



SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF INFORMATION TECHNOLOGY
IT 4983: IT CAPSTONE

Course Information

This course has been designed to be compliant with online, hybrid, and face-to-face modalities.

Class modality and meeting time: See *KSU OWL EXPRESS* system for details
(<https://www.kennesaw.edu/owl/express/>).

Spring semester 2024 – Section W01

100% online – lecture Thursday's 12:30pm via MS Teams. Lecture will be recorded. Students are expected to know all information disseminated in these meetings. Online attendance is recommended, and participation is encouraged. Time sensitive information that can affect student grades will be disclosed.

Instructor

Name: Mr. Donald Privitera

E-mail: dprivit2@kennesaw.edu

Office Location: R2-222 (Norton Hall)

Cell Phone: 770-899-1728 (Mon-Fri 9am-5pm only)

Office Hours by appointment: Thu 2:00pm – 4:00pm (drop in's ok but appointments highly recommended), Tue by appointment in-office or virtual, and Mon, Wed, Fri virtual only (by appointment)

Course Communication:

- KSU email is the best way to reach the instructor.
- Please send email from your regular KSU email account only (xxxxx@students.kennesaw.edu) to my regular KSU email account only (dprivit2@kennesaw.edu), and be sure to indicate what class, section, and group you are in. **Please do not use D2L email. Please do not use personal email.** Emails sent from email accounts other than regular KSU accounts may not be replied to.
- Students' emails will be replied to within 24 business hours M-F 9am-5pm (excluding weekends and holidays).
- I teach many sections of the same class with hundreds of students and sometimes even have students with the same name; therefore, be as specific as possible when filling in the subject line. Put the course number, section (01, W01, W02), project name, and project team number in the subject line to uniquely identify your exact class and project. Emails without proper subject line may not be replied to.

Course Description

Prerequisites/Corequisites:**Credit Hours:** 3-0-3**Required Texts:** *N/A***Recommended Texts:** *None***Course Description:**

Students work in teams to develop or implement a real-world IT solution integrating the knowledge acquired in preceding IT courses. Components that are emphasized include technical design, research, documentation, project management, leadership, teamwork, and communication skills. The final result will be an IT solution addressing a typical business or organizational need such as data management or system implementation, which will be evaluated by faculty members, Industrial Advisory Board members, and project owners.

Technology Requirements:

- A reasonably recent computer to support the following requirements.
- A browser for Internet access.
- This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php>.
- A high-speed Internet connection such as fiber or cable for Internet access is highly recommended. You may also use KSU computer labs on campus to complete the coursework.
- You will need to use Microsoft Office (at least PowerPoint, Excel, and Word).
- You will need to use Microsoft Project (Word and Project will be used extensively to manage your project plan).
- You will need to use Microsoft Teams for your group communication. You should be highly familiar with its features including collaboration and online presenting with various media supplements such as PowerPoint, screen sharing, use of your camera, backgrounds, channels, chats. You should use both the desktop and mobile versions to be highly responsive to your team members. Your team must use a Team to manage project communications and for media sharing.
- You need a high-quality webcam with resolution of HD 1080 minimum. Smartphones are not recommended.
- You may need OBS Studio for video content creation and/or editing.
- You may need YouTube for private video content publishing.

Student Learning Outcomes

By the end of this course, a student should be able to:

- Apply IT concepts, applications, best practices, and standards to create a solution or report that addresses real business needs.
- Practice soft skills such as project planning and management, research and learning, communication, writing, presentation, and team work, in a real world IT project.
- Produce a career portfolio for use in employment or graduate applications.

Course Requirements, Assignments, Evaluation, and Grading

Grade Item	Type	Max. Points
Orientation Quiz	Numeric	1
Project Plan – this is a detailed Word document specifying all aspects of the project including but not limited to all parties and their responsibilities, RACI chart, scope, approach, deliverables, change management plan, and risk management plan all compliant with Project Management Institute Project Management Body of Knowledge standards. Also required is an MS Project document with work breakdown structure, tasks, task assignments, hours estimates and actuals, and Gantt chart.	Numeric	8
Weekly Report 1 – a log summarizing the group members progress	Numeric	1
Weekly Report 2 – a log summarizing the group members progress	Numeric	1
Weekly Report 3 – a log summarizing the group members progress	Numeric	1
Weekly Report 4 – a log summarizing the group members progress	Numeric	1
Weekly Report 5 – a log summarizing the group members progress	Numeric	1
Weekly Report 6 – a log summarizing the group members progress	Numeric	1
Weekly Report 7 – a log summarizing the group members progress	Numeric	1
Weekly Report 8 – a log summarizing the group members progress	Numeric	1
Milestone 1 Report – a detailed set of deliverables as defined by the project plan and D2L requirements.	Numeric	5
Milestone 2 Report – a detailed set of deliverables as defined by the project plan and D2L requirements.	Numeric	10
Final Report Package – a detailed set of deliverables as defined by the project plan and D2L requirements.	Numeric	10
Project Sponsor's Evaluation – a detailed set of deliverables as defined by the project plan and D2L requirements.	Numeric	20
Group representation at all sponsor's meetings – someone from the group must attend all project sponsor's meetings.	Pass/Fail	2
Responsiveness to coordinator, sponsor, and instructor – if the project coordinator, sponsor, or instructor reaches out to a student, then the student (or someone from the group on behalf of the student) is expected to respond within 24 hours.	Pass/Fail	2
Responsiveness to group – Each member of the group must be responsive to group communications within 24 hours and must also deliver on commitments as agreed and assigned by the group project leader.	Pass/Fail	5
Department Evaluation – a detailed set of deliverables as defined by the project plan and D2L requirements.	Numeric	10
Peer Evaluation – Each group member will anonymously rate each other member's performance according to the D2L assignment.	Numeric	15
Surveys – Each student will complete a Self-Reflection survey and senior exit survey in D2L.	Numeric	3
Career Profile – Each student will complete the Career Profile assignment in D2L.	Numeric	1
Final Calculated Grade possible		100

Grading Scale:

90% - 100+% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

See D2L grades for possible bonus point opportunities.

Course Policies

Course Attendance Policy

You are expected to be highly engaged in this class and with your group for all activities without fail. There's a "Responsiveness to group" Pass/Fail grade which would be a Fail if your group reaches out to me stating you are not participating and upon confirmation of my subsequent review. Also, the instructor reserves the right to override the peer evaluation grade with a lower grade if participation is a problem.

Time is of the essence in this course. **CAUTION: You should only take this class if you are prepared to commit to a minimum of 7 to 8 hours each week and can commit to contributing to your group at least 3 times a week.** By taking this class, you further commit to the tasks assigned to you in the project plan. If you cannot commit to a task, be sure to raise an objection with your group as soon as possible before the project plan is finalized. Contact your instructor if you and your group cannot agree. If something comes up interfering with your ability to meet any commitment to your group, you must contact your group before any task deadlines are missed and let your instructor know as well. Be sure to show courtesy to your group by delivering on your commitments. You should communicate with your group daily. Your group should never be surprised by a missed commitment. A missed commitment will result in a Fail to the "Responsiveness to group" grade. Changes to your project plan are normal but all changes should be discussed in advance of deadlines and agreed upon with your group according to your project change management plan.

Grading Items Turnaround Time

- The grades for all work will be available no later than 10 business days, excluding weekends and holidays, after the final due date (dates are subject to change)

Assignments

- All assignments **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/>) course website by the deadline specified in course calendar. Email submission will **NOT** be accepted. Any assignment that is late, but less than 24 hours late, may be subject to a 20% penalty. Any assignment that is 24 to 48 hours late is subject to 40% penalty. Any assignment that is more than 48 hours late will be assigned a grade of zero.
- All work **MUST** be completed/submitted on the D2L website by the deadline specified in D2L for same.
- If you must miss any work task due to illness, you must urgently contact your group and the instructor **before** and due date and time. Failure to notify the instructor before due date/time will produce an automatic zero for the item. NO makeup work is allowed (except for documented and verifiable emergencies with proof (e.g. doctor's slip)).

- **Plan for the unexpected; start your work well in advance of deadlines.**

Student Responsibility

For this class, you are expected to spend at least 7 to 8 hours each week on coursework:

- Check KSU email daily.
- Login to this D2L course website daily.
- D2L Announcements are very important and are used heavily. I often put time sensitive information that can affect your grades in class announcements. Setup D2L to text you when I post or update announcements (and course content) and read them immediately as they may be time critical.
- Know all your group and individual work deadlines.
- Plan to communicate with your project team members daily. Microsoft Teams is the mandatory method of team collaboration.
- Plan to meet synchronously with your project group members 2 to 3 times a week (or at least according to the group project plan).
- Follow the weekly study guide in the learning module.
- Perform research as assigned/needed. **Both in-text citations and a bibliography are required in your formal Word doc paper using the APA format.** See the KSU Writing Center for help.
- Complete all work/assignments/projects/discussions/presentations/videos on time.

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at you own pace and at the place of your choice. Below are some tips for effective online learning.

- *Check D2L course website frequently.* It's recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material. Attend lectures in person (or online for online courses).
- *Work with the instructor closely.* If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
- *Start your work early.* If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You'll have no turnaround time if you need help or something happens.
- *Keep up with the work.* Don't fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor's inquiry promptly.

Class Communication Rules

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:

- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
- Use clear subject lines.

- Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Course Weekly Plan (Subject to Change)

This course plan is tentative and is subject to change. Please use the D2L course calendar as the most accurate and up-to-date source of due dates.

Week	Date	Topic	Activities	Due	Due Date
1	1/8/2024	Orientation	Read all materials	Orientation quiz	1/14/2024
2	1/15/2024	1/15 HOLIDAY - Kickoff Meetings starting 1/16	Project signup, meetings, plans	Projects assigned	1/21/2024
3	1/22/2024	Project plan	Project sponsors & planning	Project plan	1/28/2024
4	1/29/2024	Weekly team meeting		Weekly report 1	2/4/2024
5	2/5/2024	Weekly team meeting		Weekly report 2	2/11/2024
6	2/12/2024	Milestone 1 report	Milestone 1 report meetings	Milestone 1 report	2/18/2024
7	2/19/2024	Weekly team meeting		Weekly report 3	2/25/2024
8	2/26/2024	Weekly team meeting		Weekly report 4	3/3/2024
9	3/4/2024	Weekly team meeting		Weekly report 5	3/10/2024
10	3/11/2024	BREAK 3/11 - 3/17			3/17/2024
11	3/18/2024	Milestone 2 report	Milestone 2 report meetings	Milestone 2 report	3/24/2024
12	3/25/2024	Weekly team meeting	Weekly team meeting	Weekly report 6, C-Day Registrations	3/31/2024
13	4/1/2024	Weekly team meeting	Weekly team meeting	Weekly report 7	4/7/2024
14	4/8/2024	Weekly team meeting	Weekly team meeting & C-Day submissions	Weekly report 8, C-Day Submissions	4/14/2024
15	4/15/2024	Final project package	Submit all project materials	Final report, peer reviews, website, presentations, videos	4/21/2024
16	4/22/2024	C-Day / Career Profile	Attend C-Day, Submit Career Profile, Complete Surveys	C-Day Thu 4/25, 3:30pm-7:30pm, Career profile, Surveys	4/28/2024
17	4/29/2024	No class	No final exam		5/5/2024
All work is due in D2L by 11:59pm on the due date (unless otherwise indicated)					

Important dates:

- Add/Drop ends: Jan 12 (Fri), 11:45pm

- Last Day to Withdraw Without Academic Penalty: Mar 5 (Tue), 11:45 p.m.
- Last Day of Class: Apr 29th (Mon).

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)
- [Academic Integrity Statement](#)
 - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
 - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

KSU Statements on Course Delivery and COVID-19

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

Face Coverings

Based on guidance from the University System of Georgia (USG), masks are encouraged based on individual preference and assessment of personal risk. Please email oem@kennesaw.edu if you have questions.

Student Resources

This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](#)

KSU Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.