

ITCD 400
CAPSTONE PLANNING
Fall 2013

Prerequisites: CST300 and CST300L are absolute prerequisites.
CD students must have completed their 400-level Emphasis design course

Meetings:

MLC, Room 118, Fridays, 10 –11:50 am

Contacting the Instructor

Email: kcahill@csumb.edu

Office: MLC/Lobby C, Room184; Office hours: Mondays and Wednesdays, 2:30-3:50 pm

Web Design Capstone advising: Fridays Noon-1pm

Office phone: 582-4566

COURSE OVERVIEW

This course is the first semester of a two-semester sequence: CST 400 Senior Capstone Project Planning, and CST 401 Capstone Lab. The purpose of this class is to use the first semester to select, plan and develop the capstone. This involves the steps of research, conceptualization, planning and beginning of implementation.

- Research: Find a problem to solve and research similar projects
- Conceptualization: Find possible solutions
- Planning: Determine the methodology, timeline and resources
- Approval: Capstone advisor and major approval panel
- Implementation: Start project

COURSE OUTCOMES

- Develop an effective and complete capstone project proposal
- Complete an effective capstone project plan
- Make effective oral presentations
- Prepare and submit documents required for graduation
- Engage in effective oral and written communication
- Plan and design an electronic ILP portfolio
- Complete complex tasks in a timely manner

MAJOR DELIVERABLES

- Capstone Proposal
- Individual Learning Plan Website

Note: A completed ILP website is due on the day of the final.*

HOW TO SUCCEED IN THIS CLASS

- Come to class. Skipping class to work on assignments or for any other reason is not a good strategy. New material and activities will be presented each class. Part of your grade depends on class participation, which cannot occur if you are not present. And attendance will be recorded.
- Take notes during class; ask questions during class and listen to the answers of questions posed by other students.
- Consult the class notes related to each week
- Complete and submit assignments on time

** A completed ILP website includes a description of each ITCD MLO, the course that satisfies the MLO, and appropriate student work illustrating competency. Course work from Spring 2014 is not required but the MLO description and CST course listing is.*

GRADING (Item/Points)

- Capstone Concept Presentation/10
- Capstone Proposal/50
- ILP Website/30
- Class Participation/10

Includes attendance, contributing to and engaging in class discussions. Your class **participation should enhance and support** the success of Capstone projects for everyone in the course.

REQUIRED TEXTS

There are no required books for this class.

PROTOCOL

All assignments will be submitted electronically in PDF format unless otherwise specified. All files submitted should adhere to the naming convention of LastNameAssignmentNameorNumber.extension (for example: Smith_CD_Capstone_Concept.pdf.) Assignments that do not adhere to the naming convention will not be accepted. It is the responsibility of the person who submits a file to make sure that the recipient will be able to open the file.

Accurate spelling, grammar, and punctuation reflect on the professionalism of your work. Errors will detract from the overall quality of your work and will be reflected in the final assessment of your assignments.

CONSULTATIONS

Students are encouraged to consult with the instructor whenever necessary throughout the semester. Short consultations are best handled by e-mail. Consultation will be more productive if you prepare a brief written agenda outlining the issues you want to discuss.

ACCOMMODATIONS

Your instructor wants every student to succeed. Students with disabilities who require accommodations such as time extensions or test accommodations must present verification from Student Disability Resources as soon as possible. If you think a disability may impact your performance in this class, please see the instructor as soon as possible. You may want to meet with SDR professional staff at:

Student_Disability_Resources@csumb.edu

Health & Wellness Services Building (Building 80, Campus Health Center)

Phone: 831/582-3672 voice, or 582-4024 fax/TTY

<http://sdr.csumb.edu/>

CLASS COURTESIES

Please arrive in class on time and ready to work. Personal laptops are encouraged but their use will only be permitted when required by the instructor. Surfing the web, texting, playing games and/or answering email during class, especially when others are presenting will not be allowed.

DIVERSITY AND RESPECT

From the CSUMB Vision Statement: "To build a multicultural learning community founded on academic excellence from which all partners in the educational process emerge prepared to contribute productively, responsibly, and ethically to California and the global community." Discussions should be civil and based on mutual respect.

ACADEMIC INTEGRITY

Academic integrity is of central importance to an education at CSUMB. The core of this integrity resides in the scholastic honesty of the CSUMB community, and therefore, is the responsibility of all students and faculty to uphold and maintain. Forms of academic dishonesty include: cheating, fabrication, plagiarism, and collusion in any of these activities. We value informal resolution of academic integrity allegations; however, students discovered to have engaged in academic dishonesty will be sanctioned

Cheating of any kind will not be tolerated at all in this class. You are responsible for your own original work on all assignments, labs, homework, projects, exams, and all programming code. Unless specifically stated, it is expected that you yourself have done the work you turn in. That is not to say you cannot get help from another student, your instructor or any other person. However, you need to be very clear about the difference between getting help and another person doing your work. Making a copy (electronic or paper) of another person's assignment (or providing your work for someone else to copy) is considered plagiarism and will be treated as a serious offense. If you have any questions about how to get help or what constitutes acceptable collaboration, please talk with your instructors.

Note that due to changes in CSU policy, all instances of academic dishonesty must now be documented and submitted to the Office of Judicial Affairs & Community Standards. At a minimum, you will fail the assignment; most likely, you will fail the course. For more information regarding the Academic Integrity Policy please go to: <http://policy.csumb.edu/site/x16011.xml#students> and you are responsible for reading and understanding it. If you have any question about whether collaboration with another student is permitted or prohibited for a specific assignment, ask the instructor! For more information about Student Conduct and Responsibilities please go to: <http://catalog.csumb.edu/general-information/behavior-codes/student-conduct> For more information regarding the Academic Integrity Policy please go to: <http://policy.csumb.edu/site/x16011.xml#students>

Center for Student Success (CSS)

CSUMB works to make sure that all students are succeeding in their courses. To ensure that this takes place, if you are falling behind or are missing too many class sessions, I strongly encourage you to schedule an appointment with the Center for Student Success to create an Academic Success Plan and get back on track. The CSS offers services such as one-on-one support, peer mentoring, and study skills workshops. CSS is located in the Library, 2nd Floor, Suite 2163, 582-3165.

Academic Skills Achievement Program (ASAP)

The Academic Skills Achievement Program (ASAP), a campus-wide tutoring program, is open to all students and offers peer tutoring services and workshops. It seeks to provide high-quality learning assistance in computer technology, math, science, writing, languages and study strategies aimed at enhancing learning needs at all ability levels. ASAP works with students to expand their knowledge and abilities by empowering them to become independent learners. ASAP tutors, staff, and faculty work together to design and offer effective, collaborative, and active learning experiences. ASAP is located in the Library, 2nd floor, 582-4104.

TECHNOLOGY SUPPORT RESOURCES

In keeping with the CSUMB vision statement, which says: "The University will invest in preparation for the future through integrated and experimental use of technologies", this course will require the application of technology to solve problems and create material relevant to our discipline. It is the responsibility of each student to fully understand the required technology and how to use it to complete assignments for this course. There are a variety of campus resources provided to help students enhance their technology skills and you are encouraged to take advantage of these opportunities as needed.

For more information on technology support:

- Visit mytech.csumb.edu
- Contact ASAP Tutoring, Library 2nd floor, 582-4104, asap@csumb.edu
- Register for Atomic Learning via iLearn