San José State University
Lucas Graduate School of Business
Master of Science in Transportation Management
MTM 283: MSTM Capstone - Project Design
Spring-A 2018

Course and Instructor Contact Information

Instructor:	Asha Weinstein Agrawal
Office Location:	210 Fourth Street, 4th Floor San Jose, CA
Telephone:	408-924-5691
Email:	asha.weinstein.agrawal@sjsu.edu (fastest contact method)
Office Hours:	Sign up at tinyurl.com/6qdm9cw or contact Professor Agrawal for other schedule options
Class Day/Time:	Thursdays, 5:30 – 9:30 pm, on January 4, 11, and 25, and March 8
Classroom:	Specified video-conferencing locations (For locations, contact Ms. Viviann Ferea at viviann.ferea@sjsu.edu)
Prerequisites:	Completion of 21 units towards the Master of Science in Transportation Management degree
Course website:	Canvas (https://sjsu.instructure.com/)

Course Format

Students complete most work for this course independently, with feedback and discussion from the instructor. In addition, students will attend four class sessions that cover key course material applicable to all students.

Students participate in the class session via live video-conferencing at the site most convenient to them, with sites at the Mineta Transportation Institute, Caltrans District headquarters, and other participating agencies.

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

MYSJSU Messaging/Course Communications

You are responsible for regularly checking the email address associated with your MySJSU account in order to learn of any course updates. Syllabi, assignment instructions, and other materials will be shared this way.

Some course materials, such as the syllabus and assignment instructions, will also be posted on the Canvas Leaning Management System (http://sjsu.instructure.com).

Course Description

Advanced policy or program evaluation design and proposal writing. Students conduct background research and develop a Policy or Program Evaluation Proposal that demonstrates their capacity to do independent research, analysis, and writing about a complex transportation management problem.

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

This course is the first part of the capstone experience for MSTM students. In MTM 283 students develop the skills and knowledge to complete a proposal for a policy or program evaluation or similar analytical management project. Students will learn how to frame effective evaluation questions to guide a program evaluation, identify appropriate literature relevant to a research topic, and determine appropriate data and analysis methods. In addition, students will develop their skills at providing constructive feedback on a colleague's writing.

Through the MTM 283 coursework students develop their ability to:

1. Conceptualize a program or policy evaluation project that has a precise evaluation question and methods that are feasible and credible
2. Identify and summarize appropriate professional literature relevant to a proposed area of evaluation

3. Write clear and compelling prose in a style appropriate for a transportation manager
4. Design information graphics (tables, figures) that communicate a clear message
5. Design the formatting for a professional report
6. Prepare constructive, tactful feedback to help colleagues improve their writing

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).

Course Requirements and Assignments

The core class requirement is to prepare three drafts of a policy or program evaluation plan. The final evaluation plan will include a clear description of the evaluation question(s) to answer through the evaluation, the intended audience for the final project, a well-evidenced explanation of why the intended audience needs the evaluation completed, a detailed plan for the evaluation methods (data needs and approach to the analysis), an annotated bibliography, and a work plan for completing the project in MTM 290.

Assignments	Due Date
Draft Evaluation Plan #1	January 11
One-on-one check-in with Asha	January 15 – 19 (sign up in advance)
Phone meeting with peer feedback group	January 15 – 19 (schedule in advance)
Draft Evaluation Plan #2	February 1
One-on-one check-in with Asha	February 2 – 8 (sign up in advance)
Written feedback on 3 or 4 of your classmates' drafts	February 15 – 21
Phone meeting with peer feedback group	February 15 – 21
Final Evaluation Plan	March 8
Evaluation Proposal Lighting Talk (oral presentation)	March 8

Students will also be required to meet at least twice with the instructor, complete a few short homework assignments designed to help learn the class material, provide peer reviews of their classmates' work (in writing and by phone), and present a "lightning talk" that summarizes their Final Evaluation Plan.

Additional details about each assignment will be shared in separate documents.

Grading Information

MTM 283 uses a CR/NC grading structure. To earn CR, a student must complete all assignments **AND** receive a passing grade (B- or better) on the Final Evaluation Proposal assignment.

The late penalty on the Final Evaluation Proposal is one third of a letter grade (e.g., from an A- to a B+) for each day late.

> Note: Students who do not complete a good-quality Final Evaluation Plan will **fail the course** and must retake it before registering for MTM 290. It is therefore critical that you make a serious effort on every draft and the feedback assignments.

Plagiarism and Citing Sources Properly

Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense both in the university and in your professional work. In essence, plagiarism is both theft and lying: you have stolen someone else's ideas, and then lied by implying that they are your own

> **Plagiarism will lead to grade penalties and a record filed with the Office of Student Conduct and Ethical Development. In severe cases, students may also fail the course or even be expelled from the university.**
>
> **If you are unsure what constitutes plagiarism, it is your responsibility to make sure you clarify the issues <u>before</u> you hand in draft or final work.**

Learning when to cite a source and when not to is an art, not a science. However, here are common types of plagiarism that you should be careful to avoid:

- Using a sentence (or even a part of a sentence) that someone else wrote *unless* you identify the language as a quote by (1) putting the text in quote marks and (2) referencing the source.

- Paraphrasing somebody else's theory or idea without referencing the source.

- Using a map, picture, or table without reference the source.

- Using data without referencing the source.

The University of Indiana has developed a very helpful website with concrete examples about proper paraphrasing and quotation. See in particular the following pages:

- Overview of plagiarism at www.indiana.edu/~istd/overview.html

- Examples of plagiarism at www.indiana.edu/~istd/examples.html

Finally, you can use TurnItIn.com as a tool to help you identify any text that may be plagiarized, so that you can fix any potential problem text before submitting the assignment. When you submit assignments to Canvas, the system will generate a "report" that highlights all text that TurnItIn.com identifies as possibly plagiarized. The report will give you a "score" that shows how much text has been flagged. Please note that the TurnItIn.com reports are helpful but not perfect – they tend to highlight lots of material that isn't actually plagiarized, and the reports can also potentially miss problematic text. Therefore, it is recommended that you completely ignore the numeric score and instead carefully review all text that is highlighted in the Turnitin.com report to check if any of your work might need revision.

You are encouraged to submit draft papers to Canvas well <u>before</u> the assignment due date, so that you can check the TurnItIn.com report and make any needed revisions before the assignment is due. If you submit a draft for this purpose, add a note in Canvas that says "draft only – not for review." For instructions on how to find your TurnItIn.com reports in Canvas, see https://community.canvaslms.com/docs/DOC-3120.

> If you still have questions about citing sources and paraphrasing appropriately after using these online resources, make an appointment to discuss your questions. There is nothing wrong with asking for help, whereas even unintentional plagiarism is a serious offense.

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 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

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Spring 2018-A

Students complete most work for this course independently, with the instructor providing feedback through one-on-one meetings and written comments. In addition, students will attend four class sessions that cover key course material applicable to all students.

Schedule subject to change with advanced notification (in class and/or via email)

January 4	Class session 1:	Overview of the course; principles of policy evaluation; designing an evaluation question; finding professional and scholarly literature; citing sources;
January 11	Class session 2	Evaluation design, continued, including how to select feasible and credible evaluation methods; best practices for offering constructive feedback on draft writing
	Work due:	Draft Evaluation Proposal #1 by class time
January 15 - 19	Work due:	One-on-one check in with Professor Agrawal (must be pre-scheduled) Phone meeting with peer feedback group (must be pre-scheduled)
January 25	Class session 3:	Written and oral communication skills for transportation managers, including principles of clear writing (paragraphs and sentences), information design (tables/figures), and report formatting
February 1	Work due:	Draft Evaluation Proposal #2
February 2 – 8	Work due:	One-on-one check in with Professor Agrawal (must be pre-scheduled)
February 15 - 21	Work due:	Written feedback on 3 or 4 of your classmates' draft proposals Phone meeting with peer feedback group (must be pre-scheduled)
March 8	Class session 4:	Students present their Evaluation Proposal Lightning Talks
	Work due:	Final Evaluation Proposal (written report) Evaluation Proposal Lightning Talk