Instructions for

IT Senior Project Letter of Intent

and

IT Senior Project Contract

The IT Senior Project is the “capstone” experience of the Bachelor of Science in Information Technology (BSIT). As such, it is the means by which the student’s mastery of essential skills is confirmed and assessed.

In accordance with the need for assessing communications skills, one component required of all students executing an IT Senior Project is presentation of their project organization, activities and results at an IT Colloquium. [There may be other ways in which communications skills are assessed (such as production of a User Manual), but the IT Colloquium presentation is mandatory. Otherwise executing an exemplary project, but failing to present at an IT Colloquium, will earn no better than an I (Incomplete) in the course.]

Problems in the past have included ill-defined projects, or starting on a project too late to complete it in an adequate fashion. The faculty has therefore implemented procedures that will increase your chances for success in this important course.

There are two important steps which must be accomplished before the last day of the first week of classes for the semester in which you will take CIS 4935 (IT Senior Project).

1. **Before you will be permitted to register for CIS 4935, you must complete the IT Senior Project Letter of Intent.** This is a simple document that states your intent to complete an IT Senior Project. It must be signed by the faculty member who will supervise your project, so you should discuss your ideas for a project with a likely faculty member at or before course registration time and get his/her commitment to supervise your project.

2. **Next comes the IT Senior Project Contract.** After registering for the course, the student should work with the faculty project supervisor (and your external industry partner, if applicable) to define the tasks to be accomplished during the project, the skills (discipline-specific, critical thinking and communications) to be demonstrated, and the project schedule. This information will be used to prepare the IT Senior Project Contract. This Contract constitutes an agreement between you the student, the faculty project supervisor, the external partner (if applicable) and the Department. In this contract will be specified:

   - Identifying information for the student (you) and the supervising IT faculty member.
   - If a paid internship, the level of compensation to be received.
   - For a project with an outside firm or agency, identification of the firm/agency and contact person. [Note: we strongly recommend that your project be done in conjunction with an industry partner. This will enhance the status of the project as listed on your resume.]
   - The title and description of the project.
   - The products (“deliverables”) from your project.
The project schedule, in the form of milestones.
- How discipline-specific, critical thinking and communications skills will be used and demonstrated as part of this project.

Before the end of the first week of the semester of your IT Senior Project, you must complete, sign, have signed by your faculty project supervisor (and, if applicable, your outside industry partner), and have approved by the director of the Information Technology program your IT Senior Project Contract. Please do not wait until the last day (or week) to complete this requirement! Changes may be needed which could result in a delay of several days. If you do not have an approved Contract by the end of the first week of the semester, you will be dropped from CIS 4935 for non-attendance, and not be able to take IT Senior Project until the following semester! More than one student has had his graduation delayed by failing to have a Senior Project Contract approved by its deadline.

Please look at, and use, the following checklist to ensure all requirements are met:

- Contact a faculty member about supervising your senior project.
- The faculty member agrees to be your project supervisor.
- You complete a Letter of Intent (that may or may not include the Project Title), and your supervising faculty member also signs it.
- You submit the signed Letter of Intent to your Academic Advisor, who takes action to create, if applicable, a section of CIS4935, supervised by your faculty project supervisor.
- Once the section becomes available on OASIS, the Student Advisor issues a permit for the course and informs you, including the specific CRN# for the section, as there may be a large number of IT Senior Project sections showing on OASIS.
- You go ahead and enroll in the designated course section.
- You immediately proceed to work with your faculty project supervisor (and, if applicable, the industry partner) to create your IT Senior Project Contract.
- Once you, your faculty project supervisor and industry partner, if applicable, agree on the language of the Contract, you submit a DRAFT to the Program Director for preliminary approval. Signatures need not be included on this draft, but draft submission implies that all parties have agreed on the contract language. The subject line of the e-mail should begin with "IT SENIOR PROJECT CONTRACT DRAFT".
- You receive back from the Program Director your Senior Project contract. If modifications are required, work with your faculty project supervisor and, if applicable, industry partner, and submit a modified DRAFT to the Program Director. [Subject line: "REVISED: IT SENIOR PROJECT CONTRACT DRAFT"].
- Once the draft language has been approved by the Division Director, you sign the contract and obtain signatures from the faculty project supervisor and, if applicable, the industry partner and submit the final Contract to the Program Director.
- You receive back from the Program Director the final Contract. You’re good to go! Now just follow the milestones, staying on schedule and living up to what you write in the Contract, and you should have a successful IT Senior Project.
- At least three weeks prior to the end of the semester, work with your faculty project supervisor to schedule the mandatory formal presentation of your IT Senior Project.

Please speak with your Academic Advisor or the Program Director if you have any questions about these procedures or requirements.