# **IT 7993 IT Capstone Course Orientation** **Lei Li**

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## Welcome

Welcome to the capstone class! I’m excited that you join this learning community. The first week is our orientation week and this document will help get started.

Our first meeting/class is very important so please make sure that you in attendance. Students in the online section are not required to come to campus but I encourage you to attend the first class whenever you can. We will have an overview of the course, go over the schedule and capstone project guide (with important admin and procedure information), introduce the projects, and build teams as much as we can.

We will not have class sessions for the rest of the semester but will meet by group instead.

At the end of the orientation module/week, you will be able to:

* Understand how the course work: the project process, meeting requirements, expectations, grading, etc.
* Get familiar with the course site structure. It is important to know where to find the information you need.
* Complete all tasks specified below.

Please navigate the course site and get familiar with the menu items. Everything will be in the content section.

Look forward to a fruitful and fun-filled semester. You will have a valuable experience in this course.

## Task list

1. Please follow the course site guide and navigate the course site and get familiar with the site structure. Also complete your D2L profile (make sure to upload a picture if you haven’t done so). You may also set up your notification settings in D2L to get updates.
2. Thoroughly read the syllabus, the detailed class schedule, and the capstone project guide. These are the most important documents for this course.
3. Review the capstone project experience notes which provide more details about capstone projects including success factors, lessons, advice, dealing with challenges, communication policy, etc. The current notes are from undergraduate capstone classes as this is the first time that we offer graduate level capstone class. But you can get some sense about what a capstone project is about.
4. Go through all project charter information sheets posted. Please note projects may be added throughout the first week so do not rush to apply projects in the first a few days.
5. Apply to projects: submit application form and a brief resume as soon as possible by the due date. It is critical to do this (check the assignment section) as soon as possible otherwise your project assignment and progress will be impacted. Project charters will be added continues until the first class. hopefully all teams will be assigned by the end of first week.
6. Complete orientation self-assessment (based on readings and discussions).
7. Ask questions in the discussion board if you have any.

## Document list

1. Orientation guide
2. Syllabus (+ general policies posted online)
3. Capstone project guide
4. Capstone course experience notes
5. Course LMS website guide. It is important to know where to find the information and materials you need.
6. Capstone project application form
7. Project charters (documents are in the project charters sub-module)
8. Relevant publications (documents are in the publications sub-module)

## Credits

This document is based on the IT 4983 course material provided by Dr. Jack Zheng.