ISM 698: Projects in Information Technology

Fall 2014
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CATALOG DESCRIPTION:
A capstone experience in which the student would demonstrate a broad knowledge of the material covered in the MSITM curricula by undertaking a project approved in consultation with MSITM Director.

Detailed Course Description:
This is a Capstone course for MSITM graduating students. This Project in Information Technology course is typically a final semester capstone experience in which the student would demonstrate a broad knowledge of the material covered in the MSITM curricula by undertaking an approved project that might range from a major research paper (mini-thesis) to a technology development project. There would be a formal contract established between the MSITM Program director and the student that would clearly define the scope and other requirements for the project. This course is taken by students who have completed at least two-thirds of their minimum program hours.

STUDENT LEARNING OUTCOMES:
Upon completion of the project, students will demonstrate a broad knowledge and clear understanding of critical concepts, practices and issues in Information Systems project development and completion. Specific course outcomes are:

1. identify accurately specific problems associated with information Technology (IT) adoption and use, and management of IT that an organization faces.
2. integrate the learning experiences acquired in the MSITM program to effectively analyze and recommend solution(s) for an IT management problem in an organizational setting.
3. synthesize the learning experiences acquired in the MSITM program to effectively analyze and recommend solution(s) for an IT management problem in an organizational setting.
4. apply important IT management concepts, principles, techniques, and practices needed to effectively manage people, information, information and communication technologies, and business processes in support of organizational strategic goals;

REQUIRED TEXTS/READINGS/REFERENCES:
Since this project course is completely individualized, the specifics of the required material are selected in consultation with MSITM program director.

Teaching Strategies:
Individual discussions with MSITM program director.

When Offered: Typically every Fall and Spring Semester. Summer offering is only restricted to students graduating in summer term. NOTE: The timeline for summer will be different as the course is to be completed in 5 to 6 weeks.
EVALUATION AND GRADING:
The following criteria will apply to the grading of project.

A. Work that demonstrates not only a clear understanding of the material under study, but also a superior ability to utilize that material in the assignment. All criteria are met. The student’s work goes beyond the task and contains additional, unexpected or outstanding features.

B. Work that demonstrates a good understanding of the material under study, and utilizes the material well in the assignment. The student meets the assignment criteria, with few errors or omissions.

C. Work that fails to demonstrate project requirements and work may not address one or more criteria or may not accomplish what was stated in the proposal.

D. Work that is incomplete, inappropriate and/or shows little or no comprehension of the project requirements.

The course will be letter graded. A student’s final grade will depend on the quality of the project components.

Initial Project proposal
  Written report 50 points
  Presentation 50 points

Mid semester update
  Written Report 150 points
  Presentation 50 points

Project progress reports 100 points

Final Project report
  Written Report 500 points
  Presentation 100 points

Grading Scale
93+ = A  90-92 = A-  87-89 = B+  83-86 = B  80-82 = B-  77-79 = C+  73-76 = C  <73 = F

Tentative Project Schedule:
Week Topics
Week 1 Meeting (face-to-face or phone) with MSITM program director to establish project parameters
Week 2 Submit a project proposal and project management plan (due by Friday 5 pm)
Week 3 Proposal presentation – a BB Collaborate session will be setup for those who cannot participate in a F2F presentation.
Week 3-12 Weekly progress reports to MSITM program director and bi-weekly meetings (phone or F2F)

By Friday 5 pm Week 5: Each student working on a course project must complete the Course Consulting Project Survey (by week 5) (Link is also in BB)

Week 8 Mid semester report and presentation - a Collaborate session will be setup for those who cannot participate in a F2F presentation.
Week 13-14 Final project completion and presentation - a Collaborate session will be setup for those who cannot participate in a F2F presentation.

Monday, Dec. 1st, Final Presentations from 2 pm to 5 pm in Bryan 433 (if location changes, an update will be posted in BB)

Electronic Mail and BlackBoard:
You should check your UNCG email regularly and you will be responsible for any information or
announcements contained in the email messages. Any updates to the course will be posted on BlackBoard (BB).

**Academic Honor Code:**
Students are encouraged to review the University’s Academic Integrity Policy in the student handbook or on-line at [http://saf.dept.uncg.edu/studiscp/Honor.html](http://saf.dept.uncg.edu/studiscp/Honor.html). The instructor should be contacted if any questions related to academic integrity arise.

**Attendance Policy:**
This is an independent study project based class. Students are not required to attend class. However, they are expected to meet with the professor on a weekly or bi-weekly basis and participate in required presentations. Attendance in weekly or bi-weekly meetings (Face-to-Face or by phone/skype) is mandatory.

**Guideline for Project Proposal**
Since the nature of the project will vary from one student to another, the following is provided as a generic guideline. If you have specific questions, discuss with the instructor.

The initial project proposal must be submitted on BlackBoard (see assignment section) by Friday 5 pm of week 2.

The project proposal must include the following components:
1. Tentative project title (minor changes can be made as progress is made)
2. Scope of project/the project purpose/problem at hand, project goals, project significance, anticipated outcomes and any limitations.
3. How the proposed project fits with the MSITM courses.
4. Timeline with tentative deliverables (this table must be updated periodically as you progress with your work).

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<tr>
<th>Week(s)</th>
<th>Date Meeting Scheduled or met with instructor</th>
<th>What you plan to achieve?</th>
<th>Outcome/What you have accomplished</th>
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**Project Proposal Presentation**
Each student must present their proposal to the class through an online or F2F presentation. Time limit for presentation is 15 minutes. Exceeding the time limit will lead to penalties. Use slides/notes to organize your presentation. During your presentation focus on the problem you are trying to address, the scope, how it aligns with skills/knowledge gained from MSITM curriculum, proposed solution and why it is appropriate, and anticipated outcome.

**Mid Semester report**
Demonstrate significance progress with project work. Update partially completed report on BB (see assignments link). While there is no set guideline for this report, this to ensure the student is making progress towards finishing the project in time. Your mid-term report and presentation to address a review of literature or current work/solution approaches that exits, gaps addressed, progress on the main solution you are working on, pending work to complete project, and any limitations. Ensure all references are cited in a consistent manner (APA or any other citation style of choice). All tables and figures must have a caption and be referred to in the
report. Include a table of contents with page numbering. 1” margin on all sides, single line spacing, font not larger than 12 pt. Arial or Times Roman. Use meaningful subheadings to organize the report. While there is no specific page length, typical mid-term report run about 10 to 15 pages, excluding title page, references and appendices. Quality and relevance of content is important. If you need help with writing, please seek UNCG writing center’s help.

Final Report and presentation
The final report and a presentation is due on the day of final (not more than 15 minutes). The report should be done professionally. Please include a summary page or abstract, table of contents, page numbers, appropriate subheadings, conclusions/limitations, references and citations. Add appropriate graphics/screen shots as needed for the project in the report. There should be enough textual content that details your project work and the report cannot be predominantly graphics. Font size should not be more than 12 pt., single line spacing, and 1 inch margins on all sides. If you choose APA format then ensure that it is consistent in your report. Here's a link you can use for citation (if you have another favorite please feel free to use that): http://citationmachine.net/index2.php?reqstyleid=2.

While there is no page length specification, typical final reports are about 25 to 30 pages excluding title page, references, and appendix. Quality and relevance of content is important. If you need help with writing, please seek UNCG writing center’s help.

You are welcome to take a look at some sample projects in my office.

Bryan Faculty/Student Guidelines:
Please view these guidelines at: http://www.uncg.edu/bae/faculty_student_guidelines_sp07.pdf