INFM 736 and 737: MIM Capstone Experience & MIM Comprehensive Exam Information Session

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Purpose of Information Session

- Provide information about INFM 736 and 737 curriculum
  - Explain how capstone projects are gathered and assigned
  - Provide guidance and processes for student submissions
- Provide information about MIM Comprehensive Exam
  - Provide details about requirements to qualify for exam
Capstone Course
Purpose of Capstone Course

- Combine previous experiences with new skills learned in MIM program
- Practical IM experience
- Work in professional environment
Central Component of MIM

- MIM Core Courses (12 credits)
  - INFM 600: Information Environments
  - INFM 603: Information Technology and Organizational Context
  - INFM 605: Users and Use Context
  - INFM 612: Management of Information Programs and Services

- Advanced Technology Requirement (3 credits)

- MIM Specializations (15 credits)
  - INFM 736: MIM Capstone Experience I (3 credits)
  - INFM 737: MIM Capstone Experience II (3 credits)
INFM 736: Capstone Experience I
Fall 2018
INFM 736 Course Curriculum

- Career goals
- Interviewing
- Project assignments
- Requirements gathering
- Project planning
INFM 736 Course Design

- 6 In-class sessions | Attendance is mandatory
- 2 Meetings with Dr. Weaver

  - September
    - Career goals (helps guide to best project type)
    - Interviewing
  - October
    - Choose a client
    - Requirements gathering
    - Requirements gathering meeting with Dr. Weaver
INFM 736 Course Design

- 6 In-class sessions | Attendance is mandatory
- 2 Meetings with Dr. Weaver
  - November
    - Project plan
  - December
    - Project Plan meeting with Dr. Weaver
Pass / Fail

Need 80% to pass

Point distribution designed to have participation in all activities

Class attendance

Client interaction

Assignments
INFM 737 Course Curriculum

- Work on projects
- Self-evaluation of Projects
  - Successes and Challenges
- Experiential Learning Expo
INFM 737 Course Design

- 2 In-class sessions | Attendance is mandatory
  - Week 1 of semester | May, week before Expo
- Weekly check-in with Project Managers
  - F2F | Online
- Mid-semester Check-in with Dr. Weaver
  - Discuss project progress and issues
INFM 737 Course Design

- iSchool Experiential Learning Expo
  - Present project poster
  - Clients | Potential Clients | Employers | Potential Employers
  - Attendance is mandatory
INFM 737 Course Design

- Pass / Fail
  - Need 80% to pass
- Point distribution designed to have participation in all activities
  - Class attendance
  - Client evaluation
  - Expo attendance and participation
  - Assignments
Capstone Projects
Projects

- Individual or Small Group projects
  - 1-3 students per project
  - May be multiple projects at 1 company
  - Student = Consultant
  - Company = Client
- Projects vary based on company and organization
  - Variety of projects offered to meet the variety of students’ goals
  - Examples at [http://projects.mim.umd.edu](http://projects.mim.umd.edu)
Projects

- **Project Requirements**
  - Must have measurable deliverable
  - 150 hours of work

- **Client Requirements**
  - Work with students on requirements gathering in fall
  - Work with students on project plan in fall
  - Meet with students up to 1 hour each week in spring
Projects

- Acceptable Deliverables
  - Documented Artifacts
    - Prototypes
    - Production System
    - Production Dataset
  - Proposal or Business Plan
  - Presentation
  - White paper
  - Research paper
Project Assignments
Projects

- **Project Assignments**
  1. Students view projects in database
     - Mid-September
  2. Students rank projects desired 1-8
     - How your background qualifies you for this project
     - How your skillset matches the skills required for the project
     - How being on this project will contribute to your career plan
  3. Dr. Weaver evaluates student preferences, client preferences, additional information about projects
  4. Dr. Weaver send email to student and client with assignment
Project Collection
Projects

- Project Collection
  - Connect with previous clients, intern employers, companies interested in MIM and iSchool students

★ Because EVERYONE has IM issues!

- Current database = over 75 clients
  - Success of future students depends on you!
Projects

» Collection Process

1. Interested clients review projects.mim.umd.edu
2. Submit interested project in database
3. Dr. Weaver reviews to verify Masters level project
4. Dr. Weaver works with client to include all necessary information
5. Project submitted into database
Projects

- Student submissions
  - If you have a project already or want to find your own, it will be considered a Student Submission
- Graduate Assistants
- Full-time employees
  - Must be new project or area you are not currently associated with
    - Cannot be part of your GA/RA or current full time work
    - Can be in the same department, but very different from your current duties
Projects

- Student submissions
  - Project Requirements
    - Must have measurable deliverable
  - Client Requirements
    - Fall commitment
      - October | Requirements gathering ~2 hour session
      - November | Review and approve Requirements Document
      - December | Review and approve Project Plan
    - Spring commitment
      - Meet up to 1 hour each week
Projects

- Student submissions
  - Process
    1. Work with potential client to develop project details
    2. Email Dr. Weaver project details and client name and contact information for approval
      - Must receive approval from Dr. Weaver before next step
    3. Client email Dr. Weaver from company email address, include:
      - Approval from client stating willing to work with student on project during fall for requirements gathering and for 150 hours during the semester
      - Also agree to meet with student 1 hour week
    4. Submit into the database starting with Student Submission:
      - Will receive link from Dr. Weaver after approval process

- Deadline – August 31, 2018 (ALL STEPS COMPLETED)
  - Proposal and initial information – August 24, 2018
Student Project Managers
Student Project Managers

- 2 levels of managers
  1. Dr. Weaver
  2. Student Project Managers
Student Project Manager

- Responsibilities
  - Manage student capstone projects
  - Extremely professional
    ★ Must be demonstrated with all interactions
  - Ensure client satisfaction | Enhance student learning
  - Build and maintain strong professional relationships with clients
  - Provide excellent quality assurance
    - Nothing goes out the door without thorough review
Student Project Manager

- Responsibilities
  - Meet with students weekly
    - F2F | Online
  - Meet with Dr. Weaver weekly
    - Provide updates about student projects
  - Attend additional sessions
    - Schedule provided once project assignments completed
Student Project Manager

- **Requirements**
  - Successfully completed or currently enrolled in fall INST 706
  - Extremely well organized and detail oriented
  - Knowledge of project management tools and techniques
  - Familiarity with project management software (Basecamp, MS Project or similar)
  - Technically-fluent
  - Strong communication skills
MIM Comprehensive Exam
(Capstone Alternative)
MIM Comprehensive Exam

- Weekend long exam to show your comprehensive knowledge of Information Management
- Waive INFM 736 and 737
- Take comprehensive exam in February 2019

Qualifications

- Be in good standing with the MIM program
- Have a 3.0 or higher GPA
- Be currently employed 40 hours/week
- Have 6 or more years of relevant work experience

- Must take 2 courses in place of INFM 736 and 737
Waiver Application Process

- Email the following to MIMCapstoneProjects@umd.edu:
  1. Unofficial transcripts, showing GPA and status in MIM program
  2. Current resume highlighting relevant professional experience
  3. 1 page document providing details about your employment and how your professional work experience has given you experience with:
     - Requirements gathering
     - Project planning
     - Project execution
     - Project hand-off
Waiver Application Timeline

- February 25, 2018 | Waiver due
- March 5, 2018 | Approval or denial sent
- December 2018 | Official date of Comp Exam and information
- February 2019 | Weekend long exam
- March 2019 | Results of exam sent
- April 2019 | Retake if needed
Additional Information
Additional Information

- Return to Maryland before semester both semesters begin
- Electronics prohibited in class
  - Bring pen and notebook to take notes during class
- Interviews are not an excused absence
  - Companies respect students that are honest about class schedules
Questions