San José State University
Lucas Graduate School of Business
Master of Science in Transportation Management
MTM 290: Capstone – Report Writing
Spring-B 2024

Course and Instructor Contact Information

Instructor:	Dr. Jochen Albrecht
Email:	jochen.albrecht@sjsu.edu
Office Hours:	By appointment
Class Meetings:	Monday, 25 March and 20 May 2024 at 5:30 – 9:30 pm, plus multiple 1:1 meetings with instructors Drs. Albrecht and Sloan
Classroom:	Online (Zoom link provided in Canvas)
Course website:	Canvas (http://sjsu.instructure.com)
Writing support:	Dr. Sian Sloan (sian.sloan@sjsu.edu)

Course Format

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

Students attend the class session and all 1:1 meetings with the instructors online using Zoom, SJSU's online meeting application. Plan to join those sessions at least five minutes before the scheduled time, to make sure you are ready when the session begins.

Notification about Class Recordings:

The class session will be audio and video-recorded through Zoom. The Zoom recordings will be available to registered students, on request, for personal use only. Recordings may not be shared.

Course Description

This course 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 Learning Goals:

Goal 1: Transportation Systems and Society: Craft management decisions that integrate knowledge of multimodal transportation, social, and environmental systems

Goal 2: Innovation: Develop innovative solutions to transportation management challenges

Goal 3:Leadership: Develop high-impact leadership styles and competencies (traits, skills, behaviors)

Goal 4: Communications: Communicate effectively with a diverse workforce and citizenry

Goal 5: Analytical skills: Identify and evaluate transportation management issues using appropriate data and methods

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

Textbook

None. There will be short readings in electronic format that are provided to students by email or on Canvas.

Course Requirements and Assignments

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course for instruction, preparation/studying, or course related activities.

Assignments	Due Date	Learning Objectives Addressed
Detailed outline of report following template provided	March 31	1,2
Draft #1 of policy/program evaluation (ONLY program description/detailed background, evaluation design/methods, and evaluation findings chapters required, NOT introduction and conclusion)	April 12	1,2,3
One-on-one check-in with Sian (must pre-schedule)	April 17 – 30 (sign up for one 30 min. session by April 12)	3
Draft #2 of policy/program evaluation with rubric self-evaluation (all parts of the final report should be complete)	May 10	1,2,3
One-on-one check-in with Jochen (must pre-schedule)	May 13 – 17 (sign up for one 30 min. session by May 10)	1,2,3
Lightning talk on final policy/program evaluation	May 20 (**lightning talk video to be sent in advance by May 17**)	3
Final policy/program evaluation	May 31	1,2,3

Final Examination or Evaluation

The final culminating experience for MTM 290 will be the lightning talk on your final policy/program evaluation AND your final policy/program evaluation.

Grading Information

Your grade for the course will be based on the assignments and other activities listed above. This course is graded Credit (CR)/No Credit (NC). **In order to receive CR, students must complete ALL assignments/activities listed above AND receive a grade of B- or better on the final policy/program evaluation.** A detailed rubric for the capstone report will be provided for all students. **A minimum passing grade of 35 (B-) on the rubric must be obtained.**

Determination of Grades

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. A B- grade is the equivalent of 70 out of 100 on the evaluation rubric. 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.

Common types of plagiarism that you should be careful to avoid include:

- 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 referencing the source.

- Using data without referencing the source.

The University of Indiana has developed a helpful website with concrete examples about proper paraphrasing and quotation: https://plagiarism.iu.edu/index.html.

> 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.

University Policies

Per [University Policy S16-9](#), information relevant to all courses, such as academic integrity, accommodations, dropping and adding, consent for recording of class, etc. is available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](#) at http://www.sjsu.edu/gup/syllabusinfo/." Make sure to visit this page, review, and be familiar with these university policies and resources.

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)

Date	Class Activities, Readings, & Assignments
March 18 - 26	One-on-one check-in with Jochen (must pre-schedule by March 17)
March 31	Submit detailed outline of report following template provided through Canvas
April 3 – 6	One-on-one check-in with Jochen
April 12	Draft #1 of policy/program evaluation (background, methods, and findings chapters required, NOT introduction and conclusion). Submit through Canvas.
April 17 - 30	One-on-one check-in with Sian (must pre-schedule by April 12)
May 10	Draft #2 of policy/program evaluation with rubric self-evaluation (all parts of the final report should be complete). Submit through Canvas.
May 13 – 17	One-on-one check-in with Jochen (must pre-schedule by May 10)
May 17	Lightning talk video due. Submit through Canvas.
May 20	In-class meeting (Zoom) Lightning talk on final research paper
May 31	Submit final policy/program evaluation research paper through Canvas