

BACHELOR'S THESIS SEMINAR

(57C99902, 2 ECTS)

SYLLABUS

Version 1 (November 26, 2021)

Instructors' contact information	Course information
Johanna Bragge, Tomi Seppälä and Markku Tinnilä firstname.surname@aalto.fi Aalto BIZ, Ekonominaukio 1 (2 nd floor, wing V) Office hours <i>online</i> on agreement via e-mail Websites: http://information.aalto.fi ; http://people.aalto.fi	BSc level compulsory course in Information and Service Management 2022, Periods III-V Lecture halls: online lectures and meetings Language of Instruction: English Course Website: https://mycourses.aalto.fi/course/view.php?id=31173

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 February 2, 2021. The thesis drafts are due *one week before presentation* date (to be agreed jointly on Feb 9). Final versions of the theses are due at May 24, 2021.

6. READINGS

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

7. SCHEDULE

Week#	Date, time & place	Topic	Teacher / resource	Due Date
2	January 10-18 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: <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)10. 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 (note that its data may be used for research, unless you opt out).	Videos 1-10 should be watched & studied independently by January 18 at 13 o'clock
3	Jan 18 at 13-15	11. Zoom 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.	Bragge, Seppälä and Tinnilä	Compulsory meeting on January 18 (in Zoom)

Week#	Date, time & place	Topic	Teacher / resource	Due Date
3-5	Jan 19-Jan 31 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) 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 January 31
5	Feb 1 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 February 1
6	Feb 8, at 13-15 Zoom meetings by groups	20. Discussing research plans in groups and deciding on the presentation schedule for late spring.	Bragge, Seppälä and Tinnilä	Compulsory meeting on February 8
Weeks 7-20	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)		
17-21	Ca. April 26– May 23 Tuesdays at 13-15 Zoom meetings for seminar groups	23. Seminar presentations with thesis drafts (dates to be decided on Feb 9 sessions). 24. Acting as the opponent (twice) 25. Active participation in seminars	Bragge, Seppälä and Tinnilä	The thesis drafts must be submitted one week before presentation
22	May 30	26. Check the originality of your work https://mycourses.aalto.fi/course/view.php?id=34274 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=34272&section=1		May 30, 2022
22	May 30	28. Maturity test BIZ.kyps (return the Maturity test/executive summary of your thesis also to https://mycourses.aalto.fi/course/view.php?id=34272&section=1		May 30, 2022

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=34272>)
- *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=34274>). 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).