

COURSE SYLLABUS RES699: Thesis Course II

Course Description

This course is a continuation of the writing process for the completion of the thesis paper requirement necessary for completion of a master's degree program. This course, also, addresses the creation of the thesis defense PowerPoint presentation. During this course, the student will present their thesis paper and defend it before a committee.

General Course Information

Number of Units/Weeks	5 units / 5 weeks
Prerequisite(s)	RES698
Co-requisite(s)	None
Course Developer(s)	Kimberly Lobera, PhD.
Date Approved / Last Review	Aug 2013 / July 2014

Learning Outcomes

- Finalize the thesis paper for Committee Review
- Create concise and professional PowerPoint presentation
- Present an effective oral argument to the committee
- Proper citation of information synthesized in the paper

MBA PROGRAM LEARNING OUTCOMES

- Solve Organizational Problems
- Create Strategic Plans
- Communicate to a Global Audience
- Make Decisions that Adhere to Legal and Ethical Standards
- Solve Business Problems Using Quantitative Analyses
- Assess Information Critically

MSISM PROGRAM LEARNING OUTCOMES

- Develop Detailed Business Plans Including Budgets
- Analyze Business Information Technology Needs Strategically
- Propose an Information Technology Security Plan for a Global Business
- Construct a Human Resources Strategic Plan
- Diagnose a Firm's E-Commerce Capability

Instructional Methods Employed in this Course

- Independent research utilizing Library Resources
- The Thesis course room tools (i.e. videos, mind-maps, and other resources)
- Periodic one-on-one meetings between the student and Teacher

Information Resources for this Course

Current literature

RES 698 Thesis course room

Session 1					
	In-class		HW	Point	
IC EX 1A	2.5	Peer review of thesis paper. Have a peer read your paper and give recommendations for improvement.	0	0	Session 1
IC EX 1B	2.5	In-class Participation	0	10	
HW 1B	0	Fix errors and proofread the paper.	30		
Total	5		30	10	
Session 2					
	In-class		HW	Point	
IC EX 2A	2.5	Submit final draft for editing	0	0	Session 3
IC EX 2B	2.5	In-class Participation	0	10	Session 2
Total	5		0	10	
Session 3					
	In-class		HW	Point	
IC EX 3A	2.5	In-class Participation	0	20	Session 3
IC EX 3B	2.5	Make suggested recommendations to the thesis paper and submit the final copy into Turnitin Library	30	0	Session 4
Total	5		30	20	
Session 4					
	In-		HW	Point	
IC EX 4A	2.5	In-class Participation	0	20	Session 4
IC EX 4B	2.5	Submit final copy to the course room	0	0	Session 4
HW 4A	0	Create PowerPoint Presentation for Thesis Defense	30	0	Session 5

Total	5		30	20	
Session 5					
	In-		HW	Point	
IC EX 5A	5	In-class Participation	0	20	Session 5
HW 5A	0	Practice giving the presentation to family and friends	30	0	Session 6
HW 5B	0	Submit PowerPoint Presentation for grade	0	50	Session 5
Total	5		30	70	
Session 6					
	In-		HW	Point	
IC EX 6A	2.5	In-class Participation	0	20	Session 6
IC EX 6B	2.5	Make necessary changes to the thesis paper.	0	0	
IC EX 6C	0	Submit Final Draft to Committee for Approval	0	0	Session 6
Total	5		0	20	
Session 7					
	In-		HW	Point	
IC EX 7A	5	In-class Participation Peer Review Mock Defense	0	20	Session 7
HW 7C	0	Curricular Practical Training Assignment	3	80	Session 8
Total	5		3	100	
Session 8					
	In-		HW	Point	
IC EX 8A	5	In-class Participation Thesis Defense Process	0	20	Session 8
Total	5		3	20	
Session 9					
	In-		HW	Point	
IC EX 9A	5	In-class Participation Thesis Defense Process	0	20	Session 9
HW 9A	0	Submit Thesis to Course Room link <i>and</i> Turnitin link for Final Grade (If Approved for Defense)	0	600	Session 9
Total	5		0	620	
Session 10					
	In-		HW	Point	
IC EX 10A	2.5	In-class Participation Thesis Defense Process	0	20	Session 10
IC EX 10B	2.5	Present Thesis Defense	0	90	Session 10
Total	5		0	110	

Course Hours Summary

Session	Topic	LEC Hours	LAB Hours	HW Hours	
1-8	Curricular Practical Training Activities	0	0	15	
1-10	Composition of the thesis paper	0	0	60	
1-10	In-class Participation	50	0	0	
5	PowerPoint Presentation	0	0	30	
8-10	PowerPoint Thesis Defense	0	0	30	
Total		50	0	135	

Table/Point Breakdown

Session	Assignment	Possible Points	Percent of Grade
8	Curricular Practical Training Activity	80	8%
1-10	Composition of the thesis paper	600	60%
1-10	In-class Participation	180	18%
5	PowerPoint Presentation	50	5%
8-10	PowerPoint Thesis Defense	90	9%
Total		1000	100%

Student Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

Coleman University Grade Assignment Policy:

The Coleman University guidelines for the assignment of grades to total points earned is as follows:

Percent	Letter Grade	Grade Points
94-100	A	4.0

90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.0
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.00
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1.00
60-63	D-	0.67
N/A	INC	0
N/A	W	0
60 or above	CR	0
59 or below	NC	0
70 or above	PASS	0

Requirements

Assignments: All assignments (including projects, lab work, quizzes and exams) must be completed as scheduled. The following will apply to late assignments:

- 1-24 hours after due date = 20% off point value
- 25-48 hours after due date = 60% off point value
- 49+ hours after due date = No points given

If an assignment equals less than 5 points, no points will be given for late work. If there are extenuating circumstances, the student must submit a written explanation to the department Senior Instructor. Upon evaluation, points will be given according to the Senior Instructor's discretion.

Attendance: Classes begin and end as indicated in the published schedule. It is required that students be present at the beginning of each class session and stay until class is dismissed, including lab periods. Excessive tardiness, leaving early and/or absences (from either lecture or lab sessions) are causes for dismissal from the course. A student that arrives in class beyond 30 minutes late may be considered absent. A student that leaves over 30 minutes before the end of class may also be considered absent. Excused absences will be determined by the instructors and approved by the Dean of Academics & Director of Student Services. Students may be removed from the course(s) based on the following absence guidelines:

4 Unit Course – Allowed 2 absences per 10-week MOD (3rd absence may be excused by DOA & DOSS)

5 Unit Course – Allowed 2 absences per 5-week MOD (3rd absence may be excused by DOA & DOSS)

8 Unit Course – Allowed 5 absences per 10-week MOD (6th absence may be excused by DOA & DOSS)

Conduct: Students are expected to conduct themselves in a professional manner while on campus. Rules of conduct are outlined in the University Catalog and students are required to adhere to such policies. Students who are in violation of the Student Code of Conduct Policy can be suspended.

Student Academic Progression (SAP)

Graduate: Student must maintain an accumulative GPA of 3.0 or higher. If a student falls below the GPA requirement at any time during their program, they will be placed on Academic Probation. Once on Academic Probation, the student's accumulative GPA will be reviewed after 4 future mods have been completed (must take punitive graded courses). Failure to meet the 3.0 GPA requirements will result in an Academic Suspension. A student is not allowed more than 150% of the standard length of the program in which to complete the requirements for graduation.

Undergraduate: Student must maintain an accumulative GPA of 2.0 or higher. If a student falls below the GPA requirement at any time during their program, they will be placed on Academic Probation. Once on Academic Probation, the student's accumulative GPA will be reviewed after 2 future mods have been completed (must take a minimum of 8 credits per mod). Failure to meet the 2.0 GPA requirements will result in an Academic Suspension. A student is not allowed more than 150% of the standard length of the program in which to complete the requirements for graduation.

Suspension and Reinstatement: If a student is suspended (SAP, plagiarism, code of conduct, etc.), the student must sit out one full MOD (currently 10 weeks for undergraduate level and 5 weeks for graduate level). The student will be required to submit a written reinstatement request, which will be reviewed by the Reinstatement Committee. The Reinstatement Committee will approve the request, deny the request, or request a meeting with the student for further consideration.

Grades: All grades listed will count as units attempted:

Letter Grade	Percentage	Grade Points
A	94% - 100%	4.00
A-	90% - 93%	3.67

B+	87% - 89%	3.33
B	84% - 86%	3.00
B-	80% - 83%	2.67
C+	77% - 79%	2.33
C	74% - 76%	2.00
C-	70% - 73%	1.67
D+	67% - 69%	1.33
D	64% - 66%	1.00
D-	60% - 63%	0.67
F	0% - 59%	0.00
INC	N/A	0.00
W	N/A	0.00
CR	N/A	0.00
NC	N/A	0.00
PASS	N/A	0.00

Failed Courses: If a student receives a FAIL grade, they may retake the course. The retake course will be charged at current tuition pricing. The student will be able to *replace* the previous FAIL grade with the grade received on the retake course.

Drop Period & Refund:

Graduate

Sessions Attended	Refund	Grade Received When Dropping Course
0	100%	No Grade
1	100%	No Grade
2	80%	W
3	70%	W
4	60%	W
5	50%	Grade Earned
6	0%	Grade Earned
7	0%	Grade Earned
8	0%	Grade Earned
9	0%	Grade Earned
10	0%	Grade Earned

Undergraduate

Week In MOD	Refund	Grade Received When Dropping Course
No Start	100%	No Grade
1	100%	No Grade
2	80%	W
3	70%	W
4	60%	W
5	50%	Grade Earned
6	0%	Grade Earned
7	0%	Grade Earned
8	0%	Grade Earned
9	0%	Grade Earned
10	0%	Grade Earned

Coleman University Policy on Academic Dishonesty:

Academic dishonesty is cause for dismissal from Coleman University. Presenting another person's ideas, methods, course work, or test answers with the intention that they be taken as one's own is theft of a special kind. It defrauds the originator of the work, the institution, its graduates, its students, and its future students.

The student has full responsibility for the authenticity of all academic work and examinations submitted. A student who appears to have violated this policy must submit to a hearing with the reporting instructor and the associate dean. If it is determined that a violation occurred, the matter will be referred to an Officer of the University with recommendations for an appropriate penalty. The student may be dismissed, suspended, or given another penalty.

Coleman University employs the plagiarism software known as Turnitin. Students are expected to use this tool in an appropriate manner with the sole purpose to support their own academic endeavors at Coleman University. Turnitin account information can not be shared with anyone. Contact your instructor if you have any questions about plagiarism related issues.

Academic Accommodation / Adjustment Policy:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations

should contact the campus ADA Coordinator, Ariana Marron, at 858-966-3953 or via email at ada@coleman.edu. The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.