Syllabus: WBIT 4030

Name             WBIT 4030

Description     Senior Project & Portfolio

Course Description

A capstone course for WebBSIT majors, students will be expected to complete a final project. The project may be an approved industry, internship or a project developed and designed by faculty of the WebBSIT. Students will apply skills and knowledge from previous WebBSIT courses in project management, system design and development, digital media development, eCommerce, database design, and system integration.

Prerequisites

Senior Standing and Advisor Approval

Course Objectives/Outcomes/Goals

Upon completion of this course the student should be able to:

- Use and apply current IT discipline-related concepts and practices.
- Identify and analyze organizational and individual problems or opportunities in the IT realm and define requirements for addressing them when an IT solution is appropriate.
- Design and develop effective, IT-based solutions and integrate them into the user environment.
- Create and implement effective project plans.
- Identify and investigate current and emerging technologies and assess their applicability to address individual and organizational
Analyze the impact of technology on individual and organizational needs.

- Collaborate in teams to accomplish common goals.
- Communicate effectively and efficiently.
- Recognize the qualities necessary to succeed in a professional environment.

## Instructor Contact Policy

*Please use D2L or my University e-mail address to contact me for personal or private conversation. IF you use my University e-mail address, you MUST use your student e-mail account from your institution. I will NOT respond to any outside e-mail accounts. This is UNIVERSITY policy, not mine!*

*Class content questions can be posted in discussion forums, just as if you were asking in class.*

*E-mails and discussion posts are answered Monday - Friday. Generally, you can expect a response within 24 to 48 hours. E-mails or discussion posts made during the weekend will be answered on Monday.*

## Policy on Changes to the Syllabus

The professor reserves the right to change the class schedule, including assignments and tests with prior notice given to the class.

## Attendance/Participation

All students enrolled in the WebBSIT Program must verify their enrollment by completing the Enrollment Verification Survey in each course. The Verification Survey is on the home page of your course. Enrollment verification information is provided to the Financial Aid Office of your home institution. To verify your enrollment you must log-in to each of your WebBSIT courses by 5:00 pm on the first day of course instruction and
complete the Enrollment Verification Survey. Consistent participation is required in each WebBSIT course. Activities include, e-mail correspondence, discussion threads and study groups, assignment submissions, etc.

**Late Work Policies**

Your Weekly Time Log / Status Report should be submitted every Tuesday night, before midnight. This report should reflect the previous week’s work.

Section Reports are due along with your weekly report as indicated on the class calendar and in the weekly dropboxes for the course.

If you miss the Tuesday deadline, your work will receive a 10-point penalty for each day that it is late. Weekly Time Log / Status Reports and Section Reports will NOT be accepted after Friday of the week in which they are due.

**Instructor Information**

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<th>Instructor Information</th>
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**Class Cancellation Policy**

While class cancellation does not apply to an asynchronous online course, should instructional delays occur due to server or connection problems or other unforeseen circumstances, we will endeavor to remain on schedule. Such remedies may include adjustments to due dates, online discussion or tutoring sessions, etc.
**No-Show**

Students must log into each of their WebBSIT courses by 5pm of the day classes begin to confirm their attendance.

Remember, you are taking an online course and participation in the course is the only way the instructor can "see" you.

If you fail to log into your courses by 5pm of the day classes begin to complete the WebBSIT Enrollment Verification Survey you are considered a “No Show” and notification will be sent to your WebBSIT Institution for appropriate action.

If you fail to participate in course activities within a two-week period at any time during the semester, the instructor will consider your lack of activity as an indication of your intention not to continue in the course.

At this point, the instructor may choose to remove you from group activities or interactions. Failure to participate without officially withdrawing from the course will result in a grade of F.

**Academic Honesty**

Unless otherwise indicated, all assignments, projects, examinations, etc are individual assessments and evidence of excessive collaboration between students will be treated as cheating. Note that representing the work of another as your own is considered cheating. The usual penalty for cheating is an 'F' on the assignment and may result in an ‘F’ in the course. For further information on Academic Dishonesty, review that section of Academic Catalog of your WebBSIT institution.

**Important Dates & Late Work Policy**

See the Course Calendar in D2L for information regarding when work is due.
## D2L Maintenance Schedule

Refer to the University System of Georgia D2L Maintenance Schedule.

## Technology Requirements

### Primary Requirements

Computers located in on-campus computer labs or libraries cannot be used as the primary computer resource for taking online classes. You will need the reasonably small suite of hardware and software listed below.

### Required Hardware

- Computer: A personal computer with Windows XP or higher, or a MacIntosh with OS 10.4 and Parallels Desktop 3.0 or higher for Mac.
- Sound: A sound card with speakers or headphones.
- Monitor: A VGA (or equivalent) or better monitor.

### Strongly Recommended Hardware

- Printer connected to the computer
- CD-ROM drive
- Microphone

### Internet Connectivity

- Internet access. For a dial-up connection, at least a 56k modem is recommended. Slower dial-up connections will affect course performance. High speed Internet connectivity (cable or DSL) is strongly recommended.
Required Software

- Microsoft Office 2007 including: Word, Excel, Access, PowerPoint
- Web Browser: A JavaScript enabled Web browser supported by the Blackboard VISTA 8 Learning Management System. For a complete list of supported browsers. [http://www2.blackboard.com/tuneup](http://www2.blackboard.com/tuneup)
- Virus protection software
- Flash Player
- Animations (Tutorials) used in this course require the installation of the cross-platform Flash Player.
- Download Flash Player 6 for Windows or Macintosh

Withdrawal

The Withdrawal policy and procedures vary by institution. In general, students who stop attending class without doing the necessary withdrawal paperwork will receive an automatic grade of ‘F’. Students who withdraw after midterm will receive an automatic grade of ‘WF’. Withdrawal policy and procedures are published in the Academic Catalog of your consortium institution.

Assessment Policies/Overview of Grading/Grading Scale

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<tr>
<td>Evaluation by Host Organization</td>
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<tr>
<td>Website Deliverables</td>
<td>50%</td>
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<tr>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89</td>
<td>B</td>
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<tr>
<td>70-79</td>
<td>C</td>
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<tr>
<td>60-69</td>
<td>D</td>
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Neatness and punctuality are considered during grading. Students are expected to complete, and turn in on the due date, all required assignments. Late work may severely impact your course grade. Use a word processor and spell checker. Check your work for errors in grammar.

**Evaluation by Host Organization**

Near the end of the semester, the Office of Experiential Learning will mail a “Site Supervisor Evaluation” form to the host organization’s site supervisor (address provided by student on the Experiential Learning Agreement) for completion and timely return to the Office of Experiential Learning. The student is assigned and has a “coordinating responsibility” to ensure that this form is received by his/her site supervisor; completed (site supervisor comments and/or review of evaluation form with student is optional, but recommended); and mailed back to the Office of Experiential Learning in sufficient time for academic review and grade posting by the Information Technology Department.

**Website Deliverables**

Students will create a website to document all aspects of the internship.

The website should contain:

- Student’s individual learning objectives
- Weekly updates: Activities and Time Log
- Written Report: Most Meaningful Learning Objective
- Section Reports: Describe problems, alternatives, and solutions
- Experiential Learning Documents

**Proctored Experience**

The requirements for a proctored experience in this course will be fulfilled by interaction with your site supervisor.
Section Instructor: Sandra Jones

E-mail sandrajones@mail.clayton.edu