

**B.S. in Information Technology Program
School of Computing
Southern Illinois University**

**CRITICAL Instructions for ITEC 495 – Senior Project
PLEASE READ IN DETAIL**

The ITEC Senior Project (ITEC 495) is the capstone experience of the Bachelor of Science in Information Technology program. As such, it is the means by which the student's mastery of essential skills is confirmed and assessed. Students are required to design, implement, and/or deliver a complete IT solution to a problem leveraging skills acquired in this major.

The Senior Project can be completed individually or in teams. It is up to you to identify potential teammates.

Projects can come from many different areas of IT, e.g., web or mobile application development, network or system administration, cybersecurity, Internet of Things, data management, data analytics, or many others.

You may solicit real-world projects from the community. For example, a project could be completed for a local non-profit or business. You may also continue or build upon simpler projects launched in other ITEC courses. You may also talk to faculty, work supervisors and colleagues, or others for project ideas. You should select a project area you are most interested in for displaying your skills.

If you currently work in the IT industry, some projects or activities from your job may qualify to be considered a Senior Project. Email the ITEC 495 instructor with current job-related questions. Past work in the IT industry may qualify for Senior Project credit. Contact your Academic Advisor or the ITEC 495 instructor for more information about receiving credit for work already completed.

Time is of the essence because this is a one-semester class. In order to design, develop, and deliver a project, **it is imperative that you identify potential project(s) and get approval prior to the beginning of the semester or at minimum no later than the first week of the semester in which you are enrolled in ITEC 495. You must have a faculty member agree to supervise the technical aspects of your project.** That faculty member should be the subject matter expert for your project. You will report to the ITEC 495 instructor for class requirements, but you will also need the subject matter expert faculty member to agree to supervise your project.

There are two important steps which **must be completed before the last day of the first week of classes** for the semester in which you will take ITEC 495 (Senior Project).

1. ***You must identify a faculty member who agrees to supervise the technical aspects of your project.***
2. ***You must complete the ITEC Senior Project Contract.*** As early as possible, you must work with the faculty project supervisor (and your external partner, if applicable) to define the tasks to be accomplished during the project, the skills (see [ITEC Student Outcomes](#) for list of skills) to be demonstrated, and the project schedule. This information will be used to prepare the **ITEC Senior Project Contract**. This Contract constitutes an agreement between you the student, the faculty project supervisor, the external partner (if applicable) and the ITEC 495 instructor. In this contract will be specified:

- Identifying information for the student (you) and the supervising faculty member.
- For a project with an external organization, identification of the organization and contact person.
- The title and description of the project.
- The products (“deliverables”) from your project.
- The project schedule, in the form of milestones.
- How ITEC Student Outcomes skills will be used and demonstrated as part of this project.

Before the end of the first week of the semester of your ITEC Senior Project, you must complete, sign, have signed by your faculty project supervisor (and, if applicable, your external partner), and have approved by the ITEC 495 instructor your **ITEC 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 ITEC 495 for non-attendance, and not be able to take ITEC 495 until the following semester! **Do not have your graduation delayed by failing to have a Senior Project Contract approved by its deadline!**

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

- Contact a faculty member about supervising your senior project well before the semester in which you plan to enroll in ITEC 495.
- The faculty member agrees to be your project supervisor.
- You immediately proceed to work with your faculty project supervisor (and, if applicable, the external partner) to create your ITEC Senior Project Contract.
- Once you, your faculty project supervisor and external partner, if applicable, agree on the language of the Contract, you submit a DRAFT to the ITEC 495 instructor 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 "ITEC SENIOR PROJECT CONTRACT DRAFT".
- You receive back from the ITEC 495 instructor your Senior Project contract. If modifications are required, work with your faculty project supervisor and, if applicable, external partner, and submit a modified DRAFT to the Program Director. [Subject line: "REVISED: ITEC SENIOR PROJECT CONTRACT DRAFT"].
- Once the draft language has been approved by the ITEC 495 instructor, you sign the contract and obtain signatures from the faculty project supervisor and, if applicable, the external partner and submit the final Contract to the ITEC 495 instructor.
- You receive back from the ITEC 495 instructor the final Contract. You’re good to go!
- Attend ITEC 495 class and complete all class requirements.
- Follow the milestones, staying on schedule and living up to what you write in the Contract, submit all ITEC 495 deliverables, and you should have a successful IT Senior Project.

Please speak with your Academic Advisor or the ITEC 495 instructor if you have any questions about these procedures or requirements.