes

The student should be able to:

- Prepare a project proposal
- Formulate and negotiate an agreement to set up the terms and conditions of a project
- Identify a set of objectives/tasks that can be accomplished within the time allotment
- Apply the life cycle of systems analysis and design to a computer system project
- Gather pertinent information and data through interviews, questionnaires, surveys and observations of a computer information system's activities
- Organize a project meeting, prepare an agenda, and issue timely minutes
- Use problem solving skills to resolve problems encountered during the project period
- Present orally and provide written memos/reports to clients and faculty supervisor in a formal environment
- Prepare technical documentation and a final project report on the work performed
- Use project management software effectively to manage the project

Course Content

Content Common to all Projects: The content details will depend upon the particular subject of each project. However, there will be several common topics.

- The proposal of a project
- The format of a contract
- The techniques of gathering data/information
- Organizing and running meetings
- Information sources, such as libraries and resource centres
- The preparation of a report
- The management of weekly status reports of a project

Criteria for Selections of Project Topics:

- A project's subject must be related to computer systems and be viewed by faculty as providing valuable information
- A project's scope must be such that its objectives can be attained in one semester
- The client preferably should be an organization outside the educational institution; should be an entity not related to the student (such as a relative)
- The contents and results of a project must be original

Means of Assessments (see schedule for dates)

A final course grade will be determined based on the following assessments and their corresponding weighted percentages:

Assessment	Percentage
Project Plan (Proposal + Contract + Repo Set up + In Person Initial Check in)	15%
Progress Reports (and Repo Check In)	10%
Midterm Video, Report and Implementation (Repo Check In + In person midterm check in)	15%
Defense Presentation	20%
Final (Final In-person check in + Working application Repo + Report) *	40%
Total Grade**	100%

- *** Final Grade:** To receive a non-zero final grade, the applied research must have a fully functional, working outcome/application.
- **** Total course grade:** To receive a non-zero grade in the course, a student must attend ALL IN-PERSON CHECK IN SESSIONS MARKED IN RED and hand in for marking at least 70% of all assessments. Work that is not handed in, or handed in too late for marking, will automatically receive a zero. The student's achievement will be converted to a *letter grade*, in accordance with department policy (see letter grade chart on the last page).

Transferability

See BC Transfer Guide at www.bccat.bc.ca.

In-Class Policies and Procedures

1. **Timeliness:** Students are expected to be in class during planned meetings. If a student must be late, contact the instructor with an explanation prior to the late class. Any late student should enter from and sit in the back of the classroom so as to not interrupt the flow of class activity.
2. **Assignment format and submission:** Every assignment will be given a due date, which will appear at the top of the first page. This date will correspond with a day on which the class meets regularly. Assignments need to be typed, and in complete executable form as outlined in each assignment instructions. All assignment files should be submitted in a zipped folder that should contain **one readme file** stating your complete name, student number, and assignment number along with a description of each file/s that is being submitted for evaluation. Each of the individual files should have clear descriptive filenames, and must contain **commented header** with student name, number, filename, and purpose/function of the file. All assignments should be submitted using the Blackboard

Community. Please note that department office staff will not accept assignments. All assignments will be checked for plagiarism using automated and manual techniques, and there will be no tolerance for plagiarism. Any plagiarism will result in a score of zero for all parties involved. **Late assignments will be deducted marks (20% off for each school day).** Submissions beyond 60 hours from when it is due (start of class on due date) will be considered too late to mark.

3. ***Illness and other unavoidable circumstances:*** Should you miss an assignment deadline due to unavoidable circumstances or personal difficulties, please email me at kandhadaip@douglascollege.ca at the earliest opportunity. On the email include
 - a. course and section number (e.g. CSIS4495-002)
 - b. your name and student number (e.g. Student Number 212121212)
 - c. late assignment or missed quiz (e.g. Missed Quiz #1)
 - d. have doctor's note or not (e.g. Have Doctor's note) and brief comment.
4. ***Phones and wireless devices:*** Cells going off in the middle of class are disruptive and exhibit a lack of consideration for your fellow-student. Cell phones are not allowed to be used in the classroom at all. When you need to communicate with someone, please do it outside the classroom. **All cell phones and wireless devices must be turned off or set to silent mode.** Laptops and tablets may be used with the sole purpose of taking notes or reading the textbook.
5. ***Emailing your instructor:*** During the course, your Douglas College student email account with must be used for communicating with your instructor. Include your Course and Section number in the Subject line of your email. Example: CSIS4495 Section 002. Emailing from other email addresses (i.e. gmail, hotmail, etc) might not be answered in a timely fashion. Please check the course outline and online blackboard community for schedule, deadlines, policies, procedures and announcements before emailing the instructor, and follow proper email etiquette when emailing the instructor.

Douglas College Calendar, Policies and Procedures

Students are responsible for being familiar with the information contained in the Douglas College Calendar and policies and procedures relating to appeals, petitions and formal complaints, sexual and personal harassment, standards of conduct, violence and academic honesty. College policies are available at <http://www.douglascollege.ca/about-douglas/governance/policies>

Academic Integrity

1. ***Plagiarism and Cheating:*** There will be **zero tolerance** for any plagiarism or cheating. Douglas College, in common with other educational institutions, condemns academic dishonesty.
2. ***Plagiarism:*** presenting or submitting as one's own work the work, research, words, ideas, artistic imagery, arguments, calculations, illustrations or diagrams of another person or persons without explicit or accurate citation or credit; this includes submission of purchased material as well as material in which the student has permitted someone else (a fellow student, tutor, mentor or teaching assistant, friend, etc.) to contribute unacknowledged.
3. ***Self-plagiarism:*** submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted.
4. ***Cheating:*** The possession or provision of unauthorized aids, assistance or materials in the preparation of assignments, during examinations or in the completion of practical work, including but not limited to the following:
 - a. Copying or attempting to copy the work of another during an examination
 - b. Communicating work to another student during an examination

- c. Possession of unauthorized aids, notes or electronic devices or means during an examination
- d. Unauthorized possession of an examination or answer key
- e. Submission of a substantially similar assignment / test by two or more students, except in the case where such submission is specifically authorized by the instructor.
- f. The use and/or reference of any/all websites (e.g. coursehero.com or similar) which host copies of Douglas College course work assessments such as but not limited to quizzes, assignments, midterms, labs, exams, practical work, etc, constitutes plagiarism.

Student responsibility: Students are responsible for conducting themselves honestly and ethically and for becoming familiar with and adopting the principles of academic integrity in their studies. This responsibility includes being vigilant with the use of sources and documentation to avoid plagiarism.

Violations of Academic Integrity: Violations of Academic Integrity policy are reported to the appropriate Responsible Administrator for adjudication and that serious and/or repeat offenses will lead to students being suspended or expelled. For more information, See:

<https://www.douglascollege.ca/sites/default/files/docs/finance-dates-and-deadlines/Academic%20Integrity%20Policy%20w%20Flowchart.pdf>

Letter grade chart: The letter grades and corresponding percentages listed below, effective as of September 2023, are used in the evaluation of coursework in credit courses. For previous percentages contact the Registrar's Office. **More information about the Douglas College grading policy can be found at:**

<https://www.douglascollege.ca/sites/default/files/docs/educational-policies/Grading%20Policy%20%28September%202023%20-%20%29.pdf>

Grade	Numerical Value	Achievement Level	Description & Notes
A+	4.33	90% to 100%	Outstanding Achievement
A	4.00	85% to 89%	
A-	3.67	80% to 84%	
B+	3.33	77% to 79%	
B	3.00	73% to 76%	Good Achievement
B-	2.67	70% to 72%	
C+	2.33	65% to 69%	
C	2.00	60% to 64%	Satisfactory Achievement
C-	1.67	55% to 59%	Marginal Achievement
D	1.00	50% to 54%	Minimal Achievement Student may not use the course as a prerequisite for another course
F	0.00	49% and below	Unsatisfactory Achievement
UN	0.00		Unofficial Withdrawal Student complete less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the Instructor's Course Outline specifies that attendance is a course requirement.

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Tentative Course Schedule (Subject to changes announced through blackboard)

Week	Date	Topics	Assessments
1	Jan 10	Course Logistics, Introduction and Conceptualization	Interest Survey (due Jan 12, 11:59 PM)
2	Jan 17	Project Proposal Discussion	
3	Jan 24	Project Consultation + Proposal – MUST BE PRESENT IN CLASS FOR INITIAL CHECK IN	Proposal (due Jan 26 11:59PM)
4	Jan 31	Project Consultation	
5	Feb 7	Project Consultation + Progress Report + Work Check In	Progress Report and Research/implementation 1 (due Feb 9 11:59PM)
6	Feb 14	Project Consultation	
Feb 18-23: Study break classes canceled			
7	Feb 28	Midterm Progress (Working implementation and Report) – MUST BE PRESENT IN CLASS FOR MIDTERM CHECKIN	Midterm Report and Implementation (due Feb 24, 11:59 PM)
8	Mar 7	Project Consultation	
9	Mar 14	Project Consultation + Progress Report + Work Check In	Progress Report and Research/implementation 2 (due Mar 16 11:59PM)
10	Mar 21	Project Consultation + Progress Report + Work Check In	Progress Report and Research/implementation 3 (due Mar 23 11:59PM)
11	Mar 28	Project Consultation + Progress Report + Work Check In	Progress Report and Research/implementation 4 (due Mar 30 11:59PM)
12	Apr 4	Project Consultation + Progress Report + Work Check In	Progress Report and Research/implementation 5 (due Apr 6 11:59PM)
13	Apr 11	Final Report and Implementation Submission – MUST BE PRESENT IN CLASS FOR FINAL CHECKIN BEFORE PRESENTATIONS	Final Report and Implementation (due Apr 13 11:59 PM)
Final Defense and Presentation – MUST BE PRESENT AS PER SCHEDULE Time/Date: Apr 16 9:30-12:20pm and rest TBA Specific schedule will be created and released after final exam schedule is released based on student course schedule and available time slots			