Course Time & Location

T/R      2:40 - 4:05pm
Zoom link: https://memphis.zoom.us/j/95280163922
Note: you need a password to join the Zoom meeting. It is on elearn.

This course was originally listed as Hybrid. We will be online for at least the first month, subject to change based on university policy.

Course Staff

Dr Amy Cook: ascook@memphis.edu
Office Hours: Zoom calls by appointment, typically W afternoons

TA for Teams 1-3: Jeff Atkinson
TA for Teams 4-6: Eric Hicks

Key Resources

- University Email – check it daily. This is the primary way I will communicate with you outside of class.
- Course website – I will post updates and announcements here.
- Zoom Class Link - https://memphis.zoom.us/j/95280163922 (password is on elearn)
- Course Slack channel - uofmcapstone.slack.com
- Required Texts – there are no required texts for this course

Course Technology

You are required to use the following, which are freely available to U of M students:

- Slack - for communicating with your team, and with other classmates. Not for communicating with the course staff.
- GitHub - for your code, including managing version control
- Jira - for your team to manage tasks
- Balsamiq - for making wireframes and click through demos of your project

There will be resources and class time dedicated to learning the tools that you are unfamiliar with, but playing around with these ahead of time could give your team a head start.
Time Expectations

This is a time intensive course - be prepared. It is expected that you spend 3 hours per week in class, and **9 hours per week outside of class** on this course, including meeting with your team and working on your project. Plan with your team how each person is expected to spend your time each week, so that you can all use your time wisely.

- Attending class and attending all team meetings is mandatory.
- If you miss a Demo Day without a pre-approved absence, you do not get credit for that sprint.
- Late submissions for any sprint deliverables are not accepted.

Getting your entire team together for meetings outside of class is necessary, but we know scheduling can be difficult. Therefore, most of class time will be reserved for teams to work together, hold team meetings, and interact with the instructor.

"Split Days"

This course had been designated as 'split days' or 'hybrid'. However, the university recently decided that everything will be all online for at least the first month of the semester. **Until further notice, all class meetings will be online using zoom during regular class time.**

Be on time. Be ready to participate. Turn on your camera during class.

If/when the policy changes to allow for split days, we will figure out the best way to transition to a hybrid in-person situation.

Who do I ask for help?

It is not expected that you know all the answers. It is expected that you find whatever answers you need to make your project successful.

Ask for help IN THIS ORDER to get help as fast as possible
1. Ask the internet. Google, StackOverflow, etc.
2. Ask your teammates.
3. Ask your classmates.
   1. Ask the relevant 'technology guru' if applicable.
   2. Post a question on the class help forum on Slack
4. Ask the TA
5. Ask the Instructor

Grading

**Sprint Deliverables = 80% (10% each)**
- The team gets one grade
  - Sprint 1: Planning, Sprint 2: Req, Sprint 3: Design, Sprint 8: Documentation
- Each student gets their own grade
  - Development & Testing Sprints 4-7

**Final Presentation = 10%**
- The team gets one grade

**Above and Beyond Points = 0-10%**
- Optional (explained below)
• Each student gets their own grade

Grading Scale:

- A+ >96%
- B+ 89-87
- C+ 79-77
- D+ 69-67
- A 96-92
- B 86-82
- C 76-72
- D 66-62
- A- 91-90
- B- 81-80
- C- 71-70
- F <62%

Late / Makeup Policy

All assignments are expected to be completed and turned in on schedule. Due dates will be clearly indicated for each assignment. Late assignments are NOT accepted except in extreme circumstances. Likewise, makeup exams will be given only under extreme circumstances. If you feel that your circumstances warrant a late work submission or a makeup exam, get in touch with me and with your team as soon as possible. Be prepared to show some kind of documented proof of your situation.

Above and Beyond Points (A&B points)

Students are not required to earn any A&B points. Without A&B points, the highest possible grade in this course is 90%. There are multiple options for earning A&B points. 1 point = 1%

Be a Client for a Project (1 point per sprint)

- You can’t be client for your own team’s project
- Sprint 1 = present project idea (2 points)
- Sprint 2 = do 1 story board session (1 point)
- Sprints 3-7 = do up to 1 think aloud session per sprint (1 point each)

Be a Technology Guru (3 points, limit 1 per person)

- Present a how to guide / getting started guide in class for that technology, and answer classmate questions for the rest of that class period

Be a Rockstar Teammate (2 points per sprint)

- Each sprint, your team gets to indicate if someone went above and beyond to make the sprint happen. If there is team consensus and the instructor agrees, that person will get the A&B points.

Be a Stellar Citizen (up to 8 points)

- Stellar citizens help out other classmates who are not on their team.
- Answer questions on the class slack (1/2 point per excellent answer to a meaningful question)
- Doing a think-aloud session for another team, 1 per sprint (1 point each, up to 4)
• Each sprint, teams can indicate if someone was a good citizen in another way. If the instructor agrees, they will get 1 point per sprint.

FAQs

Can I work by myself instead of on a team?

No.

How will teams be formed?

Teams will be formed in class to ensure each team has members with a variety of skills necessary to be successful on the project, and based on student interest in project topics. You can request to work with a particular classmate, but I reserve the right to refuse that request at my discretion.

What counts as cheating?

This course is team-based. We expect that teammates will work closely together and submit assignments. We also expect that as good classroom citizens, you will sometimes help out people on other teams. You may also use outside sources of information or personal contacts to help complete sprint goals. However, you must credit all sources and collaborators. Failure to do so will be considered cheating. You do not need to credit the course website or course texts. Every other source of help, even if that person is in the class or on your team, should be acknowledged. If I determine that you have copied something directly from a book, the Internet, or some other source without acknowledging it, you will receive a failing grade on the assignment and (at my discretion) a failing grade in the course. If I determine that you have copied another student’s work, this will happen to both you and the person from whom you copied. The incident may also be forwarded to the University Judicial Affairs Office for further disciplinary action. Please don’t put me in this situation.

What should I do if I have a disability?

If you have a disability that may require assistance or accommodations, or if you have any questions related to any accommodation for testing, note taking, reading, etc., please speak with me as soon as possible. You must contact the Disability Resources for Students office (678-2880) to officially request such accommodations / services.

What should I do if I’m experiencing academic stress, difficult life events, or feelings of depression or anxiety?

Your well-being is important! Please take care of yourself. That might mean eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and taking time to relax. Everyone needs someone to talk to. You are not alone. Asking for support sooner rather than later is often helpful. The student counseling center offers confidential and (almost always) free services to enrolled students. Contact them at (901) 678-2068 or at counseling@memphis.edu.
What should I do if I feel sick?

Stay home! Students who are experiencing symptoms such as sneezing, coughing or a higher than normal temperature should contact their health care provider or the Student Health Center at https://www.memphis.edu/health/. Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

Tentative Sprint Schedule

<table>
<thead>
<tr>
<th>Sprint</th>
<th>Topic</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Planning</td>
<td>Aug 20-23</td>
</tr>
<tr>
<td>2</td>
<td>Requirements Gathering</td>
<td>Aug 25-Sept 6</td>
</tr>
<tr>
<td>3</td>
<td>Design</td>
<td>Sept 8-20</td>
</tr>
<tr>
<td>4</td>
<td>Development 1</td>
<td>Sept 22-Oct 4</td>
</tr>
<tr>
<td>5</td>
<td>Development 2</td>
<td>Oct 6-18</td>
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<tr>
<td>6</td>
<td>Development 3</td>
<td>Oct 20-Nov 1</td>
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<tr>
<td>7</td>
<td>Development 4</td>
<td>Nov 3-15</td>
</tr>
<tr>
<td>8</td>
<td>Documentation</td>
<td>Nov 17-24</td>
</tr>
<tr>
<td>Demo</td>
<td>Final Presentation</td>
<td>Nov 24, 1-3pm</td>
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</table>