BACHELOR'S THESIS AND SEMINAR
(BIZ3130.kand, 10 ECTS)
SYLLABUS

Version 6 (August 8, 2024)

Instructors' contact information	Course information
Lauri Viitasaari, Patrik Nummi & Philipp Back firstname.surname@aalto.fi Aalto BIZ, Ekonominaukio 1 (2nd floor) Office hours *online* on agreement via e-mail Websites: http://information.aalto.fi; http://people.aalto.fi	BSc level compulsory course in Information and Service Management 2024, Period V + Summer Online via Zoom Language of Instruction: Finnish / English Course Website: https://mycourses.aalto.fi/course/view.php?id=41812

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#section-0

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.

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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. This penalty is a 1 grade deduction in the final grade. The penalty 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.

5. ASSIGNMENTS

The research plan is due on May 29, 2023.

The thesis drafts are due in August – *one week before presentation* date (dates to be agreed jointly on June 4 group meetings).

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

Final versions of the theses and maturity tests are due on August 26, 2024.

6. READINGS

See the online material and the references therein for additional literature.

7. SCHEDULE

Week#	Date, time & place	Topic	Teacher / resource	Due Date
19	**May 6-15** 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 study week: 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)	Students self-study and report learning via **Aalto Course Diaries** plugin. The written reflections on learning (and feedback inputs) are monitored by supervisors.	Videos 1-10 should be watched & studied independently by May 15 at 13 o'clock

Week#	Date, time & place	Topic	Teacher / resource	Due Date
		7. How to search articles in databases? (video) 8. How to read scientific articles efficiently? (video) 9. How to use Mendeley reference manager? (video) 10. How should you cite references in text? (video)	See Course Diaries in My-Courses (note that its data may be used for research, unless you **opt out**).	
20	**May 15** **at 13-14.15** **ZOOM**	11. **Meeting with supervisors**: Supervisor introduction, objectives and requirements of the thesis and seminar, contents of the research plan, and Q&A.	Viitasaari, Nummi, Back	Compulsory online meeting May 15
20-22	**May 16-May 28** Self-study using Tutorial videos for thesis writing https://mycourses.aalto.fi/course/view.php?id=23125	CONTINUE SELF-STUDYING videos: 12. What is a research plan? (video + template) 13. 7 tips and practices to thesis writing (video + links) 14. Theories and theoretical frameworks (video + wiki) 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 12-18 should be watched and studied independently by May 28
22	**May 29** 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 May 29
23	**June 4, at 13-15** *Online meetings by groups*	20. Present **research plans in groups** (3-5 min. each) and deciding on the presentation schedule for August.	Viitasaari, Nummi, Back	Compulsory online meeting on June 4
Wks 23-34	***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. Supervision is not available in vacation time in July.*		
32-34	**Ca. August 5 – 16** Tuesdays at 13-15 Online meetings for seminar groups	23. **Seminar presentations with thesis drafts** (dates to be decided on June 4 sessions). 24. **Acting as the opponent (twice)** 25. **Active participation in seminars**	Viitasaari, Nummi, Back	The thesis drafts must be submitted one week before presentation
35	August 26	26. **Check the originality of your work** https://mycourses.aalto.fi/course/view.php?id=42203 27. **Deadline for the corrected, final version of the Bachelor's thesis.** To be submitted via the TurnitIn submission box		August 26, 2024

Week#	Date, time & place	Topic	Teacher / resource	Due Date
		in MyCourses https://mycourses.aalto.fi/course/view.php?id=42203		
35	*August 26*	28. **Maturity test** BIZ.kyps (return the Maturity test/executive summary of your thesis also to https://mycourses.aalto.fi/course/view.php?id=42203	https://www.aalto.fi/fi/ohjelmat/kauppatieteiden-kandidaattiohjelma/opinnayte	*August 26, 2023*

8. 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)

9. ETHICAL RULES

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

Guidance for using AI in teaching and learning at Aalto University:

https://www.aalto.fi/en/services/guidance-for-the-use-of-artificial-intelligence-in-teaching-and-learning-at-aalto-university

10. 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#section-0
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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).