ISM 698 - Project in Information Technology – Fall 2016
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OFFICE HOURS: TR 1:00 pm to 2:30 pm; others by appointment.
F2F meetings are mandatory for students on F1 status (section 01) and we will meet during above times to discuss the project. Any time I am in my office you may call or stop by to ask any questions pertaining to the class. Please call 336-334-4984 (you can leave a message if I am not there) or e-mail me if you wish to set a specific appointment. Call me on my home or cell ONLY in case of an emergency. My home phone number is 336-286-9933 and Cell is: 336-254-1190.

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 course instructor.

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 course instructor.

TEACHING STRATEGIES:
Individual discussions with instructor, presentations/discussion related to specific all class projects.

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.
F: 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   25 points
    Presentation   15 points
Mid semester update
    Written Report   50 points
    Presentation   15 points
(Following grade items will be determined at the end of semester)
Final Project report and presentation
    Written Report   100 points
    Presentation   20 points
Participation in project updates/discussion and providing feedback
on Peer's projects (proposal-25, mid-term-25 and final report-25)   75 points
Project progress reports   100 points

                                      Total   **400 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 instructor to establish project parameters. Complete course meeting survey in LMS.
Week 2	Submit a project proposal and project management plan (due by Friday 5 pm)
Week 3	Project Proposal presentation (Date/Time TBD) Guidelines on LMS
Week 4-8	Weekly progress reports 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 Learning Management System (LMS)

Week 9	Mid semester report and presentation due. (Date/Time TBD)
Week 10-14	Weekly progress reports and bi-weekly meetings (phone or F2F)

Tuesday December 6th, Final Presentations from 2 pm to 5 pm in Bryan 433 (if location changes, an update will be posted in LMS)

ELECTRONIC MAIL AND LMS:

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 LMS.

ACADEMIC HONOR CODE:

Students are encouraged to review the University's Academic Integrity Policy in the student handbook or on-line at http://sa.uncg.edu/handbook/academic-integrity-policy/.   The instructor should be contacted if any questions related to academic integrity arise.

ATTENDANCE POLICY:
This is a capstone project – a practicum course which is project based. Students are expected to attend any presentations (remote or FF) and must meet with the professor on a weekly or bi-weekly basis and to make project related presentation. Attendance in weekly or bi-weekly meetings (Face-to-Face or by

Week(s)	Date Meeting Scheduled or met with instructor	What you plan to achieve?	Outcome/What you accomplished

phone/skype) is mandatory. Students are expected to attend all peer presentations and provide feedback.

GUIDELINES FOR PROJECT PROPOSAL

Since the nature of the project will vary from one student to another, the following is provided as a generic guideline. A sample project proposal, mid-term and final report is posted on LMS to serve as an example.

If you have specific questions, discuss with the instructor.

The initial project proposal must be submitted on LMS (see assignment section) by Friday 5 pm of week 2. The project proposal must include the following components:
1. Tentative project title

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).

MID-TERM REPORT

Demonstrate significance progress with project work. Mid-term report must include all work completed to that point on the project (and not just incremental work). A comprehensive report of work done to-date must to be submitted on LMS. While there is no set guideline for this report, this to ensure the student is making progress towards finishing the project on time.

FINAL REPORT AND PRESENTATION

The final report is due on the day of final presentation. Each student must make a presentation (not more than 12 to 15 minutes) of the final project (F2F or online). The report should be done professionally. Please include a summary page, table of contents, page numbers, appropriate sub headings, 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. Keep font to about 12 pt and margins to 1 inch on all sides. It does not matter what font you use as long as it is consistent. Same goes for citation, 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.

BRYAN FACULTY/STUDENT GUIDELINES:
Please view these guidelines at:

http://bae.uncg.edu/wp-content/uploads/2012/08/faculty_student_guidelines.pdf