

BACHELOR'S THESIS SEMINAR

(57C99902, 2 ECTS)

SYLLABUS

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Instructor's contact information	Course information
Riitta Hekkala, Yong Liu riitta.hekkala@aalto.fi , yong.liu@aalto.fi On agreement via e-mail Websites: http://information.aalto.fi ; http://people.aalto.fi	BSc level compulsory course in Information and Service Management 2020, Summer period Lecture halls: Zoom/ Otaniemi, rooms to be announced later in August Language of Instruction: English Course Website: https://mycourses.aalto.fi/course/view.php?id=27191

1. OVERVIEW

In the seminar, students get guidance in their research for Bachelor's Thesis (57C99902, 10 ECTS). During the thesis seminar, students will attend lectures, prepare a research plan, report the progress of their thesis, present and defend their research results, act 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 BT 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 (40%)
- Seminar activity, self-study reports, including thesis opposition (50%)
- Final presentation (10%),

and based on the following requirements:

- Seminar sessions (80% attendance requirement, seminar activity is followed)
- Preparing for seminar sessions 12 h (preparing own thesis/slideshow presentation, reading theses and crafting two opponent memos)
- Doing assignments (research plan) 13 h.

5. ASSIGNMENTS

Research plan due **16th of June** (Tuesday)

First draft of thesis due **19th of August**

Opponent notes due **25th of August**

Final thesis submission due **3rd of September**

6. READINGS

See lecture slides etc. and the references therein for additional literature.

7. PRELIMINARY SCHEDULE

Week #	Date, time and class room	Topic	Teacher/ Other Resource	Assignment Due Date
21-22	May 18-31 Self-study using the online resource: Tutorial videos for thesis writing (BIZ) https://mycourses.aalto.fi/course/view.php?id=23125	SELF-STUDY for the first two weeks: 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. How to find the big picture of a research topic? (video) 6. How to search articles in databases? (video) 7. How to read scientific articles efficiently? (video) 8. How to use Mendeley reference manager? (video) 9. How should you cite references in text? (video) 10. What is a research plan? (video + template) 11. 7 tips and practices to thesis writing (video + links)	Students self-study and they report their learning via MyCourses. The written reflections on learning are evaluated by supervisors.	Videos 1-11 should be watched & studied independently By 31 st May

Week #	Date, time and class room	Topic	Teacher/ Other Resource	Assignment Due Date
23	4 June, 13-15 Room will be announced later	Class meeting with supervisors: Supervisor introduction, objectives and requirements of the thesis and seminar, contents of the research plan. - Q&A and discussion of thesis topics.	RH & YL	Compulsory meeting on 4 th of June
24	8-14 June Self-study using Tutorial videos for thesis writing	12. Theories and theoretical frameworks (video + wiki) 13. How to design the table of contents? (video) 14. How to write an introduction to the thesis? (video) 15. How to critically review the literature? (video) 16. Ensure the originality of your work (instructions)	Self-study, reporting <i>via the MyCourses</i> , which is evaluated by supervisors.	Videos or instructions 12-16 should be watched and studied independently by 14th June
25	16 JUNE Deadline – NO LECTURE	NO LECTURE – DEADLINE for submitting the research plan. Supervisors will decide on the group division based on the research plans.	My Courses	Research plan deadline The 16 th of June
26	23 JUNE Seminars	Students present their research plans	RH & YL	
Weeks 26-31	<i>WORKING ON YOUR THESIS</i>	Students prepare their thesis drafts <i>independently with the help from their supervisors (note their summer leaves)</i> Seek advice from your supervisor <i>(via e-mail or in person)</i>	RH & YL	First draft due 19 th August (via MyCourses)
32-33	Beginning of August	Optional meeting(s) to discuss early draft, book meeting via email	RH & YL	If you attend such a meeting, email draft 2 working days before
34	DEADLINE 19 th of August	The thesis draft has to be ready	MyCourses	The thesis drafts must be submitted by 19 th August
35	SEMINARS August, 26-27 th 10:00- 16:00 or as agreed between you and the supervisor	Seminar presentations with thesis drafts (dates & times to be decided later)	RH & YL	The thesis drafts must be submitted one week before presentation (19 th August)

Week #	Date, time and class room	Topic	Teacher/ Other Resource	Assignment Due Date
36	Sept 3 rd	Deadline for the corrected, final version of the Bachelor's thesis. To be submitted via the MyCourses, more information later		September 3 rd Final thesis submission
36	<i>Deadlines are connected to graduation dates</i>	Maturity test 57C99902 (return the Maturity test/executive summary of your thesis via MyCourses, more information later)		<i>Deadlines are connected to graduation dates</i>

8. COURSE WORKLOAD

Classroom hours	22h
Class preparation	18h
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)

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”).