

IT 7993 – IT Capstone Instructor's Manual

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This Instructor's Manual is meant to be a guide to how the developer of the course taught this online course, offer suggestions for alternative teaching styles, and ensure that the overall quality stays as high as the original.

About this Guide

This guide was created to help you plan, set-up, manage and teach this course, IT 7993 IT Capstone.

Please read this document thoroughly. Some important points may be repeated as this document is meant to a reference guide.

This Instructor's Manual is included in the course as a pdf file. It is located in the Instructor's Resources folder with the title "IT 7993 Instructors Guide.pdf". Be sure that the link to the file from the course homepage is *hidden* from student view. You may wish to delete the link from the course homepage before the course begins.

General Introduction

Course Information

This course is one of the two required options in the MSIT program. Students should take it at their last semester. In this course, students work in groups to complete real-world IT project from start to finish. Each project has a project owner. The instructor will act as a facilitator to ensure the project is completed on time and satisfies the requirements specified by the project owner.

Course Structure

This is a project-based course. There is a formal lecture other than the first project kick off meeting which could be done remotely for online students.

The project has four major milestones. The student teams are expected to meet with project owners in a weekly or bi-weekly basis. The instructor is recommended to attend student teams' meetings especially the milestone meeting.

Students teams are expected to present their projects at CCSE C-day and IT IAB meeting.

Course Communication

In this course, the instructor offers 12-hour email turnaround guarantee and provides a text number to students. A new instructor may not need to do the same. The bottom line is that there should be prompt response to students' inquiries.

The instructor should also maintain close communication with the project owners.

Task List - Preparing to Teach the Course

You should begin to formulate your plan for the semester. This section is broken down into tasks. Some tasks may be obvious but others are specific to an online course environment. If you like, use this section as a checklist to ensure you have accomplished the necessary tasks before students enter the course on the first day of class.

TASK #1 – Acquire the projects

Ideally, the projects students work on should be real-world IT projects. The instructor should start solicit projects 3 or 4 weeks before the new semesters. The instructor can work with CCSE internship coordinator on potentials. The instructor could also reach out to companies and students enrolled in the class for projects. Graduate faculty are another source for the projects.

TASK #2 – Project assignment and kick off meeting

Use the first one or two weeks to assign the projects to the students. It's important to match students' interests and skills with appropriate project. Project kick off meeting is also an important event to set up the tone for the rest of the semester. As there is no regularly scheduled lecture time, it's important that each project team has an effective project management and communication plan.

TASK #3 – Monitor the project progress

As there are no scheduled class meetings, the instructor needs to work with each project team and project owner closely. Use a project management tool (I'm plan to build one myself) as there are so many projects. Try to be proactive instead of reactive. Participate in students' milestone meetings.

TASK #4 – C-day and IAB meeting presentation

The capstone students are expected to present their projects in CCSE C-day and IT department IAB meeting. Both events are stated in the syllabus. Give the students a lot of reminders and make sure that the students are well prepared for those events.