

## Research Project: Thesis

**MASY1-GC 4000 | 200 | Fall 2023 | 09/05/2023 - 12/12/2023 | 3 Credit**

**Modality:** Online - Hybrid (Sy/Asy)

**Course Site URL:** <https://brightspace.nyu.edu/>

### General Course Information

**Name/Title:** Dr. Dena Bateh, Adjunct Professor

**NYU Email:** drb8@nyu.edu

**Class Meeting Schedule:** 01/25/2024 - 05/02/2024 | Thursday | 07:00pm - 09:35pm

**Class Location:** Online Distance Learning

**Office Hours:** By Appointment.

### Description

Upon approval of a proposal the student works with a qualified faculty member to research and write up a thesis on a topic in his/her selected concentration area. The finished thesis must demonstrate the student's ability to conduct comprehensive research and articulate original ideas and thought processes that make a practical contribution to the existing body of knowledge in the fields of management and systems. All final papers must be of an academic and research standard that is consistent with the requirements of current journals and publications. In order to successfully complete the project, the student's supervisor, one other reader from either academe or industry, and the department must approve the thesis.

### Prerequisites

All MASY core courses: 1200, 1210, 1220, 1230, 1240, 1250, 1260, 3310

### Learning Outcomes

At the conclusion of this course, students will be able to:

- Define and continue to narrow on a topic that warrants investigation and makes a significant contribution to the body of knowledge.
- Complete a literature review that contains the major research and theories and demonstrates your familiarity with the defined topic.
- Refine and complete a research methodology that describes the participants, variables, data collection and data analysis in detail as a set of instructions.
- Complete an approved thesis at least **75 pages** (without the title pages, table of contents, references or appendices included) using APA 7<sup>th</sup> ed. styles and formatting.
- Demonstrate an in-depth knowledge of a major subject/field of study, including and interpretation of the literature that encompasses the current research, and theories.
- Formulate and answer research questions that are of academic value and practical use in a field of interest.
- Demonstrate a comprehensive understanding of different research methods and compare the ones relevant to your subject/field of study.
- Interpret the findings of a research study, and draw conclusions based on the synthesis of those findings.

- Discuss the ethical considerations when performing research both in the methodology and the data collection sections.

### **Communication Methods**

You are expected to check your NYU email daily and use it to communicate about our course. To contact me, send me an email. I intend to reply to all questions or comments within 24 hours. I expect student replies to my communications within 24 hours. Zoom meetings can be scheduled, as needed, via my scheduler located in our Brightspace course.

Be sure to turn on your [NYU Brightspace notifications](#) and check the Announcements section of the course site daily. You are responsible for reading and being aware of all course Announcements. This will be the primary method I use to communicate information critical to your success in the course, including both text and video Announcements.

### **Structure | Method | Modality**

This course is Online - Hybrid (Sy/Asy) and will meet once a week on Thursday. Zoom is the online instruction platform used at NYU. Brightspace is the learning management system we will use for assignments, announcements, and emails. All links to our course live meetings will be found on Brightspace under the Zoom tab. Please make sure you are logged onto your NYU Zoom account before joining.

Class sessions will involve lectures, group work, and individual discussions. Unlike many courses, doing a thesis involves a great deal of individual work requiring personal time and project management.

**The final completed thesis, which is assignment #6, is due for grading by 7:00pm Thursday, April 18, 2024.**

### **Expectations**

#### Learning Environment

You play an important role in creating and sustaining an intellectually rigorous and inclusive classroom culture. Respectful engagement, diverse thinking, and our lived experiences are central to this course, and enrich our learning community.

#### Participation

You are integral to the learning experience in this class. Be prepared to actively contribute to class activities, group discussions, and work outside of class.

#### Assignments and Deadlines

Please submit all assignments to the appropriate section of the course site in [NYU Brightspace](#). If you require assistance, please contact me BEFORE the due date.

#### Course Technology Use

We will utilize multiple technologies to achieve the course goals. I expect you to use technology in ways that enhance the learning environment for all students.

### Feedback and Viewing Grades

I will provide timely meaningful feedback on all your work via our course site in NYU Brightspace. You can access your grades via the Brightspace Gradebook, which will be kept current throughout the course.

### Attendance

Students are expected to behave in a professional manner and attend all class sessions for the full time they are scheduled. Each unexcused absence will result in 1 percentage deducted from the student's Class Participation grade and arriving late to class will result in 1 percentage deducted from the student's Class Participation grade.

Excused absences are granted in cases of documented serious illness, family emergency, religious observance, or civic obligation. In the case of religious observance or civic obligation, this should be reported in advance. Unexcused absences from sessions may have a negative impact on a student's final grade. Students are responsible for assignments given during any absence or lateness. A student who has three unexcused absences may earn a Fail grade for the course.

Refer to the [SPS Policies and Procedures](#) page for additional information about attendance.

### **Textbooks And Course Materials**

The following 3 texts are required for this course:

- Aityan, S. K. (2022). *Business Research Methodology: Research Process and Methods*. Springer International Publishing. <https://doi.org/10.1007/978-3-030-76857-7>  
[the ebook PDF should be available without cost via <https://link.springer.com/book/10.1007/978-3-030-76857-7> if logged into the NYU library first.
- American Psychological Association. (2020). *Publication Manual of the American Psychological Association (7th Ed.)*. Washington, D.C.: Author. ISBN 978-1-4338-3216-1 (this was one of the texts used in the Research Process & Methodology course).
- Creswell, J. W., & Creswell, J. D. (2017). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches (5th Ed.)*. Thousand Oaks, CA: Sage. ISBN 9781506386706 (this was one of the texts used in the Research Process & Methodology course).

For students engaging in a qualitative study, this text is also required:

- Creswell, J. W., & Poth, C. N. (2022). *Qualitative Inquiry and Research Design: Choosing Among Five Approaches (4th Ed.)*. SAGE Publications Ltd.  
<https://us.sagepub.com/en-us/nam/qualitative-inquiry-and-research-design/book246896>

### **Grading | Assessment**

All written assignments must conform to graduate-and professional-levels of language usage. You need to perform spell- and grammar-checks as well as carefully proofread your work before submitting it. Otherwise, your work will be returned. As a graduate student, you are

strongly encouraged to procure additional editing assistance as needed to ensure that your work is compliant with graduate level standards of English usage. Therefore, the professor may suggest you get a writing tutor after the rough draft is reviewed or assignment #1.

It is strongly suggested that you use a paid grammar and usage writing tool, such as [Grammarly Premium](#), to assist you in your writing.

All content or ideas that come from other sources must include appropriate in-text citations with properly formatted references at the end. Citations and References must follow APA 7 formatting. It is suggested that you use [Zotero](#) to assist in managing your citations and references.

The main requirements are:

- **Active Class Participation (10%).** In this class, you are responsible for revising and completing your RPM proposal (Chapters 1 through 3), and final thesis (Chapters 1 through 6) during the RPT course. This involves initiating activities, resolving problems, tracking progress, and communicating with others. During the initial seven weeks of this course, it is expected that you attend and be on-time for the weekly live online lectures and read all the material in the textbook as well as what is posted under Resources on Brightspace. If you cannot participate in a live lecture, please inform me at least 12 hours prior to the class, and review the archived recorded lecture before the next weekly class. Please note: The live lectures are scheduled for Thursday evenings, from 7:00 PM to 9:35 PM EDT/EST. Unexcused lateness may result in a student's grade for active participation being lowered by 1% each time and may impede the progress of the student's final thesis completion. A student in this course who has three unexcused absences may earn a Fail grade.
- **Written Assignments (90%).** There are six required written assignments for this course. These assignments comprise the process of an approved final thesis.

## **Final Proposal You Submitted in the RPM course**

- **Final Proposal You Submitted in the RPM Course** - Submit the final proposal you created in your Research Process and Methodology (RPM) course. As this is the paper you will begin this course with, I want to see it as soon as possible to provide some initial thoughts and guidance on what you have planned. Due by 7:00 pm Thursday, January 25, 2024.
- **Assignment #1 (10%)** - Initial Review of RPM Thesis Proposal is due by 7:00 pm Thursday, February 8, 2024.
- **Assignment # 2 (10%)** - Revised Draft Chapters 1 through 3 is due by 7:00pm Thursday, February 22, 2024. Chapters 1 through 3, and all writing moving forward in chapters 4 through 6, must now be in the past tense.

- **Assignment # 3** (10%) Draft of Chapter 4 Data Collection with any additions to chapters 1 through 3 is due by 7:00 pm Thursday, March 14, 2024.
- **Assignment # 4** (10%) Revised Draft with additions of Chapter 4 Data Collection and Draft of Chapter 5 Data Analysis is due by 7:00 pm Thursday, March 28, 2024.
- **Assignment # 5** (10%) Revised Draft with additions of Chapter 5, and Draft of Chapter 6 Conclusions and Recommendations, is due by 7:00 pm Thursday, April 4, 2024.
- **Assignment # 6** (40%) Revised Draft of Chapter 6 and completed and supervisor approved final thesis is due by 7:00pm Thursday, April 18. 2024.

**Late assignments are permitted only with advance notice to, and permission from, the professor in an email. Late assignments will only be accepted with a documented medical or family emergency.**

<u>DESCRIPTION</u>	<u>PERCENTAGE</u>
Active Class Participation	10%
Written Assignments	50%
Final Graded Thesis	40%
<hr/> TOTAL POSSIBLE	<hr/> 100%

Throughout this course, you must work independently, under the guidance of your acquired Thesis Supervisor, and in accordance with departmental requirements, to complete an acceptable Master's thesis. Details as to what comprises an acceptable thesis are contained in a document that will be posted in Brightspace resources and is entitled "Organizing your Findings and Writing your Thesis" which is part of the Supervisor's Guidelines 2018-2022. It will also be covered during class (especially the fourth, and sixth lectures). In addition, your Thesis Supervisor receives a copy of the 2018 – 2022 Supervisor's Guidelines, and it has been sent to him or her. You may request that he or she sends you a copy. A Student Checklist is also an available resource on Brightspace under resources and should be used before you submit your master's thesis.

See the ["Grades" section of Academic Policies](#) for the complete grading policy, including the letter grade conversion, and the criteria for a grade of incomplete, taking a course on a pass/fail basis, and withdrawing from a course.

## Course Outline

**Start/End Dates:** 01/25/2024 - 05/02/2024 | Thursday

**Time:** 07:00pm - 09:35pm

**No Class Date(s):** Thursday - 3/21/2024

**Special Notes:** Spring Break 03/18/24 - 03/24/24

## **Session 1, 01/25/24**

### **Topic: Course Overview and Thesis Process and Methodology Section**

Lecture #1 - Objectives: The purpose of this course. Overall course information. How do you plan to work with your instructor on the thesis? Understand each required element of the thesis you will be creating in this course, and how it builds on the RPM proposal you have already created and the completion of chapters 1 through 3. Review of Chapters 1 through 3 elements, objectives, and requirements.

### **Readings Due:**

- Aityan (2022) Chapters 1 The Nature of Research, 2 Scientific Method, & 3 The Research Process. Pay particular attention to the chapter on The Research Process.
- APA 7 (2020) Chapter 2: Paper Elements and Format, Chapter 8: Works Credited in the Text, Chapter 9: Reference List, and Chapter 10: Reference Examples.
- Brightspace Resources:
  - Thesis Submission Deadlines, Supervisor and Student Roles and Responsibilities
  - RPM – RPT Thesis Proposal Document: Review of Business Research Theories.

### **Assignment Due:**

**Final Proposal You Submitted in the RPM Course** - Submit the final proposal you created in your Research Process and Methodology (RPM) course. As this is the paper you will begin this course with, I want to see it as soon as possible to provide some initial thoughts and guidance on what you have planned. Due by 7:00 pm Thursday, January 25, 2024.

## **Session 2, 02/01/24**

### **Topic: Assignment # 1 is discussed in Meetings and Group Discussions**

This is an in-depth discussion of individual RPM research proposals with instructor, improvements, and requirements for the next submission. The student's goal is to have the RPM proposal converted to an updated and completed Chapters 1 - 3 of the Master's thesis before the next submission (Assignment #2). Additionally, a group discussion of your proposal in qualitative or quantitative group designations will take place. Please submit your group feedback in MS-Word format to Brightspace Assignments after the discussion and class are over.

### **Readings Due:**

- Aityan (2022) Chapters 4 Formulating a Research Problem, 5 Review of Literature, 6 Research Design, & 7 Research Proposal.
- Begin readings for next week, as they are extensive.

## **Session 3, 02/08/24**

### **Topic: Measurement and Scaling**

Lecture #2 – Objectives: Measurement: Operational definitions of variables. Measurement scales; Reliability and validity. Data Preparation and Description: Coding and editing your data getting a feel for your data. Refining and finalizing Chapters 1 through 3 and RPM/RPT Document Reviewed and Explained.

### **Readings Due:**

- If doing a Quantitative study:
  - Aityan (2022) Chapters 8-18, depending on your methodology and methods
  - Creswell & Creswell (2017) Chapter 8 Quantitative Methods
- If doing a Qualitative study:
  - Creswell & Creswell (2017) Chapter 9 Qualitative Methods
  - Creswell & Poth (2016) Chapters 1-7

Add your supervisor's name and the submission date (month, day and year). When you submit a revision, please change the date and revise the title in the header.

Reminder: There is an initial Chapters 1 through 3 template available to your use on Brightspace Resources and Assignment # 1. You must continue to fill-in the actual template. All changes to your thesis should be done using track changes. Do not delete any comments made on any assignment returned to you in this course.

### **Assignment Due:**

#### **Assignment #1 - Initial Review of RPM Thesis Proposal**

Due by 7:00 pm Thursday, February 8, 2024. Submit via Assignments on Brightspace. **Ensure you are using the template provided on Brightspace for this.** Your assignment will be returned if you do not use the template. Do not leave any subheadings blank. A description of that subheading is provided for you in the comments provided in MS-Word. Do Not delete any comments.

### **Session 4, 02/15/24**

#### **Topic: Data Analysis and Interpretation**

Lecture #3 – Objectives: Data preparation and description. Data analysis and interpreting your results for Qualitative and Quantitative data

### **Readings Due:**

- Finish / review readings from last week

### **Session 5, 02/22/24**

#### **Topic: Organizing and Writing your Thesis – Part 1 – Lecture #4 (last) – Objectives - Tips for finishing your Master's thesis.**

UCAIHS review, including the FEFUO application procedures, will be covered. The forms are under Brightspace resources. The contents of your thesis. Technical and procedural



requirements for successful thesis submission. Review of reliability and validity. Be aware of the assignments necessary and the due dates for the final Master's thesis; understand the steps required to acquire an appropriate thesis supervisor.

**Readings Due:**

- UCAIHS Procedures, UCAIHS Certification Form.
- Additional Brightspace Resources: Organizing your Findings and Writing your thesis contained in Supervisor's Guidelines 2018-2022, Student Check List, Sample Cover Pages, Submitting Your FINAL THESIS, Thesis Submission Deadlines, APA Style Checklist. Sample Cover and Title Pages for formatting proposal are under Brightspace Resources (please use them).

**Assignment Due:**

**Assignment # 2** (10%) - Revised Draft Chapters 1 through 3 is due by 7:00pm Thursday, February 22, 2024. Chapters 1 through 3, and all writing moving forward in chapters 4 through 6, must now be in the past tense.

This must have the revisions that were requested on the first draft returned to you from Assignment #1, and any additions which were requested by me and you have made from our private meetings and group discussions. If you cannot make an addition, or revision as requested, please note it on Assignment #2. Please leave on "track changes" in MS WORD, and do not delete, change, or add any new material without "Track Changes" being on for the instructor to see. Failure to abide by this procedure may mean extra time and work for the student who will be required to redo the entire assignment so these previous parts will be visible.

**Session 6, 02/29/24****Topic: Revised Thesis Chapters 1 through 3 (assignment # 2 returned) is discussed in Meetings and Group Discussions**

This is an In-depth discussion of individual thesis with instructor and improvements, and requirements for the next submission, assignment # 3, on the returned and reviewed Assignment #2. Additionally, a group discussion of your proposal in qualitative or quantitative group designations will take place. Hand-in your group feedback in MS-Word format to the instructor after the discussion and class are over.

By this class, you should have been assigned a supervisor and be ready to submit your FEFUO application for approval and have an approved chapters 1 through 3 from me to begin collecting data and documenting it and to be setup to analyze that data thoroughly, eventually, making conclusions and recommendations. Failure to do so may impede your chances of completing your thesis by the deadline.

**Chapters 1 through 3 should be complete and have the following essential elements:**

**Chapter 2 - Added to the literature review (12 - 14 total pages).**



NOTE: You should have at least 25 - 30 peer-reviewed articles, in addition to others on your topic, to demonstrate your knowledge of the scholarly literature on your topic. Begin with Introduction.

The literature review should be a critical look at the existing research which is related to your research study. It is also important for you to read and analyze everything that could be related to your research questions. In addition, after completing the literature review, you should be able to identify the prominent authors and texts that are related to your topic, and area of study. Therefore, the literature review sometimes includes both the research (empirical or analytical) on your topic, and the theoretical approaches to your topic. Finally, literature reviews could be used to flesh out your Introduction with a brief description of the background of your study, identify research trends or areas of interest that are relevant to your study, and potential gaps in the existing body of knowledge. Therefore, use this as an opportunity to add to your introduction.

### **Chapter 3 – Part I - Research Design and Methodology (approximately 4 – 8 pages part I):**

Describe the type of study (exploratory, explanatory, relational, descriptive, hypothesis-testing or case study), type of investigation (qualitative, quantitative or mixed), extent of researcher interference, study setting, unit of analysis, and time horizon. Be sure to address each of these in your proposal (below).

#### **Theoretical Framework (Quantitative Study ONLY - approximately 2 - 4 pages).**

Provide operational definitions of all the concepts and, if you have them, each of the variables in your study (IV, DV, MV and IIV, if any). Also, describe in detail any models or theories that are being tested. Refer back to the literature, as applicable, to show the relevance of these concepts and variables for your study. You need to make a convincing case as to why you chose these concepts and variables out of all existing concepts and variables, and why do you think these are the most important ones? Finally, you **MUST** include a schematic diagram showing the predicted relationships among the variables in your study. If you are doing an exploratory study with no predicted relationships, include the variables that you plan to examine initially in a diagram.

#### **Hypothesis (Quantitative Study ONLY):**

If you are conducting a hypothesis-testing study, list each hypothesis here. Show **BOTH** the null and alternative hypothesis. Hypotheses can be descriptive or relational but must be written in a way that makes them testable (i.e. you will be able to gather evidence that supports or fails to support each hypothesis).

#### **Philosophical Research Paradigm (Qualitative Study ONLY – approximately 2 to 4 pages):**

The design of a research study begins with the selection of a topic and a paradigm. A paradigm is essentially a worldview, a whole framework of beliefs, values and methods within which the research takes place. Use the Creswell book, and the handouts under “Resources” for detailed information. If you are collecting qualitative data, you **MUST** address the issues of “Reflexivity” and “Ethical Considerations” as a researcher (2 to 4 pages). Describe the past

experiences that led to picking this topic and your connections to the participants, if any (e.g. co-workers). Be explicit about your views and values, potential biases, and anything in your history or world view that might shape the interpretation of the data you collect.

### **Chapter 3 – Continued. Describe in detail your Data Collection and Data Analysis Plans (approximately 3- 5 pages additional)**

**Data Collection Plans** - Describe the sources of your data and how you plan to collect and record the data. Sources typically are either people participating in your study, documents, events, activities or a mixture of these. If you are working with people, describe the sample you plan to target, e.g. members of a certain professional organization, or groups if that is the case. If you are analyzing documents, describe the types of documents you plan to access, such as internal company reports and where you will attain them. If you are observing an event or activity, describe it, e.g. inquiries made to a help desk.

Most importantly, describe **how** you plan to gather your data, interviews, questionnaires, observation, focus groups, document review, etc. Describe your sampling plan, probability, non-probability, convenience, snowball, etc.

#### **Data Analysis Plan:**

**Quantitative data:** Begin with the descriptive statistics you will use to describe your sample or existing data you collected. Additionally, describe the particular inferential statistical analysis you will conduct to test your hypotheses, or, if you do not have formal hypotheses, to test for significant relationships among your variables, or in the case of more than one group, the relationship of the groups to each other. Quantitative data: Describe how you plan to measure the **Reliability and Validity** of your data. The reliability of the research instrument tests how consistent the instrument is in measuring outcomes. The validity of the research instrument measures whether an instrument is measuring the item intended.

**Qualitative data:** Describe in detail, preferably steps, how you will code the data, identify patterns and themes, and summarize and interpret the results.

**Qualitative data:** Explain the role of **Trustworthiness and Confirmability** --- in qualitative research is an examination of trustworthiness is aligned to reliability in a quantitative study. Trustworthiness of a research study concerns the issues conventionally discussed as validity and reliability in a quantitative research study. Therefore, the examination of trustworthiness is crucial to ensure Confirmability in qualitative research. You need to address the way Confirmability supports the argument that the research findings are worth paying attention to. One way of achieving Confirmability in qualitative research is the use of triangulation or crystallization. Triangulation uses multiple sources of data from different places. There are also other ways to do it. *Please use Lincoln and Guba (1985) as a reference and to find other ways to achieve confirmability.*

Finally, remember to be specific and concrete in chapter 3. **You must tell the reader “How” you will do it.** You now have the opportunity to develop your research instrument, or interview questions, and have it reviewed by the instructor and your supervisor.

## **Session 7, 03/07/24**

**Topic: Organizing Your Findings and Writing the Final Thesis – Part II – Overview and General Tips, Requirements, and Organization of Material for completing your final thesis.**

Introductory Pages (Use First level APA 7th ed. Headings), Body of the Thesis, Chapter 1 – Introduction, Chapter 2 – Literature Review, Chapter 3 – Research Methodology and Design, Chapter 4 – Data Collection, Chapter 5 – Title Varies, Chapter 6 – Conclusions and Recommendations, Presentation of References and Bibliography, Appendices, Paper and Page Details, Tables, Figures, Charts, and Illustrations, and UCAIHS Certification Form.

## **Sessions 8-14 (3/14/24 – 05/02/24) – Asynchronous Portion of Class**

### **Assignments Due:**

- **Assignment # 3** (10%) Draft of Chapter 4 Data Collection with any additions to chapters 1 through 3 is due by 7:00 pm Thursday, March 14, 2024

NOTE: Data collection may not begin until Ethics approval is given.

- **Assignment # 4** (10%) Revised Draft with additions of Chapter 4 Data Collection and Draft of Chapter 5 Data Analysis is due by 7:00 pm Thursday, March 28, 2024.
- **Assignment # 5** (10%) Revised Draft with additions of Chapter 5, and Draft of Chapter 6 Conclusions and Recommendations, is due by 7:00 pm Thursday, April 4, 2024
- **Assignment # 6** (40%) Revised Draft of Chapter 6 and completed and supervisor approved final thesis is due by 7:00 pm Thursday, April 18, 2024.

You may not submit Assignment 6 until the instructor has returned Assignment 5 to you and has given you permission to submit the final graded copy. This final document must also be in strict APA 7th formatting and style. The final thesis topic must be an important one that warrants investigation, and it is expected that the results of your study will make an original contribution and be useful to practitioners working in the field. Therefore, in this course, you will further define your topic, and the scope of your research, to ensure that you will be able to collect the data required to answer your research questions and can do it with the resources that are available to you, within the allotted time frame of this semester. An important component of this course is the expansion of the Literature Review which should contain the major research and

theoretical writings on your topic (12 -14 pages). In addition, you will be required to illustrate to the instructor your familiarity with what others have written on the topic. You will be introduced to different research methodologies and will be expected to choose the most appropriate one for your study. You will also learn to define variables operationally, and to measure them using the appropriate scales. In your Research Design and Methodology, you will be expected to describe how you plan to collect your data, how you will identify and contact participants, and your plan to analyze and interpret your findings. You will also be presented with the opportunity to develop your research instrument and have it reviewed by the instructor and your supervisor. Finally, you will complete the thesis by writing chapters 4, 5 and 6. You cannot pass this course without both a detailed data collection, and data analysis sections and the data collected reported in chapter 4, has been thoroughly analyzed in chapter 5, and conclusions and recommendations made in chapter 6. If you have any questions about these chapters or sections, please email me.

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## NOTES:

The syllabus may be modified to better meet the needs of students and to achieve the learning outcomes.

The School of Professional Studies (SPS) and its faculty celebrate and are committed to inclusion, diversity, belonging, equity, and accessibility (IDBEA), and seek to embody the IDBEA values. The School of Professional Studies (SPS), its faculty, staff, and students are committed to creating a mutually respectful and safe environment (*from the [SPS IDBEA Committee](#)*).

## New York University School of Professional Studies Policies

1. Policies - You are responsible for reading, understanding, and complying with [University Policies and Guidelines](#), [NYU SPS Policies and Procedures](#), and [Student Affairs and Reporting](#).
2. Learning/Academic Accommodations - New York University is committed to providing equal educational opportunity and participation for students who disclose their dis/ability to the [Moses Center for Student Accessibility](#). If you are interested in applying for academic accommodations, contact the [Moses Center](#) as early as possible in the semester. If you already receive accommodations through the Moses Center, request your accommodation letters through the Moses Center Portal as soon as possible ([mosescsa@nyu.edu](mailto:mosescsa@nyu.edu) | 212-998-4980).
3. Health and Wellness - To access the University's extensive health and mental health resources, contact the [NYU Wellness Exchange](#). You can call its private hotline (212-443-9999), available 24 hours a day, seven days a week, to reach out to a professional who can help to address day-to-day challenges as well as other health-related concerns.
4. Student Support Resources - There are a range of resources at SPS and NYU to support your learning and professional growth. For a complete list of resources and services available to SPS students, visit the [NYU SPS Office of Student Affairs site](#).
5. Religious Observance - As a nonsectarian, inclusive institution, NYU policy permits members of any religious group to absent themselves from classes without penalty when required for compliance with their religious obligations. Refer to the [University Calendar Policy on Religious Holidays](#) for the complete policy.
6. Academic Integrity and Plagiarism - You are expected to be honest and ethical in all academic work. Moreover, you are expected to demonstrate how what you have learned incorporates an understanding of the research and expertise of scholars and other appropriate experts; and thus recognizing others' published work or teachings—whether that of authors, lecturers, or one's peers—is a required practice in all academic projects.

Plagiarism involves borrowing or using information from other sources without proper and full credit. You are subject to disciplinary actions for the following offenses which include but are not limited to cheating, plagiarism, forgery or unauthorized use of documents, and false form of identification

[Turnitin](#), an originality detection service in NYU Brightspace, may be used in this course to check your work for plagiarism.

Read more about academic integrity policies at the NYU School of Professional Studies on the [Academic Policies for NYU SPS Students](#) page.

7. Use of Third-Party Tools - During this class, you may be required to use non-NYU apps/platforms/software as a part of course studies, and thus, will be required to agree to the “Terms of Use” (TOU) associated with such apps/platforms/software.

These services may require you to create an account but you can use a pseudonym (which may not identify you to the public community, but which may still identify you by IP address to the company and companies with whom it shares data).

You should carefully read those terms of use regarding the impact on your privacy rights and intellectual property rights. If you have any questions regarding those terms of use or the impact on the class, you are encouraged to ask the instructor prior to the add/drop deadline.