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| Contract for CSS 497  **Computer Science and Software Engineering Capstone** | 18115 Campus Way NE · Box 358534 · Bothell, WA 98011-8246 Ph: (425) 352-5279 · Fax: (425) 352-5216 | |
| **STUDENT INFORMATION** | | | | |
|  | | |  | |
| **Full Name** *(Last, First)* | | | **Student ID** | |

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| **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: Carol Zander** | | | | | | | | |
| **\*If the capstone is more than one quarter, an ‘N’ grade (meaning in progress) will be assigned until the final quarter.  When the final quarter grade is assigned, the ‘N’ grade(s) change to that grade on the transcript.** | | | | | | | | |

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| **CAPSTONE INFORMATION**  *Please answer the following questions regarding your proposed Capstone project.* | | | | | |
| **Project Title:** |  | | | | |
| **Option:** (Circle/highlight one) | **1**  Sponsored Internship | **2**  Current Employer | **3** Faculty Research | **4** Individual Project | **5**  Group Project |
| **Capstone Sponsoring Organization(s):** | | | | | |
| **Brief Description (75-125 words)** | | | | | |
|  | | | | | |

**This contract is a copy of the CSS’ at** [**www.uwb.edu/bscss/css497**](http://www.uwb.edu/bscss/css497) **.**

**Answer every question in detail directly after the question.**

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 www.uwb.edu/bscss/css497/student-guide/competencies)
3. Identify what specific software development tools you will use to complete this project and describe why are they 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.
7. Describe the methods and criteria you propose for evaluation of this capstone. Be specific.

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

1. The **Student** agrees to:
   1. 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.
   2. 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.
   3. Talk with the Capstone sponsor, faculty advisor, CSS Internship 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.
   4. Complete all deliverables as described in the contract, present findings at the CSS colloquium and prepare a final report and poster.
   5. Turn in a final assessment of your Capstone experience including any “lessons learned” and advice for future students.
   6. Prior to the completion of CSS 497, prepare an abstract to be approved by the faculty advisor and the internship sponsor. The approved abstract needs to be turned in to the CSS Internship Coordinator
2. The **Faculty Advisor** agrees to:
   1. Provide instructional support and guidance by communicating regularly with students about their on-site experiences, pertinent readings, theoretical frameworks, and project designs.
   2. Utilize meeting times with the student as an opportunity to develop writing skills by reviewing one or more drafts of the final paper and/or software project, and the abstract.
   3. 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.) Upon completion of the 10-credit project, provide your final evaluation of the project. Incorporate any feedback received from the Capstone sponsor into your final evaluation.
3. The **Capstone Sponsor** agrees to:
4. Provide a good learning and training environment for the student, keeping routine work such as typing and filing to a minimum.
5. 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.
6. Work directly 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.
7. Approve an abstract of the project prior to completion of the contract. Complete an evaluation of the student’s performance. This evaluation will be sent to you by the CSS Internship Coordinator before the student can receive credit.

The CSS Internship Coordinator will coordinate the internship 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 CE requirement for the Bachelor of Science in Computing & Software Systems will be granted for the Capstone project when the CSS Program has received the following: a satisfactory evaluation of the student’s performance from the Capstone sponsor, a final grade, student assessment of the Capstone experience, and a copy of the student’s final paper or project.

*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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| Carol Zander |  | | | zander@u.washington.edu | | | |  |
| **Faculty Advisor** | Signature | | | Email | | | | Date |
|  |  | | |  | | | |  |
| **Student Name** | Signature | | | Phone | | | | Date |
|  | | | | |  | | | |
| **1st Capstone Sponsor Name** | | | | | **Title** | | | |
|  | | | | |  | | | |
| Company/Organization Name | | | | | Phone | | | |
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| Address | | | City | | | State | ZIP | |
|  | | |  | | | |  | |
| Signature | | | Email | | | | Date | |
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| **2nd Capstone Sponsor Name** | | | | | **Title** | | | |
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| Company/Organization Name | | | | | Phone | | | |
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| Address | | | City | | | State | ZIP | |
|  | | |  | | | |  | |
| Signature | | | Email | | | | Date | |
| **Munehiro Fukuda**  CSS Program Authorization Professor, Chair - CSS Division [mfukuda@u.washington.edu](mailto:mfukuda@u.washington.edu)  Ph: (425) 352-3459 | |  | | | | |  | |
| **Signature** | | | | | **Date** | |

Although the CSS Program 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