Learning Outcomes

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 work, where 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.

Required Resources

Course website: elms.umd.edu

Mastering the Requirements Process: Getting Requirements Right
by Suzanne Robertson and James Robertson;
Addison-Wesley Professional;
ISBN #978-0321815743

Recommended Resources

The Mythical Man-Month: Essays on Software Engineering
Frederick P. Brooks, Jr.;
Addison-Wesley Professional;
ISBN 978-0201835953

The Design of Everyday Things: Revised and expanded edition
Norman, D.A.
2013
Available online through UMD library | http://www.lib.umd.edu/
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. Rachel Gammons (rgammons@umd.edu).

Campus Policies
It is our shared responsibility to know and abide by the University of Maryland’s policies that relate to all courses, which include topics like:
- Academic integrity
- Accessibility and accommodations
- Grades and appeals
- Copyright and intellectual property

Visit https://academiccatalog.umd.edu/graduate/policies/academic-record/ for the Graduate School Academic Record Policies for a full list of campus-wide policies. Feel free to contact me if you have questions.

Activities, Learning Assessments, & Expectations for Students

Attendance: I expect students to come to all class meetings unless there is a university-accepted reason (e.g., illness). Your attendance will be part of your participation in this class. Consider that much of the learning for the course occurs in class. You cannot participate in this learning if you are not present. You are expected to attend every class, and are allowed on 1 excused absence. Each absence thereafter will result in a 0 for that day’s participation points since you will not be present to participate.

Class starts at 6:00pm: Being late for class affects our learning experience and potentially in-class assignments, and will result in points off your participation for that day.

Absences: If you have to miss a class due to an illness or similar reason, before the class begins. 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:
- Doctors note stating you are 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 absences NOT excused 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

Before Class: You should complete all listed readings before class begins each day. Lectures will be brief and will cover course material, but you will only develop a deep enough understanding of the material for assignments, projects, and discussions through completing the assigned reading. You are responsible for keeping up with readings in the book per the schedule given in each class for the following week. You are responsible for setting your own reading pace to keep ahead enough to be prepared for class discussions and in-class assignments.

During Class: During class, we will have lectures, discussions, and in-class activities. Please bring pens, papers, and assigned reading with you to class. Students should participate in class discussions and welcome the participation of
others. A participation grade will be assigned and designated by the amount of participation each student contributes to course discussions and in-class activities.

In Class Assignments: There will be in-class assignments that you will be expected to complete during the class period. These in-class assignments have been designed to contribute to your ability to create a successful capstone project. Everyone begins the course with full in-class participation credit, and I hope all of you will retain it to the end. 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.) If you do not participate in the above, you will not receive full participation points.

Capstone Project: You will work individually or in small groups on your capstone project. If you have not submitted a student submission to me, it is too late to get started. So you will need to choose from the list of projects I have gathered, which will be available at the end of September. These projects are an opportunity for you to show of your Information Management skills that you have learned in the program, and also to show off your talents that you bring with you to the project. The expectation is that you will gain requirements gathering skills in the this class and utilize them to understand your client’s needs and develop a full Requirements Document and Project Plan. You will work with the client to meet their needs and complete the project fully before you hand off a completed project to them in May 2019. If you do not complete your project you run the risk of not passing INFM737 in the spring, and therefore will need to retake the capstone experience classes the following year. If you do not pass this class this fall, you will need to retake the capstone experience class the following year.

Practice Project: There will be a practice project that you will work on for the first 6 weeks of class in preparation for working on your capstone project starting in October. This will give you an opportunity to see how the full process works and make mistakes and learn from them before you start working with your client.

Late Assignments: All assignments must be submitted on ELMS. Assignments must be turned in by 11:59pm on the day they are due. The general policy in this class is that late assignments will be deducted 15% off its points after 11:59pm the day they are due, and an additional 10% of its points each day they are late. Late assignments will be accepted according to this policy up to three days after the assignment due date. Assignments more than five days late will not be accepted.

No Extra Credit Work: Students sometimes ask for some extra credit work in an attempt to bring up grades. However, extra credit work will not be given on an individual basis.

Course-Specific Policies
No computers, phones or tablet devices are permitted during our class meetings. I understand and have considered arguments for permitting laptop and tablet computers in the classroom. However, in my experience (and based on the research evidence) the reality is that they present an irresistible distraction and detract from the cooperative learning environment. Researchers have found that these distractions do in fact interfere with learning and active participation. In addition, there are studies that show that taking notes by hand uses a different part of your brain than taking notes with a computer. You will most likely be in a situation after graduation where you will not be allowed to use a computer in a meeting for note taking, so I’d like you to take this opportunity to practice note taking by hand. Therefore, the use of computers and phones will not be permitted during class meetings for general usage (except when required for DSS accommodations). However, 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 a device to class. You are to put your computer away unless I specifically asked you to use it. You are not to leave your computer on your desk for any reason.

I expect you to make the responsible and respectful decision to refrain from using your cellphone in class. For more information about the science behind the policy watch: http://youtu.be/WwPaw3Fx5Hk
Responding to Email. All email concerning the class should be sent to me at keweaver@umd.edu. I will make every effort to answer your email in a timely fashion. However, you should not necessarily always expect to get an immediate reply (e.g., when it is several hours before an assignment is due). Please put [INFM736 Capstone Experience] at the beginning of the subject line of your email.

Showing Respect. You are expected to show your respect to all people, including classmates and clients. This includes

Get Some Help!
You are expected to take personal responsibility for your own learning. This includes acknowledging when your performance does not match your goals and doing something about it. Everyone can benefit from some expert guidance on time management and note taking, so I encourage you to consider visiting http://ter.ps/learn . Sharpen your communication skills (and improve your grade) by visiting http://ter.ps/writing and schedule an appointment with the campus Writing Center. Finally, if you just need someone to talk to, visit http://www.counseling.umd.edu.

Everything is free because you have already paid for it, and everyone needs help… all you have to do is ask for it.

Grades
Grades are not given, but earned. Your grade is determined by your performance on the learning assessments in the course and is assigned individually (not curved). If earning a particular grade is important to you, please speak with me at the beginning of the semester so that I can offer some helpful suggestions for achieving your goal.

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 2020.

Grades for this course will be based on:

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<th>Category</th>
<th>Points Each</th>
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<td>1 Assignment</td>
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<td>5 Project Exercise Assignments</td>
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<td>4 Project Assignments</td>
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<td>1 In-class Poster</td>
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<td>1 Meeting with Dr. Weaver</td>
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<td>2 Client Approvals</td>
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<td>2 In-Class Assignment</td>
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<td>Evaluations (Student and Project Manager)</td>
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| Week 1     | August 28 | • Capstone Information  
                        • Requirements Gathering |
| Week 2     | September 4 | • Requirements Analysis  
                        • Interviewing |
|            |         | **Assignment:**  
                        1. Professional Development Plan  
                        2. Questions for Exercise  
                        **Poster:** Career Goals |
| Week 3     | September 11 | **Internship and Career Fair Week** |
| Week 4     | September 18 | • Use Cases  
                        • Process Models  
                        • Requirements Document |
|            |         | **Assignment:**  
                        1. Requirements Gathering Notes Exercise |
| Week 5     | September 25 | • Project Abstracts  
                        • Project Plan |
|            |         | **Assignment:**  
                        1. Use Case and Process Model Exercise  
                        2. Requirements Document Exercise |
| Week 6     | October 2 | • Correlations  
                        • Company Research |
|            |         | **Assignment:**  
                        1. Project Plan Exercise  
                        2. Project Preferences |
| Week 7     | October 9 | **Client Requirements Gathering** |
| Week 8     | October 16 | **Requirements Review**  
                        with Dr. Weaver |
| Week 9     | October 23 | **Assignment:**  
                        1. Project Requirements Analysis |
| Week 10    | October 30 | **Assignment:**  
                        1. Project Requirements Analysis Final |
| Week 11    | November 6 | **Assignment:**  
                        1. Project Requirements Document |
| Week 12    | November 13 | **Thanksgiving Break** |
| Week 13    | November 20 | **Assignment:**  
                        1. Project Plan Final |
| Week 14    | November 26 | **Project Plan Presentations** |
| Week 15    | December 4 | **Project Plan Presentations** |