APPLIED COMPUTER SCIENCE
http://www.acs.uwinnipeg.ca

Course Number: ACS-4901-001
Course Name: Senior Systems Development Project Course
Course Webpage: Will be available on Nexus

Instructors Information

James Deng (Project Coordinator)	Simon Liao	Sheela Ramanna
3D17 (office)	3D31 (office)	3D15 (office)
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Office Hours: TBD
Class Meeting Time: Orientation Class will be held on Wednesday Sep. 9 (11:30-12:45) Weekly team meeting time will be determined by the individual team and their IS director
Meeting Room: TBD. The first class will be held via ZOOM and how the rest of the course will be carried on will be discussed there.

Important Dates
First Class: Wednesday, September 9, 2020
Fall Reading Week: October 11-17, 2020 (no classes)
Winter Reading Week: February 14-20, 2021 (no classes)
Final Withdrawal Date without academic penalty: February 23, 2021
(A minimum of 20% of the work on which the final grade is based will be evaluated and available to the student before the voluntary withdrawal date.)

The University is closed for holidays: September 7 (Labour Day), October 12 (Thanksgiving Day), November 11 (Remembrance Day), December 24-January 4 (December break), February 15 (Louis Riel Day), and April 2 (Good Friday).

Deadlines[1]

• Submission of proposed team member roles	Week of September 14
• Initial Meeting with the Project Sponsor	Week of September 21
• Project Proposal	Week of September 28
• Project Plan	Week of October 5
• Systems Study Review	<mark>Week of November 16, 2020</mark>
• Detailed Design Review	Week of January 11, 2021
• Development Review	Week of February 8, 2021
• Delivery of the system to your user for testing	Week of February 15, 2021
• Final turnover to user; sign-off from user	Week of March 15, 2021
• Project Completion Seminar and System Demo.	<mark>Friday, March 26, 2021</mark>
• Sign-off on Course Completion Checklist.	Week of April 5, 2021
• Sign-off on completed repository	April 12, 2021

Course Objectives/Learning Outcomes
- To provide experience in planning and executing a project through the entire software life cycle
- To gain hands-on experience in major aspects of project management.
- To provide experience in working in teams, end-users and faculty under minimal supervision
- To develop technical writing and communication skills.

Remote Learning
All course material will be available on Nexus or sent via email to Team leaders. Team meeting times are reserved for further discussion and Q&A.

Students must be available via Zoom during regular weekly meetings with the IS director and other meetings with project sponsors/end users.
- Students must display their real/full name
- Use of Video is optional.
- Participants must be muted when not speaking
- Students may interact via chat, voice or gestures

Students can find answers to frequently asked questions related to remote learning here: https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html.

Note: A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams

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[1] Please refer to the ***Senior Systems Development Course Standards Handbook and Project Handbook***, Applied Computer Science Department, University of Winnipeg, 2020 for more details.

Evaluation Criteria

Team Component (35%)

System Quality / Functionality • Overall design • Match with user requirements • Technical reliability • System features (e.g. input forms, screens and reports, system performance) • Flexibility for future improvements	**Possible Marks (15%)**
Documentation • All systems documentation and project documentation such as Proposal, Project Plans, Architectural Plans, SSR, DDR, Project Completion Report, Technical and User Manuals, Correspondence, Project Repository, Program source code.	**Possible Marks (10%)**
Project Management • All team members' collective contribution to ensuring that the project can be managed efficiently and effectively. This includes meeting deadlines and equitable distribution of workload.	**Possible Marks (10%)**

Individual Component (65%)

Individual Contribution • Quality of your own deliverables • Commitment to the project • Quality, thoroughness and honesty of peer evaluations • Ability to communicate with end-users, instructors, team members and technical support personnel	**Possible Marks (35%)**
Presentation Content/Skills • Systems Study Review • Project Completion Seminar • Development Review/Testing • Systems Demonstration	**Possible Marks (20%)**
Individual Time Management • Ability to meet your own task deadlines	**Possible Marks (5%)**
Participation • Preparedness for and participation in, and quality of contribution to team meetings	**Possible Marks (5%)**

Final Letter Grade Assignment

Historically, numerical percentages have been converted to letter grades using the following scale. However, instructors can deviate from these values based on pedagogical nuances of a particular class, and final grades are subject to approval by the Department Review Committee.

A+	90+ - 100%	B	70 - 74%	F	below 50%
A	85 - 90%	C+	65 - 69%		
A-	80 - 84%	C	60 - 64%		
B+	75 - 79%	D	50 - 59%		

Midterm Mark Breakdown (30%)

Team component: **7%** out of 35% (total)
Individual Contribution **10%** out of 35% (total)
Presentation Content/Skills (SSR) **8%** out of 20% (total)
Individual Time Management **2.5%** out of 5% (total) from September to December
Participation **2.5%** out of 5% (total) from September to December

NOTE: Peer evaluations will be required by each student at the end of Fall term and at the end of the course.
NOTE: Students must be prepared to make presentations (ex: SSR, PCR, Technical review) via ZOOM.
NOTE: Students may be required to upload deliverables (ex: Project Proposal, Plan, SSR Document and so on) to cloud systems such as Dropbox, Nextcloud or other as determined by individual IS Directors.

Required Text Book

- Past Project Repositories
- *Senior Systems Development Course Standards and Project Handbook*, Applied Computer Science Department, University of Winnipeg, 2020.

Prerequisite and restriction Information* (This information can be found in the UW Undergraduate Academic calendar)

- **Prerequisites**: A grade of at least C in ACS-2814/3 (or the former ACS-2914/3), ACS-3901/3, ACS-3902/3, and ACS-3913/3, and a minimum average GPA of 2.0 in all ACS.xxxx courses previously taken.
- **Restrictions**: Students cannot hold credit in this course and the former 92/91.3920/6.

Email Communication

Emails from accounts at uwinnipeg.ca are usually not filtered by the UofW email filter. Thereby it is recommended electronic communication used for the course utilize a UofW email account to minimize the risk of filtering. Students must put ACS-4901 in the subject line of the email. Email communications are expected to be in a respectable manner.

Regulations, Policies, and Academic Integrity

Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies.

Avoiding Academic Misconduct: Students are encouraged to familiarize themselves with the Academic Regulations and Policies found in the University Academic Calendar at:
https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf
Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals) and 10 (Grade Appeals). Please note, in particular, the subsection of Student Discipline pertaining to plagiarism and other forms of cheating.

Detailed information can be found at the following:

- Academic Misconduct Policy and Procedures: https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf
- UW Library video tutorial "Avoiding Plagiarism" https://www.youtube.com/watch?v=UvFdxRU9a8g

Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves "aiding and abetting" plagiarism. Students who do this can be charged with Academic Misconduct.

Non-academic misconduct. Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies could be considered "non-academic" misconduct. More detailed information can be found here:

- Respectful Working and Learning Environment Policy https://www.uwinnipeg.ca/respect/respect-policy.html,
- Acceptable Use of Information Technology Policy https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf
- Non-Academic Misconduct Policy and Procedures: https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf.

Copyright and Intellectual Property. Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy

https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf

Privacy
Students have rights in relation of the collecting of personal data the University of Winnipeg: https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html.

More information:

- Zoom and Privacy: https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html
- Testing/Proctoring: https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html.

Class Cancellation, Correspondence with Students and Withdrawing from Course
When it is necessary to cancel a class due to exceptional circumstances, the course instructor will make every effort to inform students via uwinnipeg email and Nexus.

Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or the course instructor.

Please let course instructor know if you plan on withdrawing from the course. Note that withdrawing before the VW date does not necessarily result in a fee refund.