ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL
(Attach course change request form)

Prefix &
Number **IS 642**

Course
Title **Project Implementation**

Abbreviation for Schedule (20 characters): **Proj Implementation**

Nature of course request (Mark all that apply)

☐ Add a course	☐ Prerequisite change	☐ LACC course
☐ Delete a course	☑ Number/Prefix change	☐ Undergraduate course
☐ Title change	☐ Description change	☑ Graduate course
☐ Writing Intensive (WI)	☐ Multicultural Diversity (D)	☐ 400/500 course
☐ Quantitative Literacy (Q)	☐ Honors course (H)	☐ Other: _____

1) Faculty Sponsor Signature _____   Date _5/8/14_

2) Dept./Program Coordinator _____   Date _5/8/14_

3) Division Chair _____   Date _5/9/14_

   Curriculum Chair _____   Date _5/8/14_

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by <u>both</u> the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

   a) Curriculum Committee Chair _____   Date _____

      ____ N/A ____ Approved ____ NOT Approved

   b) Graduate Committee Chair _____   Date _____

      ____ N/A ____ Approved ____ NOT Approved

   c) Honors Committee Chair _____   Date _____

      ____ N/A ____ Approved ____ NOT Approved

5) Faculty Senate President _____   Date _____

   ____ Approved by the Senate Executive Committee
   ____ Approved by the Senate   ____ NOT Approved (*Return to sponsor*)

6) Appropriate Dean _____   Date _____

   ____ Approved   ____ NOT Approved (*Return to Faculty Senate President*)

7) Provost/VPAA _____   Date _____

   ____ Approved   ____ NOT Approved (*Return to Faculty Senate President*)

REQUEST FORM
PERMANENT COURSE CHANGE

Initiated by (print): __Scot Morse__   Date: May 9, 2014

CHANGING A COURSE

FROM:

Prefix/Number	Descriptive Title	Cr. Hours
CS 642	Project Implementation	4

TO:

Prefix/Number	Descriptive Title	Cr. Hours
IS 642	Project Implementation	4

New Description (if applicable):

In this course students complete the project that was developed in their IS 641 course. At least one program faculty member supervises each project regarding the milestones, deliverables and content that are expected throughout the term. At the initiation of the course students deliver a set of milestones, developed in conjunction with their project proposal, to the course instructor, which will be used to measure progress throughout the term. Students report to the course instructor each week regarding completion status relating to the milestones. *Prerequisite: IS 641 and approved professional project proposal.*

Justification for changing the course (e.g. alignment with other institutions, program revision, etc.):

This course change is part of the overall revision of the M&IS program wherein all courses required for the program in the CS division are moved to the IS prefix. This is to better align the goals of the program under the IS moniker.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the Computer Science Division and the Business Division have been consulted. No other programs are affected.

DELETING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours

Justification for deleting the course:

Project Planning and Design; Project Implementation

CREDIT 4 credits each

INSTRUCTOR Dr. Scot Morse
> ITC 310E
> (503)838-8921
> (503)838-8332 (fax)
> Bitmessage: BM-2DC4r5nFshtLm79VZJfo8agytsXHedzPLQ
> http://www.wou.edu/~morses

OFFICE HOURS See website for current hours.

CLASS TIME Lecture: 14:00 to 15:50 Tuesday and Thursday in ITC 303

TEXTBOOK None required.

Brief Course Description

IS 641: This course is designed to guide students through the first phase of completing the M.S. in Management and Information Systems professional project. Students work with the course instructor and their graduate advisor to select, develop and plan a suitable project. This includes the initial concept; several rounds of research; writing, critique and refinement; and at the end of the course, a detailed proposed project plan to be submitted to the student's graduate committee and the Graduate School for approval.

IS 642: In this course students complete the project that was developed in their IS 641 course. At least one program faculty member supervises each project regarding the milestones, deliverables and content that are expected throughout the term. At the initiation of the course students deliver a set of milestones, developed in conjunction with their project proposal, to the course instructor, which will be used to measure progress throughout the term. Students report to the course instructor each week regarding completion status relating to the milestones. *Prerequisite: IS 641 and approved professional project proposal.*

Course Goals and Objectives

The professional project is a research project that results in a report, presentation and possibly an actual IT solution which identifies and addresses a problem in the realm of Management and Information Systems and proposes a solution. The goals of the project are to help the student and others:

1. better understand an important Information Systems issue or topic,

2. learn a way to solve or overcome a specific business/technical problem,

3. learn how to benefit from a technology, product or process, and

4. make an informed decision based on what is learned.

5. develop mature technical writing and speaking skills

Course Requirements:

Students will be required to complete work in four areas, which are described below. All work is to be done individually; there will be no group work.

Written assignments: Each week students will document work on their project and submit a summary. Will also include specific questions to be answered.

Audio/visual presentations: Students will present their work to the class in a lecture/discussion format for peer review and helpful comments.

One-on-one interviews with the instructor: Detailed help and constructive assistance will come from regularly scheduled interviews with the instructor.

Deliverables: Students must submit deliverables, weekly, based on their particular project option

The course grade will be based equally upon the four requirements above. A grade of C or better is awarded to all projects approved by the student's project committee.

The following grading scale and distribution will be used.

100%-92%	A
91%-90%	A-
89%-88%	B+
87%-82%	B
81%-80%	B-
79%-78%	C+
77%-72%	C
71%-70%	C-
69%-68%	D+
67%-62%	D
61%-60%	D-
59%-0%	F

Attendance

Attendance for this class is critical, and may be included as a component of your course grade.

Disability Statement

If you have a documented disability that requires academic accommodations at Western Oregon University, you are required to have your accommodations coordinated through the Office of Disability Services (ODS). ODS is located in APSC, Rm. 405. Phone: 503-838-8250 VTTY. Email: ODS@wou.edu

Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, to the instructor.

Wolf Connection System Referral Program

Students in this class may be referred to the WOU Student Success Specialist (SSS) if the instructor determines their performance in the class is placing them at academic risk. The SSS will offer to work with referred students to address issues and develop a student success strategy. Irrespective of whether a referral has or has not been made, you are ultimately responsible for tracking your own progress in this course.

Academic Honesty

Code of Student Responsibility 574-031-0030 Specific Standards and Policies

The following list of prohibited forms of conduct is not all inclusive since it is not possible to list all potential violations. The University requires that all students behave in a manner congruent with established community standards and in a manner conductive to the development of the individual. Actions detrimental to the mission of the University and the legitimate activities of the academic community which constitute the University are in violation of this Code and may be subject to judicial procedures.

1. Academic dishonesty, which includes but is not limited to:

    Cheating intentional use or attempted use of artifice, deception, fraud, and/or misrepresentations of ones academic work;

    Fabrication unauthorized falsification and/or invention of any information of citation in any academic exercise;

    Facilitating dishonesty helping or attempting to help another person commit an act of academic dishonesty. This includes students who substitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;

    Plagiarism representing without giving credit the words, data, or ideas of another person as ones own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another of research of another, including but not limited product of commercial vendor who sell or distribute such materials. And the

appropriation of and/or use of electronic data of another person or persons as ones own, or using such data without giving proper credit for it; or

Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which use of these devices is prohibited, and such devices include but are not limited to cell phones, pdas, laptops, programmable calculators, etc.

Programming language source code is no different where academic honesty is considered. The code you write in a Computer Science course is not essentially different from the paper you write for a Literature or History class. They are both your own work and ideas.

Master of Science in Management and Information Systems
Final Project Requirements and Guidelines

Students shall select and carry out a project based on one of the following formats.

1. *Research Paper*
2. *IT Whitepaper*

3. *IT Systems Design and Implementation*

Requirements Shared by All Formats

1. Students must perform work on their final project at the *end* of their program of study, usually in the Fall or Winter of their second year.

2. Students must enroll in IS 641 to begin the project and then take IS 642 to finish it in the term immediately following IS 641. If the project is not completed in two terms, students must enroll in IS 642 for subsequent terms and must be enrolled in it during the term in which they present and conclude their project.

3. Students must select a committee to oversee their project work. This includes a committee chair, who is often the instructor for their IS 641 course, and a minimum of two further members who must be eligible graduate faculty within Computer Science or Business. Selection of committee members must be finalized by the end of IS 641. Students will not be allowed to proceed to IS 642 without a committee.

4. At the conclusion of IS 641 students must submit a written document to their committee for approval. Approval must be given before students can proceed to finish the project in IS 642. Requirements for the document vary by the format chosen; however, it always serves as the professional project proposal document that must be submitted to the Graduate School for pre-approval.

5. When nearing the completion of their project (in IS 642), students must schedule a final oral examination with their committee *at least four weeks prior* to the presentation. Presentations (and therefore final approval of a project) will not be allowed with less advance notice.

6. Students must give draft copies of their project deliverables to their committee at least once per week during these four weeks before their oral examination.

7. A final presentation of all work performed, along with a final submission of project deliverables, must be made to their committee before the conclusion of IS 642.

8. The oral examination (presentation) should be a 30 minute powerpoint style talk designed to summarize their project. The audience is the committee members and invited faculty. After the presentation, faculty will ask questions. Final approval and/or requested revisions will be made immediately following the presentation and with successful projects the Master's degree final evaluation report will be completed, signed and submitted to the Graduate School.

All dates will be announced.

Example Timeline

	Week of Term	Activities
IS 641	1,2	Project format and topic are selected
	3 – 9	Planning, design, research, first drafts of preliminary work. Selection of committee members. Submit application for completion of Master's degree.
	10	Committee members finalized. Written proposal/draft submitted to committee.
	Finals	Committee approval / rejection of proposal; submit project pre-approval form.
IS 642	1 - 6	Bulk of work performed on project
	7	Presentation date selected. 1st draft given to committee
	8	2nd draft to committee
	9	3rd draft to committee
	10, Finals	Final draft to committee. Final presentation. Final approval / rejection given. All revisions required must be finished and submitted with final copy before the end of finals week. Final Evaluation submitted to Graduate Office.

Research Paper — Specific Requirements and Guidelines

Students choosing the Research Paper option will select an IS or BA topic to research. The topic should represent a current issue or problem within the Information Systems/Technology domain and must have Business applications. After a suitable topic has been defined and approved, students will perform independent reading, learning, research and analysis appropriate to the topic and write a lengthy research paper. The topic selected must have significant content in *both* Information Systems and Business.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent learning within BA and IS fields on the part of the student.
3. The research paper must dive into the specifics of multiple Information Systems technologies at a level appropriate for a graduate of a MS-M&IS program.
4. The final research paper should be on the order of 30 pages, double spaced, including figures, tables and references. A template will be provided to students and will include title page and abstract.
5. A rough draft of this document will be used as the "proposal" mentioned above that is submitted to the committee at the end of IS 641.

Example topics will be discussed at the beginning of IS 641

IT Whitepaper — Specific Requirements and Guidelines

Students choosing the IT Whitepaper option will select a problem that is likely to appear in a business IT setting. For example, an organization (business, non-profit, school, government agency, etc.) has a need for a particular IT solution that is not already being used. They need to know what (if any) products will meet their needs, what must be done to solve the problem and how well the solution is likely to work for the organization. After a suitable problem has been defined and approved, students will perform independent reading, learning, product research and analysis appropriate to the topic and write a whitepaper style report appropriate for review by executives of the organization.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent learning within the IT field on the part of the student.
3. The whitepaper must dive into the specifics of multiple Information Technologies at a level appropriate for a graduate of a MS-M&IS program.
4. The final paper will consist of two parts, including: 1) a concise whitepaper (4 pages maximum, i.e. 2 pages, double sided, full color) presented in a professionally acceptable format that succinctly describes the problem and solution and that could be reviewed by an executive in a minimum amount of time; and 2) a follow-up report document that provides the basis for the information in the whitepaper. The follow-up report should contain details of the proposed solution and must have everything needed for a team to move on to the next step in implementing your solution. Its length will likely vary significantly but could be on the order of 30 pages, including technical details copied from vendor's product manuals or bulletins.
5. A rough draft of this document will be used as the "proposal" mentioned above that is submitted to the committee at the end of IS 641.

Example topics will be discussed at the beginning of IS 641

IT Systems Design and Implementation – Specific Requirements and Guidelines

Students choosing the IT Systems Design and Implementation option will select an IT system to design and implement. After a suitable project has been defined and approved, students will use project management methodologies to specify, design, plan and implement an IT systems solution. This is an actual hardware or cloud based system and not just a hypothetical design. There is currently no budget for these projects; as such, actual costs incurred for completing an IT Systems project are likely to be the responsibility of the student. Some systems, for example cloud-based ones, can be completed for minimal cost.

Students choosing this option must have recommendations from other faculty members supporting their aptitude and likelihood for success in completing a technically challenging IT project.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent systems design on the part of the student. Work on a pre-existing project — one the student has already been involved with, or that has been implemented by others — is not allowed. An exception to this is if the work represents a significant addition to an existing project that can be designed and implemented primarily by the student in an independent fashion without major assistance from the existing project members.
3. The first term (IS 641) will be used for specification, project planning, design, and project management. At the conclusion of the first term, the student must write a project proposal (5 pages minimum) that details and outlines the system to be created and provides a complete project management plan for how it will be implemented.
4. The second term (IS 642) will be for the implementation of the system — the bulk of the work to actually build the system — as well as testing.
5. At the conclusion of the project the student must write a paper (5 pages minimum) summarizing their project, which will accompany the actual IT solution they have implemented. The IT solution must come with its own documentation as well.

Example topics will be discussed at the beginning of IS 641