

# *BACHELOR'S THESIS SEMINAR*

*(57C99902, 2 ECTS)*

## **SYLLABUS**

Version 1 Sept 2020

Instructor's contact information	Course information
Markku Tinnilä, Riitta Hekkala, Andrei Vedernikov markku.tinnila@aalto.fi, <a href="mailto:riitta.hekkala@aalto.fi">riitta.hekkala@aalto.fi</a>  On agreement via e-mail Websites: <a href="http://information.aalto.fi">http://information.aalto.fi</a> ; <a href="http://people.aalto.fi">http://people.aalto.fi</a>	BSc level compulsory course in Information and Service Management 2020, <b>autumn</b> period Lecture halls: Zoom/Teams / Otaniemi, possible rooms to be announced later in November Language of Instruction: English Course Website: <a href="https://mycourses.aalto.fi/course/view.php?id=27191">https://mycourses.aalto.fi/course/view.php?id=27191</a>

### 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 **via Zoom/ Teams** (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 **13<sup>th</sup> of October** (Tuesday)

First draft of thesis due **1<sup>st</sup> of December**

Opponent notes due **7<sup>th</sup> of December**

Final thesis submission due **31<sup>st</sup> of December**

## 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
38-39	<b>Sept 14th-27th</b>  <b>Self-study</b> using the online resource: <b>Tutorial videos for thesis writing (BIZ)</b> <a href="https://mycourses.aalto.fi/course/view.php?id=23125">https://mycourses.aalto.fi/course/view.php?id=23125</a>	<b>SELF-STUDY for the first two weeks:</b> 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 29 <sup>th</sup> Sept

Week #	Date, time and class room	Topic	Teacher/ Other Resource	Assignment Due Date
40	<b>29 Sept, 13.15-14.45</b> Link will be announced later	<b>Class meeting with supervisors:</b> Supervisor introduction, objectives and requirements of the thesis and seminar, contents of the research plan. - Q&A and discussion of thesis topics.	MT, RH, AV	Compulsory meeting on <b>29<sup>th</sup> of Sept</b>
41	<b>5-11 Oct</b> <b>Self-study</b> 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 <b>by 11<sup>th</sup> Oct</b>
42	<b>13 Oct</b> <b>Deadline –</b>  NO LECTURE	<b>NO LECTURE – DEADLINE</b> for submitting the research plan.  Supervisors will decide on the group division based on the research plans.	My Courses	<b>Research plan deadline</b> <b>13<sup>th</sup> of October</b>
43	<b>20 Oct</b> <b>Seminars</b>	<b>Students present their research plans in groups (via Zoom/Teams)</b>	MT, RH, AV	
Weeks 43-49	<i>WORKING ON YOUR THESIS</i>	<b>Students prepare their thesis drafts</b> <i>independently with the help from their supervisors</i>  <b>Seek advice from your supervisor</b> <i>(via e-mail)</i>	MT, RH, AV	First draft due <b>1<sup>st</sup> Dec</b> (via MyCourses)
49	DEADLINE <b>1<sup>st</sup> of Dec</b>	The thesis draft has to be ready	MyCourses	The thesis drafts must be submitted by <b>1<sup>st</sup> Dec</b>
50	<b>SEMINARS</b> Dec, 8-9 <sup>th</sup> 10:00- 16:00 or as agreed between you and the supervisor	<b>Seminar presentations with thesis drafts</b> (dates & times to be decided later)	MT, RH, AV	The thesis drafts must be submitted one week before presentation (1 <sup>st</sup> Dec)
36	<b>31 Dec</b>	<b>Deadline for the corrected, final version of the Bachelor's thesis.</b> To be submitted via the MyCourses, more information later		31 Dec Final thesis submission
36	<i>Deadlines are connected to graduation dates</i>	<b>Maturity test</b> 57C99902 (return the Maturity test/executive summary of		<i>Deadlines are connected to</i>

Week #	Date, time and class room	Topic	Teacher/ Other Resource	Assignment Due Date
		your thesis via MyCourses, more information later)		<i>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”).