



**DALHOUSIE
UNIVERSITY**

FACULTY OF MANAGEMENT

SCHOOL OF INFORMATION MANAGEMENT

CENTRE FOR EXECUTIVE AND GRADUATE EDUCATION

MGMT 5020

CAPSTONE

WINTER 2020

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ADAPTED FROM MGMT5020 BY

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Office:	Virtual
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Office Hours:	By appointment (contact the instructor by phone or email)
Course Website:	My.Dal or http://dal.ca/brightspace

COURSE DESCRIPTION

Based on individual learning objectives, students will choose a research project as the final assessed item in the MIM program. Students may work with an employment advisor, under the general supervision of the course instructor, to complete a project of special relevance to their workplace. Projects will be assessed on the extent to which they demonstrate application of theories and techniques explored throughout the program.

COURSE PRE-REQUISITES

To register for MGMT 5020, students must have completed MGMT 5007 Research Methods or MGMT 5006 Program Evaluation. In addition, as this is a Capstone course, students should be near the end of their degree, and have completed at least six courses.

COURSE GOALS

The goals of this course are to:

1. To integrate and synthesize the student's learning, gained from the required MIM courses, in a project of individual interest and of potential value to the student's workplace
2. To demonstrate proficiency in skills developed during MGMT 5007 Research Methods or MGMT 5006 Program Evaluation
3. To illustrate how practical research can inform decision making.

LEARNING OUTCOMES

Upon completion of the course, students will have gained knowledge or proficiency in the following areas:

1. Initiating and undertaking a research project involving both theoretical and empirical perspectives;
2. Establishing researchable questions and applying appropriate data collection and analysis methodology;
3. Understanding the importance of treating research subjects and data in an ethical manner;
4. Preparing reports on the research for different audiences, e.g., decision makers and research communities.

TECHNOLOGY USED

Students may use survey software (Opinio available at Dalhousie) and statistical tools such as SPSS to complete their reports.

INSTRUCTIONAL METHODS

This course will operate much like an independent study course, building on MGMT 5007 and MGMT 5006, and will include components involving the full class to aid students in completion of their projects. The method of communication will occur largely through a Brightspace course website [<http://dal.ca/brightspace>]. Bi-weekly updates and discussions will take place, led by the course supervisor, in order for students to learn from each other's experiences and chosen methods. In addition, individual interactions between the instructor and students will occur, as needed, to address questions and issues related to the individual projects. The latter interactions are likely to be more frequent than the bi-weekly group update/discussions.

LEARNING MATERIALS

This course will draw on readings from all of the previous courses completed in the Master of Information Management. In particular, students may wish to consult the text assigned in MGMT 5007 -Research Methods — Leedy, P. D. and Ormrod, J.E. *Practical research: Planning and design*. Upper Saddle River, NJ: Pearson — as they carry out the research. For students who did not take Research Methods, this text will be provided. As the subject of each student's project is different, each student will develop a reading list applicable to his/her project. This reading list will form the basis of the literature review for the third submission and the final report.

METHOD OF EVALUATION

Students will be evaluated primarily on a major report that will be submitted at the conclusion of the course. This report will be developed incrementally, as follows:

1) INITIAL PROJECT PROPOSAL – (DRAFT JANUARY 6, 2021, FINAL COPY DUE JANUARY 10, 2021) – 10%

The most important first step in a research project is clear articulation of the research question(s). These questions set the parameters of the study and to a large extent prescribe the methodology that will be used to collect data and conduct the analysis. Please prepare a brief statement (no more than one page) of the proposed project to be completed as the major requirement of the course, including the following elements: Title, Topic area and research questions, Brief statement of the extent of literature review completed so far, Methodology (or methodologies), and Ethics review, whether required (for data collection involving human participants).

2) METHODOLOGY, DATA COLLECTION INSTRUMENT(S), AND ETHICS APPLICATION – (DRAFT FOR DISCUSSION DUE JANUARY 18, 2021; FINAL COPY DUE JANUARY 31, 2021) – 15%

When the research question(s) has (have) been established, the next important step involves a decision about methodology and development of data collection instruments. In addition, when data is collected from human participants, ethics approval may be required before the data collection can begin. For this submission, describe the methodology that will be used and provide the data collection instrument(s). Where ethics approval is required, complete and submit the ethics application. *NOTE: if you plan to collect data in your place of employment, your employer, e.g., a government department, may also require ethics approval, which will be in addition to the ethics approval obtained at Dalhousie University.* Since the length of these submissions will vary with each project, the page length of the submission is not prescribed. A bi-weekly session will allow for interactive discussion of this assignment prior to submission. Provide a draft copy for discussion by January 18, 2021.

3) DRAFT LITERATURE REVIEW – (DUE FEBRUARY 21, 2021) – 10%

Every research project should be placed in the context of what is known about the question(s) under study, whether applied or theoretically-based investigation. The literature review enhances understanding of the research problem and assists in avoiding “re-invention of the wheel.” For this submission, provide a review of the relevant research in your project area, which will both position and explain the need for your research. This submission will form one section of the final report and can be 10 to 12 pages in length. A bi-weekly session will cover the expectations of an appropriate literature review.

4) FINAL PROJECT REPORT – (DRAFT APRIL 4, 2021, FINAL COPY DUE APRIL 11, 2021) – 50%

Research is not complete until a report has been prepared and communicated. Both aspects are important and will factor in the development of the final submission. This report will incorporate all of the earlier submissions in the course and will also document the findings, conclusions, and recommendations of the study. Since most of the research projects will be conducted within employment contexts where the findings could have important and

immediate implications, a summary, written with decision-makers in mind, will complement the research report and will form part of the submission. Assessment of this submission will be based on cogency of presentation of research questions and ideas, evidence of depth of assessment of the data and findings, clear thinking, and effectiveness of writing style. The report will include the following sections and may vary in length depending on the topic and method, e.g., 45-70 pages including appendices:

- Title page — 1 p.
- Executive Summary — 1 to 2 p.
- Acknowledgements (optional) — paragraph
- Table on Contents — 1 p.
- Introduction — 3 to 5 p.
- Literature Review — 8 to 10 p.
- Methodology — 5 to 7 p.
- Results (Data Analysis) — 12 to 20 p.
- Conclusions — 3 to 5 p.
- Recommendations — 1 to 2 p.
- References — 3 to 6 p.
- Appendices — 10 to 15 p.

Further details regarding the report will be discussed in a bi-weekly class session.

5) PARTICIPATION – 15%

The participation grade will be based on the bi-weekly group sessions or the discussion forums and individual interaction with the instructor throughout the course. While frequency of participation will be monitored, e.g., presence or absence and participation in the bi-weekly group sessions, quality of participation, i.e., engagement in consideration of the research questions and projects, will contribute the most to the participation grade. It is understood that not all students will be able to attend the bi-weekly sessions live. A discussion board will be created for the topics of the live classes, so discussion can continue.

Grades in this course will be given in accordance with the grading system outlined on the School's Web site: <http://www.dal.ca/faculty/management/school-of-information-management/current-students-site/sim-grading-policy.html>

PARTICIPATION RUBRIC

CRITERIA	WEIGHTING	INDICATORS
Preparation	30%	The student demonstrates consistent preparation; readings are obviously completed, and the student is able to relate readings to each other and to other course material (discussions, presentations, etc.)
Quality of contributions	30%	The student's comments are relevant and reflect understanding of readings and other course material. The student's contributions advance the discussion.
Frequency of participation	20%	The student is actively engaged in the discussions.
Attendance/ Punctuality	20%	The student is punctual with no unexcused absences.

GENERAL INSTRUCTIONS FOR ASSIGNMENTS

Assignments are due by 11:59 pm (Atlantic) on the dates indicated. A penalty for late assignments will be assessed, unless prior permission has been given by the instructor to submit an assignment late, which normally will be for medical or family emergencies only. Late submissions will be assessed a penalty of five percent per day (including weekends). Assignments will not be accepted ten days or more after the due date; in such cases the student will receive a grade of zero for such assignments.

For all assignments pay close attention to the instructions provided. Assessment will be based on adherence to the instructions and on the quality of the submissions (including logical flow, critical analysis, and clear, unambiguous presentation of ideas). In addition, follow the general guidelines outlined below:

1. Always include a title page, with an appropriate title. Do not place a running header and page number on the title page even though the style rules (noted below) state this practice should be followed.
2. All pages in documents (except the title page) must be numbered.

3. All documents submitted in this course must follow the style rules (text and bibliographic styles) of the American Psychological Association. Consult the following manual to guide preparation of each submission: *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association, 2010. NOTE: Failure to adhere to the rules of the selected bibliographic style will lead to a grade category deduction. The Dalhousie University Libraries have published a Quick Guide for the APA style, which is available in the Brightspace site for this course. In addition, consult the guide entitled “Writing Tips” available in the Brightspace site for further guidance about APA style and other writing tips.
4. Any text or paraphrase taken from a published work must be attributed using the correct citation rules. Keep in mind that acknowledgement of another writer's ideas or arguments is needed even if you do not use the exact same words in expressing those ideas or arguments. For further information, see Dalhousie's policy on Intellectual Honesty (noted below) and the School's policy on academic offenses (noted below).

CLASS POLICIES

Citation Style

Courses offered by the School of Information Management use American Psychological Association (APA) as the default standard citation style. Unless the instructor provides alternative written instructions, please use the APA citation style in your assignments to briefly identify (cite) other people's ideas and information and to indicate the sources of these citations in the References list at the end of the assignment. For more information on APA style, consult Dalhousie Library website at <https://libraries.dal.ca/help/style-guides.html> or the APA's Frequently Asked Questions about APA. See also the guide entitled "Writing Tips" available in this course site.

Late penalties for assignments

A penalty for late assignments will be assessed, unless prior permission has been given by the instructor to submit an assignment late, which normally will be for extended illness, medical, or family emergencies only (see above). Late submissions will be assessed a penalty of five percent per day, including weekends. Assignments will not normally be accepted seven days or more after the due date; in such cases the student will receive a grade of zero.

Missed or late academic requirements due to student absences

Dalhousie University recognizes that students may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect their ability to attend required classes, tests, exams or submit other coursework.

Dalhousie students are asked to take responsibility for their own short-term absences (three days or less) by contacting their instructor by phone or email prior to the academic requirement deadline or scheduled time AND by submitting a completed Student Declaration of Absence form to their instructor in case of missed or late academic requirements. Only two separate Student Declaration of Absence forms may be submitted per course during a term (note: faculty, college, school, instructor or course-specific guidelines may set a lower maximum).

SCHOOL OF INFORMATION MANAGEMENT GRADING

A+	90-100	Demonstrates original work of distinction.
A	85-89	Demonstrates high-level command of the subject matter and an ability for critical analysis.
A-	80-84	Demonstrates above-average command of the subject matter.
B+	77-79	Demonstrates average command of the subject matter.
B	73-76	Demonstrates acceptable command of the subject matter.
B-	70-72	Demonstrates minimally acceptable command of the subject matter.
F	<70	Unacceptable for credit towards a Master's degree.

ACCOMMODATION POLICY FOR STUDENTS

Students may request accommodation as a result of barriers experienced related to disability, religious obligation, or any characteristic protected under Canadian human rights legislation.

Students who require academic accommodation for either classroom participation or the writing of tests and exams should make their request to the Advising and Access Services Center (AASC) prior to or at the outset of the regular academic year. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation form.

A note taker may be required as part of a student's accommodation. There is an honorarium of \$75/course/term (with some exceptions). If you are interested, please contact AASC at 494-2836 for more information or send an email to notetaking@dal.ca.

Please note that your classroom may contain specialized accessible furniture and equipment. It is important that these items remain in the classroom, untouched, so that students who require their usage will be able to fully participate in the class.

ACADEMIC INTEGRITY

In general:

The commitment of the Faculty of Management is to graduate future leaders of business, government, and civil society who manage with integrity and get things done. This is non-negotiable in our

community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the Faculty of Management Professor and Student Contract on Academic Integrity, and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize, and cite information for use in assignments is called being "information literate." Information literacy is taught by Dalhousie University Librarians in classes and through Dalhousie Libraries' online [Citing & Writing](#) tutorials.

Do not plagiarize any materials for this course. For further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please consult the University Secretariat's [Academic Integrity](#) page.

Please note that Dalhousie subscribes to plagiarism detection software that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course; students should read the Policy on [Intellectual Honesty](#) contained in the Calendar.

Furthermore, the University's Senate has affirmed the right of any instructor to require that student assignments be submitted in both written and computer readable format, e.g.: a text file or as an email attachment, and to submit any paper to a check such as that performed by the plagiarism detection software. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The result of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Finally:

If you suspect cheating by colleagues or lapses in standards by a professor, you may use the confidential email: ManagementIntegrity@dal.ca which is read only by the Assistant Academic Integrity Officer.

FACULTY OF MANAGEMENT CLARIFICATION ON PLAGIARISM VERSUS COLLABORATION:

here are many forms of plagiarism, for instance, copying on exams and assignments. There is a clear line between group work on assignments when explicitly authorised by the professor and copying solutions from others. It is permissible to work on assignments with your friends but only when the professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorised.

Specific examples of plagiarism include, but are not limited to, the following:

- Copying a computer file from another student, and using it as a template for your own solution
- Copying text written by another student
- Submitting the work of someone else, including that of a tutor as your own

An example of acceptable collaboration includes the following:

- When authorised by the professor, discussing the issues and underlying factors of a case with fellow students, and then each of the students writing up their submissions individually, from start to finish.

UNIVERSITY STATEMENTS

ACCESSIBILITY

The Advising and Access Centre serves as Dalhousie's Centre for expertise on student accessibility and accommodation. Our work is governed by Dalhousie's Student Accommodation Policy, to best support the needs of Dalhousie students. Our teams work with students who request accommodation as a result of: disability, religious obligation, an experienced barrier related to any other characteristic protected under Canadian Human Rights legislation.

STUDENT CODE OF CONDUCT

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

DIVERSITY AND INCLUSION

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality.

Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2).

RECOGNITION OF MI'KMAQ TERRITORY

Dalhousie University would like to acknowledge that the University is on Traditional Mi'kmaq Territory.

The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).

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Most recent available
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COURSE SCHEDULE

Note: Exact dates and times for the bi-weekly live classes will be negotiated with students in the first week of the term. Due to the time zones of the location of students, the time of the classes may be in the evening for some students. The topics covered may also be subject to change based on the nature of the student projects.

COURSE DATES	WEEK OF LIVE CLASS	TOPICS	ASSIGNMENTS AND DUE DATES
Week 1 January 4 – 10, 2021	(date/time tbd)	<ul style="list-style-type: none"> ➤ Introduction to the course ➤ Determining a good research question ➤ Next steps 	<ul style="list-style-type: none"> ➤ Drafts of the Initial Project Proposals are due January 6 ➤ Final copy due January 10
Week 2 January 11 – 17, 2021			
Week 3 January 18 - 24, 2021	(date/time tbd)	<ul style="list-style-type: none"> ➤ Discussion of proposed methods ➤ Ethics review process ➤ Next steps – the literature review 	<ul style="list-style-type: none"> ➤ Draft of the methods and ethics application January 18 ➤ Final copy due on January 31
Week 4 January 25 - 31, 2021			
Week 5 February 1 - 7, 2021	(date/time tbd)	<ul style="list-style-type: none"> ➤ Feedback on methods ➤ Discussion of issues with the literature review ➤ Discussion of data analysis techniques 	<ul style="list-style-type: none"> ➤ Literature review due February 21 ➤ Midterm Course Evaluations available February 10 - 16
Week 6 February 8 - 14, 2021			
Week 7 February 15 - 21, 2021		Term break	
Week 8 February 22 - 28, 2021	(date/time tbd)	<ul style="list-style-type: none"> ➤ Keeping your projects on track ➤ Continued discussion of data analysis techniques 	

Week 9 March 1 - 7, 2021			
Week 10 March 8 - 14, 2021	(date/time tbd)	<ul style="list-style-type: none"> ➤ Putting together the Report ➤ Issues and discussion of projects in progress 	
Week 11 March 15 - 21, 2021			
Week 12 March 22 - 28, 2021	(date/time tbd)	<ul style="list-style-type: none"> ➤ Final questions about the report 	<ul style="list-style-type: none"> ➤ Draft due April 4; final report due April 11 ➤ Student Rating of Instruction for MGMT 5020 available March 24 – 30, 2021
Intensive Course April 13 – 14, 2021	MGMT5120	Intensive course online	<ul style="list-style-type: none"> ➤ Student Rating of Instruction for MGMT 5120 available April 13 - 19 ➤ Course site closes May 31

Most recent available
Subject to change

APPENDIX – VIRTUAL TEAM GUIDELINES

- **Access your Learning Management System consistently, frequently** to check for updates and news – approach it as part of your social media routine
- **Determine how often team members will check in** with each other and stick to this communication schedule. At this time, determine if there will be any time zone challenges for team meetings and deadlines; discuss solutions.
- **Explore** the architecture of Brightspace. Consider using Brightspace’s **e-Portfolio** as a team – This is right beside your Brightspace Calendar and it is a place to record and reflect on your learning experience.
- **Develop and follow a team charter** with your virtual team to establish roles and responsibilities. This is when you want to determine exactly what digital tools the team will be using (Brightspace?/Googledocs?/Facebook?/Office 365?)
- **Appoint and refer to a team records manager.** If you are unable to locate shared work, this person could help you find what you are looking for.
- **Connect during “live office hours”** to communicate with your instructor.
- **Stay present and visible online.** Communicate regularly with your peers via the designated forum.