DOUGLAS COLLEGE – Winter 2025

CSIS 4495 – Applied Research Project

Your project will be considered as a PLAGIARISM if:

1. The project is similar to the work submitted by other students within the same term, other terms or other sections.

2. The project is similar to any work found on the Internet or any other sources.

Project resulted from plagiarism will receive a ZERO mark and the students associated with the work will be reported to the Dean office for academic dishonesty case.

The course outline and the learning outcomes for CSIS 4495 can be seen in the course outline posted by the instructor. This document outlines the overall goals of the project with specific deliverables that need to be submitted/presented along the entire term.

THIS COURSE PERFORMANCE IS EVALUATED THROUGH OUT THE TERM and the student is expected to be putting work towards this course from week 1 until the very end. Work not completed, documented and communicated on an ongoing basis will result in loss of points.

Student may work ALONE or in teams of 2-3 of your CHOICE. Work required of groups will be expected to be scaled by the number of students in the team. You must discuss your ideas and clearly outline work proposal for each student (it must be clear what each person is doing that is different from one another within the team). Your performance and grade may be affected by your team. Each student in the team will get different grades depending on the depth, consistency and complexity of your contributions.

Expected Hours

Each student is expected to put in **at least 120 hours through out the term towards this course**. This time may likely be more depending on your project needs, skill-level and any other issues that might arise in an open-ended project. Your work logs (see deliverables in progress report, midterm report and final report) must reflect this amount of time.

Choosing projects

OPTION 1: Student/Team may choose any project so long as it involves applied research including extensive learning beyond what was covered during your program at Douglas College. Your work will be evaluated based on the complexity, marketability, utility and novelty of the project, and your ability to demonstrate research, learning and application of state-of-the-art technologies.

OPTION 2: Students who are highly motivated also have the option of choosing curated projects from Riipen. This has to be approved by the instructor based on your academic record, your commitment and alignment of the project with your interests. Riipen is a work-based learning platform for educators, learners, and employers. Because it involves external industry partners, you need to be sure you are willing to go the extra mile to take up these projects, and you need approval from the instructor for the specific project you are interested in pursuing. This is a high risk/high reward approach, and must be carefully chosen only if you are willing to put in the extra work that will be needed to complete both the deliverables needed by the industry partners, and the necessary deliverables needed for successful course completion.

Projects database: Here is a link to the Riipen platform where you can search for projects, and see if there is anything that is of particular interest to you.

https://douglascollege.riipen.com/search/projects

Deliverables and presentations for this course.

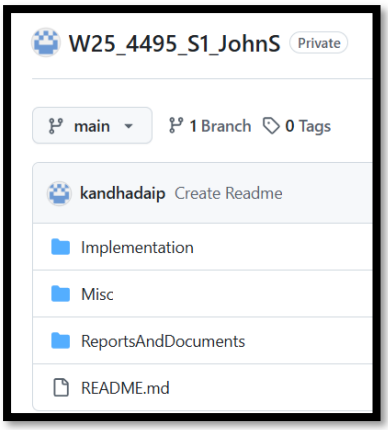
Dates and deadlines for these deliverables will be posted on the course outline.

1. Interest SUVEY – posted on blackboard INDIVIDUAL SUBMISSION. This survey is to help you think about what you want to pursue and will be used for further advise through out the project.

2. IN PERSON Project CHECKINS IN CLASS: INDIVIDUAL ASSESSMENT In-person weekly attendance during project consultation is optional. However, the more I see your work, the more I can see whether you are on track for a successful completion. You will be continually assessed on your ability to check in and communicate as needed on an ongoing basis.
   There are **THREE MANDOTARY IN-PERSON CHECKINS DURING CLASS TIMES (see the course outline schedule for these details):** You will be asked to come for an in-person demo/check in three times for initial checkin, midterm checkin and final checkin. These are times, you must be present in class to provide an update on your progress and show work completed thus far.

3. GitHub Repo: All group projects must be maintained on GitHub regardless of topic or technology you use. REPO NAME MUST BE done with the term, course, section and first name and last initial of the student/team lead (Term#_4495_S#_FirstNameLastInitial where the first name last initial is the name of the student or a team lead selected amongst yourselves who will be responsible for all JOINT SUBMISSION). For e.g., if your team lead's name is John Smith (or you are working alone and your name is John Smith) and you are in section 1, then the repo name would be W25_4495_S1_JohnS. If you are in section 2, then the repo name would be W25_4495_S1_JohnS

All Github Project repos must have a **README** describing the project and the folders, a folder called **ReportsAndDocuments** for all the reports and documentation, and a folder called **Implementation** for all the code that will be checked in. You may create any other additional folders/files as needed. **Misc** folder containing any other files or folders needed for your team or project is optional. **You must add the instructor (kandhadaip@douglascollege.ca) as collaborator on the GitHub Repo.**



4. README File: Readme file is created in the repo. It outlines the name of the project, student names, student ids and email ids for the project. It will also include any company details if the project is from Riipen. **This must be created at the time the GitHub Repo is created, and must be updated periodically as needed.**

5. Progress Reports (5 total): INDIVIDUAL SUBMISSION – Must be submitted by EACH STUDENT INDIVIDUALLY WHETHER WORKING ALONE OR IN A TEAM. See progress report template document for details. Progress report must reflect nature of work done, dates and hours of work put in each day. Individual Progress Report must be submitted via blackboard and checked into the GitHub Repo under Reports. Work/Implementation MUST BE checked into the GitHub Repo as well.

6. Project Proposal: JOINT SUBMISSION – Must be submitted on blackboard by the student if working alone or by the team lead if working in a team. The proposal must also be checked in to the GitHub Repo under Reports. See Proposal Template for details.

7. MIDTERM VIDEO ARCHIVE: JOINT SUBMISSION – You will create a MIDTERM VIDEO ARCHIVE as part of your project deliverables. The video will be a 10-minute video (a little over the time limit is fine) showing a demo of your implementation. Everyone in the team must present their work done thus far. The video may be posted in any platform, and the link must be shared as a clickable link in your Project Midterm Report.

8. Project Midterm Report: JOINT SUBMISSION– Must be submitted on blackboard by the student if working alone or by the team lead if working in a team. The midterm report must also be checked in to the GitHub Repo under Reports. See Midterm Report Template for details. Work/Implementation MUST BE checked into the GitHub Repo as well.

9. Project Final Report: JOINT SUBMISSION– Must be submitted on blackboard by the student if working alone or by the team lead if working in a team. The final report must also be checked in to the GitHub Repo under Reports. See Final Report Template for details. Work/Implementation MUST BE checked into the GitHub Repo as well.

10. FINAL DEFENSE ORAL PRESENTATIONS: You will be doing a final defense presentation showing a fully working demo and explanation showcasing your applied research project towards the end of the term. More details on duration and format will be released.

    Should you have any questions on the deliverables or format of the course, feel free to email Priya at kandhadaip@douglascollege.ca.

    Additional Resources:

    Example of technical writing report
    https://ias.ieee.org/wp-content/uploads/2023/06/2020-01-16_IET_Technical_Report_Writing_Guidelines.pdf

    Writing Resources from Douglas College
    https://library.douglascollege.ca/learningcentre/writing-resources

    Guide for writing email to faculty/professor
    https://writingcenter.gmu.edu/writing-resources/different-genres/sending-email-to-faculty-and-administrators