

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
College of Business Administration
Technology and Operations Management Department

SENIOR PROJECT DESIGN & DEVELOPMENT

TOM 460

Course: TOM 460
Section: 01
Title: Senior Project Design & Development
Course #: 10472
Quarter: Winter 20045
Day & Time: MW 6:00 - 7:50 pm
Location: 6-111
Professor: Dr. Ralph H. Miller
Office: 94-208
Office Hours: MW 4:00 - 5:30 pm, 8:00 - 8:30 pm;
R 5:00 - 6:00 pm;
and by appointment
Telephone: (909) 869-2452 (personal office, voice-mail)
E-mail: rhmill@csupomona.edu

COURSE SYLLABUS

CATALOG DESCRIPTION:

Problem solving in a business environment. Problem identification and selection. How to prepare a senior project proposal, including problem statement, data collection procedures, selection of analysis techniques. Types of projects (laboratory, field, survey, ex post facto). Ethical issues. Presentation of summary proposals. 4 seminar. Prerequisites: TOM 301, TOM 302, TOM 315, TOM 332, TOM 401, and a minimum of three TOM Directed Electives.

PREREQUISITES:

TOM 301, TOM 302, TOM 315, TOM 332, TOM 401, and a minimum of three TOM directed electives.

TEXTS:

Required: Leedy, Paul D., and Ormrod, Jeanne Ellis, *Practical Research: Planning and Design*, Eighth Edition, Merrill/Prentice Hall, Upper Saddle River, New Jersey, 2005.

Recommended: Pyrczak, Fred, and Bruce, Randall R., *Writing Empirical Research Reports*, Fourth Edition, Pyrczak Publishing, Los Angeles, CA, 2003.

PURPOSE:

To acquaint students with methodological and conceptual issues involved in research within a business context. To develop students' capability to evaluate research, to comprehend the problems inherent in empirical research, and to appreciate the necessity and value of the scientific method. To provide an opportunity for active intellectual involvement in planning research, culminating in each student's authorship of a research proposal. This proposal needs to be of sufficient scope and depth to serve as the proposal for a Senior Project.

THIS COURSE:

1. Will cover all assigned chapters in the Leedy & Ormrod text.
2. Will include weekly graded assignments and projects.
3. Will include a term paper, and a short in-class presentation with handout and overhead display.

This course will discuss the theory and limits of scientific inquiry, including development of researchable questions; evaluation and selection of research methodologies; research design; data sources and methods of measurement and data collection; quantitative methods of analyzing data; how to critique, evaluate, prepare, and present research reports and projects.

Research design is a multifaceted problem, and can best be understood through active participation by students in the discovery of acceptable approaches. Toward this end, students will be expected to do the assigned reading prior to coming to class so that the material may be discussed with special emphasis and relevance to their proposed topic.

The overall focus of the course is on assisting students with the preparation of their Senior Project proposals.

STUDY TEAMS:

Students are encouraged to form study teams the first week of class. Team members are expected to meet and discuss their proposals with each other, both in and out of class. Team members are expected to assist each other in preparing their proposals.

ASSIGNMENTS:

Specific assignments are given on the following pages. All assigned readings are to be done **prior** to coming to class on the day on which they are listed in the schedule so the material can be fully explored and discussed with the participation of all members of the class. All projects and practical applications from Leedy & Ormrod are to be **keyboarded**, and should be submitted **electronically** as MS Word email attachments to the instructor. Hard-copy submissions are also acceptable. Your proposal Abstract is to be submitted **electronically** as an MS Word email attachment to the instructor. Your first draft and your final proposal are to be submitted **electronically** as an MS Word email attachment to the instructor. Hard-copy submissions are also acceptable. All **Email**: assignments are to be submitted as email attachments. Hard-copy submissions are also acceptable. All assignments are to be submitted in MS Word and Excel. A few assignments are submitted as hard-copy on paper. All work submitted electronically will be evaluated electronically and returned to the student electronically. All hard-copy submissions will be graded by hand and returned on hard-copy.

GRADING POLICY:

1. Attendance is expected. Students missing class are expected to meet with the instructor during regularly

scheduled office hours and pick up missed handouts prior to the next class meeting. Students who miss more than half of the class meetings will be assumed to have dropped the course, and will be awarded a grade of “U” unless appropriate forms are filed.

2. Grading of the weekly homework assignments and projects from the Leedy & Ormrod text count for **40%** of the total grade. On-time, completed assignments earn 5 points, late/incomplete assignments earn 3 points, missing assignments earn 0 points. If the first draft is turned in late, it will be graded as time permits.
3. The term paper consists of the preparation of a senior project proposal on a topic of the student's choice, in consultation with the course instructor. **In addition to content, the paper will be graded on grammar, punctuation, spelling, and format.** The term paper counts for **40%** of the total grade.
4. The presentation of the final proposal counts for **10%** of the total grade.
5. Class participation is expected. Class participation counts for **10%** of the total grade.
6. Plus and minus grades will be assigned to borderline grades.

INCOMPLETE POLICY:

The “I” grade will be issued only for students who, because of some “good” reason, were unable to complete all the requirements for this course. Written documentation of the reason is required. An “I” grade will **NOT** be issued because a student is failing, or when it would require a student to complete the major portion of the requirements for the course after the quarter has ended.

WITHDRAWAL POLICY:

Class withdrawals after the sixteenth day (3rd week) of classes will only be approved for “serious and compelling” reasons as outlined in the criteria approved by the University President. Written documentation from your doctor, employer, etc. will be required. Failure to follow appropriate withdrawal procedures may result in a grade of “U” or “F.”

ADD/DROP POLICY:

The College of Business Administration has a uniform add/drop policy and it is incumbent upon the student to be informed of the policy. Please obtain the information sheet entitled, “Add/Drop Policies and the Assignment of Incomplete Grades” in the Student Advising Center, Building 6, Room 219.

ACADEMIC INTEGRITY POLICY:

Students are expected to be aware of the University policy on academic integrity. This policy addresses the issues of plagiarism, cheating during exams, use of unauthorized study aids, and falsification of University documents. Failure to follow University policy can carry severe consequences, from a minimum of a grade of “F” for the course to a maximum of expulsion from the University.

PROJECTED ASSIGNMENTS

Date Assignment

- 1/3 First class meeting: confirm enrollment, consider “special Add” requests, pass out syllabus, collect email addresses. Handouts marked with an * will be emailed to you as MS Word attachments.
Discussion of the course

Part I: Problem Conceptualization and Specification

- Handouts:
1. Syllabus *
 2. Flow chart on Quantitative Method, and others
 3. How Student DS Projects Benefit All
 4. TOM Department *Senior Project Guidelines* Booklet *
 5. TOM Department *2003-2004 Senior Project Abstracts* Booklet *
 6. Industry Contact List; Industry Contact Letter Example *
 7. Client Interview and Permission Form * (**Due: 1/24. Hard-copy required**)
 8. Faculty Interview #1 * (**Due: 1/24**)

Discussion of Handouts

Discussion of Project Ideas

Note: Examples of any secondary data to be used and analyzed are due with the first draft (**Due: 10/28**)

1/5 ***Begin First Round of Faculty Interviews; Conduct Client Interviews, Get Permission***

Do: Faculty Interviews (**Due: 1/24**)

Do: Client Interviews, get permission to conduct project (**Due: 1/24**)

Email/Hand In: Course expectations (one page maximum)

Read: Introduction

Ch. 1 What Is Research?

Discussion of Introduction and Ch. 1

- Handouts:
1. Research Fraud
 2. Library Handouts
 3. Simplified Citation Style for Internet Sources *
 4. Project 1: Evaluation of Project-Related References * (**Due:1/24**)
 5. Senior Project Proposal Outline *
 6. Checklist for Evaluating the Problem *
 7. Copies of Completed TOM 460 Senior Project Proposals (“**Demo Proposals**”)

Discussion of Handouts

Note: You are expected to bring your “Demo Proposal” with you to every class

Continue Discussion of Project Ideas

1/10 ***Begin Work on Section I and Section II of the Senior Project Proposal Outline***

Read: Ch. 2 Tools of Research (to the bottom of page 21)

Read: Ch. 3 The Problem: The Heart of the Research Process

Special emphasis on the Problem Statement section (Dissertation Analysis 1), pages 58-59, and on Guidelines, page 62

Do: Checklist Project, page 50 (Copy the form, page 50, and fill out questions 1 - 5, or keyboard your response. We will do question 6 in class.) Create your problem statement, and bring it to class for class/team/instructor discussion and revision

Note: See “Demo Proposals.” Read and carefully study the Problem Statement

- section. See also the *2003-2004 Senior Project Abstracts Booklet* for examples
- Read:** Problem Statement in your “Demo Proposal”
- Read:** Literature Review in your “Demo Proposal”
- Read:** Bibliography in your “Demo Proposal”
- Read:** Dissertation Analysis sections, pages 58-59, 81-83, 129-132 (skim)
- Do:** Explore the Resources of the Library
- Do:** Project 1: Evaluation of Project-Related References (**Due: 1/24**)
Make five copies of the form, and fill them out, or keyboard your answers. **Note: Save your “master.”**
- Note: These five references must be directly relevant to your proposed topic**
- Do:** Faculty Interviews (**Due: 1/24**)
- Do:** Client Interviews, get permission to conduct project (**Due: 1/24. Hard-copy required.**)

Discussion of Library Resources
 Discussion of Project 1: Evaluation of Project-Related References
 Discussion of Research Fraud
 Discussion of Ch. 2 section
 Discussion of Ch. 3
 Discussion of Checklist Project, page 50
 Continue Discussion of Project Ideas

Email/Hand In: Project Idea(s) (two paragraphs to three pages)
Note: Include a paragraph on “The Importance of the Study” for each idea

- 1/12 **Quiz** on contents of the TOM Department *Senior Project Guidelines Booklet*
- Do:** Faculty Interviews (**Due: 1/24**)
- Do:** Client Interviews, get permission to conduct project (**Due: 1/24. Hard-copy required.**)

Continue Work on Section I and Section II of the Senior Project Proposal Outline
 Continue Discussion of Project 1: Evaluation of Project-Related References
 Continue Discussion of Project Ideas
 Class/Team Project: Discussion and revision of problem statements

Email/Hand In: Copy of Checklist Project form, page 50

1/17 **Cal Poly Holiday**

1/19 ***Begin Completion of Section I of the Senior Project Proposal Outline***

- Email/Hand In:** Keyboarded problem statement
- Do:** Faculty Interviews (**Due: 1/24**)
- Do:** Client Interviews, get permission to conduct project (**Due: 1/24. Hard-copy required.**)
- Read:** Ch. 5 Planning Your Research Project (skim)

Discussion of Ch. 5

Recommended Reading: Pyrczak & Bruce, Chs. 1, 2, 3, 6, & 7

Note: See “Demo Proposals.” Read and carefully study the Problem Statement and the Statement of the Subproblems section, and the sections on Research Questions, Hypotheses, Limitations, Definitions, Assumptions, and Importance of the Study. Special emphasis on Guidelines, page 62.

Do: Practical Application, page 60: create and keyboard your subproblems, research questions, hypotheses, limitations, definitions, assumptions, and importance of the study. Add these to your “Statement of the Problem.” Use the Checklist Project, pages 60-61, to assist you with this task. Note that some subproblems are tasks, while other subproblems have several research questions/hypotheses connected with them.

Discussion of Practical Application, page 60: creating your subproblems, research questions, hypotheses, limitations, definitions, assumptions, and importance of the study

1/24 **Email/Hand In:** Faculty Interview #1
Hand In: Client Interview and Permission Form (**Hard-copy required**)
Email/Hand In: Project 1: Evaluation of Project-Related References (5 copies, filled out, or keyboarded answers, for references that are directly relevant to your proposed topic)

Complete Section I of the Senior Project Proposal Outline

Revise: Your problem statement, subproblems, research questions, hypotheses, limitations, definitions, assumptions, and importance of the study.

Note: See “Demo Proposals.” Read and carefully study the Statement of the Problem, the Statement of the Subproblems section, and the sections on Research Questions, Hypotheses, Limitations, Definitions, Assumptions, and Importance of the Study. Note the format and style.

Discussion and revision of Practical Application, page 60

Email/Hand In: Your problem statement, subproblems, research questions, hypotheses, limitations, definitions, assumptions, and importance of the study. (**Note: See first 5 pages of “Demo Proposals”**)

Handouts: 1. Literature Review: First Draft Demonstration Example *
2. Academic Integrity / Avoiding Plagiarism

1/26 ***Begin Completion of First Draft of Section II and Section VI of the Senior Project Proposal Outline***

Read: Ch. 4 The Review of the Related Literature

Recommended Reading: Pyrczak & Bruce, Ch. 5

Read: Literature Review: First Draft Demonstration Example

Do: Practical Application, pages 76-77. (Complete Steps 1 and 2 as indicated. This should provide focus for your literature search effort. Use Steps 3 - 6 if useful to you)

Note: Pay special attention to pages 77-78

- Do:** Practical Application, pages 79-81
Note: See “Demo Proposals.” Read and carefully study the Literature Review section, note citation of sources. Read the Bibliography, note format and style
- Do:** Start First Draft of Literature Review for Section II of the Senior Project Proposal Outline, and Bibliography for Section VI

Discussion of Ch. 4

Discussion of Academic Integrity / Avoiding Plagiarism handout

Discussion of Practical Applications, pages 76-77, & 79-81, Guidelines, pages 77-78, and Demo 1st Draft Literature Review

Class/Team/Instructor Discussion of returned revised problem statement, subproblems, research questions, hypotheses, limitations, definitions, assumptions, and importance of the study

- Handouts:
1. Data Criteria and Research Methodology *
 2. Data Collection & Data Analysis Form *

1/31 ***Complete First Draft of Section II and Section VI of the Senior Project Proposal Outline***

- Do:** Complete First Draft of Literature Review for Section II of the Senior Project Proposal Outline, and Bibliography for Section VI

Email/Hand In: First Draft of Literature Review, with Bibliography

Begin Work on Section III of the Senior Project Proposal Outline

Part II: Data Collection and Data Analysis: Basic Issues

Read: Ch. 5 Planning Your Research Project

- Do:**
- 1) Checklist Project (Copy the form, pages 107-110, and fill it out, or keyboard your response) (**Due: 1/31**)
Note: Answer the “Can you reasonably accomplish this study?” question, p. 107.
 - 2) Practical Application, page 110
 - a) Establishing Research Criteria: Copy the “demo” form (Data Criteria and Research Methodology handout) and fill it out, or keyboard the answers, one for each subproblem. See handout for examples. See also “Demo Proposals” (**Due: 1/31**)
 - b) Justifying the Research Methodology: State your intended research methodology (or methodologies, if you will use more than one) on the form, or keyboard the answers, and give reasons why you are doing it that way. See handout for an example. See also “Demo Proposals” (**Due: 1/31**)

Discussion of Ch. 5

Discussion of Checklist Project, pages 107-110

Discussion of Practical Application, page 110, and Data Criteria and Research Methodology form
Discussion of Data Collection and Data Analysis Project

Do: Data Collection & Data Analysis Project (Copy the form, and fill it out, or keyboard the answers, at least one for each subproblem.) **Keep a clean “master.”** Some of you will need one form for each variable, or each pair of variables. **Do questions 1, 2, 3, and 7 only. Pay special attention to your Research Questions and Hypotheses**

Note: See “**Demo Proposals.**” Read and carefully study the Research Methodology section

Email/Hand In: Copy of Checklist Project, pages 107-110

Email/Hand In: Data Criteria and Research Methodology forms, or keyboarded answers, one for each subproblem

Email/Hand In: Data Collection & Data Analysis forms, or keyboarded answers, at least one for each subproblem. Do questions 1, 2, 3, and 7 only. **Pay special attention to your Research Questions and Hypotheses**

2/2 ***Continue Work on Section III of the Senior Project Proposal Outline***

See “Demo Proposals.” Read and carefully study the Research Methodology section

Read: Ch. 6 Writing the Research Proposal
Recommended Reading: Pyrczak & Bruce, Chs. 4 & 5

Do: Checklist Project, pages 127-128

Discussion of Ch. 6

Discussion of Checklist Project, pages 127-128

Class/Team/Instructor review of returned first draft Literature Review, and the Data Criteria and Research Methodology forms, and the Data Collection and Data Analysis forms

Class/Team/Instructor Discussion and Review of Returned Proposal Components

Begin Work on Section IV, V, and VI of the Senior Project Proposal Outline

Discussion of First Draft: Format and Content (See Senior Project Proposal Outline handout)

Note: See “**Demo Proposals.**” Study the format and style carefully. Study Sections IV, V, and VI

2/7 ***Continue Work on Sections I through VI of the Senior Project Proposal Outline***

Read: “Demo Proposals” for guidance

Do: Write First Draft of Senior Project Proposal: Assemble components

Do: Create a title page for the proposal

Do: Create an introduction for the proposal

Do: Create a time-line for the completion of the **project** (Gantt Chart, or similar)

Do: Create a budget for the completion of the **project**

Class/Team/Instructor Discussion of First Draft Components. One-on-one consultation with the instructor

2/9 ***Complete First Draft of your Senior Project Proposal***

Email/Hand In: First Draft of Project Proposal (5 to 20 pages).

Pay special attention to the Senior Project Proposal Outline handout. Follow this outline exactly. Be sure that you have addressed each required Section and component.

Note: anyone who is analyzing secondary data must include the first page of each data source as an appendix to this first draft

Note: No plastic or cardboard covers; one binder clip in the upper left corner is preferred for hard-copy submissions. 3½” floppy disk, 100 Mb Zip Disk, or MS Word Attachment to Email is preferred for electronic submissions.

Career Center Presentation

Senior Project Student Status Reports: Current Senior Project students report on their Senior Projects (Various dates)

Handouts: 1. Demo surveys
2. Data Collection Spreadsheet Examples

Discussion of Handouts

2/14 First Drafts Returned

Discussion of First Drafts. One-on-one consultation with the instructor

Part III: Data Collection and Data Analysis: Specifics

Read: Ch. 9 Descriptive Research

Begin Work on the Appendix Section of the Senior Project Proposal Outline; Integrate with and Continue Work on Section III of the Senior Project Proposal Outline

Do: Questionnaire Construction Project, pages 190-192. Copy the form, page 192 (as many as you need), or keyboard the answers, and fill it out **if relevant for you**. *Pay special attention to the Guidelines, pages 190-195.* See “Demo Proposals” for examples **(Due: 2/16)**

Do: Interview Construction Project: Copy the same form as for the Questionnaire Construction Project, page 192 (as many as you need), or keyboard the answers, and fill it out **if relevant for you**. *Pay special attention to the Guidelines, pages 187-188.* See “Demo Proposals” for examples **(Due: 2/16)**

Do: Population Analysis Project, page 211, **if relevant for you (Due: 2/16)**

Do: Spreadsheet Construction Project. Create a spreadsheet with respondent/case ID down

the left side, and columns to match the variables for your research questions/hypotheses. See handout. See also “Demo Proposals” for examples. **Required for everyone** (Due: 2/16)

Note: Pay special attention to your Problem Statement, Research Questions, and Hypotheses

Discussion of Ch. 9

Class/Team/Instructor Workshop on Data Collection Methods

Discussion of Interview and Questionnaire Construction Projects, Demo Surveys, and Spreadsheet Examples

Note: See “Demo Proposals.” Read and carefully study the draft questionnaires and draft interview questions, and draft spreadsheets that go with them, found in the Appendix. Carefully study the data collection forms and spreadsheets, and note how they match each other

Begin Completion of Second Draft of Section II and Section VI of the Senior Project Proposal Outline

Do: Project 1 [again] (Make five copies of the form, and fill them out. This will bring the total number of references for your project to ten) (Due: 2/23)

Note: At least two of these five references must be directly relevant to your proposed design, data collection methods, data analysis, and statistics

Handouts:

1. Levels of Measurement *
2. On-Line Statistics Textbook
3. STA 120 Final Exam Help Sheet
4. Campbell and Stanley Research Design Summary / Threats to Validity
5. Designs and Methods *
6. Research Questions/Hypotheses and Data Analysis *
7. Operational Definitions Handout
8. Treatment of the Data Handout: Specification of Descriptive and Inferential Statistics
9. Faculty Interview #2 * (Due: 3/2)
10. TOM Department Secretary Senior Project Confirmation Form, with attached FORM 1 filled out, and signed by your senior project advisor * (Due: 3/2)

2/16 Begin Second Round of Faculty Interviews, and Senior Project Advisor Selection Process

Do: Faculty Interviews, get FORM 1 signed (Due: 3/2)

Do: Start Second Draft of Literature Review for Section II of the Senior Project Proposal Outline, and Bibliography for Section VI

Complete Part of the Appendix Section of the Senior Project Proposal Outline,

Begin Work on the Next Part of the Appendix Section; Integrate with and Continue Work on Section III of the Senior Project Proposal Outline

- Email/Hand In:** Results of Questionnaire Construction Project, pages 190-192, on copies of page 192, or keyboarded answers, **if relevant for you**
- Email/Hand In:** Results of Interview Construction Project, pages 187-188, on copies of page 192, or keyboarded answers, **if relevant for you**
- Email/Hand In:** Results of Population Analysis Project, page 211, **if relevant for you**
- Email/Hand In:** Results of Spreadsheet Construction Project. **Required for everyone**

- Read:** Ch. 2 Tools of Research (page 21 to end of chapter)
- Read:** Levels of Measurement Handout
- Read:** Operational Definitions Handout
- Review:** Descriptive Statistics in a Statistics Textbook: Frequencies, Charts, Tables, Graphs, Measures of Central Tendency (Mean/Median/Mode), Measures of Dispersion/Variability (Minimum/Maximum/Range/Standard Deviation)
- Read:** Treatment of the Data Handout: Specification of Descriptive and Inferential Statistics
- Do:** Research Questions/Hypotheses and Data Analysis Handout. Copy and fill out the form, or keyboard the answers, one for each research question

- Handouts: 1. CFA Descriptive Statistics Example *
2. *Insights* Descriptive Statistics Examples *

Discussion of Ch. 2, Descriptive Statistics, and Levels of Measurement Handout

Class/Team/Instructor Workshop on Design, Data Collection and Data Analysis Methods

- Creation of:
1. Research Design
 2. Data Collection Methods
 3. Dependent Measures and Independent Measures
 4. Operational Definitions
 5. Draft of Data Collection Instruments and Forms
 6. Data Analysis Procedures

- Review:** Research Questions from first draft of research proposal:
- a) What do you want to know?
 - b) How are you going to measure it?
 - c) What data analysis procedure is appropriate?

Note: See “Demo Proposals.” Read and carefully study the draft questionnaires, interview questions, spreadsheets, and data collection forms. Read the research questions. Read the operational definitions. Read the descriptive statistics selected

Note: Bring your First Draft to class. We will be inserting connections between your “Research

Questions” in Section I and the “Treatment of the Data” in Section III

Creation of Descriptive Statistics

Continue Work on Section III of the Senior Project Proposal Outline

Read: Ch. 10 Experimental and Ex Post Facto Designs

Read: Campbell and Stanley Research Design Summary / Threats to Validity Handout

Read: Designs and Methods Handout

Discussion of Ch. 10, Campbell and Stanley Research Design Summary, Designs and Methods, and Levels of Measurement Handouts

Handout: Inferential Statistics for Research Designs *

Discussion of Project 1 [again]

- 2/21 **Do:** Faculty Interviews, get FORM 1 signed (**Due: 3/2**)
Do: Start Second Draft of Literature Review for Section II of the Senior Project Proposal Outline, and Bibliography for Section VI (**Due: 3/2**)

Continue Work on Section III of the Senior Project Proposal Outline; Integrate with and Continue Work on Appendix Section of the Senior Project Proposal Outline

Read: Inferential Statistics for Research Designs Handout

Read: Ch. 11 Statistical Techniques for Analyzing Quantitative Data

Recommended Reading: Pyrczak & Bruce, Ch. 8

Review: Inferential Statistics in a Statistics Textbook: t-test for a difference between two group means, ANOVA test for a difference among several group means, simple and multiple regression and correlation measures of relationship, Chi-Square test for a uniform distribution, Chi-Square test for independence/association

Do: Research Questions/Hypotheses and Data Analysis Handout. Copy and fill out the form, or keyboard the answers, one for each hypothesis

Discussion of Ch. 11, Inferential Statistics, and Handouts

Discussion of Project 1 [again]

Class/Team/Instructor Workshop on Data Collection and Data Analysis Methods

Review: Hypotheses from first draft of research proposal:
a) What do you want to know?
b) How are you going to measure it?

c) What data analysis procedure is appropriate?

Note: See “Demo Proposals.” Read and carefully study the draft questionnaires, interview questions, spreadsheets, and data collection forms. Read the hypotheses. Read the operational definitions. Read the inferential statistics selected

Note: Bring your First Draft to class. We will be inserting connections between your “Hypotheses” in Section I and the “Treatment of the Data” in Section III

Creation of Inferential Statistics

2/23 **Do:** Faculty Interviews, get FORM 1 signed (**Due: 3/2**)
Do: Continue revision of Second Draft of Literature Review for Section II of the Senior Project Proposal Outline, and Bibliography for Section VI (**Due: 3/2**)

Continue Work on Second Draft of Section II and Section VI of the Senior Project Proposal Outline

Email/Hand In: Project 1 [again] (5 more references: fill out 5 forms. At least two of these five references must be directly relevant to your proposed design, data collection methods, data analysis, and statistics)

Continue Work on Section III of the Senior Project Proposal Outline; Integrate with and Continue Work on Appendix Section of the Senior Project Proposal Outline

Email/Hand In: Note: Items 1-4, below, may all fit on a single page

1. Research Design(s) [one paragraph each]
2. Data Collection Method(s) [one paragraph each]
3. Dependent Measure(s) & Independent Measure(s) [name each one]
4. Data Analysis Procedures [name them specifically]
5. Operational Definitions [one for each independent and dependent measure named]

Email/Hand In: Draft of Data Collection Instruments and Forms [independent and dependent variables named in 3. above are listed/measured/collected on these: spreadsheets, questionnaires, interviews]

Continue Work on Section III of the Senior Project Proposal Outline; Integrate with and Continue Work on Appendix Section of the Senior Project Proposal Outline

Revise: Data Collection & Data Analysis forms (from 1/26 & 1/31). Make multiple copies of the form, and fill it out as needed, depending on the number of variables and type of analysis you do. Bring to class for discussion and assistance. These forms will guide you in completing your Descriptive Statistics Summary Table (**Due: 2/28**) and your Inferential Statistics Summary Table (**Due: 3/2**)

Note: See “Demo Proposals.” Read and carefully study the draft questionnaires, interview questions, spreadsheets, and data collection forms. Read the research questions and hypotheses. Read the operational definitions. Read the Descriptive and Inferential Statistics Tables in the Appendix

Do: Use your revised Data Collection & Data Analysis forms to help you create and complete your Descriptive Statistics Summary Table. See “Demo Proposals” for examples

Class/Team/Instructor Workshop on Data Collection and Data Analysis

Confirm: Descriptive Statistics

Handouts: 1. Coding Form Examples with Spreadsheets *
2. Literature Review: Second Draft Demonstration Example *
3. Review of the Related Literature: Demo #3 *
4. Review of the Related Literature: Demo #4 *
5. Completed Senior Projects with Data Analysis Examples

2/28 **Do:** Faculty Interviews, get FORM 1 signed (**Due: 3/2**)
Do: Continue revision of Second Draft of Literature Review for Section II of the Senior Project Proposal Outline, and revision of Bibliography for Section VI (**Due: 3/2**)

Continue Work on Section III of the Senior Project Proposal Outline; Integrate with and Continue Work on Appendix Section of the Senior Project Proposal Outline

Email/Hand In: Descriptive Statistics Summary Table

Do: Use your revised Data Collection & Data Analysis forms to help you create your Inferential Statistics Summary Table. See “Demo Proposals” for examples

Continue: Class/Team/Instructor Workshop on Data Collection and Data Analysis

Confirm: Inferential Statistics

Handouts: 1. How to Write an Abstract *
2. Journal Article on Instructor Evaluation, with Abstract

3/2 ***Complete Faculty Interview and Senior Project Advisor Selection Process***

Do: Faculty Interviews, get FORM 1 signed (**Due: 3/2**)
Do: Continue revision of Second Draft of Literature Review for Section II of the Senior Project Proposal Outline, and revision of Bibliography for Section VI (**Due: 3/2**)

Email/Hand In: Faculty Interview #2

Email/Hand In: TOM Senior Project Sign-up Confirmation Form, signed by TOM Department

Secretary, and FORM 1 signed by your senior project advisor

Complete Work on Final Components of Senior Project Proposal Outline

- Read:** How to Write an Abstract Handout
Read: Journal Article with Abstract Handout
Read: TOM Department 2003-2004 Senior Project Abstracts Booklet for “demo” Abstracts (Handout from 1/3)
Do: Create your proposal abstract. See “Demo Proposals” for more examples

Email/Hand In: Project Abstract (First Draft). Include the title, author, and advisor

Complete Work on Second Draft of Section II and Section VI of the Senior Project Proposal Outline

Email/Hand In: Literature Review Second Draft, with Bibliography

Complete Work on Section III of the Senior Project Proposal Outline; Integrate with and Complete Work on Appendix Section of the Senior Project Proposal Outline

Email/Hand In: Inferential Statistics Summary Table

Class/Team/Instructor Workshop on proposal preparation

See Senior Project Proposal Outline handout

Note: See “Demo Proposals.” Study carefully the format and style

- Read:** Ch. 12 Technical Details: Style, Format, and Organization of the Research Report
Read: Sample Research Proposal sections, pages 58-59, 81-83, 129-132
Recommended Reading: Pyrczak & Bruce, Chs. 9, 10, 11, & 12

Discussion of tailoring your writing for a particular reader/audience: client vs. faculty

Discussion of “What's next: Carrying out the Senior Project,” and the TOM 463 Senior Project Seminar

Review: TOM Department *Senior Project Guidelines* Booklet (Handout from 1/3)

- Handouts:
1. TOM 463 Syllabus *
 2. TOM 463 Oral Presentation Evaluation Form *
 3. TOM 463 Status Report Requirements *
 4. Senior Project Submission Instructions *

- 3/7 **Revise:** Final Senior Project Proposal Draft
Revise: Project Schedule and Project Budget
Revise: Project Abstract

Senior Project Proposal Consultation Day

One-on-one meetings with the instructor. Bring your final draft with you

Discussion of Last Class Presentations

- 1) Five-minute time limit

- 2) Hard-copy handout for class members, and overhead display prepared
- 3) Peer evaluation of presentations, on a 0-5 scale

Hand back: Course Expectations

Instructor Evaluation

3/9 ***Complete Final Draft of your Senior Project Proposal***

Last Class Meeting

Email: Project Abstract (MS Word email attachment) to instructor. Include title, author, and advisor

Return: Examples of Completed TOM 460 Senior Project Proposals (“Demo Proposals”)

Handouts:

1. Business Language 101
2. Presentation Evaluation Forms

In Class: Five-minute presentations of proposals. Create and hand out to the class a one-page summary of your proposal. Create one or more overhead displays to support your presentation

Hand In: Presentation Evaluation Forms

Email/Hand In: **Project Proposal** (10 to 50 pages)

Pay special attention to the Senior Project Proposal Outline handout. Follow this outline exactly. Include an Abstract and an Introduction. Be sure to address each Section I-VII. Include a time-line and budget, and Appendices with drafts of your data collection instruments/forms, dummy spreadsheets, data analysis procedures tables, first page of each secondary data source (if relevant), letters of introduction, instructions, and/or other relevant supporting documentation as needed.

Note: No plastic or cardboard covers; one binder clip in the upper left corner is preferred for hard-copy submissions. 3½” floppy disk, 100 Mb Zip Disk, or MS Word Attachment to Email is preferred for electronic submissions.

3/14 **FINAL EXAM MEETING:** 6:00 - 8:00 pm in 6-111

Project Proposals returned, including course grade curve

Pick-up for those who do not attend the final exam meeting: TOM Office after 3/14