

# TERM PAPER PROJECT

## Exploring the Management Practices and Organizational Behavioral Activities of ABC Company

### INSTRUCTIONS

Following are the instructions groups must follow while working on the term paper project. Failure to understand the objectives of the project as well as to follow the instructions will lead to substantial mark deductions (check the "**Scoring Criteria**" section).

- ⊕ This is a **collaborative** project so students will work in groups. Each group member is required to make adequate contributions to the project.
  - ◆ If any group member(s) attempts freeloading or anything else that is likely to hurt the productivity, performance, and/or general spirit of the group, it is recommended that group members resolve the matter among themselves in a matured fashion. Only if the situation seems to be going out of hand should the course instructor be informed of the matter so that any unnecessary complications can be avoided in the future.
- ⊕ As part of the project, each group is required to –
  - A. **prepare a term paper on the management practices and organizational behavioral activities of an organization operating in Bangladesh** and
  - B. **prepare and deliver a presentation on the same topic.**

For the successful completion of the project, it is mandatory that groups adhere to the instructions provided here at all times. Failure to observe any of the established instructions will most certainly lead to significant mark deductions.

### A. TERM PAPER

- ⊕ **Organization Selection:** For the term paper project, each group is required to select any one organization that –
  - ◆ is large in size (*100 and more employees*),
  - ◆ is well-known and/or well-reputed,
  - ◆ is local or global,
  - ◆ is operating in Bangladesh,
  - ◆ has been operational for at least 5 years, and
  - ◆ is accessible to the group.

- ⊕ **Organization Visit:** To effectively work on the project, groups must collect primary data (along with secondary data) and therefore, **must visit the organization of their choosing**. Because not all students have easy access to all organizations, it is suggested that group members have proper discussions before selecting their organization.
  - ◆ If the organization asks for an **authorization letter** from the course instructor, groups must immediately inform her of it.
  - ◆ **Groups must submit the following information along with the term paper (in the Appendices section).**
    - Name, designation, contact details, and business card of the employee(s) working for the organization who will be interviewed during the visit and
    - One photograph of the group members with the aforementioned employee(s).
- ⊕ **Outline of the Paper:** Groups are being advised to strictly follow the outline of the paper given below. They are being encouraged to reach out to the course instructor whenever they need any support in this regard.

**Title Fly (1 page)**

**Title Page/Cover Page (1 page)**

Title of the Paper

Prepared for

(Course instructor's name, designation, university name, etc.)

Prepared by

(Group no., names and IDs of group members, etc.)

Name of the School and the University

Date of Submission

**Transmittal Letter (1 page)**

(Do not add "Transmittal Letter" as a heading at the beginning of the page.  
Please add signatures of the group members here.)

**ACKNOWLEDGMENT (1 page)**

**TABLE OF CONTENT**

**List of Figures**

**List of Tables**

**EXECUTIVE SUMMARY (2 pages maximum)**

**1.0 INTRODUCTION**

1.1 Origin of the Report

1.2 Objectives

    1.2.1 Broad Objective (*only 1 objective*)

    1.2.2 Specific Objectives (*4-6 objectives*)

1.3 Methodology

    1.3.1 Primary Data Collection

    1.3.2 Secondary Data Collection

1.4 Scope

1.5 Limitations

## **2.0 ORGANIZATION OVERVIEW**

- 2.1 About the Organization
- 2.2 Vision
- 2.3 Missions
- 2.4 Goals
- 2.5 Values
- 2.6 Product/Service Portfolio
- 2.7 Management/Board of Directors

## **3.0 MANAGEMENT PRACTICES AND ORGANIZATIONAL BEHAVIORAL ACTIVITIES**

- 3.1
- 3.2
  - 3.2.1
  - 3.2.2
- 3.3

## **4.0 FINDINGS**

## **5.0 RECOMMENDATIONS AND CONCLUSION**

- 5.1 Recommendations
- 5.2 Conclusion

## **REFERENCES**

## **APPENDICES**

- Appendix A | Organization Visit
- Appendix B | Interview Questionnaire
- Appendix C | Others

- ⊕ **Main Body of the Term Paper:** In the main body of the term paper, groups are required to write in details about the various management practices and organizational behavioral activities of their selected company. In other words, they will have to relate the various different theoretical topics, models, framework they have learned during the entirety of the course with the real-life management practices and organizational behavior within their selected company.
- ⊕ **Interview Questionnaire:** To gather sufficient primary data, groups need to develop a questionnaire to guide them during the interview with the organization. This questionnaire must be added to the Appendices section of the term paper.
  - ◆ Groups can include questions such as the following ones in the questionnaire.
    1. What structure (hierarchical, flat, or matrix) does your organization have? How does this structure help you achieve efficiency and effectiveness? Does this structure ever pose a challenge to your management practices?
    2. Please tell us in detail about the culture of your organization.
    3. Do you ever face any multicultural issues within your organization? If so, how do you typically handle them?
    4. What workplace harassment policies does your organization follow?
    5. And so on.

- ⊕ The length of the term paper will be **thirty pages minimum**, including the initial pages, references, and appendices. In other words, there is no limit to the number of pages of the term paper.
- ⊕ The main body of the term paper must be typed with the format specified below –
 

<b>Font</b>	Verdana
<b>Size</b>	10
<b>Line spacing</b>	1.15
<b>Alignment</b>	Justified
<b>Margin</b>	1" on all sides
<b>Referencing</b>	APA 7
- ⊕ Groups have to submit **a soft copy of the term paper**.
  - ◆ **Soft Copy Submission:** The soft copy has to be submitted –
    - by any one member of a group,
    - to **Google Classroom**,
    - in **both Word and PDF** formats (*the Word file will be used for plagiarism checking, so if a group does not submit a Word file, their paper will not be graded*),
    - with the file name as **Course Code-Section-Group No.-Term Paper** (e.g., MGT213-4-Group 1-Term Paper), and
    - **before the start of the class lecture i.e., before 8:00 AM, 8 September 2025**.
- ⊕ Deadline for the term paper is **8:00 AM, 8 September 2025**.
  - ◆ **Late submission will NOT be accepted** even in supremely exceptional cases in this regard. Causes like power failure, virus attack at pen drive, hard disk crash, and the like will not be entertained regarding submissions.
  - ◆ **Because this is a group project, no extension will be provided to any groups regardless of how legitimate or serious their reason for asking one is.**
- ⊕ Groups must demonstrate strong academic integrity while working on the term paper project. All papers will be uploaded into globally recognized software to check for plagiarism. **If the similarity index and AI in the software are within 30%, the paper will be accepted and scored. Otherwise, the student will receive 0 (zero) with no chance of resubmission.**
  - ◆ Please see the “**Scoring Criteria**” and “**Plagiarism and Malpractice**” sections.

## B. PRESENTATION

- ⊕ The presentation will take place and start from **8:00 AM** on **3 September 2025**.
- ⊕ The presentation will be on the topic of the term paper.
- ⊕ Each presentation will be **10 minutes** long at most, excluding the Q&A session (overlong presentations will be penalized).
- ⊕ There is **no limit to the number of slides**.
- ⊕ The slides should have a **clean, professional, and elegant** style.
- ⊕ There is **no restriction on formatting** as long as it looks professional.

- ⊕ **Each group member must present** otherwise he/she will lose the presentation mark.
  - ◆ In exceptional cases such as any serious medical complications being faced by a certain group member who will not be available for presentation, they must inform the instructor as early as they can.
- ⊕ The following formal dress code needs to be maintained regardless of whether presentations take place in person or online.

<b>Dress Code for Female Students</b>	Saree, salwar-kamiz, or formal shirt, pants, blazer/suit
<b>Dress Code for Male Students</b>	Formal shirt, pants, tie, shoes (blazer/suit optional)

- ⊕ **Students are being highly encouraged to ask relevant questions to groups related to their presentations in the Q&A sessions. Students asking questions will be awarded participation points.**
- ⊕ In case of online presentations, students must be on camera.
- ⊕ Groups must be on time for their presentation and make sure the equipment is working well before the presentation begins.
- ⊕ Groups have to submit **a soft copy of their presentation slides**. The soft copy has to be submitted –
  - ◆ by any one member of a group,
  - ◆ to **Google Classroom**,
  - ◆ in **PDF** format,
  - ◆ with the file name as **Course Code-Section-Group No.-Presentation** (e.g., MGT213-4-Group 1-Presentation), and
  - ◆ **before the start of the presentation i.e., before 8:00 AM, 8 September 2025.**
- ⊕ Deadline for the soft copy of the presentation slides submission is **8:00 AM, 8 September 2025.**
  - ◆ **Late submission will NOT be accepted** even in supremely exceptional cases in this regard. Causes like power failure, virus attack at pen drive, hard disk crash, and the like will not be entertained regarding submissions.
  - ◆ **Because this is a group project, no extension will be provided to any groups regardless of how legitimate or serious their reason for asking one is.**

## **SCORING CRITERIA**

As per the course outline, the term paper project carries **15%** weight of the entire course. The project will be scored out of 30, with the term paper out of 15 and the presentation out of 15.

*The following scoring criteria will be followed until and unless any change(s) is made in which case students will be duly informed of the change(s) by the course instructor.*

Criteria	Score
<b>TERM PAPER (15 Marks)</b>	
<b>Technical Content</b>	
<ul style="list-style-type: none"> <li>◆ Introduction clearly demonstrating thorough knowledge of relevant background while identifying the purpose of the paper</li> <li>◆ Analysis and discussion demonstrating extensive research on the topic</li> <li>◆ Effective courses of actions or recommendations</li> <li>◆ Conclusion summarizing the principal content appropriately and completely</li> </ul>	8
<b>Organization</b>	
<ul style="list-style-type: none"> <li>◆ Distinct introduction, body, and conclusion</li> <li>◆ Clear and logical organization of content</li> <li>◆ Level of understanding of the instructions</li> </ul>	4
<b>Presentation</b>	
<ul style="list-style-type: none"> <li>◆ Correct grammar and spelling</li> <li>◆ Reader-friendliness</li> </ul>	2
<b>Originality</b>	
<ul style="list-style-type: none"> <li>◆ See the "Plagiarism and Malpractice" section</li> </ul>	1
<b>PRESENTATION (15 Marks)</b>	
<b>Presentation</b>	
<ul style="list-style-type: none"> <li>◆ Presentation content</li> <li>◆ Presentation skill</li> <li>◆ Level of understanding of the instructions</li> </ul>	7
<b>Slides</b>	
<ul style="list-style-type: none"> <li>◆ Clear and logical organization of content</li> <li>◆ Correct grammar and spelling</li> <li>◆ Quality of slides</li> <li>◆ Reader-friendliness</li> </ul>	3
<b>Presentation Etiquette and Others</b>	
<ul style="list-style-type: none"> <li>◆ Time management</li> <li>◆ Dress code</li> <li>◆ Body language</li> <li>◆ Proper introduction at the start of the presentation</li> <li>◆ Overall attitude and behavior of the presenters</li> <li>◆ Originality</li> </ul>	5
<b>Total Score</b>	<b>30</b>

## **PLAGIARISM AND MALPRACTICE**

*Please go through the following points with utmost care.*

### **BRAC University Plagiarism Policy**

#### **Plagiarism**

BRAC University defines plagiarism as follows: "to represent as one's own idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism" (BRAC University Regulations of Students Conduct, P.1., Section 4.1.4)

Plagiarism occurs when someone fails to acknowledge that the ideas or work of others are being used without citing and referencing the original source, which includes:

- ⊕ paraphrasing and presenting the work or ideas of another (including the work of another student);
- ⊕ copying work either in whole or in part;
- ⊕ fabricating references or using incorrect references;
- ⊕ using statistics, figures, tables, diagrams, questionnaires, designs, computer codes or images as their own work (i.e., without crediting the original source);
- ⊕ using phrases and passages verbatim without quotation marks and/or without a reference to the author or a web page; and
- ⊕ reproducing lecture notes without proper acknowledgement.

#### **Consequences of Plagiarism**

Plagiarism is a serious academic offence (BRAC University Regulations of Students Conduct, P. 6-13). Students caught plagiarizing may face either academic or disciplinary consequences.

If a student is found guilty of plagiarism, it may result in the following:

- ⊕ A **failing grade** of an assignment or course
- ⊕ **Suspension** from the university for a period of time
- ⊕ **Permanent expulsion** from the university

#### **How to Avoid Plagiarism**

To avoid plagiarism, student must properly cite the original source and give credit whenever they use -

- ⊕ another person's idea, opinion, or theory;
- ⊕ any facts, statistics, graphs, images, recordings, computer codes, experiment results;
- ⊕ any information that is not generated by the student;
- ⊕ quotations of another person's actual spoken or written words;
- ⊕ paraphrase of another person's spoken or written words; and
- ⊕ words or phrases or citations.

Students should identify their sources as accurately and fully as possible and must give a full reference to the source.

For many students, a major part of their studies involves empirical work in terms of surveys or interviews. If the student is in this situation, he/she is expected to behave in a responsible manner, as in other aspects of academic life, and to show proper integrity in the reporting of results or other data. Hence one should ensure that he/she always documents clearly and fully any research design that is undertaken. Results or data that are submitted must be capable of verification so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should one seek to present results or data that were not properly obtained. Otherwise, the student lays himself/herself open to the charge of fabrication or falsification of results.