



**BSM490 – Management Capstone
Spring 2010 – 3 Credits**

Welcome

Welcome to your final milestone at Cambridge College – your Capstone project. I am excited about our professional collaboration in the development and completion of your research project.

Prerequisites: College Writing 1 and 2 and at least 90 credits

Wednesdays: 4:30 – 8:30 pm

Contact Hours: 30

Faculty: Catherine Seo, M.S.

COURSE DESCRIPTION

The Capstone is a comprehensive research project you are required to complete as part of your Bachelor's Degree at Cambridge College. It is related to your learning experiences in the undergraduate program, your professional experiences, and your professional development interest.

You will receive guidance and direction in the preparation of your Capstone research paper. The capstone is an opportunity for you to a) demonstrate what you have already learned, b) learn more about a topic that interests you, and c) learn about the research process.

Your finished capstone should be approximately twenty-five pages long.

It should follow a research format with

- Cover page,
- Abstract,
- Table of contents,
- Statement of purpose,
- Introduction,
- Literature Review: review of scholarly literature,
- Discussion,
- Conclusions,
- References, and
- Resume
- Appendices (optional).

LOCATION

The class will meet on site at Cambridge College Main Campus **1000 Mass Ave – #303**

Wednesday nights: 4:30 – 8:30 pm / Feb 3, 17; March 3, 17, 31; April 14, 28, May 12

FACILITATOR'S BIO and CONTACT INFORMATION

Catherine Seo is founder and president of Synergistic Solutions: Evolving Beyond Chaos, headquartered in Cambridge, Mass. The consortium, founded in 1989, offers support to organizations and industry in dealing with turbulence, change, and crisis impacting the workplace. Individuals, as well as organizations, learn to harness emotions into creative action, find or renew passion in the workplace, and build synergy to achieve common goals.

She received a Bachelor of Science in communications from Emerson College, and a Masters of Science in Strategic Technology Management from Marlboro College Graduate Center. Catherine has certification and/or training in advanced mediation, systems thinking, and relational dynamics, new product development, creativity and innovation as well as a technical background in computer programming and systems analysis.

Professor Info: Catherine Seo, M.S.

Office: 617-868-1000 x1395 Cell: 617.721.9463 Fax: 617-873-0673
email: catherine.seo@go.cambridgecollege.edu/ catherine.seo@gmail.com
17 Monsignor O'Brien Highway Room #410
1000 Mass Ave, office in computer lab
Office Hours: By appointment

Office Hours: By appointment. I will also generally be available during the hour before class time in my office in the computer lab @ 1000 Mass Ave. The use of e-mail is encouraged. If possible, calls will be returned on the same day. I generally answer email within 24 -48 hours, oftentimes sooner.

REQUIRED TEXT and MATERIALS / ELECTRONIC RESOURCES

Class Website: <http://www.inforesearching.com>

Additional materials and on-line resources will be given out during the course.

Recommended Text:

Writing Research Papers-A Complete Guide. James D. Lester & James D. Lester, Jr. (2002). Addison-Wesley Educational Publishers. ISBN: 0-321-08208-7 (tabbed, spiral bound version recommended).

Learning Outcomes (types of results):

The course offers students the opportunity to:

- Reflect on their academic and professional experiences in order to identify a topic for their final project;
- Select a project topic relevant to management studies and of importance to their professional development;
- Learn to find and analyze relevant scholarly information related to their topic in a wide range of publications;
- Demonstrate appropriate citation of sources;
- Read and synthesize in writing the information they have gathered;
- Reflect on your learning from the entire capstone research experience, and
- Prepare a final document using academic writing standards and format.

To fulfill the course requirements, students must successfully complete the following:

1. Selection of a research paper topic that will allow students to demonstrate their academic program learning.
2. OR creation of a business plan that will allow students to demonstrate their academic program learning.
3. Define the scope of the topic so that the Capstone paper can be completed by the end of the term.
4. Create a timeline for the completion of the Capstone.
5. Prepare an original final paper of approximately 25-30 pages in accordance with APA5 documentation style standards about a topic selected by the student and approved by the instructor. Include a minimum of 10 scholarly references.
6. Prepare an outline of the final paper with an annotated bibliography of at least five (5) sources.
7. Demonstrate an understanding of the elements of an academic paper (abstract, introduction, literature review, discussion or business plan, conclusion, and references).
8. Contribute to class discussions by demonstrating an understanding of the assignments and ability to think critically.
9. Use Cambridge College's online library and other libraries to conduct scholarly research.
10. Contribute to peer review assignments.
11. Complete the project and class assignments in a timely and professional manner.
12. Complete a self-evaluation at the end of the course.

REQUIRED TOOLS

You are required to use a few essential tools to organize your sources and your work. Avoid confusion and frustration by using the following materials:

- JumpDrive/FlashDrive
- 3-ring binder with dividers
- pack of color markers
- sticky post it notes

BRING YOUR BINDER, FLASH DRIVE, MARKERS & POST IT NOTES TO ALL CLASS MEETINGS

INSTRUCTIONAL STRATEGIES

Class sessions will provide the opportunity for students to aid and learn from each other. Students will develop the research knowledge required to complete the Capstone, and conduct independent research and writing. Electronic correspondence will be used during the course.

Handouts, course information, reminders, and threaded discussion topics are posted @ www.inforesearching.com/capstone.

ACADEMIC HONESTY/PLAGIARISM

You are expected to understand and comply with the Cambridge College academic honesty policy. We will review the meaning of plagiarism and how to avoid it. Cheating and plagiarism are serious offenses that will result in a grade of No Credit for the course and/or dismissal.

Plagiarism is the presentation of another person's work as if it were your own. It can take many forms. The most obvious form is to turn in a paper that someone else wrote. Or, you might copy material from a book, an article, or a web site and present it as your own work. When you use words that are directly

copied from a source, you must place them in quotation marks and cite the source, using APA format. Summarizing or paraphrasing without giving credit to your original source is plagiarism.

At the start of the term, every student is required to complete the plagiarism tutorial (see class schedule below for the link to the tutorial).

Plagiarism is academic misconduct and will result in a grade of NO CREDIT.

ASSESSMENT STRATEGIES

- The instructor will provide oral and written feedback throughout the term.
- Students will write self-evaluations.

DELIVERABLES:

The weekly schedule contains a series of deliverables that will guide you toward successful completion of your Capstone. Grading is as follows.

- One-page topic development description of 1-2 possible topics with rationale for selection (5%).
- CAPSTONE PROPOSAL: Description of Capstone topic, thesis statement, research question, expected findings, and an annotated bibliography that includes 5 scholarly sources (10%).
- Peer review comments (5%)
- PowerPoint presentation of Capstone (5%).
- Final paper
 - Abstract (5%)
 - Introduction (10%)
 - Literature review (20%)
 - Discussion (20%)
 - Original Research/Statement of Purpose, Primary Data Collection and Discussion
 - Conclusion (10%)
 - Overall paper: format, grammar and mechanics, APA, audience awareness, development and organization of ideas (10%)

Capstone Paper Specifications

All drafts must be typed and double-spaced. Have a title page with your name, the course number, and the date. The process of writing your Capstone will include several drafts. Papers need to be handed in on time in order for me to give effective feedback.

Your Capstone paper should be approximately 25-30 pages of content and be prepared in accordance with the Publication Manual of the American Psychological Association 5e.

(Examples of style: one-inch margins, 12 pt Times Roman type, double space).

GRADING POLICY

Attendance

If you miss even one class, you risk being behind in your work and receiving a “no-credit” grade.

Your attendance and participation are essential to your successful completion of your capstone project. Your grade will be affected if you miss seminar meetings and one-on-one appointments with the instructor.

Failure to attend is sometimes the result of family, medical, or transportation emergencies, in which case you are expected to contact the instructor by phone or e-mail within 24 hours of a missed seminar or meeting. You are required to work with an identified assignment buddy to learn what took place in our seminar during your absence.

In order to receive credit for the Capstone course, students must attend every session and earn a grade of D or higher.

- **Grade A:**
 - The student has completed the Capstone in the correct format, with the appropriate number of scholarly sources, and for the intended audience.
 - Ideas are developed in great depth and clearly organized. Errors are minimal.
 - The student has conveyed oral communications with a clear purpose and in a way that is easily understood by the rest of the class. Errors are minimal.
 - The student has demonstrated successful critical research and reading strategies.
 - The student uses the technology in the course effectively all the time.
- **Grade B**
 - The student has completed the Capstone generally in the correct format, with the appropriate number of scholarly sources, and for the intended audience.
 - Ideas are developed in sufficient depth and well organized. Errors are minimal.
 - The student has conveyed oral communications with a clear purpose and in a way that is understood by most of the class. Errors are minimal.
 - The student has demonstrated successful critical research and reading strategies.
 - The student uses the technology in the course effectively most of the time.
- **Grade C**
 - The student has completed the minimum requirements of the Capstone (correct format, adequate number of scholarly sources, and for the intended audience).
 - Ideas are developed and organized sufficiently to communicate ideas to the reader. Some errors persist.
 - The student has developed some strategies for error correction.
 - The student has conveyed oral communications but not always with a clear purpose and not always in a way easily understood by the rest of the class. Errors persist.
 - The student has acquired some critical research and reading strategies.
 - The student uses the technology in the course effectively most of the time.
- **Grade D**
 - The student has met the minimum requirements of the Capstone.
 - The student has not developed and organized ideas sufficiently for the reader to understand the project.
 - The student has failed consistently to respond to feedback on how to correct errors.
 - The student has conveyed oral communications but not always with a clear purpose and not always in a way easily understood by the rest of the class. Errors persist.

- The student has acquired some critical research and reading strategies.
- The student uses the technology in the course effectively some of the time.

No Credit (D or below)

--The student missed a significant number of class hours and needs to strengthen the skills needed to convey oral and written communications in the appropriate format and to the intended audience. The student did not complete the Capstone.

CLASS GUIDELINES

Cell Phone Policy

If, for any reason, you need to be available by cell phone during our seminar meetings, set your phone to silent mode so that the class will not be interrupted. Please leave the room immediately to answer your call.

ADA Policy

If you have a disability, please talk to me at the start of the semester about accommodations you will need.

One Final Requirement: Back up all of your work; don't take the chance of losing an entire semester's work because of a computer glitch.

Resources

Library and Research Resources and Instruction at Cambridge College:

- Links to detailed information about library and research resources for Cambridge College students are at <http://www.cambridgecollege.edu/library/research.cfm>
- To log in to Cambridge College Online Library, go to MyCC.
- For tutoring support, schedule an appointment in room 314 at the Academic Support Center or call 617 873 0185.

Steps to Completing Your Capstone Project

The completion of a capstone project at Cambridge College requires that you find, read, and synthesize ten pertinent sources on your topic, and then conduct a tiny research project to learn from people with first-hand experience on your topic.

The Taskline

You are familiar with timelines that depict a series of events over time. Following is a slight adaptation to a timeline--a "taskline"--that shows the progression of steps for completing a capstone.

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9 — 10 — 11 — 12

1. Establish your topic.
2. Begin searching for sources on your topic.
3. Learn how to document your sources.
4. Create a conceptual framework.
5. Code your source material.
6. Sort and compile source material within subsections.
7. Develop your narrative of points—introducing, analyzing, and synthesizing various researchers' findings.
8. Complete first draft of literature review for instructor's input.
9. Revise.
10. Conduct primary research and analysis.
11. Compare primary research findings to prior research (literature review).
12. Write your conclusions and reflections on the research process.

BSM 490 Management Capstone

Weekly Schedule

Feb 3, 17; March 3, 17, 31; April 14, 28; May 12

Please note that the weekly schedule and assignments may change based on class needs.

DATE	TOPICS/ASSIGNMENTS
2/3/10 Week 1 laptops in class	<p>Introduction</p> <p>Discussion of Capstone</p> <ul style="list-style-type: none">• What is a capstone?• What is in a capstone?• What are the characteristics of a good topic? <p>Overview</p> <ul style="list-style-type: none">• Research paper elements• Academic Integrity• Topic selection/MindMapping• Introduction to website and online library• APA Style• Introduction to the Annotated Bibliography (5 scholarly sources)• Capstone Buddies <p>In class writing:</p> <ul style="list-style-type: none">• What topic(s) do you want to investigate? (Choose something you really care about.)• Why are you interested in this topic?• What specific and answerable question would you like to answer by doing this research? (You may have more than one question, at this time.)• What do you already know or believe you will find out? <p>HOMEWORK/ASSIGNMENTS DUE Feb 17</p> <ul style="list-style-type: none">• Revise and bring your in-class writing printed to our next class Feb 17.• Complete topic development: include 1-2 possible topics and your reasons for their selection.• Begin your research and draft Annotated Bibliography with a minimum of 6 scholarly resources; annotate 3 of your 6 sources – Due in printed copy for next class

DATE	TOPICS/ASSIGNMENTS
<p>2/17/10 Week 2 laptops in class</p>	<p>TOPIC DEVELOPMENT/PROBLEM STATEMENT DEVELOPMENT & CAPSTONE PROPOSAL</p> <ul style="list-style-type: none"> • Topic Development/have topic approved • Review Annotated Bibliography • Definition of research question • Thesis statement development • Online research • Review Capstone Proposal • Individual timelines • Review APA Documentation and plagiarism (in-text citations and References) <p>HOMEWORK/ASSIGNMENTS DUE March 3</p> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> • Revise and complete Annotated Bibliography with a minimum of 6 annotated scholarly resources – Due in printed copy for next class • Draft Capstone Proposal • Draft Problem statement <p>Complete the plagiarism tutorial http://www.indiana.edu/~istd/plagiarism_test.html</p> <p><i>email results to catherine.seo@go.cambridgecollege.edu</i></p>
<p>3/3/10 Week 3 laptops in class</p>	<p>CAPSTONE: INTRODUCTION</p> <ul style="list-style-type: none"> • Creating the skeleton of your Capstone • Writing your Introduction • Outline of Capstone • Online research • APA Style Review • Reading a research article: small groups • Discussion about literature review <p>HOMEWORK/ASSIGNMENTS DUE March 17</p> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> • Skeleton completed: Title page, copyright page, acknowledgements page, abstract page, table of contents page, references page • Introduction – first draft • Literature Review – read about writing a Lit Review online • References – transfer references to your Capstone in APA format

DATE	TOPICS/ASSIGNMENTS
<p>3/17/09 Week 4 laptops in class</p>	<p>LITERATURE REVIEW and METHODOLOGY</p> <ul style="list-style-type: none"> • Review Introduction • Review Literature Review • Discuss how to write Methodology • Discuss how to BRAINSTORM Body/Discussion <ul style="list-style-type: none"> ○ Brainstorming and outlining you Discussion Section <p>HOMEWORK/ASSIGNMENTS DUE April 8 DELIVERABLE:</p> <ul style="list-style-type: none"> • Revise Introduction • Draft Literature Review • Draft Methodology • Brainstorm Discussion/Body
<p>3/31/10 Week 5 laptops in class</p>	<p>BODY/DISCUSSION and PEER REVIEWS</p> <ul style="list-style-type: none"> • Review Introduction, Literature Review, and Methodology • Discuss how to write Body/Discussion <ul style="list-style-type: none"> ○ Brainstorming and outlining you Discussion Section <p>Peer Reviews</p> <ul style="list-style-type: none"> • Skeleton • Introduction • Literature Review • Methodology • Body/Discussion <p>Individual conferences in addition to class meeting</p> <p>HOMEWORK/ASSIGNMENTS DUE April 14 DELIVERABLE:</p> <ul style="list-style-type: none"> • Revise Introduction, Literature Review, Methodology, • Revise Discussion/Body of your Capstone • Draft Conclusion • Draft Abstract • COMPLETE YOUR CAPSTONE ENTIRE DRAFT DUE APRIL 28 <p><i>email catherine.seo@go.cambridgecollege.edu</i></p>

<p>4/14/10 Week 6 laptops in class</p>	<p>PEER REVIEWS</p> <ul style="list-style-type: none"> • Review of completed work • PEER REVIEWS • Writing your Conclusion • Writing your Abstract <p>Individual conferences in addition to class meeting</p> <p>HOMEWORK/ASSIGNMENTS DUE APRIL 28 DELIVERABLE: Prepare a 10-15 minute PowerPoint presentation of your Capstone project Revise and complete Capstone paper</p>
<p>4/28/10 Week 7 laptops in class</p>	<p>PEER REVIEWS – COMPLETED CAPSTONE DUE</p> <ul style="list-style-type: none"> • Review of all components of your Capstone • Finishing and Binding your Capstone <p>Individual conferences in addition to class meeting</p> <p>HOMEWORK/ASSIGNMENTS DUE May 12 DELIVERABLE: Prepare a 10-15 minute PowerPoint presentation of your Capstone project Complete Capstone paper COMPLETE PORTFOLIO</p> <ul style="list-style-type: none"> • Bound CAPSTONE paper • Annotated Bibliography • Copy of Powerpoint presentation • Electronic copy of the above: either on CD or flashdrive • Presented in a portfolio • Self-Evaluation – will be given out during last night of class
<p>5/12/09 Week 8</p>	<p>FINAL PRESENTATIONS PowerPoint presentations Capstone Submission Course evaluations Self Evaluations CELEBRATE!</p> <p>HOMEWORK/ASSIGNMENTS DUE DELIVERABLE: Final Capstone due Final presentation due</p> 