

Course Syllabus — subject to change with notice

GRTC 4378: Senior Project

Summer 2009

Professor: Dr. Jerry Waite
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Lecture Location: Room 223-T2 (Section 26025)

Lab Location: Room 102A T and 102B T

Course Day/Time: Lecture: MW 10:00–12:00 Noon (*Class will meet as a group only on June 2, August 4, and August 6, 2009. All other meetings are by group with Dr. Waite.*)

Office Hours: By appointment

Open Lab: When posted (separate handout).

Introduction

Objective: The senior project is the final requirement for the B.S. degree in Technology Leadership and Supervision.

Projects will be directed towards the explanation of a complex technological process in graphic communications technology to a non-technologically-oriented person such as a graphic designer, print buyer, print salesperson, or customer.

Projects are to be developed by students in groups of no more than three with one student, chosen by the professor, acting as leader.

Completed projects are to be delivered in web site format and must be suitable for publication on the College of Technology's Graphic Communications Technology Web site (running on an Apple OS X-Serve). The completed projects may become part of the graphics.tech.uh.edu web site and will be useful to alumni

in the GRTC program as they attempt to explain concepts to others. In addition, the projects will be available to the vast internet audience and, as such, will help explain graphic communications technology processes to all visitors. Each website must contain at least one Podcast.

General: All finished projects, once submitted by the students, become the property of the University of Houston College of Technology and may be published as deemed fit by the College.

The project presents a culminating experience during which a student will have to identify, describe, and adequately explain a complex technological process through words, pictures, movies and/or sounds to an individual who is not technologically-savvy. This is not unlike the day-to-day activities of a graphic communications professional.

Students and groups are encouraged to meet with the Dr. Waite whenever they need guidance or assistance on the progress of their work. Simply call or e-mail him to arrange a meeting.

One face-to-face group meeting must be scheduled during the second full week of class (June 8, 2009). Additional face-to-face meetings are recommended when the student and/or group thinks that it would provide a useful opportunity to gain insight and guidance from the instructor.

Can Le is available for consultation regarding graphic/web design and to have the lab open for use during published hours. See the separate Graphic Communications Technology Open Lab Schedule.

One proposal and one oral/media presentation are required. The proposal need not be formal, but must contain the title and objective of the group's project. See the section "Scheduled Requirements>Proposal" below. The proposal can also be that created by the student(s) in the TELS 4372 Proposal Writing course. The proposal must be presented to Dr. Waite during the face-to-face meeting during the second week of class.

Oral presentations are scheduled for the course's exam day as scheduled by the University and will be made to faculty members and other invited guests. Each group will have 20 minutes to present its completed project. Up to 10 minutes will be set aside for each group to set-up and tear-down computers, projectors, and so on. Presentations will be open to class members as well as members of the College and University community.

A committee will audit each student project. This three-person committee will use an audit form that will be used to determine the level of competency of the student. The three persons include: Dr. Waite, Can Le, and an independent auditor. The independent auditor must be the type of person to whom the web site is addressed (graphic designer or graphic design student, print buyer, print salesperson, and so forth). It is the responsibility of the group to select the independent auditor and the auditor is subject to approval by Dr. Waite.

The audit score is a measurement of how well the students have integrated their learning of the materials presented in the GRTC curriculum and how well they are able to communicate that knowledge. Scores are based on both subjective and objective evidence.

General Notes on the Conduct of Projects

Students and groups are advised to communicate with Dr. Waite as frequently as needed to keep projects on course. They should treat Dr. Waite as an employer/manager and conduct themselves accordingly.

Keep a comprehensive project file and meet all of the deadlines for submissions. Don't take on more than you can reasonably handle in the time frame allotted by the semester and remember that this is your project and it is in your hands. Follow the instructions on the preparation of the report and turn in professional work.

Scheduled Requirements

Project Selection: The group's project title/theme must be submitted and OK'd by Dr. Waite by June 5. E-mail is acceptable.
(5% of final grade)

Proposal: The group must meet with the course professor during the week of June 8–12 to discuss the project. A sign-up list for appointments is available from the professor.
(15% of final grade)

During the face-to-face meeting, a proposal must be submitted to Dr. Waite for final approval. This proposal represents a formal agreement between the parties and must be signed by the students and instructor. The maximum length is two pages, not including cover page.

The proposal must have a cover page and must have lines for each group member plus Dr. Waite to sign during the group meeting. Include a preliminary title of the project, a problem statement, and a general description of the methodology to be used to solve the problem. Students should include a brief outline of the anticipated work requirements of the project and must secure the approval of the course instructor before doing any further work on the project.

**Portfolio:
(40% of final grade)**

The final portfolio is the culmination of the project. See the separate "Senior Project Course Portfolio" sheet for instructions. The portfolio will be graded independently by Dr. Waite and will consist of two factors: overall project grade multiplied by the each individual student's participation grade. Thus, if a group project receives a 95% and an individual student receives a 90% participation grade, then that student will receive an 86% (.90 x .95) for the portfolio.

**Oral Presentation:
(40% of final grade)**

Groups are required to give an oral presentation, which should include a brief outline of the project, its objectives, and particular difficulties encountered and how they were resolved. In addition, portions of the finished web site must be displayed/projected. Presentations will be of 20 minutes duration with approximately 5 minutes for questions. Orals will take place on the final exam day (a schedule will be posted), and attended by invited faculty and guests.

The evaluation committee (Dr. Waite, Can Le, and a member of your choice) will grade the oral presentation. Each evaluator will submit an evaluation and the three scores will be averaged.

When evaluating students, the evaluators will be given the following instruction: "C is a project that gets the point across accurately. A B project not only gets the idea across, but also is attractive. An A project gets the point across attractively and also makes good use of web technology. A project receiving a grade of D or lower fails to communicate the idea effectively or contains fatal errors."

Attendance:

Students are required to attend all scheduled full-group class sessions including the orientation and each day during which final oral reports are presented. There is no excuse for absences during these sessions. Students who miss one scheduled session will receive a full grade penalty on their final grades. Students who miss two or more scheduled sessions will receive a WF in the course.

Students are expected to insure that their committee members are present during their oral presentations. Should any of a student's committee members be absent during his or her presentation, the student will receive a one-half letter grade penalty on his or her final grade.

The absolute minimum hours to be spent per student on this project are 90. A time record for each student must be included in the group's portfolio. Any time spent on the project (i.e., researching the topic, capturing photos, driving to/from photo shoots, creating web site flowcharts, planning, meetings, and so on) counts toward the required 90 hours and should be included on the student's time sheet. Time sheets must be OK'd by the Team Leader. Groups in which the average time spent on the project is less than 90 will be penalized in their portfolio grade.

TITLE (in capital letters)

Jane X. Doe, Group Leader
Traub Z. Aolkc Nigel R. Rollins

August 17, 20xx

Professor: Professor's Name

Independent Auditor:
Auditor Name
Auditor's Organization

A senior project submitted to the Faculty of the
Department of Information and Logistics Technology, University of Houston,
in partial fulfillment of the requirements for the
Bachelor of Science in Technology Leadership and Supervision.

University of Houston
Department of Information and Logistics Technology