

**San José State University**  
**Lucas Graduate School of Business**  
**Master of Science in Transportation Management**  
**MTM 290 - MSTM Capstone: Report Writing**  
**Spring-B 2019**

**Course and Instructor Contact Information**

<b>Instructor:</b>	Dr. Hilary Nixon
<b>Office Location:</b>	Mineta Transportation Institute, 210 N. 4 <sup>th</sup> St., 4 <sup>th</sup> Floor
<b>Telephone:</b>	408-924-7564
<b>Email:</b>	<a href="mailto:hilary.nixon@sjsu.edu">hilary.nixon@sjsu.edu</a> (preferred contact method)
<b>Office Hours:</b>	By appointment
<b>Class Day/Time:</b>	March 21 – May 23, 2019
	Class meetings on: <ul style="list-style-type: none"><li>• March 21, 5:30-9:30 p.m.</li><li>• April 11, 5:30-9:30 p.m. –writing workshop with Maria Judnick</li><li>• May 16, 5:30-9:30 p.m. – lighting presentations on final research papers</li></ul>
	Group writing tutorial session <ul style="list-style-type: none"><li>• Schedule individually, weeks of April 15 &amp; 22</li></ul>
	Individual writing tutorial session <ul style="list-style-type: none"><li>• Schedule individually, weeks of May 13 &amp; 20</li></ul>
	Individual advising sessions (2 for each student) <ul style="list-style-type: none"><li>• Schedule individually, weeks of April 8 and May 6</li></ul>
<b>Classroom:</b>	Specified video-conferencing locations (For locations, contact the MSTM Coordinator, Michelle Waldron)
<b>Prerequisite</b>	MTM 283
<b>Course website:</b>	Canvas ( <a href="http://sjsu.instructure.com">http://sjsu.instructure.com</a> )

**Course Format**

Students must have regular access to email and the internet in order to communicate with the instructor, submit assignments, and engage in other class activities.

Students attend class sessions by going in person to one of the MTM program videoconferencing sites \*or\* by joining online using Zoom, SJSU's online meeting application. Details on each option are as follows:

### **MTM Class Videoconferencing Sites:**

Videoconference sites are located at the Lucas Business Complex (Santa Clara, CA), Caltrans district offices, and other participating agencies. For information about these options, contact the Program Coordinator, Michelle Waldron, at [michelle.waldron@sjsu.edu](mailto:michelle.waldron@sjsu.edu).

### **Online Access via Zoom:**

You can join class using SJSU Zoom from any location, as long as you:

- Are in a quiet room without distractions (e.g., no family members or colleagues walking through or asking questions)
- Have stable internet access
- Use a video camera and good quality microphone so that you are seen as well as heard
- Follow good "meeting etiquette" principles (one such list: <https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>)

To access class sessions by Zoom, click on the following link from your computer or tablet:

<https://sjsu.zoom.us/j/450311551>

Plan to join at least ten minutes before 5:30 pm, to make sure you are ready when class begins. (The very first time you join from a computer or device, allow extra time for set-up.)

The university has many useful tutorials on how to use Zoom: <http://www.sjsu.edu/ecampus/teaching-tools/zoom/index.html>

## **Course Description**

Provides the second part of a culminating experience in which students design and carry out an individual, comprehensive policy or program evaluation. Students complete a Policy or Program Evaluation following the proposal design they developed in MTM 283. The final report demonstrates their capacity to do independent research, analysis, and writing about a complex transportation management problem. Prerequisite: MTM 283

## **MSTM Program Goals:**

*(Note: Not all program learning goals are covered in every course)*

### **Goal One: Management of Transportation Organizations**

Develop a system-level and global perspective on the management of transportation organizations.

### **Goal Two: Transportation Policy**

Develop an awareness of the transportation policy environment, including fiscal mechanisms, legislative structures, and intergovernmental coordination.

### **Goal Three: Leadership**

Develop potential for leadership in transportation organizations.

### **Goal Four: Communication Skills**

Develop written and oral communication skills and techniques.

**Goal Five: Analytical Skills**

Develop ability to analyze management issues and situations using appropriate conceptual approaches.

**Goal Six: Information Technology**

Develop basic understanding of commonly used information technology applications used by the transportation industry.

**Course Learning Outcomes**

MTM 290 is the second part of the capstone experience for students in the MSTM program. Students draw upon the material they have learned from coursework and professional experience to demonstrate their ability to:

1. Conceptualize problems from complex, real world situations so the problems are meaningful to clients and research-worthy. In particular, students will be able to:
  - a. Define and clearly state an evaluation question;
  - b. Design a methodology appropriate to answer the evaluation question.
2. Collect, analyze, and synthesize information. In particular, students will be able to:
  - a. Collect data of sufficient quality and depth to answer the evaluation question;
  - b. Perform direct, competent, and appropriate analysis to answer the evaluation question;
  - c. Draw sophisticated conclusions based on the results of the analysis, that are a logical extension of the findings;
  - d. Show how the analysis and findings fit into the larger context of the literature and/or current professional practice.
3. Communicate effectively in writing and in visual terms. In particular, students will be able to:
  - a. Organize material logically, so that a reader can easily follow the writer's train of thoughts;
  - b. Write text that is grammatically correct and free of typos;
  - c. Create and integrate into the report tables and figures that add useful/important information for readers;
  - d. Design reports that are attractive and professional in appearance;
  - e. Include citations where appropriate, and format footnotes/in-text references and bibliographies properly.

**Required Texts/Readings**

Students must purchase one required text: Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. Chicago: University of Chicago Press, 2013. (ISBN 9780226816388) New copies can be purchased for about \$15.00.

There also will be short readings in electronic format that are provided to students by email or in Canvas or are available through the SJSU library.

**Library Liaison**

The Library Liaison for the Lucas Graduate School of Business is Christa Bailey ([christa.bailey@sjsu.edu](mailto:christa.bailey@sjsu.edu)).

## Course Requirements, Assignments, and Grading Information

Your grade for the course will be based on the following assignments and other activities. This course is graded Credit (CR)/No Credit (NC). In order to receive CR, students must complete ALL assignments listed below AND receive a grade of B- or better on the final policy/program evaluation.

Assignments	Due Date	Grading
Evaluation plan for MTM 283 WITH any comments provided by the instructor	March 22 ( <u>day after class begins, Friday</u> )	CR/NC
Detailed outline of report following template provided	April 4	CR/NC
One-on-one check-in with Hilary (must pre-schedule)	April 8 – 12 (sign up for one session)	CR/NC
Mini workshop AND group tutoring session with Maria	April 11 in class & Weeks of April 15 & 22 (sign up for one group session)	CR/NC
Draft policy/program evaluation	May 2	CR/NC
One-on-one check-in with Hilary (must pre-schedule)	May 6 – 9 (sign up for one session)	CR/NC
One-on-one tutoring with Maria	Weeks of May 13 & 20 <sup>th</sup> (sign up for one session)	CR/NC
Lightning talk on final research paper	May 16	CR/NC
Final policy/program evaluation	May 30	Letter graded, min. B- to earn credit

- Evaluation plan WITH instructor comments from MTM 283: Students will submit their MTM 283 evaluation plan along with any comments/feedback received from the instructor. Grading: CR/NC
- One-on-one check-in with Hilary: students will be required to sign-up for two mid-semester check-ins with Hilary to discuss progress on their research project. Students are encouraged to check-in with Hilary on an as-needed basis throughout the semester, but these mid-semester check-ins will be required. Grading: CR/NC
- Mini writing workshop on April 11 with Maria: Mandatory attendance at this mini writing workshop. Grading CR/NC
- Group tutoring session with Maria: Students must participate in one group writing tutoring session with Maria, scheduled during the weeks of April 15 and 22. Grading CR/NC
- Draft research paper: Students will be required to submit a complete draft of their research paper. Grading CR/NC
- One-on-one writing tutoring session with Maria: Students must participate in one writing tutoring session with Maria, scheduled during the weeks of May 13 and 20. Grading CR/NC
- Lightning talk on final research project: A lightning talk is a short presentation (6 minutes) that each student will give on their final research paper. Grading: CR/NC

Final policy/program evaluation: To successfully complete MTM 290, a student must receive a passing grade (B- or better) on their final policy/program evaluation in order to receive credit. Grading: Letter grade. The late penalty on the final report will be one “step” (e.g. from A- to B+, B to B-, B- to C+, etc.) for each 24 hours that passes after the due date.

## **SJSU Writing Center**

“The San José State University Writing Center offers a variety of resources to help students become better writers, and all of our services are free for SJSU students. Our mission is to enhance the writing skills of SJSU students so they can communicate clearly in any setting (informal, academic, or professional). We accomplish this goal through creating original writing resources, offering workshops, and conducting one-on-one and small-group tutoring sessions.

The SJSU Writing Center has two locations: We conduct drop-in tutoring sessions in Clark Hall, Suite 126; we conduct scheduled appointments on the second floor of the MLK Library. We also offer online tutoring sessions using the Zoom web conferencing platform. All appointments can be made online at [sjsu.mywconline.com](http://sjsu.mywconline.com).

All our writing tutors have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment, register for a workshop, or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>.”

## **Classroom Protocol for the Lucas College Graduate School of Business**

<http://www.sjsu.edu/cob/Students/policies/index.html>

## **University Policies**

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>”

## **Lucas College and Graduate School of Business Mission**

We are the institution of opportunity in Silicon Valley, educating future leaders through experiential learning and character development in a global business community and by conducting research that contributes to business theory, practice and education.

## Course Schedule

Students complete most work for this course independently, with feedback and discussion from the instructor. In addition, students will attend three in-person class sessions, plus participate in several one-on-one or small group sessions scheduled throughout the semester.

*Schedule subject to change with advanced notification (via email)*

<b>Date</b>	<b>Class Activities, Readings, &amp; Assignments</b>
Mar. 21	In-class meeting (Zoom or video conference facilities) Course Overview, Introductions, Analyzing Qualitative and Quantitative Data, Formatting Reports and Presenting Information
Mar. 22	Submit Evaluation plan for MTM 283 WITH any comments provided by the instructor through Canvas
Apr. 4	Submit detailed outline of report following template provided through Canvas
Apr. 8-12	One-on-one check-in with Hilary (must pre-schedule)
Apr. 11	In-class writing workshop with Maria Judnick (Zoom or video conference facilities)
Weeks of Apr. 15 & 22	Attend group tutoring session with Maria Judnick (must pre-schedule)
May 2	Submit draft policy/evaluation plan through Canvas
May 6-9	One-on-one check-in with Hilary (must pre-schedule)
Weeks of May 13 & 20	One-on-one tutoring with Maria (must pre-schedule)
May 16	In-class meeting (Zoom or video conference facilities) Lightning talk on final research paper
May 30	Submit final policy/program evaluation research paper through Canvas