# **IT 4793 IT Capstone Course Orientation** **Dr. Meng Han**

## 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 you get started.

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.

There is face to face meetings as this is an online class. Watch my orientation video in the module. Project introduction video will be posted by Thursday of first week.

## 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. Watch my overview of capstone project process & 2 cents on Professionalism and Teamwork. Review the capstone project experience notes which provide more details about capstone projects including success factors, lessons, advice, dealing with challenges, communication policy.
4. Talk to your classmates about the forming the team. You are can use the team formation forum to do so. And you can enter your preferred teammates in your project application. The instructor will assign teams based on your preference, project information, skills of the students, and other factors.
5. Go through all project information. Please note projects may be added throughout the first week so do not rush to apply projects in the first a few days.
6. Apply to projects. The application link is in the corresponding dropbox in D2L. Submit a brief resume to the dropbox along with the project application. It is critical to do this (check the assignment section) before the deadline otherwise your project assignment and progress will be impacted. Project will be added continues until the first class. hopefully all teams will be assigned by the end of first week.
7. Ask questions in the discussion board if you have any.

## Document list

1. Orientation guide
2. Course Syllabus
3. Capstone project guide
4. Videos on capstone project process, professionalism and teamwork
5. Capstone course experience notes
6. Course LMS website guide. It is important to know where to find the information and materials you need.
7. Relevant publications (documents are in the publications sub-module)