



**BSM490 – Management Capstone
Fall 2011 – 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: 4:00 – 8:00 pm and a writing bootcamp on Sunday for a full day

Contact Hours: 32

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 25 pages in length for content sections. It should follow a research format with

- Cover page
- Abstract
- Table of contents
- Introduction with Problem Statement/Thesis Statement
- Literature Review: review of scholarly literature
- Methodology
- Discussion
- Conclusions
- References
- Resume
- Appendices (optional).

LOCATION

The class will meet on site at Cambridge College Main Campus **1000 Mass Ave – #201**

Wednesday nights: 4:00 – 8:00 pm / Sept 21, Oct 5 & 19, Nov 2, 16 & 30, Dec 14

Sunday December 4: 9:00 am – 5:00 pm *Boot Camp work session*

FACILITATOR'S BIO and CONTACT INFORMATION

Catherine Seo, M.S., founded and has been operating a consulting and training business, Synergistic Solutions, during the past twenty-five years. In that capacity, she works with organizations to creatively

resolve complex communication and technology issues. Her expertise includes technology, online education, curriculum design, leadership development, change management, research and innovation, executive coaching, facilitation, and transition management. Catherine has over 25 years of experience as a consultant, trainer and executive coach. She works with individuals and businesses to create results-oriented presence and connection in the social media sphere. She has proven success teaching in highly diverse environments to international students from numerous countries, including Asia, Middle East, Africa, South America and Europe.

Catherine received her M.S. in Strategic Technology Management from the Graduate Center of Technology at Marlboro College, and her B.A. in Communication from Emerson College. She is currently Ph.D. candidate at Fielding Graduate University in Media Psychology. She has also taught for the MIT Sloan School of Management: Systems Design & Management/Leaders for Manufacturing Program, Northeastern University, and the School for International Training.

Professor Info: Catherine Seo, M.S.

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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.

Required Text:

Writing Research Papers-A Complete Guide. 14th edition. James D. Lester & James D. Lester, Jr. (2011). Addison-Wesley Educational Publishers. ISBN: 978-0205059331 (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. This topic must be related to course of study, i.e. business or related area.
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 pages in accordance with APA6 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, methodology, 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 – small and regular size – different colors helpful

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.

CAMBRIDGE COLLEGE WRITING LAB

You are required to have a minimum of 5 sessions at the Writing Lab preparing your Capstone, more are recommended.

Writing Tutor

The Cambridge College **Writing Lab** is located on the 3rd floor at 1000 Mass Ave. It is an opportunity to work one-on-one with any one of the tutors there. Call 617-873-0185 to make an appointment or use the sign up sheet. Sign up sheets for a session are located just outside the lab. Each student is allotted a session weekly.

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 pages of content and be prepared in accordance with the Publication Manual of the American Psychological Association 6e.

Examples of style: one-inch margins, 12 pt Times Roman type, double space, in-text citations, references etc.

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.

DISABILITY SERVICES

Cambridge College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act to provide equal access to educational programs at Cambridge College. Any student who feels s/he may need an accommodation based on the impact of learning, psychological, and/or physical disabilities and has appropriate documentation may be eligible for accommodations. Students should contact Coordinator of Academic and Disability Support Services, as soon as possible at (617) 873-0191.

Requests for accommodations must be made within the first week of the term so that timely and appropriate arrangements can be made. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations. Accommodations cannot be granted retroactively. All requests are confidential.

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

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

DATE	TOPICS/ASSIGNMENTS
<p>Class #1 Sept 21 laptops in class</p>	<p>Introduction 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? • Research: Cambridge College Online Library <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/homework writing – WRITING PROMPTS:</p> <ul style="list-style-type: none"> • Writing prompt given in class • Writing prompts for homework – FREE WRITE on each topic below for 10 – 15 minutes (no less than 10 no more than 15 minutes for each question). <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 next class</p> <ul style="list-style-type: none"> • Reading from <i>Writing Research Papers-A Complete Guide</i> • Revise and bring your in-class writing printed to our next class • Complete topic development: • Begin your research and draft Annotated Bibliography with a minimum of 3 scholarly resources with annotations – Due in printed copy for next class <p><i>Bring printed copy of your Topic Development to next class</i></p>

DATE	TOPICS/ASSIGNMENTS
Class #2 Oct 5 laptops in class	<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 next class</p> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> • Reading from <i>Writing Research Papers-A Complete Guide</i> • 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>
Class #3 Oct 19 laptops in class	<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 next class</p> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> • Reading from <i>Writing Research Papers-A Complete Guide</i> • 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
Class #4 Nov 2 laptops in class	<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 next class</p> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> • Reading from <i>Writing Research Papers-A Complete Guide</i> • Revise Introduction • Draft Literature Review • Draft Methodology • Brainstorm Discussion/Body
Class #5 Nov 16 laptops in class	<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>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 next class</p> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> • Reading from <i>Writing Research Papers-A Complete Guide</i> • Revise Introduction, Literature Review, Methodology, • Revise Discussion/Body of your Capstone • Draft Conclusion • Draft Abstract • COMPLETE YOUR CAPSTONE ENTIRE DRAFT DUE April 27 <p><i>email catherine.seo@go.cambridgecollege.edu</i></p>

<p>Class #6 Nov 30 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 11</p> <p>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 flash drive • Presented in a portfolio • Self-Evaluation – will be given out during last night of class
<p>Class #7 & 8 Dec 4 Week 8</p>	<p>Boot Camp Full day session to work on completing all aspects of Capstone as needed.</p> <p>FINAL PRESENTATIONS <i>(depending on student readiness, might be afternoon of Dec 4 or scheduled in class for due date)</i> PowerPoint presentations Capstone Submission Course evaluations Self Evaluations CELEBRATE!</p> <p>HOMEWORK/ASSIGNMENTS DUE</p> <p>DELIVERABLE: Final Capstone due Final presentation due</p> 