

San José State University
Lucas Graduate School of Business
Master of Science in Transportation Management
MTM 290: MSTM Capstone – Evaluation Report
Spring-B 2018

Course and Instructor Contact Information

Instructor:	Hilary Nixon
Office Location:	Mineta Transportation Institute, 210 N. 4 th St., 4 th Floor
Telephone:	408-924-7564
Email:	hilary.nixon@sjsu.edu (preferred contact method)
Office Hours:	By appointment
Class Days/Time:	March 22, 5:30-9:30 May 24, 5:30-9:30
Classroom:	Via video conference facilities or online using Canvas/Zoom. <ul style="list-style-type: none">• For video-conferencing locations, contact Ms. Viviann Ferea at viviann.ferea@sjsu.edu)• Instructions for using Zoom can be found at: https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac. You can also access Zoom using a phone for the audio, but should still have access to a computer in order to view lecture slides, presentations, etc. Ensure that you are in a reasonably distraction-free area with no background noise.
Website:	Course materials will be posted on Canvas (http://sjsu.instructure.com). Canvas will also be used for course communication/email – make sure your Canvas account is set up to forward email to your preferred email address if it is not already.
Prerequisites:	Prior completion of MTM 283

Course Format

Students complete most work for this course independently, with feedback and discussion from the instructor. In addition, students will attend two in-person/synchronous online 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 or using Canvas and Zoom online video conferencing capability (accessed by personal computer or smart phone with

video capability). Video-conferencing sites are available at the Mineta Transportation Institute, Caltrans district offices, 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.

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 evaluation plan they developed in MTM 283. The final report 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

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 (Required)

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 (Required)

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
Evaluation plan for MTM 283 WITH any comments provided by the instructor	March 23 (day after class begins, Friday)
One-on-one check-in with Hilary (must pre-schedule)	April 2 – 5
One-on-one check-in with Hilary (must pre-schedule)	April 16 - 19
Draft policy/program evaluation	May 10
One-on-one check-in with Hilary (must pre-schedule)	May 14 - 17
Lightning talk on final research paper	May 24
Final policy/program evaluation	May 29 (Tuesday)

- 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 three 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
- Draft research paper: Students will be required to submit a complete draft of their research paper. 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.

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 before 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 before 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.

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Course Schedule

Students complete most work for this course independently, with feedback and discussion from the instructor. In addition, students will attend two in-person class sessions.

Schedule subject to change with advanced notification (via email)

Date	Course activities	
Mar. 22	In-person class	Course overview, introductions, analyzing qualitative and quantitative data
Mar. 23	Due	Evaluation plan with MTM 283 instructor comments (upload to Canvas by 11:59 p.m.)
April 2 - 5	Due	One-on-one check in with Hilary (must be scheduled in advance)
April 16 - 19	Due	One-on-one check in with Hilary (must be scheduled in advance)
May 10	Due	Draft policy/program evaluation report (upload to Canvas by 11:59 pm)
May 14 - 17	Due	One-on-one check in with Hilary (must be scheduled in advance)
May 24	In-person class	Student lightning talks
	Due:	Lighting talk PPT slides (upload to Canvas by 12 pm before class)
May 29 (Tuesday)		Final policy/program evaluation report (upload to Canvas by 11:59 pm)