INFM 736: Information Management Capstone Experience I

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E-mail: keweaver@umd.edu  
Physical Office: 4120 Hornbake Building  
Office Hours: Thursdays 12pm-3pm

Course Description
This class is designed to refine your knowledge and develop your abilities to problem-solve, learn, and communicate as an Information Management expert.

There will be many times in your career when you will be responsible for a project. Often you will be part of a team that will be divvying up the project, however, you will still be responsible for your part of the project. There will also be times where you will be asked to complete a project on your own. You will be given a simple idea, or a back-of-the-envelope thought, and you will be expected to turn it into a full project, with a timeline and a deliverable. This is a very rewarding process, but also an extremely challenging one.

This class is designed to emulate real-world project consulting. You will be the consultant and the company providing your capstone project will be the client. You will learn to develop a project plan, and follow through to the final deliverable. As a consultant you are expected to work to meet the client’s needs, continuously evaluating if their needs are being met. You are expected to act as if you are a high paid consultant; showing up on time, following through on every action item, producing deliverables on time, checking in weekly, and acting professional at all times. Even if you do not become a consultant in the future, the format of this class is very typical of today’s work environments; you will be assigned a task and you will be expected to produce professional results.

Textbooks


Course Materials
The assignments for this course require you to do extensive research on your own. For these projects you will need to use many of the resources provided by the UMD library system. For additional information about Library resources, contact the iSchool’s Subject Librarian, Ms. Tahirah Akbar-Williams (takbarwi@umd.edu).
Homework Assignments
The assignments are designed to provide you with opportunities to exercise different aspects of Information Management projects. Although we will not meet every week, there will be assignments due on some of the non-class weeks. The assignments for this class consist of:

- Professional Development Plan
- Requirements Gathering Notes Exercise
- Requirements Analysis Exercise
- Requirements Document Exercise
- Project Plan Exercise
- Project Preferences
- Project Summary
- Project Requirements Analysis
- Project Requirements Document
- Project Plan
- Self Evaluation

The instructions for each assignment will be distributed through the course ELMS site (http://elms.umd.edu). Each assignment is to be turned in electronically 1 day before class, unless otherwise stated.

Presenting Your Work
For some of the course assignments, you will be developing poster presentations (PowerPoint slides) that will be presented during class time in hardcopy. The goal of the poster presentations is to prepare you to present your capstone project poster at the Expo at the end of the school year. The posters presented in class consist of:

- Career Goals
- Project Summary
- Project Details
- Preparing for INFM 737

Participation
"Each one of you will make the community either better or worse. Everything you do will have an influence upon others. It can be a good influence or a bad one. It depends on you."
- From The Seven Storey Mountain, Thomas Merton

This class will be conducted as a seminar. It is important that you prepare for and actively participate in the classroom discussions. Your discussion participation will be evaluated on quality – not just quantity – of comments. In addition, participation is evaluated on whether you added to the discussion, whether you maintain the continuity of the discussion (versus going off on tangents), and whether your comments reflect an understanding of the material. In particular, you should come to class able to describe and discuss the materials that you developed for the homework assignment.
You are allowed 1 excused absence for the entire semester, except for the first class where there is no allowed absence. Each absence thereafter will result in a 0 for that day’s participation points. You must email Dr. Weaver at least 3 hours in advance with a legitimate excuse for why you are unable to attend class or you will loose all your participation points for the day.

Examples of excused absences include:
- Too sick to leave your house
- A company has flown you out of town for a job interview and you were not in the state of MD during class time
- A family member has passed away and you are with your family

Examples of NOT excused absences include:
- Not feeling well
- Preparing for an interview
- Not returning to UMD in time for the semester to start
- Leaving UMD before the semester ends
- Unable to find parking

The participation points consist of: attending class, being on time to class, contributing to class discussions, contributing to small group activities, appropriately participating in poster presentations (both presenting and viewing.)

Participation points will be removed for: not attending class, using your cell phone during class (you will loose 1 point for each time you use your cell, and if you are verbally asked to put your cell away, you will lose all your participation points for the day, in addition if you look like you are using your cell under the table and I do not see it face down on your desk you will loose the appropriate points); using your computer in class; talking during a presentation or when the professor is talking; leaving the classroom when not on a break.

Feel free to talk with me if you have any concerns or questions about your class participation.

**Grades**

Each assignment will start off with the maximum points. If you do not follow the assignment directions, points will be removed from your assignment. For example, if an assignment asks for you to put data into both a table and a document format, you will loose points if you turn in an assignment with just a table.

You will need to have an 80% to pass this class. Keep in mind that most of you are in your final year and this class is required to graduate. If you do not receive 80% or higher, you will be required to take the class again before you can receive your MIM diploma. That means you may not graduate until May 2018.
Grades for this course will be based on:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points Each</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>8 Class Participation</td>
<td>15</td>
<td>120</td>
</tr>
<tr>
<td>5 Assignments</td>
<td>40</td>
<td>200</td>
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<tr>
<td>6 Project Assignments</td>
<td>50</td>
<td>300</td>
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<tr>
<td>4 In-class Posters</td>
<td>10</td>
<td>40</td>
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<tr>
<td>2 Client Approvals</td>
<td>20</td>
<td>40</td>
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<tr>
<td>Evaluations (client and project manager)</td>
<td>100</td>
<td>100</td>
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<td><strong>TOTAL</strong></td>
<td><strong>800</strong></td>
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**Classroom Computer Use**
There will be times that you will be asked to use your computer in class; group projects when you are researching, fill out forms in-class, etc. Therefore, you should bring your computer to class. However, you are to put your computer away unless Dr. Weaver specifically asked you to use it. You are not to leave your computer on your desk for any reason.

**Late work**
Most of the assignments are due at 11:59pm on the assigned date. If you submit at 12:00am, ELMS will automatically mark the assignment as Late. A 10% penalty will be deducted for each day or part of a day that an assignment is late. Please prepare in advance so that you will not encounter technical difficulties that will result in your work receiving a Late penalty. If you have a conflict with the due date, assignments can always be submitted early.

**Students with disabilities**
If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact me and Disability Support Services (301-314-7682), as early as possible in the term, but not later than the second week of class. Disability Support Services will verify your disability and determine reasonable accommodations for this course.

**Academic Integrity**
The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit [http://www.shc.umd.edu](http://www.shc.umd.edu).
<table>
<thead>
<tr>
<th>Week</th>
<th>Date Monday</th>
<th>Tuesday</th>
<th>Topic</th>
<th>Homework Due</th>
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</thead>
</table>
| Week 1 | August 29 | 30 | • Being a Consultant  
• Requirements Gathering |  
Assignment:  
Professional Development Plan  
Poster:  
Career Goals |
| Week 2 | September 5 | 6 | |  
**Labor Day** |
| Week 3 | September 12 | 13 | • Requirements Analysis |  
Assignment:  
Requirements Gathering Notes Exercise |
| Week 4 | September 19 | 20 | • Requirements Document |  
Assignment:  
Requirements Analysis Exercise |
| Week 5 | September 26 | 27 | • Project Plan |  
Assignment:  
Requirements Document Exercise |
| Week 6 | October 3 | 4 | |  
Assignment:  
Project Preferences |
| Week 7 | October 10 | 11 | • Requirements Interviewing  
• Job Interviewing |  
Assignment:  
Project Summary  
Poster:  
Project Plan Exercise  
Poster:  
Project Summary |
| Week 8 | October 17 | 18 | | |
| Week 9 | October 24 | 25 | | |
| Week 10 | October 31 | November 1 | | |
| Week 11 | November 7 | 8 | | |
| Week 12 | November 14 | 15 | • Project Development:  
Requirements Document |  
Assignments:  
Project Requirements Analysis  
Poster:  
Project Details |
| Week 13 | November 21 | 22 |  
**Thanksgiving** |
| Week 14 | November 28 | 29 | • Project Development:  
Project Plan |  
Assignments:  
Project Requirements Document |
| Week 15 | December 5 | 6 | • Project Development:  
Preparing for INFM 737 |  
Assignment:  
Project Plan  
Self Evaluation  
Poster:  
Preparing for INFM 737 |