

COURSE SYLLABUS

Senior Capstone Project

ISM4915, Section # 7617

Online Instruction

0535: Fall 2017

WELCOME

All students enrolled in the College of Computer and Information Technology's (CCIT) Technology Development and Management B.A.S degree program are required to enroll in and pass the Senior Capstone Project course. The Senior Capstone course provides the student the opportunity to demonstrate what they learned from the program overall and then apply it to solving real technology management problems. The ideas developed and cultivated in the course itself are intended to provide an enduring perspective that can help students make sense of an increasingly globalized and technology intensive business environment. Some points:

- The Senior Capstone Project course is a three credit 16 Week course only taught in the fall or spring semester.
- CCIT recommends that the Senior Capstone Project course, be taken in the last semester of the student's program as all Major Core Courses must be completed in order to be enrolled.
- Students are enrolled in the Senior Capstone Project course by the CCIT as they must be approved by the Dean or Academic Chair.
- Students will be required to attend a mandatory Senior Capstone Project orientation and the final Senior Capstone Project presentation on campus. Exceptions to this requirement must be discussed with the professor. The team must have a plan to address this.

INSTRUCTOR

Name: Professor Sandra Beck

Email: Beck.Sandra@SPCollege.edu (Please use beck.sandra@mycourses.spcollege.edu)

Phone: 727.398 8472

Office and Online Chat Hours: Email at beck.sandra@mycourses.spcollege.edu for appointment. Office hours vary due to different campus locations and meetings.

Office Location: Downtown 454 and Gibbs TE127A

Instructor Webpage: <http://webapps.spcollege.edu/instructors/id/beck.sandra>

ACADEMIC DEPARTMENT

Dean

Name: Dr. Sharon Setterlind

Office Location: TE 116C, St Pete/Gibbs Campus

Office Phone Number: (727) 341-4724

Email: setterlind.sharon@spcollege.edu

Website

[St. Petersburg College, Computer & Information Technology](#)

COURSE INFORMATION

Course Description

This is the Capstone course for the Technology Management BAS degree. It provides you the opportunity to demonstrate you have learned the material from the program and can apply it in dealing with the issues and approaches in managing the information systems function in organizations and how the IS function integrates / supports / enables various types of organizational capabilities. You will identify and solve real technology management problems by using a senior management perspective in exploring the acquisition, development and implementation of strategies and policies to provide organizational value.

The ideas developed and cultivated in this course are intended to provide an enduring perspective that can help students make sense of an increasingly globalized and technology intensive business environment. This is a 16 week course offered in fall and/or spring semesters only.

Course Goals

In the Capstone class, you will utilize the skills and knowledge you have gained in your BAS program to do the following:

1. Recommend contemporary technology resources that promote effective company management.
2. Using industry standard frameworks, evaluate technical problems and plans to identify solutions that enhance the profitability of an organization.
3. Develop value-added information technology projects that improve strategic processes across an organization.

Course Objectives

1. The student will identify actual contemporary information technology management issues by:
 - a. defining a business technology management issue or problem to be solved.
 - b. researching the issue, in academic and professional publications, the Internet, library resources, etc.

- c. determining a specific approach to take in addressing the issue.
 - d. completing a business enterprise in-depth investigation of one approved company.
2. The student will define the general methods and informed ethical approaches for dealing with information technology management issues by:
 - a. identifying methods and approaches that have and have not worked in the past and why.
 - b. assessing relevant approaches to dealing with business technology management issues.
 - c. discussing approaches with the student's capstone group.
3. The student will develop a potential solution to an information technology management issue by:
 - a. identifying likely successful approaches.
 - b. ranking a set of solutions.
 - c. presenting the solution to the student's capstone group.
4. The student will implement a detailed plan to address a real information technology management issue by:
 - a. following a structured plan approach to solving the problem.
 - b. demonstrating the integration of program skills.
 - c. presenting the plan to the professional community.

Course Requirements

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. Students without a stable high-speed internet connection should consider making arrangements to view videos with alternative means (i.e. at one of the St. Petersburg College libraries or a similar facility) where a stable high-speed internet connection is available. Internet Explorer (or Firefox) is the preferred browser to use to access course materials in MYCOURSES. A standard file format has been devised to apply to all classes in order to support file compatibility, sharing, and commenting needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). Other formats may have MYCOURSES compatibility issues or instructor feedback in comments may not be viewable by students.

Executive Interview

All students are required to complete an information technology Executive interview component in this course. The Enterprise Experience will consist of an interview with a senior IT executive, and an interview with an IT manager, at a business enterprise of the student's choice. Students must choose the enterprise and schedule the interview. The results of the interview must be submitted by the end of Module 6.

Prerequisites

The student must have completed all major (core) course in the Technology Management Program or permission of the Dean.

Availability of Course Content

The course is open so students may work ahead.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

There is no required text. However, students will be required to order the case studies from Harvard Business Publishing. The instructor will provide the link following the team selection and setup within MyCourses.

View the [SPC Libraries and Services](#) site.

LEARNER SUPPORT

View the [Accessibility Services](#) site.

View the [Academic Support and Student Success](#) site.

View the [On Campus and Online Support](#) site.

View the [Student Services](#) site.

IMPORTANT DATES

[View the Academic Calendar](#)

Course Dates: 08/14/17 – 12/08/17

Drop Date: 08/18/2017

Withdrawal Date: 10/19/2017

Financial Aid Dates: View the [Financial Aid Dates](#).

ATTENDANCE

View the college-wide attendance policy included in [How to Be a Successful Student](#).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as:

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

You need to complete the follow to be considered actively participating in the class:

This is an Online course with two mandatory face-to-face class meetings:

1. The first is the Orientation evening of class where the course requirements will be described, and teams will be formed. Contact with your Professor must be made during the first two weeks of class. If you are unable to attend, you must contact your professor for
2. The second, near the end of the class, is the presentation of the Teams' solution for the final case study to a "Board" composed of local IT executives and faculty.

Attendance will be determined by attendance at the required meetings, and the on-time submission of assignments. Late assignments will not be accepted, nor credited.

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

1. Completion of least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

****If a student is dropped from a course and continues to work on tasks residing in resource materials housed outside of the MyCourses environment such as MyITLab, the student will not be considered an active class participant.*****

*****If a student retakes the course, the prior submitted assignments will not be graded. You must submit newly completed assignments.*****

GRADING

Each unit contains a variety of assignments including training simulations and grader homework and assessment projects via MyITLab. Each assignment has an assigned point value and that value is listed in the assignment itself, the assignment checklist and within the course content.

Title	Points	Percentage
Case Studies	300	63%
Presentation	100	21%
Executive Interview	75	16%
Total	475	

Grading Scale*

90-100 = A (428 - 475)

80-89 = B (380 - 427)

70-79 = C (333 - 379)

60-69 = D (285 - 332)

0-59 = F (0 - 284)

*Note, you will not receive a grade higher than the average of your peer reviews.

Assignment	Module	Points	Percentage
Orientation**	1		
iPremier Case Summary	1	25	5.26%
Draft Individual Case Study Report	1	25	5.26%
iPremier Case Study Report	2	50	10.53%
Draft Team Case Summary	3	25	5.26%
Executive Interview Update	3	25	5.26%
Peer Review 1	4	*50	
Summary of Team Case	4	50	10.53%
Draft Team Report	5	25	5.26%
Draft of PowerPoint	5	25	0.19%
Executive Interview Report	6	50	10.53%
Peer Review 2	6	*50	
Final Draft PowerPoint	6	25	5.26%
Practice (Strongly Encouraged)	6		
Peer Review 3	7	*50	
Final PowerPoint Presentation	7	50	10.53%
Final Report	7	100	21.05%
Presentation (1 night TBD)**	7		
Total Points		475	

1. All assignments are required.
2. You must submit three (3) peer reviews during the term. Each team member must submit peer reviews grading all teammates. You will assign grades of A (excellent), B (good), C (fair), D (poor), or F (no contribution at all). Grades should be based on the amount and the quality of contributions.
 - It is the team's responsibility to alert a teammate if he/she is not performing up to team expectations. Do not bring team issues to me unless you have first addressed it with your teammate.
 - You may fire a teammate at the first evaluation, but you cannot fire a teammate after week four, and you cannot recuse yourself from a team or do the project yourself. Fired teammates (if any) will be put on a team together for the final case.
 - **You CANNOT receive a higher grade in this course than the average case participation grade you have been given by your teammates. In other words, if you end up with a 90% (A) for your course grade, but have received a C from your teammates on your team contribution, you will receive a C for the course. If you receive a D or F from your teammates, you will have to retake the Capstone course.**
3. Practice your presentations.

4. Attend the mandatory Orientation and Presentation. The Practice is optional but strongly encouraged.
- Orientation is scheduled for August 15.
 - The Team Presentations will be held on 11/27, 11/28 or 11/29. All students presenting must be present on the night of the teams' presentation. Please arrive no later than 6:00 PM of the night of the team's presentation and stay until the end of all presentations that one evening.
 - The Peer Reviews will determine the highest grade that a student may receive based on his/her team participation. This is determined by each Team member evaluating the participation of the other team members on the team. The average of the grades will determine the student's highest grade available.

*The Points are not part of the total but these are required assignments.

**Students that are unable to attend the presentation must discuss and get approval from the professor. Arrangements must be made with the Team.

Grading Criteria

The written content will be graded according to the following six criteria:

1.	Content**	40%
2.	Organization	20%
3.	Format**	10%
4.	Spelling, Grammar, and Punctuation	10%
5.	Clarity and Style	10%
6.	Discussion Feedback	10%

The cases should be organized in accordance with the case study document provided in this course using 12 pt. font, appropriate heading/sub-headings, and double-spacing. Additionally, you MUST follow the Writing Rules document guidelines (found under the Lessons tab). Failure to write professionally and without spelling/grammatical/punctuation errors will result in point deductions.

Presentations will be graded based on the following six criteria:

1.	Content**	40%
2.	Organization	20%
3.	Format	10%
4.	Spelling, Grammar, and Punctuation	10%
5.	Clarity and Style	10%
6.	Discussion Feedback	10%

**** The content and format is described in the Course Instructions. It is important to include financial information in the content. See the rubric for further information.**

The Executive Interview rubric consists of:

1.	Interview	20%
2.	Content	30%
3.	Format	20%
4.	Spelling, Grammar, and Punctuation	30%

The questions provided are to start the process. If you ask only those questions, your highest grade you could earn is a C.

How to check your Grades and review feedback:

- [Checking Your Grades](#)
- [Reviewing Dropbox Submissions](#)

ASSIGNMENTS

For specific due dates, see the Assignment Checklist.

All assignments are open from the beginning of the term. You may work ahead in this class.

STUDENTS' EXPECTATIONS

- It is the student's responsibility to follow the schedule of class assignments.
- **Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates and it is a documented emergency.** In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation. **Technological issues do not constitute an emergency**, i.e. the Internet went down or my computer didn't work.
- You will need access to Microsoft Office 2016 for this class. All SPC campus libraries and Learning Support Commons have these programs loaded on its computers.

INSTRUCTOR'S EXPECTATIONS

- I will be available to you if you have questions or concerns.
- I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24 hour turnaround time, I will indicate so in an email prior to my absence. Holidays are always an exception.
- I will respond thoughtfully and critically to your comments, questions, and written assignments.
- I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.

Required Interaction

This is a 3-credit course conducted over 16 weeks. In order to meet accreditation and learning standards, on average students should expect to spend between 8 - 10 hours per week on course action items. Spending less time could be insufficient for success in this course.

Assignments will be graded and returned within 7 business days unless you are specifically notified otherwise by the instructor.

Participation, Conduct, and Netiquette

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](#).

Academic Honesty

View the [Academic Honesty Policy](#).

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: www.copyright.gov.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a Turnitin/Originality Report](#) tutorial.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

Minimum Technology Requirements

View the [Technical Requirements for MyCourses](#).

View the [Technical Requirements for MyITLab](#).

Minimum Technical Skills

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor,

students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Adobe Accessibility](#)
- [Microsoft Accessibility](#)

Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [Adobe Privacy](#)
- [Microsoft Privacy](#)

Technical Support

Technical support is available via the [Technical Support Desk Call Center](#).

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course's regularly scheduled end date. We will finish this

course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

Miscellaneous

Please click here to access the most up-to-date SPC policies and syllabus addendum:

<https://www.spcollege.edu/addendum/>

For Campus Security and Emergency Information, see <http://www.spcollege.edu/campussafety/>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

Students may also want to review Career Development Services (online) at:

<http://www.spcollege.edu/careerservices/>