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| **Computer Science and Software Engineering**  Contract for CSS 497 Capstone | Box 35838  11122 NE 180th Street · · Bothell, WA 98011 425-352-3746 <https://www.uwb.edu/stem/undergraduate/majors/bscsse/capstone> | |
| **SECTION A STUDENT INFORMATION** | | |
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| **Full Name** *(Last, First)* | | **Student ID** |
| **STOP:** Are you ready for your capstone experience?  Have you completed all core courses and 10 credits of CSS electives? (please check answer) ** YES  NO**  If you are missing **any** of the required prerequisite courses (CSS 301, CSS 342, CSS 343, CSS 350, CSS 360, CSS 370, CSS 422, CSS 430, and 10 credits of CSS electives), you must speak with your faculty advisor about whether you will have the necessary skills for your capstone. If (1) your faculty advisor feels that you will be prepared **and** (2) your missed classes match any of the cases a-d in the following table, then you must provide a justification in Section E of this contract.   |  |  |  |  | | --- | --- | --- | --- | | **Case** | **Core missing** | **Electives missing** | **Action** | | a | 1 course | 0 | Justify in 497 contract | | b | 0 | 5 credits | Justify in 497 contract | | c | 1 course | 5 credits | Justify in 497 contract | | d | 0 | 10 credits | Justify in 497 contract | | e | 2 courses | 0 | Use petition form to request approval | | f | All other cases | | Capstone denied in most cases. See a CSS Academic Advisor. |   If you are missing two core courses (case e), but your faculty advisor feels that you are ready to begin your capstone, you must submit a Course Petition form to the CSS Academic Advisor.  Capstone contracts submitted by students missing **more than two prerequisite courses** (case f) will be denied. | | |

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| **SECTION B CREDIT DISTRIBUTION**  *(Credits from all quarters must equal 10)* | | | | | | | | | | | | | |
| **First Quarter** | | | | | **Second Quarter\*** | | | | | **Third Quarter\*** | | | |
|  |  | |  | |  |  | |  | |  |  | |  |
| Quarter | Year | | Credits | | Quarter | Year | | Credits | | Quarter | Year | | Credits |
| **Grade Option** (Check only one) | | | | | □ Decimal □CR/NC | | | | |  | | | |
| **Faculty Advisor:** | | | | | | | | | | | | | |
| **\* NOTE: The grade will be an "N" grade (meaning in progress) until the end of the term in which the student has completed both (1) their CSS 497 AND (2) their CSS 497 prerequisites.** | | | | | | | | | | | | | |
| **SECTION C CAPSTONE INFORMATION**  *Please answer the following questions regarding your proposed Capstone project.* | | | | | | | | | | | | | |
| **Project Title:** | |  | | | | | | | | | | | |
| **Option:** (Circle/highlight one) | | **1**  Sponsored Capstone | | **2**  Current Employer | | | **3** Faculty Research | | **4** Individual Project | | | **5**  Group Project  List Group members’ name(s) & NetID(s) below | |
| **Capstone Sponsoring Organization(s):** | | | | | | | | | | | | | |
| Did you sign a non-disclosure statement or agreement with the Sponsoring Organization? □ Yes □ No | | | | | | | | | | | | | |
| **Brief Description (75-125 words)** | | | | | | | | | | | | | |
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| **SECTION D** *Please answer the following questions regarding your proposed Capstone project.* |

Answer every question in detail directly after the question (refer to this link to help you complete the contract <https://courses.washington.edu/css497/contract.html> <https://courses.washington.edu/css497/reports.html> ) Please describe clearly and with grammatically correct, complete sentences. Handwritten contracts will not be accepted.

(For Sponsored Capstone Only) If you are currently unable to provide this level of detail, check this box. You will be required to submit an updated proposal by week 3. Approval contingent upon updated proposal.

1. Describe the capstone.
   1. Include any relevant background information.
   2. Clearly describe the benefits of the proposed project (e.g., ‘What is this project going to accomplish?’).
2. Provide a clear, detailed description of the academic merit of proposed project. Academic merit is defined as ways in which you will further develop your core and advanced technical competencies. Please list the competencies you will focus on and provide a brief description of how each one will be further developed by your involvement in this project. (For more information, see “Core & Advanced Competencies” at <https://www.uwb.edu/stem/undergraduate/majors/bscsse/capstone#competencies> )
3. Identify what specific software development tools you will use to complete this project and describe why they are appropriate.
4. List all computer equipment, office/lab space, human resources and/or financial support that are required to complete this capstone.
5. Provide a list of potential barriers and/or problems that may slow down or potentially prevent the successful completion of this capstone.
6. Provide a detailed project plan including proposed deliverables and due dates. The deliverables must include the date of the colloquium you plan to observe prior to the quarter in which you plan to present, and the date of the colloquium when you plan to present.
7. Describe the methods and criteria you propose for evaluation of this capstone. Be specific.

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| **SECTION E** *Please complete this section if you are missing any of the Capstone prerequisites (cases a-d from Section A).* |

**To be completed only if you are missing prerequisites for CSS 497** (these courses are CSS 301, CSS 342, CSS 343, CSS 350, CSS 360, CSS 370, CSS 422, CSS 430, and 10 credits of CSS electives). Please write clearly and in grammatically correct, complete sentences.

### Explain why the course(s) you are missing will not affect your capstone experience. That is, look at the course descriptions for the classes you have not taken and explain why you don't need that specific knowledge to be successful in your capstone.

### Complete the table below to indicate (a) how you will spread out the CSS 497 prerequisites courses and (b) when you plan to take the prerequisite course(s) you are missing.

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| **CSS 497 Capstone** | **\_\_\_\_\_\_\_\_\_\_\_\_** (Quarter, year) | **\_\_\_\_\_\_\_\_\_\_\_\_** (Quarter, year) | **\_\_\_\_\_\_\_\_\_\_\_\_** (Quarter, year) | **\_\_\_\_\_\_\_\_\_\_\_\_** (Quarter, year) |
| **(a) CSS 497 Credits** (identify CSS 497 credit hours to be applied by quarter) |  |  |  |  |
| **(b) Capstone prerequisites**  (indicate when you plan to take remaining core + elective course(s)) |  |  |  |  |

NOTE: Your last CSS 497 credits must be completed in or after the quarter you complete your last CSS 497 prerequisite. You will receive an "N" (meaning in progress) in all of your CSS 497 credits until you complete any missing prerequisites. If you have any questions as you fill out this table, talk with your CSS advisor.

1. Obtain the approval of your faculty advisor.   
   NOTE TO FACULTY ADVISOR: By signing below, you indicate that, in your opinion, this student is sufficiently prepared for their rigorous, academically challenging capstone project. Give an "N" grade (meaning in progress) until the end of the term in which the student has completed both (1) their CSS 497 AND (2) their CSS 497 prerequisites

Faculty Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Faculty Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Faculty Advisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Signatures are also required in the Signature Section, as well.

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| **SECTION F SIGNATURE SECTION** |

Student, Faculty Advisor & Capstone Sponsor  
**Statement of Agreement**

1. By initialing each box, the **Student** agrees to:

[ ] Perform to the best of his or her ability and to the satisfaction of the Capstone sponsor(s) those assigned tasks related to the cooperative component of this contract and adhere to all personnel rules.

[ ] Perform to the best of his or her ability learning activities negotiated with the faculty advisor as stated in the contract, including communicating with the faculty advisor according to the scheduled course meetings and other scheduled events as indicated in the contract.

[ ] Talk with the Capstone sponsor, faculty advisor, CSS Capstone Coordinator, and other program representatives with regard to any changes, revisions, or concerns regarding the Capstone project. Meet with the CSS Academic Advisor to complete an audit of your degree completion.

[ ] Complete all deliverables as described in the contract, present a poster and an oral presentation at the CSS colloquium.

[ ] Prepare a final report if required by faculty advisor. For example, a final assessment of your Capstone experience including any “lessons learned” and advice for future students.

[ ] Prior to the completion of CSS 497, prepare an abstract that is approved by the faculty advisor and the Capstone sponsor. The approved abstract needs to be turned in to the CSS Capstone Coordinator.

[ ] Attend a colloquium prior to the one in which you present and attend the entire duration of the colloquium at which they present.

1. By initialing each box, the **Faculty Advisor** agrees to:

[ ] Provide instructional support and guidance by communicating regularly with students about their on-site experiences, pertinent readings, theoretical frameworks, and project designs.

[ ] Utilize meeting times with the student, for example, as an opportunity to develop writing skills by reviewing one or more drafts of the final paper, Colloquium poster and presentation, and/or software project, and the abstract.

[ ] Approve an abstract of the project prior to assigning the course grade. At the end of each quarter, assign a decimal grade or credit/no credit grade according to the evaluation criteria identified in the Capstone Contract. (Note: these criteria are reviewed during the program approval process of the Capstone contract.) Incorporate any feedback received from the Capstone sponsor into your final evaluation.

[ ] Give an "N" grade (meaning in progress) until the end of the term in which the student has completed both (1) their CSS 497 AND (2) their CSS 497 prerequisites

1. By initialing each box, the **Capstone Sponsor** agrees to:

[ ] Provide a good learning and training environment for the student, keeping routine work, such as typing and filing to a minimum.

[ ] Evaluate the proposal and make agreements, if applicable, with the student and faculty advisor pertaining to the following: a) any and all intellectual property rights; b) non-disclosure or confidentiality of specific sponsor methods, technologies and/or business strategies; c) time-limitations for non-compete agreements between all parties; and d) acknowledgement of any and all rights to ownership of pre-existing knowledge.

[ ] Work with the student and make explicit arrangements with the student concerning the overall goals described in this contract, communication with the student, expectations, and records of the student’s hours and performance.

[ ] Approve an abstract of the project prior to completion of the contract. Complete an evaluation of the student’s performance if specified in Section D 7 and provide it to the CSS Capstone Faculty advisor.

The CSS Division Capstone Coordinator will coordinate the capstone and provide administrative support services as needed by the student, faculty advisor, and Capstone sponsor.

This contract may be terminated or amended by the student, faculty advisor, or Capstone sponsor at any time upon two weeks written notice, which is received and agreed to by the other parties.

Acknowledgement of the completion of the capstone requirement for the Bachelor of Science in Computing & Software Systems will be granted for the Capstone project when the CSS 497 Faculty Advisor has determined that the student has satisfactorily completed the work outlined in Section D 7.

*CSS 497 provides students with the opportunity to earn academic credit while working on a project that has potential benefits for industry or community organizations. Students learn by connecting classroom theory and community-based experience through the completion of an academic project.*

**We, the undersigned, have read and approved the above proposal and understand the requirements of this proposal per the responsibilities identified in the preceding ‘Statement of Agreement’.**

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| **Faculty Advisor** | | Signature | | Email | | | | Date |
|  | |  | |  | | | |  |
| **Student Name** | | Signature | | Phone | | | | Date |
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| **1st Capstone Sponsor Name** | | | | | **Title** | | | |
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| Company/Organization Name | | | | | Phone | | | |
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| Address | | | City | | | State | ZIP | |
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| Signature | | | Email | | | | Date | |
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| **2nd Capstone Sponsor Name (required for individual and group option)** | | | | | **Title** | | | |
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| Company/Organization Name | | | | | Phone | | | |
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| Address | | | City | | | State | ZIP | |
|  | | |  | | | |  | |
| Signature | | | Email | | | | Date | |
| **After completing the contract, send it by e-mail to the Undergraduate CSS Capstone Coordinator Janet McDaniel** [**macdee@uw.edu**](mailto:macdee@uw.edu) | | | | | | | | |
| CSS Division Authorization  Professor and Division Chair Michael Stiber stiber@uw.edu |  | | | | | |  | |
| **Signature** | | | | | | **Date** | |

Although the CSS Division has taken reasonable steps to ensure a positive learning environment with sponsors, it should be understood that this Capstone agreement has potential risks. In signing this Capstone Contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff and faculty.

***In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance. In addition, I understand my responsibilities as described in the Statement of Agreement on the reverse.***

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**Student Signature** Date Email