



DELAWARE VALLEY COLLEGE

CAPSTONE GUIDELINES

EMPLOYMENT PROGRAM FINAL REQUIREMENTS

COMPUTER AND BUSINESS INFORMATION SYSTEMS (Formerly INFORMATION AND TECHNOLOGY MANAGEMENT)

The following information must be included in the student's final summary.

1. A summary of the total work experience.
2. An organizational chart of the company or of the company's IT division (names & positions, chart must be neat and professional). If more than one company, a chart is needed for each company.
3. The student must analyze the company in the following areas.

At least three (3) areas from the following list

- a. Hardware and Operating Systems platforms
- b. Applications (Information Systems) platforms
- c. Networks and Internet platforms (including network security and E-commerce)
- d. Data Storage and Database Management Systems
- e. IT services (IT policy, IT staff competency, and user training)

At least two (2) areas from the following list

- a. Management and Human Resources
- b. Accounting and Finance
- c. Marketing and Sales
- d. Operations

How did the company operate with regard to each of the major areas? Compare and contrast how the company operated to what you learned in class. Be specific, include details describing which college courses applied and or didn't apply and why or how.

4. A personal evaluation of the company, including suggestions for improving operations in the areas you identified above.

Grading

- A = The written summary of the work experience shows that the student selected a job which gave them a meaningful educational experience and which related to their major area of study. The student did an “excellent job” evaluating the firm, and wrote a “quality write-up” of the work experience. Punctuation, grammar and writing style were of the quality expected from a college senior.
- B = The written summary of the work experience shows that the student met the requirements for the College’s Employment Program. The student did an “excellent job” evaluating the firm, and wrote a “quality write-up” of the work experience. Punctuation, grammar, and style of writing were of the quality expected from a college senior.
- C = The written summary of the work experience shows that the student met the requirements for the College’s Employment Program. The student did an “average job” in evaluating the firm and the work experience. Punctuation, grammar, and writing style were of the quality expected from a college senior.

For Spring semester, final reports must be submitted to OC&LE by April 1st. For Fall semester, graduate’s final report must be submitted to OC&LE by November 15th