



MOUNT ROYAL
UNIVERSITY
1910

Bissett School
of Business

SAMPLE COURSE OUTLINE
MGMT 5120 SECTION 001 FALL 2015
HONOURS RESEARCH PROJECT
Created by David Finch

PROFESSOR

XXX

Telephone # XXX

E-mail Address XXX

Office XXX

OFFICE HOURS

By appointment. I have a very flexible schedule and encourage you to book some time with me periodically throughout the semester.

REQUIRED COURSE MATERIALS

There is no required textbook for this course.

PREREQUISITES

The Honours Research Project will be completed concurrently with the courses normally taken in the final semester of the student's BBA degree program.

Prerequisite: MGMT 5110; Pre or Co-requisite: MGMT 2263 (Business Statistics II) or consent of department.

In addition, the student must have completed an *Honours Research Project Agreement Form*. This agreement outlines the faculty and student affiliation for a Honours BBA Research Project. The form must be completed, signed by both the student and the supervisor.

Prerequisite checking is now in effect at Mount Royal University. Students who do not have the correct prerequisites for a course will be automatically de-registered from that course prior to the commencement of classes. If you have any questions about prerequisites, please talk to a Supervisor.

COURSE DESCRIPTION

Upon acceptance into the course, the Honours degree option of the Bachelor of Business Administration Studies program requires students to complete a thesis or applied research project with the supervision of a faculty supervisor. The principal requirement of the Honours Research Project is either:

Scholarly Thesis: A 40-60 page scholarly paper (not counting notes, bibliography and appendices) that showcases the qualitative and/or quantitative skills that a student has acquired as an undergraduate at Mount Royal University, and is of sufficient quality and interest to present to an employer or a graduate school.

Applied Research Project: The applied research project is an opportunity to integrate theory and practice and introduce students to the critical role of evidence-based management in a professional context. A student will be required to complete an applied research project and report based on the proposal developed and approved in the research methods course. The report format will be based on the nature and scope of the project. The project will be conducted for an external organization that aligns to the students major and area of professional interest. The identification and cooperation of the organization will be the sole responsibility of the student. This applied research project may be completed in conjunction with a student's co-op assignment.

Both projects should reflect some independent research in the administrative sciences that is genuinely the student's own work. In undertaking the Honours Research Project, the student's goal is to teach the reader something, and to show that her/his analysis answered a research question that was laid out at the beginning of the study. The supervisor will help the student to refine the research question, to find and analyze data, and to help ensure that the student's research efforts are both disciplined and efficient. This assumes, of course, that the student will conduct her/his own research and write her/his own results.

Preparation

When a student applies to the Honours BBA program, s/he must submit a completed Honours Research Project Agreement Form to the chair of the department with her/his application. This form will serve as a contract between the student, the supervisor, and the department. Then, by the end of the fall-term final exam period of her/his final year in the Honours program, s/he must submit an Honours Research Project proposal to her/his supervisor for assessment and approval. The supervisor's role in the Honours Research Project is to guide the student through the process of designing the project, conducting the research, and writing the thesis or project. The student and supervisor will meet regularly to monitor and assess progress. It is recommended that a formal supervisor/student meeting schedule be created at the start of the Honours semester. For the student, among the most important decisions is the topic for the Honors Research Project. From the student, the department expects questions in search of answers, not data and/or methods of analysis in search of questions. During the research and writing phase of the Honours Research Project, the student should think of herself/himself as preparing management options for someone in an authoritative management position.

Sample Format of a Thesis or Applied Research Report

The general format of the Honours Research Project may consist of the following sections. It is expected that the focus and emphasis will vary depending on whether it is a scholarly thesis or an applied research report. Please consult with your supervisor.

1. Title page
2. Abstract: one page summary of the work
3. Table of Contents (if applicable)
4. Introduction
5. Literature Review, including any underlying theory (if applicable)
6. Methodology and Analysis
7. Implications and Conclusions
8. References
9. Appendix (if applicable)

Honours Research Project Policies

- (i) Honours students will be provided with a Bissett School of Business' Honours Information Handbook.
- (ii) Format of Assigned Work: The Honours Research Project must be typed, with acceptable formats for citation, bibliography and appendices.
- (iii) Policy on Lateness: Due dates are binding. Late theses are not accepted without either prior arrangement or a compelling, verifiable reason.

COURSE LEARNING OBJECTIVES

Upon completion of this course, students should be able to facilitate and measure the following aims:

Intellectual and Practical Skills

The Honours Research Project involves both written and oral communication. Furthermore, both the written Honours Research Project and the presentation require that a variety of texts and media are comprehended, interpreted, and evaluated. Articulation of administrative sciences theory is also an integral part of the Honours Research Project. The student's arguments in her/his project also require critical and creative thinking. S/he must explain her/his position clearly and concisely, and arrive at the optimal decision with respect to management decision-making. As a result, it necessitates the testing of hypotheses, separating the principles of an argument, validating premises, and distinguishing viable theories. The Honours Research Project also involves information literacy and technological competence. Specifically, the literature review section of the project requires identifying relevant (discerning what is useful and what is less useful) prior research, as well as synthesizing and evaluating this material. Conducting research requires searching for pertinent information that may be available in textbooks, journals, magazines, videos, newspaper, and on the Internet.

Integrative and Applied Learning

The student will apply knowledge, skills and responsibilities to new settings and complex problems. A critical component of the Honours Research Project is addressing business problems by applying sound and professional judgment. While writing the Honours Research Project, the student must respect differences in opinions, views, and perspectives of the various actors in the business process. Finally, writing an Honours Research Project requires the complete organization of one's arguments and results.

Personal and Social Responsibility

An Honours Research Project requires that ethical concerns are correctly identified, and that relevant ethical criteria are included in the assessment of alternatives. In addition, it is essential that ethical reasoning is clear, logical and complete (taking account of multiple perspectives), and empirical claims are substantiated; normative arguments are represented as such.

GRADING SYSTEM

According to Mount Royal University policy, final grades will be reported by a letter grade corresponding to the percentage equivalents below:

Percentages	Letter Grade	4.0 Scale	Mount Royal Description in the 2014/15 Calendar
95 - 100	A+	4.00	Excellent. Superior performance, showing comprehensive understanding of subject matter.
85 - 94	A	4.00	
80 - 84	A-	3.70	
77 - 79	B+	3.30	Good. Clearly above average performance with knowledge of subject matter generally complete.
73 - 76	B	3.00	
70 - 72	B-	2.70	
67 - 69	C+	2.30	Satisfactory. Basic understanding of subject matter.
63 - 66	C	2.00	
60 - 62	C-	1.70	
55 - 59	D+	1.30	Marginal performance. (Generally insufficient preparation for subsequent courses.)
50 - 54	D	1.00	
0 - 49	F	0.00	Fail. Assigned to students: a) who do not meet the academic requirements of the course, or b) who cease to continue in the course, but do not withdraw as per Mount Royal University policy.

ASSESSMENTS

The student's grade for the Honours Research Project is based on the final written draft of the project, while the presentation of the study is intended to determine whether the student thoroughly understands, and can defend, the analysis in the written study. Both the presentation and the final research project will be evaluated by the supervisor. The Honours Research Project will be graded based on the following criteria:

- (i) Originality of the topic: How new and interesting is the topic of the project?
- (ii) Technical execution of the analysis: How well is the analysis done? Are the results correct and plausible?
- (iii) Clarity of the written exposition: How well is the final project written? That is, how suitably has the student managed the structure of presentation and the structure of ideas in her/his thesis or project?

COURSE POLICIES

- **ACADEMIC DISHONESTY**

Students will respect the basic standards of intellectual integrity, including, but not limited to, refraining from plagiarism, cheating, or copying someone else's work.

"Plagiarism consists of using other people's words or ideas without adequately acknowledging the source of those words or ideas. Plagiarism can take many forms: stealing an entire essay and submitting it as one's own work; quoting parts of a source without acknowledging that source; quoting parts of a source without quotation marks (even if the source is listed in the Works Cited list); too few in-text citations compared to the amount of information used; incorrect, incomplete, or missing documentation elements. Penalties for plagiarism can range from a reduction in the assignment grade to expulsion from the [university]"

Bill Bunn, Department of English, Mount Royal

In addition, students are expected to take an active role in encouraging other members of the academic community to refrain from academic dishonesty, and are asked to advise the professor if they are aware of any such violations. This provision applies to any work submitted as a group project. Students are strongly recommended to read the complete Code of Student Conduct, which can be found on-line at:

<http://www.mtroyal.ca/CampusServices/CampusResources/StudentConduct/index.htm>.

- **CORRECTNESS POLICY**

All readers of business documents expect correct grammar, punctuation, spelling, and word usage. Based on this expectation, all graduates of Mount Royal's Bissett School of Business are expected to be competent in this area. Therefore, the Bissett School of Business has established a minimum correctness policy for all written work submitted for business course credit. These standards apply to spelling, grammar, punctuation, and word usage, but may also apply to other elements deemed important by your professor. Additionally, each professor is free to require a higher standard of correctness for their particular course. **NOTE: Because MGMT 5120 is a senior-level course, a significantly higher level of correctness will be required.** Specific details of this policy will be discussed in class by your professor.

- **LATE DELIVERABLES**

There will be a **25% per day** late penalty assessed for late assignments and projects. **Late penalty kicks in after one minute.**

- **MOUNT ROYAL UNIVERSITY POLICIES**

Please refer to the following **IMPORTANT** sections in the 2015-16 Mount Royal Calendar:

Academic Schedule

Change of Registration

Fee Deadlines

Deferred Examination

Academic Appeals and Grievances

General Graduation Requirements

The calendar may be found on-line at: <http://www.mtroyal.ca/AcademicSupport/AcademicCalendar/index.htm>

- **BISSETT SCHOOL OF BUSINESS POLICIES**

Midterm Examination Policy. The Bissett School of Business has a mid-term deferred examination policy that is similar to Mount Royal University's final deferred examination policy. Please consult your professor if you have questions about missing a mid-term examination.

Student Learning Services (T123 or 403.440.6452 or mtroyal.ca/studentlearningservices)

Take advantage of free academic supports:

- Individualized appointments with Writing and Learning Strategists for tips on managing time, studying, taking tests, writing effectively, and referencing
- Daily drop-in time in the library
- Free tutoring on course content by trained peers (other students)
- PASS (Peer Assisted Study Sessions) available for selected courses

Accessibility Services (Y201) (“Creating an accessible, equitable, and inclusive learning environment”)

- Students who require accommodations in classes and/or practical, directed field studies, or clinical placements, need to register with Accessibility Services in Y201, telephone 403.440.6868. Accommodation is the process of making alterations to the delivery of services so that those services become accessible to more people. Accommodation does not lower academic or non-academic standards or relieve the student of the responsibility to develop the essential skills and competencies expected of all students. To be eligible for accommodations, accommodation memos, signed by an Access Supervisor, must be provided to course professors.

More information is available at:

<http://www.mtroyal.ca/accessibility>

<http://www.albertahumanrights.ab.ca/services.asp>

It is a student's responsibility to request academic accommodation. If you are a student experiencing a disability who may require academic accommodation, and have not yet registered with Accessibility Services, please contact their office at 403.440.6868. You must be registered with Accessibility Services to access academic accommodations.

- COURSE WITHDRAWALS
Please ensure you check the *add/drop dates, and final withdrawal dates* for this semester.

COURSE SCHEDULE

This schedule is set for the duration of the course, but may be subject to change from time to time. Students will be consulted in advance if any major change is required.

Date	Critical Path
TBD	Proposal submitted to supervisor for review.
TBD	Proposal amended based on supervisor comments.
TBD	HREB application amended based on supervisor comments and submitted for approval*.
TBD	Literature review: Reference section and major themes reviewed with supervisor.
TBD	Data collection following HREB approval*.
TBD	Data analysis conducted. Preliminary results discussed with supervisor.
TBD	Draft 1 literature review with supervisor.
TBD	Draft 1 methods and analysis reviewed with supervisor.
TBD	Draft 1 implications reviewed with supervisor.
TBD	Draft 1 for thesis or applied research project report.
TBD	Draft 2 for thesis or applied research project report.
TBD	Final thesis or applied research report submitted to supervisor.
TBD	Presentation meeting.
TBD	Final edits of thesis or report completed by student.
TBD	Final grade submitted by supervisor.

* HREB is only required for all projects that are intended to be disseminated publically.

EXPECTATIONS OF BUSINESS CONDUCT

A successful career in business requires more than technical skills – skills including expertise and proficiency in accounting, marketing, human resources, insurance, management, or entrepreneurship. It requires the ability to build productive, long-term relationships with other members of the organization, the industry, and the community. Such relationships are developed through day-to-day behaviors that convey respect, honesty, confidence, and professionalism.

In the Bissett School of Business, students, faculty, and administrative staff are expected to adhere to behavioral standards that reflect these same attributes.

- ***Professionalism***

- being prepared for meetings, classes, appointments, presentations
- being correct and clear in written and oral communication
- refraining from inappropriate gossip, such as making derogatory comments about students to other students, about professors to other professors, etc.
- adopting actions, demeanor, and dress that are appropriate to each situation
- keeping confidential information in the proper circles.

- ***Respect***

- arriving on time for classes, appointments, office hours, and meetings
- listening to the presentations, comments, questions, and opinions of others without interruption or ridicule
- expressing differences of opinion or dissatisfaction without aggression or personal attacks on others
- avoiding actions or words that may harm others
- using courteous language in all manner of communication (verbal, written, electronic)
- adopting the “golden rule” and treating others as you would like to be treated – fairly and equitably.

- ***Responsibility***

- obeying all Mount Royal University policies and rules and applicable civil and criminal legislation
- accepting responsibility and consequences if deadlines are missed or established requirements are unmet
- managing personal, career, and academic progress (i.e., not relying on others for reminders of course, program, professional certification, or other requirements)
- meeting commitments.

- ***Honesty***

- refraining from all forms of academic dishonesty (e.g., representing the work of others as original, using prohibited aids during examinations, etc.)
- being truthful in dealings with others.