CISC 4900/4905
Course Requirements

This document describes the requirements for students enrolled in CISC 4900/4905. All students enrolled in these courses are responsible for the contents of this document.

**Term Requirements**

1. Proposal
2. Project and log
3. Project Status Review
   (a) Project interim status reports
   (b) Project review meeting
4. Final report
5. Supervisor’s reports
6. Student Survey

1. **PROPOSAL** - A proposal for a term project is due by the date specified on the Class Calendar. There is no requirement as to the length and format. However, the following items must be included:

   A. Your name, CUNYFirst id, address, phone number (day and evening), and date.

   B. Course number (e.g. C.I.S. 4900), and semester (e.g., Summer 2020)

   C. Name of agency or college office; name, telephone, and full address of contact person (i.e., person who is your initial contact); name, telephone, and full address of supervisor (i.e., person who actually assigns you tasks and supervises your day-to-day activities).

   D. Whether or not you have (or have had) any personal, business or professional relationship with either the contact person or supervisor and the nature of this relationship.

   E. A brief description of the general nature of the project. This description should consist of the following three parts:

      1. General Problem
      2. Proposed Solution
      3. An outline of the actual tasks that you will perform.
If this information is not available by the due date, then supply a supplementary proposal when the information is ready. Promptness in supplying this information is important. The contact person or supervisor must initial the proposal.

2. **PROJECT AND LOG** - A student in 4900/05 course is expected to undertake and complete a *significant* computer-related project. You should expect to spend 15 hours per week on project related activities. You are required to maintain a log of all time spent on your project including transportation, data preparation, study time for languages or systems not included in your previous experience, design, programming, debugging, documentation including all reports, etc. The log should indicate both the time spent and the nature of the activity. This log must be submitted with the final report.

3. **PROJECT STATUS REVIEW** The status of the project will be reviewed in two different formats: *project interim status reports* and *a project review meeting*.

   (a) **INTERIM STATUS REPORTS** - Two written interim status report should be submitted by the dates specified in the Class Calendar on the course website. These reports should include the same header information required for the initial proposal (*paragraphs 1A, 1B and 1C*). They should also include a statement of specific progress already made, and a sharper definition and the outline of the project (*paragraph 1D*). The interim reports must also be initialed by the contact person or supervisor.

   (b) **PROJECT REVIEW MEETING** - A project review meeting should be scheduled with the instructor (see deadline date on Course Calendar). The student should bring to this meeting samples of completed work from the project and present a brief overview of what has been accomplished to date (along with plans for completing the project by the end of the semester). Optimally, this meeting will be a review of the interim status report already submitted. Problems that have arisen with the actual project should be discussed at this time as well.

4. **FINAL REPORT** - The final report is due by the date specified on the Course Calendar. The final report is to contain the following:

   A. The header information (as in *paragraphs 1A, 1B, and 1C*).

   B. If this is a joint project, the names of other students in the course who worked directly with you (on this project).
C. Whether or not you have (or have had) any personal, business or professional relationship with either the contact person or supervisor and the nature of this relationship.

D. A complete description of the project and all tasks accomplished. In particular, this description should be a narrative of the project, containing the following information:

- introduction
- description of the problem or existing system
- description of the solution or enhancements
- scope of the work that was actually performed
- summary

This section should be written so that someone who is unfamiliar with the project should be able to understand, from this section, the nature of the problem and the solution.

E. A complete description of tasks mentioned in the proposal or interim reports but not, and the reasons.

F. Complete program and system documentation, including:

1. Well documented listings of programs. (These items will be returned upon request.)

2. Description of data inputs and outputs, and sample outputs.

3. User documentation; i.e., how would someone who wants to use your program or system prepare input and run your program, including such things as menus, system messages, etc.

G. The complete project log as described in paragraph 3.

H. A personal evaluation of this project for this type of course and what you have gained. This section need not be initialed. Please be as frank as possible.

Each item in the report should be identified separately.

In general, the final report should be the final item in a series consisting of the proposal, the interim report(s) and the final report. Each successive document should be an enhanced version of the previous one.
5. **SUPERVISOR REPORTS** - It is your responsibility to make sure that your supervisor completes the two confidential supervisor evaluation forms. Due dates for the supervisor evaluation forms are listed on the Class Calendar.

6. **STUDENT SURVEY** — Students enrolled CIS 4000/05 are required to complete the Student Survey form. Instructions for completing the form are included on the survey. Your responses to the survey will in no way impact your grade in this course — it is merely one of several tools that the department uses to assess its strengths and weaknesses and prepare future modifications to the curriculum.

7. **IMPORTANT GENERAL CONSIDERATIONS**

   1. It is the student's responsibility to keep a copy of any items submitted, including copies of proposals, waivers, reports, listings, etc. The student should be prepared to resubmit a copy at any time after the item’s due date.

   2. All reports should be submitted to the Dropbox link provided by the instructor. All files should be named according to the file-naming conventions list on the Dropbox document.

   3. Under very exceptional circumstances deadlines may be waived. The student must complete a special waiver form and submit it for approval by the instructor before the due date.

   4. Any change in contact person, supervisor, or nature of the project should be reported via the mailbox immediately.

   5. All documents and reports must contain all the header information (*paragraphs 1A, 1B, and 1C*) and a title describing the nature of the document.

   6. Grades will be assigned on the basis of project suitability, work accomplished, time spent, promptness of report submission, and quality of documentation. Neatness and proper use of the English language will be given strong consideration. Length of reports will not be given consideration, per se, but their quality and completeness are extremely important. Conciseness is a virtue.
7. Students should take note of the dates to drop a course without penalty or with a W. These dates are listed on the Course Calendar. If you feel that you will not be able to fulfill the course requirements, then you are urged to drop the course by the above dates.

8. In certain circumstances, a student will receive a grade of INC. If in the view of the instructors the material does not constitute a "gradable" project, the grade of INC will be assigned. Also, if a student requests a grade of INC, that request will usually be accommodated as well. Under most other circumstances, a regular grade will be assigned based on the material submitted.

9. One factor in determining grades is the suitability of the project completed. It is possible to complete a project satisfactorily and receive a grade below A if the project is a simple and straightforward application of elementary programming techniques.

10. Professor Weiss may be contacted by email at weiss@sci.brooklyn.cuny.edu. Email should be used for questions and inquiries only—all forms are to be submitted via Dropbox.