

BACHELOR'S THESIS SEMINAR

(57C99902, 2 ECTS)

SYLLABUS

Version 2 (March 2022)

| Instructors' contact information | Course information |
|---|--|
| Professor Katri Kauppi Post-doctoral researcher Reza Movarrei firstname.surname@aalto.fi Aalto BIZ, Ekonominaukio 1 (2 nd floor, wing V) Office hours <i>by appointment</i> via e-mail | BSc level compulsory course in Information and Service Management 2022, Summer period Online delivery Language of Instruction: English Course Website: https://mycourses.aalto.fi/course/view.php?id=31051 |

1. OVERVIEW

In the seminar, students get guidance in their research for Bachelor's Thesis (ISM.kand, 10 ECTS). During the thesis seminar, students will prepare a research plan, conduct research profiling of their topic, report the progress of their thesis, present and defend their research results, act twice as an opponent, and participate actively in the seminar discussions. Note that the seminar part (2 ECTS) will be graded separately on a 0-5 scale in addition to the thesis (10 ECTS) grade.

2. PREREQUISITES

There are no prerequisites, but the thesis seminar is recommended to be taken towards the end of the ISM programme studies.

3. LEARNING OUTCOMES

The objective is to learn and practice independent scientific work.

4. ASSESSMENT, GRADING, FEEDBACK

The seminar is graded with 0-5 scale. The grade is weighed as follows,

- Research plan (20%)
- Learning Diary reflections using the Aalto Course Diaries plugin available in MyCourses (30%)
- Seminar activity, including thesis opposition (40%)
- Final presentation (10%),

and based on the following requirements:

- Introductory lectures 8 h (online self-study 4 hr and two compulsory online class meetings 4 hr)
- Seminar sessions 14 h (70% attendance requirement, seminar activity is monitored)
- Preparing for lectures 6 h
- Preparing for seminar sessions 12 h (preparing own thesis/slideshow presentation, reading theses and crafting two opponent memos)
- Preparing the research plan (including research profiling of own topic) 13 h.

5. ASSIGNMENTS

The research plan is due on June 10, 2022. The thesis drafts are due *one week before presentation date* (to be agreed jointly on June 13). Final versions of the theses and maturity tests are due on August 29.

6. READINGS

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

7. SCHEDULE (tentative, to be confirmed by end of April)

| Week | Date, time & place | Topic | Teacher / resource | Due Date |
|------|---|--|--|--|
| 1 | May 12 th 14-15 ZOOM | Introductory meeting: Supervisor introduction, objectives and requirements of the thesis and seminar | Katri Kauppi and Reza Movarrei | Compulsory meeting on May 12 |
| 2 | May 16-27 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 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 (Scopus)? (video)8. How to search articles in databases (WoS)? (video)9. How to read scientific articles efficiently? (video)10. How to use Mendeley reference manager? (video)11. How should you cite references in text? (video) | Students self-study and report learning via Aalto Course Diaries plugin. The written reflections on learning (and feedback inputs) are monitored by supervisors. See Course Diaries in My-Courses. | Videos 1-11 should be watched & studied independently by May 27 at 13 o'clock |

| Week | Date, time & place | Topic | Teacher / resource | Due Date |
|-------------|---|--|--|--|
| 3 | May 27 at 13-15 ZOOM | Meeting with supervisors: Contents of the research plan. Q&A and discussion of thesis topics. | Kauppi and Movarrei | Compulsory meeting on May 27 |
| 3-5 | May 28-June 10 Self-study using Tutorial videos for thesis writing | 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) | Self-study, reporting via Aalto Course Diaries , which is monitored by supervisors. | Videos or instructions 12-17 should be watched and studied independently by June 10 |
| 5 | June 10 Deadline | DEADLINE for submitting the research plan. Supervisors will decide on the group division based on the research plans. | MyCourses | Research plan deadline June 10 at 12.00 |
| 6 | June 13, at 13-15 ZOOM Meetings by groups <u>(meeting links will be sent on the day)</u> | Discussing research plans in groups and deciding on the presentation schedule for August. Be prepared to present your research plan with 2-3 slides in the meeting. | Kauppi and Movarrei | Compulsory meeting on June 13 |
| Weeks 24-31 | WORKING ON THE THESIS | <i>Students prepare their thesis drafts independently with the help from their supervisors.</i> Seek advice from your supervisor (via e-mail or book a zoom meeting) <i>Note: supervisors are not available for meetings during their summer holidays</i> | | |
| 32-33 | Meetings for seminar groups ZOOM | Seminar presentations with thesis drafts (dates to be decided on June 13 session). Acting as the opponent (twice) Active participation in seminars | Kauppi and Movarrei | The thesis drafts must be submitted one week before presentation |
| 32-34 | | Finalize your thesis based on feedback Check the originality of your work Deadline for the corrected, final version of the Bachelor's thesis. To be submitted via the TurnItIn submission box in MyCourses | | Final thesis submission and maturity test submission 29th August by midnight via mycourses |
| 34 | | 18. Maturity test BIZ.kyps (return the Maturity test/executive summary of your thesis also to https://mycourses.aalto.fi/course/view.php?id=30199&section=1) | | Deadline August 29th |

8. COURSE WORKLOAD

| | |
|-------------------|------------|
| Classroom hours | 18h |
| Class preparation | 22h |
| Assignments | 13h |
| Total | 53h (2 cr) |

9. ETHICAL RULES

Aalto University Code of Academic Integrity and Handling Thereof

<https://into.aalto.fi/display/ensaannot/Aalto+University+Code+of+Academic+Integrity+and+Handling+Violations+Thereof>

10. OTHER ISSUES

- Registration to course: via WebOodi
- 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=30199> *Kandidaatintyön palautus* 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=23255>). 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).