



Course Syllabus
College of Computing and Software Engineering
Department of Information Technology
IT 7993 IT Capstone
Fall 2020

Instructor

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Office Hours: Virtual Tuesday and Thursday 2:00-4:30pm and by appointment

Virtual Office Hours: by student email or make an appointment.

COVID-19 Notice

Consider the very special fact of capstone class, for face to face sessions we normally schedule our in-campus meeting once per semester at the beginning with all the project sponsors. **However**, due to the challenge of meeting with sponsors at the same time, we will have all face to face meetings (depends on the project sponsors, it could be a video meeting). **We will not be able to have our whole class face to face meeting anymore this semester. All the face to face meetings will be scheduled separated based on the group project member and the sponsors. (the online session would purely do the online mode during the whole semester)**

We will be following the rotation schedule to meet personally in class as suggested by our President and our Departments.

If later you come to attend the class in person at Marietta campus, please follow the rules listed below so that we can all complete the lecture session without any issues related to COVID 19. We all want everyone to be safe, healthy, and work towards academic achievements.

- **Please arrive at least 10 -15 minutes early so that you can enter the building following social distancing.**
- **Please wear a mask when you are in a classroom, inside the building and in a restroom.**
As mandated by the University System of Georgia, the university requires the use of face masks in the classroom and in KSU buildings to protect you, your classmates, and instructors. Per the University System of Georgia, anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code.

- **Follow social distancing of 6 feet or 2 meters inside the building, in the classroom and also in Restrooms.**
- **Staying Home When Sick**
If you are ill, please stay home and contact your health professional. In that case, please email the instructor to say you are missing class due to illness. Signs of illness include, but are not limited to, the following:
 - Cough
 - Fever of 100.4 or higher
 - Runny nose or new sinus congestion
 - Shortness of breath or difficulty breathing
 - Chills
 - Sore Throat
 - New loss of taste and/or smell

Course Communication

Effective communication is the key to the success of both online and hybrid classes. Please use following guideline for class communication.

- **Email me.** Email is the best way to reach me. Use **student email** directly if possible. **DO put the course and section number in the subject line.**
- Emails without proper subject line will not be replied. Your emails normally will to be replied **WITHIN 24 HOURS** in workday, if you did not get response, send again.
- Avoid using personal email to contact me. Sensitive information (such as your grades) can **ONLY** be sent to D2L email or KSU email account.

Course Description

Class Modality, Location & Meeting Time:

Online or Hybrid (f2f based on the arrangement of projects)

Credit hours: 3 Class Hours 0 Laboratory Hours 3 Credit Hours

Prerequisites:

- 1) IT 6203 and at least two of following courses: IT 6413, IT 6423, and IT 6823.
- 2) It's highly recommended to take this course in the last semester of a student's program.

Required Textbook:

No Textbook is required. Learning material is available in D2L course site.

Course Description

This course is designed for students to work in teams researching and developing IT solutions addressing business or organizational needs or opportunities. It's highly recommended for students to take this course in the last semester of your program. A student team will experience a whole system development life cycle from planning, analysis, design to implementation under the supervision of a project owner and the course instructor. Through the term-long project, students will develop not only technical capability by applying knowledge learned in prior MSIT courses, but also soft skills such as project management, leadership, teamwork, and oral and written communication skills.

Student Learning Outcomes

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

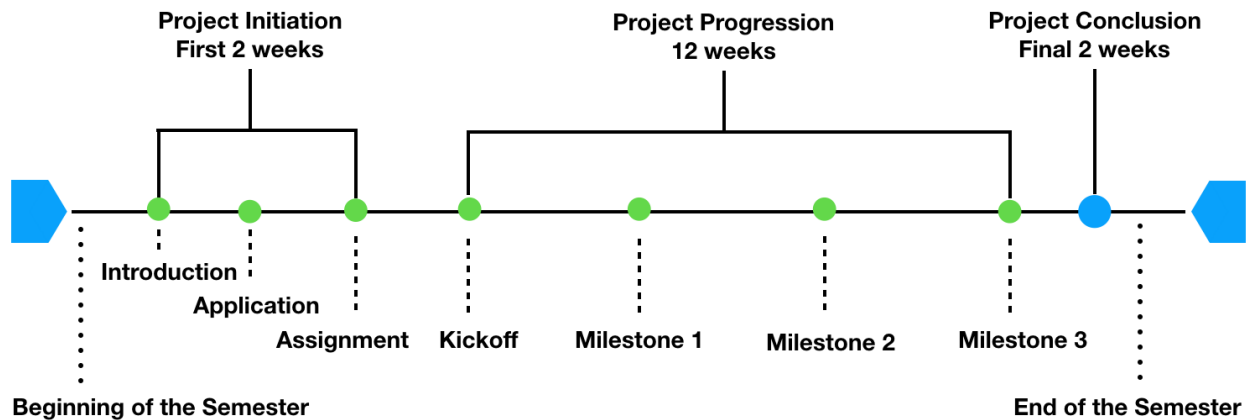
1. apply and integrate information technology, frameworks and best practices in developing and implementing IT solutions in a real-world team project setting.
2. demonstrate the ability to analyze and evaluate information technology systems.
3. develop soft skills such as project management, leadership, teamwork, and oral and written communication skills.
4. create a professional portfolio for use in employment.

Minimum Technical Requirements

- 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>
- Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You can also use computer labs on campus to complete the coursework.

Course Organization

In this class, students work in a 3-5-person group on a term-long real-world like project. The instructor is acting as a facilitator in the process. There are no class meetings as an online class. There is an IT department Industry Advisory Board (IAB) presentation at the end of the semester. A student should be available for the IAB meeting either in person or remotely. In other times of the semester, the project team communicates with the project owner regularly on the project requirements and the progress of the project. The project activities are illustrated in the diagram below.



Course Requirements & Grading

Grading Items

No.	Grading Items Description	Weight
1	LinkedIn profile assignment	2.5%
2	Team project deliverables	30%
3	Peer evaluation	20%
4	Project owner (client) evaluation	32.5%
5	Presentation	15%
	Total	100%

Grade Conversion: A: (90-100), B: (80-89), C: (70-79), D: (60-69), F: (0-59)

Grade Indicator: this is a special grading item in the grade book. It summarizes your overall grade up to date. The indicator will be updated after each major assignment/exam grade release. Always be aware of your grade indicator.

Grading Items Description

1. **LinkedIn profile assignment** - each student should create a complete LinkedIn profile.
2. **Team project deliverables** – this is group assignment and one submission per team. Each project team is expected to submit following deliverables.
 - *Project plan* - The project plan is a very important document to define project objectives, milestones, final deliverables, collaboration plans, and schedules. A template will be provided to guide the plan development. A draft plan should be completed in the kickoff meeting and finalized (approved) by the fourth week of the semester. The plan should be confirmed and approved by both the project owner and instructor. It may be adjusted later in the semester but should be fully justified and documented.
 - *Three milestone reports* -The project lasts about 12 weeks. There will be a milestone report about every four weeks. The first two milestones are for progress reporting and the last one is for final project examination and acceptance. The report meeting date/time will be specified in the project plan. The team leader should confirm with everyone at least a week before the meeting date and make changes if necessary. The team will deliver an informal report presentation and demonstration.
 - *Final project package submission* - All project materials (progress reports, source code, documentation, references, tutorials, manuals, final report, survey, peer evaluation, etc.) should be compiled and submitted through D2L. More submission requirements will be provided separately.
3. **Project self & peer evaluation** – students are expected to do 1 individual reflection and 2 peer evaluations during the course of the project.
 - *Individual reflection* - Each student will respond to a survey with about 10 questions to review his/own performance.
 - *Mid-term peer evaluation* - The team will conduct a preliminary mid-term peer evaluation to review individual performance. Midterm peer evaluations are not graded but as a reference for identifying issues and future improvement. A student who is significantly lack of participation and contribution will have to improve performance or be advised to withdraw.
 - *Final peer evaluation* - Each student receives the average of the peer evaluations of team members. An evaluation form will be used.
4. **Project owner evaluation** - a survey will be sent to project owners to evaluate the overall performance at the end. All team members get the same grade.
5. **Presentation**- each project team will make two presentations on their project.
 - CCSE C-Day* - The computing showcase day is a college-wide event with all capstone and research projects demonstrated to the public. Each team is required to make a poster and submit their project to C-Day. Given the space limit, only selected projects will present at C-day.
 - Department presentation* - A formal presentation will be delivered to IT department faculty and Industry Advisory Board (IAB) members at the end of the project. Project owners and other guests are invited to the presentation. The audience will evaluate the project based on posters and presentations.
 - Youtube Video* – all teams are required to create a two-minute video explaining their projects. The video will be upload to the IT department Youtube channel.

Submission Policy

- All grading items **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/>) course website by the deadline. Email submission will **NOT** be accepted. Any assignment that is less than 24 hours late is subject to 10% penalty. Any assignment that is more than 24 hours late will **NOT** be accepted.
- Group assignments are one submission per team. Individual assignments mean that everyone should submit their own.

Grading Items Turnaround Time

- The grades for the quizzes and exams will be available 48 hours after the due date
- The grades for labs/assignments/projects will be available 72 hours after the due date

Course Expectations

Student Responsibility

For this online class, you should expect to spend seven to eight hours each week on coursework:

- Check KSU email regularly;
- Login D2L course website frequently to access the course material (at least every other day);
- Follow the weekly study guide in the learning module;
- Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides;
- Complete assigned quiz/assignment/discussion/project on time.

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your 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 such as recorded lectures.
- **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 Schedule

Below is an outline of the content and activities in each module of the course. Course schedule is tentative and subject to change. Use D2L calendar for accurate due dates of grading items. All due dates are based on US eastern time zone.

Dates	Course Activity	Notes
8/17 - 8/23	Course Orientation project introduction will be published online	Course Introduction forum due
8/24 - 8/30	Project and student team assigned Kick-off meeting with project sponsor	Project application due 8/25
8/24 – 9/6	Project Working Time	LinkedIn career profile due Project plan due
9/7-9/20	Project Working Time	Milestone 1 meeting Milestone 1 report due
9/21 – 10/4	Project Working Time	Milestone 2 meeting Milestone 2 report Midterm peer evaluation due
10/5-10/25	Project Working Time	Milestone 3 meeting Milestone 3 report due
10/26 - 11/7	Project Working Time CCSE -C day presentation -TBD	C-day poster due
11/8 - 11/22	11/22 – last day of class Team Project IAB Presentation -TBD	Individual reflection due Final peer evaluation due

Registration and Drop/Add, Aug 17 (M) – 21 (F)

Last Day to Withdraw Without Academic Penalty, Oct 7 (W)

Holidays / Breaks - No Classes Sept 5 (Sa) – Sep 7 (M), Nov 23 (M)–Nov 29 (Su)

Policies

Accessibility Statement

- The accessibility statement of the learning management system of this course, Desire to Learn, is available at <https://www.d2l.com/accessibility/>
- Android Studio accessibility statement:
<https://developer.android.com/studio/intro/accessibility.html>
- Wireshark provide an accessibility Toolkit allowing accessibility technologies to interact with a graphical user interface. More information is available at:
https://www.wireshark.org/docs/wsdg_html/

Privacy Statement

The privacy policy of the learning management system of this course, Desire to Learn, is available at: <https://www.d2l.com/legal/privacy/>

Attendance Policy

Attendance and participation in class are expected. If you have any problems with attendance (or something else), contact me **BEFORE** they become a problem.

For an online class, the attendance is determined by how often a student login the D2L course site, students' completion of the homework, and/or participation of the online discussions.

The instructor is required to file an engagement report by **[date to be determined]**. Students who never login D2L course web site or only complete little to none course work will be considered as “**NOT ENGAGED STUDENT**”. Instructor will send an email to those students for verification before file the report. Not engaged students will be **DROPPED** from the class

Academic Honesty

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II 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. See also <http://scai.kennesaw.edu/codes.php>.

Students are encouraged to study together and to work together on class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSC Undergraduate Catalog will be strictly enforced in this class. Examples of cooperation are **OK**: talking with someone about approaches to the assignment, discussing a particular problem that you are having.

- Examples of cooperation are **NOT OK**: taking someone else's assignment and modifying it, examining someone else's solution in detail.
- Any cases involving suspected academic dishonesty result in a grade of **ZERO** for the assignment. This penalty applies to all students involved.

Committing plagiarism is considered an act of academic dishonesty and will be taken very seriously. Any instances where academic dishonesty is suspected will result in an automatic grade of a zero for all students involved. Further disciplinary action may be taken such as suspension or expulsion from the University.

Grade Appeals and Student Complaints

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. For complaints regarding this course, please contact the professor. If the issue is not resolved, contact the department chair.

Withdrawal Policy

The last day to withdraw without academic penalty Wednesday **10/5/2016**. Ceasing to attend class or oral notice thereof DOES NOT constitute official withdrawal from the course. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. Students wishing to withdraw after the scheduled change period (add/drop) must obtain and complete a withdrawal form from

the Academic Services Department in the Registrar's Office.

Enrollment Policy

Only those students who are enrolled in the class may attend lectures, receive assignments, take quizzes and exams, and receive a grade in the class. If a student is administratively withdrawn from this course, they will not be permitted to attend class nor will they receive any grade for the class.

Electronic Devices

In order to minimize the level of distraction, all beepers and cellular phones must be on quiet mode during class meeting times. Students who wish to use a computer/PDA for note taking need prior approval of the instructor since key clicks and other noises can distract other students. Recording of lectures by any method requires prior approval of the instructor. Students using a laptop in class should not check their email, browse the web, or in other way detract from the focus of the class.

Reasonable Accommodations

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require "reasonable accommodation(s)" to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University's Office of Student Disability Services not individual faculty members or academic departments. A student anticipating a need for accommodation, must submit documentation requesting an accommodation in a timely fashion to permit time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267. For more information, please call 470-578-2666 or visit the Student Disabilities Services websites at

www.kennesaw.edu/stu_dev/sds

http://www.kennesaw.edu/stu_dev/dsss/dsss.html

Student Privacy (FERPA)

Students have certain rights to privacy. <http://registrar.kennesaw.edu/resources/ferpa.php>

The University's online learning system and email system are designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. We will communicate regarding course matters through the University's designated technology learning system or Kennesaw state email system.

KSU Sexual Misconduct Policy & Ethics Statement

KSU will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind.

<https://policy.kennesaw.edu/content/sexual-misconduct-policy>

You are expected to respect religious, cultural, and gender differences.

Classroom Behavior

Students are reminded to conduct themselves in accordance with the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Every KSU student is responsible for upholding the provision. Students who are in violation of KSU policy will be asked to leave the classroom and may be subject to disciplinary action by the University.

Reference Requirement

When you quote or base your ideas on other people's work (e.g., from articles, journals, magazines, books, websites, etc.) in assignments or discussions, you **MUST** cite the source you used. When you direct quote, you must put others' words in quotation marks and cite the source(s). When reading that

source contributed to the ideas presented in your paper, you must give the authors proper credit. Students are recommended to use APA style for their references.

- APA style guide: <http://owl.english.purdue.edu/owl/resource/560/01/>

Student Course Evaluation:

A standard questionnaire (described below) will be administered during the last two weeks of the semester in all classes. Additional questions developed by the college or instructor(s) may be included as well. It is important that each student provide meaningful feedback to the instructor(s) so that changes can be made in the course to continually improve its effectiveness. We value student feedback about the course, our teaching styles, and course materials, so as to improve our teaching and your learning. At a minimum, the following two questions will be asked: 1) Identify the aspects of the course that most contributed to your learning (include examples of specific materials, exercises and/or the faculty member's approach to teaching and mentoring), and 2) Identify the aspects of the course, if any, that might be improved (include examples of specific materials, exercises and/or the faculty member's approach to teaching and mentoring).

Helpful Resources

Writing Center

The KSU Writing Center helps students in all majors improve their writing. Experienced, friendly writing assistants help with topic development, revision, research, documentation, grammar, and more. For more information or to make an appointment, visit writingcenter.kennesaw.edu or stop by English Building, Room 242 (Kennesaw campus) or Johnson Library, Room 121 (Marietta campus).

Library

The KSU Library System assists all students, faculty and staff with their research, including using library databases to find articles, accessing books and other materials in our catalog, and for specialized research needs. Librarians are available for in-person walk-up assistance at library help desks, one-on-one research appointments, and 24x7 via library chat. For more information on library locations, hours, and how to access our services please visit <http://library.kennesaw.edu/>

Student Email and Web Account Access:

KSU uses a central authentication server that will allow one username and password to be used by all KSU users to access an increasing variety of applications (email, WebCT etc.) This unified network identification is referred to as your "NetID". The source for university-provided email and web space for students is located at <https://students.kennesaw.edu>. Students have access to this system once they have established their NetID. This system will provide email service through a web based interface.

How to Activate your NetID:

To activate your NetID go to <https://netid.kennesaw.edu> and click on the "Sign up Now!" link. You will be asked to provide information to verify your identity and set your password. This password will only be for NetID enabled applications.

How to Look Up a NetID:

After you have activated your NetID, you can look up other users by logging into <https://netid.kennesaw.edu> and clicking on Directory Search.

How to Send Email:

Your NetID in combination with the new email address would look like netid@students.kennesaw.edu.

Web Address:

For student web address, your NETID in combination with the new server address would look like <https://students.kennesaw.edu/~netid> . If you have problems please call the Service Desk at ext. 6999 or e-mail service@kennesaw.edu.

Owl Printing System:

The Owl Print system (student network printing/copying solution) is in place in the KSU library as well as all the open labs and lab/electronic classroom combinations across campus. Students must have an Owl Print card to use printing/copying services.

Other Student Resources

For issues with technical difficulties, please contact the **Student Helpdesk**:

- Email: studenthelpdesk@kennesaw.edu
- Call: 470-578-3555

Additional Technology Resources

- [Student Service Desk and Help Center](#)
- [Browser Checker](#)
- [USG Desire2Learn Help Center](#)
- [ITS Documentation Center](#)
- [Check Service Outages](#)
- [Maintenance Schedule](#)

Academic Resources

- [Academic Tutoring Services](#)
- [Disability Resources](#)
- [ESL Study and Tutorial Center](#)
- [Library](#)
- [The Writing Center](#)

Student Support and Wellness Resources

- [Career Services Center](#)
- [Counseling and Psychological Services](#)

Work Cited

- The learning material used in this course is based on the textbook. The source of other external learning material is clearly listed in the D2L course site.
- The course policies list in this syllabus are cited from Kennesaw State University student handbook: <http://catalog.kennesaw.edu/content.php?navoid=2481&catoid=32>
- There is reference requirement for students' work. APA citation style is recommended. Check out Policy section of the syllabus for details.