

BACHELOR'S THESIS AND SEMINAR

(BIZ3130.kand, 10 ECTS)

SYLLABUS

Version 2 (May 5, 2023)

Instructors' contact information	Course information
Johanna Bragge and Riitta Hekkala firstname.surname@aalto.fi Aalto BIZ, Ekonominaukio 1 (2 nd floor) 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 2023, Period V + Summer Online via Zoom Language of Instruction: Finnish Course Website:

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=37851> (a new page will be formed in June for 2023-24 study year).

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.

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,

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| <ul style="list-style-type: none"> - 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 |
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Final version of the thesis (based on the assessment form and rubric) **80% of course grade**

5. ASSIGNMENTS

The research plan is due on May 31, 2023.

The thesis drafts are due in August – *one week before presentation* date (dates to be agreed jointly on June 6 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 28, 2023.

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 8-17 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 <u>written reflections</u> 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 May 17 at 13 o'clock

Week#	Date, time & place	Topic	Teacher / resource	Due Date
20	May 17 at 13-14.15 Watch recording: https://aalto.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=adeb4c5c-43ee-459c-998c-aff900673dd7	11. Meeting with supervisors: Supervisor introduction, objectives and requirements of the thesis and seminar, contents of the research plan. - you can reserve a discussion session (zoom or teams) via e-mail with either supervisor after you have watched tutorial videos 1-10 and the recording of the introductory lecture.	Bragge, Hekkala	Recorded session May 17
20-22	May 18-May 30 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 30
22	May 31 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 31
23	June 6, at 13-15 <i>Online meetings by groups</i>	20. Discussing research plans in groups and deciding on the presentation schedule for August.	Bragge, Hekkala	Compulsory online meeting on June 6
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.		
31-34	Ca. August 8 – 22 Tuesdays at 13-15 <i>Online meetings for seminar groups</i>	23. Seminar presentations with thesis drafts (dates to be decided on June 6 sessions). 24. Acting as the opponent (twice) 25. Active participation in seminars	Bragge, Hekkala	The thesis drafts must be submitted one week before presentation
35	August 28	26. Check the originality of your work https://mycourses.aalto.fi/course/view.php?id=31009 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=37851&section=1		August 28, 2023

Week#	Date, time & place	Topic	Teacher / resource	Due Date
35	August 28	28. Maturity test BIZ.kyps (return the Maturity test/executive summary of your thesis also to https://mycourses.aalto.fi/course/view.php?id=37851&section=1	https://www.aalto.fi/fi/ohjelmat/kappatieteiden-kandidaattiohjelman/opinnayte	August 28, 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>

in Finnish

<https://www.aalto.fi/fi/hakemukset-ohjeet-ja-saannot/aalto-yliopiston-opiskelua-koskevat-eettiset-saannot-ja-niiden-rikkomusten-kasittely#7-3-eettisten-saantojen-rikkomukset>

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=37851>
- *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=31009>). 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).