

# Course Policy Statement

Last updated: January 13, 2025

## 1 Basic information

**Time and place.** Section 1202 🕒 TR8 📍 CH131  
Section 3401 🕒 TR9 📍 CH131

**Instructor.** Prof. Nelson Uhan 📍 CH300B ✉ uhan@usna.edu

**Extra instruction.** My schedule is posted outside my office door. Feel free to stop by without notice if you have a quick question. If you need extensive help, or if you want to guarantee that I will be available, contact me to schedule an appointment.

**Course website.** <https://courses.uhan.me/capstone/>

Most course materials (e.g. this course policy statement, project guidelines) and important course announcements will be posted on the course website.

## 2 Course organization

**Capstone project.** The main focus of this course is your capstone project. You will work in teams on a semester-long project that applies operations research and statistical methods to a problem of your choosing.

**Class.** Class time will be primarily devoted to lessons on technical writing and presentations, meetings with me, and working on your projects.

**Biweekly meetings and contracts.** You and your team will meet with me biweekly (every two weeks) to discuss your recent progress and future plans. At each meeting, you will write a contract with me, in which each team member is assigned a task they will need to complete by the next meeting. Each individual team member is responsible for making progress with their specific contracted task.

**Written report.** You will be required to submit a written report that describes your work at the end of the semester. You will work on this report in pieces and submit drafts throughout the semester. I will provide feedback on these drafts so that you can incorporate them into your report as the semester progresses.

**Presentations.** You will be required to give a presentation on your work on Capstone Day, which will take place on Wednesday, April 30. USNA students and faculty, project stakeholders, as well as distinguished guests from elsewhere, will be in attendance.

In addition, you will be required to give interim presentations on your progress at the end of the 6-week and 12-week marking periods. Your peers and I will provide feedback on these interim presentations so that you can incorporate them into your presentation on Capstone Day.

## 3 Grading

**Course grading.** Your course grade will be based on your performance on a number of standards in six areas:

- A. meeting deadlines,
- B. individual contribution,
- C. written report – content,

- D. written report – writing,
- E. presentations – content,
- F. presentations – presenting.

See the *Grading Rubric* for the list of standards.

For each standard, you will receive a score of Exemplary, Satisfactory, Developing, or Unsatisfactory. Your scores on the standards will be converted to a letter grade as follows:

	A. Meeting deadlines B. Individual contribution	C. Written report – content D. Written report – writing E. Presentations – content F. Presentations – presenting
A	S in all standards	S or E in all standards E in at least 50% of standards
B	S in all standards	S or E in all standards
C	D or S in all standards S in at least 75% of standards	D, S, or E in all standards S or E in at least 75% of standards
D	D or S in all standards S in at least 50% of standards	D, S, or E in all standards S or E in at least 50% of standards

To earn a particular letter grade, you must meet or exceed the requirements in all six areas. You will receive the highest grade you qualify for.

I reserve the right to lower the benchmarks described above if I deem it necessary. I will not raise these benchmarks.

**Late submissions.** Late submissions will not be accepted under any circumstances. If you need an extension, please discuss your situation with me before the deadline.

#### 4 Academic honesty and classroom conduct

**Academic honesty.** All work you submit must represent your own scholarly and creative efforts. In your written reports and presentations, make sure to cite all your sources.

Any act of academic dishonesty will be reported to your company officer, the department chair, and your academic adviser.

See *Policies Concerning Graded Academic Work* (USNAINST 1531.53D) and *Brigade Honor Program* (USNAINST 1610.3M) for more information regarding academic honesty.

**Use of generative AI.** In this course, you may use generative AI to (1) ask for help with programming tasks, and (2) ask for feedback on your writing. You may not use generative AI for any other tasks, including writing the actual text of any part of your report or presentation. You are responsible for identifying whether a tool is considered generative AI. If in doubt, ask me.

**Classroom conduct.** You are expected to behave professionally in class. Unprofessional conduct includes, but is not limited to: sleeping (stand in the back or the side of the classroom if necessary) and frequent non-class-related use of electronic devices in class (e.g. watching TikTok, texting your friends). Persistent poor classroom conduct will be reported to your company officer.

/s/  
Nelson A. Uhan  
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