

## CNMT 479 – Applied Development Project Preparation (1 credit)

### Section 1

#### Semester I 2021-2022

Develop a plan for a capstone project, with deliverables, and receive instructor approval. Review key concepts necessary for CNMT 480, including software development, project management, systems analysis and communicating with technical and non-technical audiences. May include additional topics specific to anticipated capstone projects.

### Course information

<b>Class meetings</b>	Tuesdays 10:00 AM – 10:50 AM in SCI A224, starting October 25.
<b>Final exam time</b>	This course does not have a final exam.
<b>Instructor</b>	Tomi Heimonen, Ph.D.
<b>Office location</b>	Science B235
<b>Email</b>	<a href="mailto:theimone@uwsp.edu">theimone@uwsp.edu</a>
<b>Telephone</b>	(715) 346-4145
<b>Communication</b>	You are encouraged to contact me if you have any questions. When communicating via email, please add “CNMT 479” in the subject line.
<b>Office hours</b>	In-person: Mondays and Wednesdays, 9:00AM-11:00AM; Fridays 9:00AM-10:00AM Online: By appointment Check Canvas for instructions on how to sign up for online office hours.
<b>Class website</b>	Canvas will be used to distribute course materials, assignments, and grades. Check it regularly to stay informed of changes to class schedules and other important announcements.
<b>Prerequisites</b>	CNMT 410 (or concurrent registration), and the following based on major: Web Development Major - Both WD 302 and CNMT 310; CIS Application Development Major - CIS 341; CIS Networking Major - CNMT 310; CIS Cybersecurity Major - CIS 360.
<b>Textbooks</b>	There are no required texts for this course.
<b>Software and file storage</b>	Storage media (e.g., flash drive or external hard drive) or cloud-based storage (e.g., OneDrive) will be useful to store and transport the files created during this course.

**Important:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in class, in a course announcement and/or through email.

### Course description

The goal of this course is to ensure that students are sufficiently prepared for their capstone course projects.

The following topics will be covered:

- Review of key software development topics, such as project management, agile development, requirements gathering, and systems analysis.
- Project plan creation, including scheduling, resourcing, and risk assessment.
- Technical and non-technical communication as a part of stakeholder engagement.

## Course learning outcomes

Upon completing this course, the expectation is that you will have gained and successfully demonstrated the following knowledge and skills:

1. Demonstrate ability to create a realistic project plan for a semester project.
2. Demonstrate ability receive and provide feedback on project documentation and communicate with project stakeholders.

## Course requirements

Completing the following coursework awards a maximum total of 100 points.

- Project plan draft: 20 points
- Project plan peer review: 10 points
- Final project plan: 50 points
- Sprint review participation / project retrospective meeting: 20 points
  - Students who are taking this course a semester before CNMT 480 will participate in sprint reviews conducted as a part of the capstone course.
  - Students who are taking this course concurrently with CNMT 480 will complete a project retrospective at the end of the semester.

All coursework is completed in project groups, unless otherwise specified in the assignment instructions.

Specific instructions for each assignment are provided in Canvas.

## Grading scale

The final grades will be determined as the percentage of points earned according to the following scale:

Grades	Percentage	Grades	Percentage	Grades	Percentage
A	93.00% – 100.00%	B-	82.99% – 80.00%	D+	69.99% – 65.00%
A-	92.99% – 90.00%	C+	79.99% – 77.00%	D	64.99% – 60.00%
B+	89.99% – 87.00%	C	76.99% – 73.00%	F	< 60%
B	86.99% – 83.00%	C-	72.99% – 70.00%		

The instructor reserves the right to revise the grade cutoffs to be more generous, if necessary, based on overall class performance.

## Viewing grades in Canvas

Points you receive for graded activities will be posted to the Canvas grade book. Online grades are updated once a grading session has been completed – typically within a week following the completion of an activity.

## Late policy

Coursework must be submitted by the given deadline, or an extension must be requested from the instructor **before the due date**. If you know ahead of time that you will have a legitimate reason for missing a due date, contact the instructor to discuss an extension.

Coursework that is turned in late will receive a 20% reduction in points awarded. **Submissions that are more than 3 days late will receive 0 points.**

The instructor reserves the right to adjust this policy to account for extraordinary situations, such as documented illness or medical emergencies. You are required to inform the instructor as soon as possible of such situations.

## Attendance

Attending class will likely be the single most important factor in determining your performance and grade in the course, so plan to attend every class. The relationship between attendance and achievement in education has been

extensively documented in peer-reviewed research. **I am not able to re-teach the material to you if you are absent, but I will do my best to provide alternative options for you to acquire the content.**

**Excused absences:** If you need to miss a class, notify the instructor via email no later than by the morning of the class meeting in question.

- The following is a non-exhaustive list of legitimate reasons to be absent from class: illness, COVID-19 quarantine, religious observance, military service obligations, pregnancy, and medical appointments.
- Documentation is **not required** for absences for the above reasons unless you will end up missing more than two consecutive class meetings.
- Making up missed in-class work, such as exams and assignments, is **allowed only for excused absences**. Coursework needs to be completed within 7 days of the original due date, unless otherwise agreed upon in writing with the instructor.
- In case of extenuating circumstances, such as personal or medical emergencies, you should contact the instructor as soon as possible discuss arrangements for making up missed coursework.
- If you have any questions or concerns regarding this policy, your first point of contact should be the instructor. If you are unable to reach the instructor, or if you are experiencing a personal or medical crisis/emergency, contact the Office of the Dean of Students at [dos@uwsp.edu](mailto:dos@uwsp.edu) or (715) 346-2611.

### **Absences due to military service**

You will not be penalized for unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) weeks unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

## **Other policies**

### **Face coverings**

At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

This policy may be adjusted based on the duration of the chancellor's mask mandate.

### **COVID-19 precautions**

- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
  - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Maintain a minimum of 6 feet of physical distance from others whenever possible.
- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.

### **Dropping/withdrawing from the course**

It is the student's responsibility to understand when they need to consider un-enrolling from a course. Refer to the [UWSP Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include, but are not limited to, the following: documented and severe physical/mental illness/injury to the student or student's family. Please consult the instructor at the earliest opportunity to discuss the need to drop the course after the mandated deadline.

### **Incomplete policy**

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if inability to complete the coursework was due to a documented illness/injury or other circumstance beyond the student's control. Incomplete coursework must be completed by the end of Semester II 2021-2022.

### **Nondiscrimination**

You may be asked to review and provide feedback on the work created by your peers. When doing so, please remember that the objective is to critique the work, not the person.

It is the policy of the University of Wisconsin-Stevens Point to:

Foster an environment of respect for the dignity and worth of all students, employees, and guests of the university; Provide an environment which is conducive to the free and open exchange of ideas; and Strive to eliminate bias, prejudice, discrimination, and harassment in all forms and manifestations.

Discrimination based on an individual's age, race, color, religion, sex, gender identity or expression, national origin, ancestry, marital status, pregnancy, parental status, sexual orientation, disability, political affiliation, arrest or conviction record, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or this state, or other protected class status is demeaning to all students, employees, and guests; impairs the process of education; and violates individual rights.

### **Accommodations**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe their disability.

If modifications are required due to a disability, please inform the instructor, and contact the Disability and Assistive Technology Center to complete the [accommodations application process](#). Phone: (715) 346-3365 or [datctr@uwsp.edu](mailto:datctr@uwsp.edu).

### **Academic honesty and integrity**

As a student in this course and at this university, you are expected to maintain a high degree of professionalism, commitment to active learning and participation, and integrity in your behavior in and out of the classroom.

#### **UWSP 14.01 Statement of principles**

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

#### **UWSP 14.03 Academic misconduct subject to disciplinary action**

- (1) Academic misconduct is an act in which a student:
  - a. Seeks to claim credit for the work or efforts of another without authorization or citation;
  - b. Uses unauthorized materials or fabricated data in any academic exercise;
  - c. Forges or falsifies academic documents or records;
  - d. Intentionally impedes or damages the academic work of others;
  - e. Engages in conduct aimed at making false representation of a student's academic performance; or
  - f. Assists other students in any of these acts.
- (2) Examples of academic misconduct include, but are not limited to:

- a. cheating on an examination;
- b. collaborating with others in work to be presented, contrary to the stated rules of the course;
- c. submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another;
- d. submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas;
- e. stealing examinations or course materials;
- f. submitting, if contrary to the rules of a course, work previously presented in another course;
- g. tampering with the laboratory experiment or computer program of another student;
- h. knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

### Use of third-party content and work previously presented in another course

Specific allowances for using content created by others are explained in the coursework instructions. Standard citation and acknowledgment practices apply when using third party content, such as text, images, video, and program code. If in doubt, consult the instructor in advance.

Submitting work previously presented in another course is not allowed, unless approved by the instructor in writing.

## Tentative class schedule

This is an 8-week course that begins on October 25.

Note that the schedule is more condensed for students who are concurrently registered in CNMT 479 and CNMT 480.

<b>Week</b>	<b>Topics</b>	<b>Coursework and activities due</b>
<b>9</b> (Oct 25)	<b>Syllabus review</b> <b>Project groups, topics, and clients</b>	
<b>10</b> (Nov 1)	<b>Project planning fundamentals</b> <ul style="list-style-type: none"> <li>• Discuss expectations for the capstone course.</li> <li>• Review the project plan template and instructions.</li> </ul>	Group and topic elections
<b>11</b> (Nov 8)	<b>Project plan draft</b> <ul style="list-style-type: none"> <li>• Produce a project plan draft based on selected topic and group interests.</li> <li>• Class time will be spent on Q&amp;A.</li> </ul>	Project plan draft
<b>12</b> (Nov 15)	<b>Project plan feedback</b> <ul style="list-style-type: none"> <li>• Receive instructor and peer feedback on project plan draft.</li> <li>• Provide feedback to peers.</li> </ul>	Project plan peer reviews
<b>11-15</b> (Nov 8- Dec 5)	<b>Sprint review participation (CNMT 480 students)</b> <ul style="list-style-type: none"> <li>• Participate in a CNMT 480 sprint review.</li> <li>• Write a report of lessons learnt.</li> <li>• Conduct a project retrospective meeting with instructors.</li> </ul>	
<b>14</b>	<b>Revised project plan</b> <ul style="list-style-type: none"> <li>• Submit revised project plan.</li> </ul>	
<b>15</b> (Dec 6)	<b>Project retrospective meeting (CNMT 479 con reg. /w CNMT 480)</b> <ul style="list-style-type: none"> <li>• Participate in a project retrospective meeting.</li> </ul> <b>Project plan review and feedback meeting</b>	