

CALMAT Syllabus

Spring 2015 BUS/CSIT 699 Graduate Capstone

Instruction mode	Saturdays (Jan 31, Feb 14, 28, Mar 28, Apr 11, 25, May 9, 23-presentation)	12:00P-1:00P	Sat 12 noon - 1 PM
Instructor	Eric Tao, Ph.D.	Phone	831-818-9238
SkypeID	ericytao	E-mail	ericytao@gmail.com
Office Hours	Tuesday and Thursday 9:30-10:30 PM and by appointment		

Description:

Graduate students in CALMAT culminate their learning and finish the Graduate Capstone during the last semester of their studies. The CALMAT capstone process includes research, planning, development, evaluation and presentation of a substantial project related to student intended career. The topics of the Capstones are based upon individual students' passion, expertise, educational goals and career goals. The Capstones also showcase student learning achievements in the graduate programs. Capstone can be one of a wide spectrum of types of projects: product/service development, business plan, cases studies and empirical researches. They all integrate real-world issues involved with management and technology. Open to the general public, the capstone presentations are conducted as conference sessions, in which each student presents his/her capstone for 10-15 minutes and holds a question and answer period afterwards. Students' final report, thesis and e-portfolios are displayed during the capstone event.

Learning Outcomes:

Students completing the Graduate Capstone must demonstrate the following competencies:

- * Capstone Project - providing an original application of technical/professional knowledge in the field of study.
- * Written communication at the professional level
- * Oral communication at the professional level
- * Overall knowledge/skills developed in the graduate curriculum demonstrated via an online portfolio
- * Research skills
- * Career Planning

Teaching Modality:

- * All documents and portfolio are due at the end of the semester, no late work is accepted
- * Final presentation on Sat of the last week.

Tentative Course schedule (see course calendar for details)

Pre-requisite: 400-600-word draft of proposal submitted to capstone instructor before Sat of third week.

There are 16 weeks in this semester in which you will be working on the following: Job Search/ Career advancement strategy; ILP Portfolio draft; Presentation Skills; Learning Portfolio; Capstone project final report and repetitive milestone checks with your advisor (as applicable). Required Portfolio (Website delivered on a CD-ROM or DVD):

(See samples at "external link" page in uLearn)

1. 500 word narrative summarizing your learning experience in MIST (text and video)
2. Portfolio pieces for each learning outcome/course
3. Capstone project proposal
4. Capstone final report and powerpoint
5. Resume

Grading and Deliverables for Capstone class

The portfolio has to be complete in order to pass the capstone class, no exceptions.

- * 500 words narrative summarize your learning experience in the degree (text and video) (15%)
- * Portfolio pieces for each learning outcome/course (15%)
- * Capstone project proposal (5%)
- * Final capstone report (10-100 pages) (30%)
- * Resume (5%)
- * Oral presentation and visual aid(5-15 min) (25%)
- * Strategy and planning for Job search / graduate school application / career enhancement (1-3 pages) (5%)
- * Participation (5% extra)

95% plus A+

90%-94% A

80%-89% B

70%-79% C

Minimum passing grade for any graduate course is a B-.

Graduate students must maintain a 3.0 GPA.

Assignment submission guidelines:

* Unless otherwise specified, the following assignment submission policy applies to all assignments:

- * Assignments should be submitted to "capstone forum" in uLearn under the same thread of discussion under your name.
- * Spelling and grammar checked, page number, date and student name are inserted in the footer section of each page other than the title page
- * 10% of the grade will be reduced for each late day. Assignments are either posted at the beginning of the term or will appear on uLearn each Wednesday morning, the deadline is Tuesday midnight unless otherwise specified.
- * For text documents, MS Word, RFT, or PDF format is required.
- * File should be named as follow: John Doe's assignment A in module 1 should be named "699_1_A_Doe"