

BACHELOR'S THESIS AND SEMINAR

(BIZ3130.kand, 10 ECTS)

SYLLABUS

November 28, 2023

Instructors' contact information	Course information
Johanna Bragge, Seongtae Kim & Tomi Seppälä firstname.surname@aalto.fi Aalto BIZ, Ekonominaukio 1 (2 nd floor) Office hours on agreement via e-mail Websites: http://information.aalto.fi ; https://www.aalto.fi/en/people	BSc level compulsory course in Information and Service Management 2024, Spring Periods III-V On campus / partially online studies Language of Instruction: Finnish / English Course Website: https://mycourses.aalto.fi/course/view.php?id=40797

1. OVERVIEW

In the course, students get guidance in their research for Bachelor's Thesis. During the seminar, students will attend lectures, conduct research profiling in literature databases of their topic, prepare a 2-page research plan, report the progress of their thesis, present and defend their research results, act twice as an opponent, and participate actively in seminar discussions. The final thesis version should take the comments received in the seminar into account, and be submitted to the ISM thesis submission pages along with the Maturity test: <https://mycourses.aalto.fi/course/view.php?id=41550>

2. PREREQUISITES

The thesis seminar is recommended to be taken towards the end of the ISM programme studies. Recommended course before the seminar: MNGT-A4002 Akateeminen kirjoittaminen or BIZ-A0105 Tieteellinen ajattelu ja kirjoittaminen.

3. LEARNING OUTCOMES

The objective is to learn and practice independent scientific work.

4. ASSESSMENT, GRADING, FEEDBACK

The course is graded with 0-5 scale. The common BIZ assessment form and rubric for Bachelor's thesis will be used when grading the thesis (80% of the course grade). In addition, 20% of the course grade will consist of the seminar working part, based on the following requirements:

- Introductory lectures (online self-study and two compulsory class meetings)
- Seminar sessions in Otaniemi (70% attendance requirement, seminar activity is monitored)
- Preparing for seminar sessions (preparing own research plan and thesis presentation, reading other students' theses and crafting two opponent memos)
- Writing the thesis

In detail, the grade of the seminar working part is weighed as follows,

- Learning diary reflections on thesis tutorial videos 20%
 - Research plan 10%
 - Thesis draft and its presentation in the seminar 30%
 - Seminar activity, including two opponent roles 40%
- } 20% of course grade

Final version of the thesis (based on the assessment form and rubric) 80% of course grade

All of the above activities are mandatory to be completed to pass the course.

The thesis is supposed to be completed and submitted within one semester and a delayed submission without a valid reason (such as medical reasons) will lead to a reduction in the thesis grade (1 grade deduction in the final grade). The reduction will be applied to students who do not inform their supervisor of dropping out of the course by the first group-based meeting where research plans are presented (i.e. on February 6 at the latest).

5. ASSIGNMENTS

The research plan is due on January 30, 2024.

The thesis drafts are due in April-May, 2024.

Opponent notes are due to 1 hour before the seminar session.

Final versions of the theses and maturity tests are due on May 27, 2024.

6. SCHEDULE

Week#	Date, time & place	Topic	Teacher / resource	Due Date
2-3	January 8-23 Self-study using the online resource: Tutorial videos for thesis writing (BIZ) https://mycourses.aalto.fi/course/view.php?id=23125	SELF-STUDY videos the first two study weeks: <ol style="list-style-type: none"> 1. What is a Bachelor's Thesis? (video) 2. Characteristics of scientific writing (video) 3. Students' expectations before the seminar (video) 4. Students' experiences after the thesis is done (video) 5. Tips for thesis topic selection (video) 6. How to quickly find out the big picture of a research topic? (video) 7. How to search articles in databases? (video) 8. How to read scientific articles efficiently? (video) 9. How to use Mendeley reference manager? (video) 	Students self-study and report learning via Aalto Course Diaries plugin. The <u>written reflections</u> on learning (and feedback inputs) are monitored by supervisors. See Course Diaries in My-Courses (note that its data may be used for research, unless you opt out).	Videos 1-13 should be watched & reflected in written learning diaries independently by January 23 at 13.00 o'clock

Week#	Date, time & place	Topic	Teacher / resource	Due Date
		10. How should you cite references in text? (video) 11. What is a research plan? (video + template) 12. 7 tips and practices to thesis writing (video + links) 13. Theories and theoretical frameworks (video + wiki)		
4	January 23 at 13.15 -14.45 Väre Q201	14. Meeting with supervisors: Supervisor introduction, objectives and requirements of the thesis and seminar, contents of the research plan.	Bragge, Kim, Seppälä Room: Väre Q201	
4-5	January 23-30 Self-study using Tutorial videos for thesis writing https://mycourses.aalto.fi/course/view.php?id=23125	CONTINUE SELF-STUDYING videos and WRITING the research plan: 15. How to design the table of contents? (video) 16. How to write an introduction to the thesis? (video) 17. How to critically review the literature? (video) 18. Ensure the originality of your work (instructions)	Self-study, reporting via Aalto Course Diaries , which is monitored by supervisors.	Videos or instructions 15-18 should be watched & reflected in written learning diaries independently by January 30
5	January 30 Deadline - NO LECTURE	19. NO LECTURE – DEADLINE for submitting the research plan. Supervisors will decide on the group division based on the research plans.	MyCourses	Research plan deadline January 30
6	February 6, at 13-15 <i>Meetings by groups</i>	20. Discussing research plans in groups and deciding on the presentation schedule for April-May.	Bragge (U121a) Kim (U411) Seppälä (U406b)	Compulsory group meeting on February 6
Wks 6-20	WORKING FOR THE THESIS	21. Students prepare their thesis drafts independently with the help from their supervisors. 22. Seek advice from your supervisor (via e-mail or book a zoom meeting). <i>Supervision is not available in vacation time in July.</i>		
17-20	April 23–May 21 Tuesdays at 13-15 Group-based seminar sessions to be decided on February 6!	23. Seminar presentations with thesis drafts (dates to be decided on February 6 sessions). 24. Acting as the opponent (twice) 25. Active participation in seminars	Bragge (U259) Kim (U411) Seppälä (M205)	The thesis drafts must be submitted one week before presentation
21	May 27	26. Check the originality of your work https://mycourses.aalto.fi/course/view.php?id=38540 27. Deadline for the corrected, final version of the Bachelor's thesis. To be submitted via the TurnItIn submission box in MyCourses https://mycourses.aalto.fi/course/view.php?id=41550		May 27, 2024
21	May 27	28. Maturity test BIZ.kyps (return the Maturity test/executive summary of your thesis also to https://mycourses.aalto.fi/course/view.php?id=41550	https://www.aalto.fi/fi/ohjelmat/kauptatieteiden-kandidaattiohjelma/opinnayte	May 27, 2024

7. COURSE WORKLOAD

Introductory lectures and seminar sessions	18 h
Preparing for the sessions	22 h
Doing assignments	13 h
Conducting independent research and writing the thesis	214 h
Total	267 h (10 cr)

8. ETHICAL RULES

As a general rule, Artificial Intelligent (AI) tools such as ChatGPT can be used for ideation but not for content creation, that is, you should write the thesis yourself. However, you can use AI tools, to a limited extent, for checking the grammar or increasing the understandability of your text. In case you use AI tools for this purpose, you should always save your original text versions separately at your disposal, in case the teacher asks for them later on. You must also proofread your text yourself, instead of relying only on AI tools. Otherwise, the Turnitin software will provide a high AI-% score, which will lead to an inspection process. Please also note that you cannot use AI tools as a valid reference source, but you should yourself search for related materials, such as academic articles. Here are the general guidelines of using AI for students: <https://www.aalto.fi/en/services/tips-for-using-artificial-intelligence-for-students>.

Aalto University Code of Academic Integrity and Handling Thereof

<https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-code-of-academic-integrity-and-handling-violations-thereof#7-3-violations-against-code-of-academic-integrity>

9. OTHER ISSUES

- Registration to course: via Sisu
- Course Policies: Participation will be registered at lectures and seminar sessions – contact your supervisor in advance in case of force majeure reason of not attending a compulsory session.
- Rubrics: see course page at MyCourses for the BSc thesis course evaluation form
- Title page for the thesis: use the official title page for your thesis (available at MyCourses)
- Final versions of theses as well as the Maturity tests must be submitted via the Turnitin plagiarism detection software - submission via Mycourses <https://mycourses.aalto.fi/course/view.php?id=41550> *Kandidaatintyön palautus / Bachelor's thesis submission* tab on the left)
- You are highly encouraged to apply the Turnitin software also independently for your draft versions, <https://wiki.aalto.fi/display/turnitin/Turnitin+for+students> (see “Independent Turnitin originality check” <https://mycourses.aalto.fi/course/view.php?id=38540>). In case you wish the supervisor to see the Turnitin results for the draft versions so that s/he can give advice for corrections, you may also use the Turnitin submission box for drafts in the seminar pages (under tab: Final versions of theses).