San José State University
Lucas Graduate School of Business
Master of Science in Transportation Management
MTM 283: MSTM Capstone - Project Design
Fall-B 2019

Course and Instructor Contact Information

Instructor:	Asha Weinstein Agrawal
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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 October 10, October 17, October 24, November 7, and December 12
Classroom:	Specified video-conferencing locations or join online with Zoom (For locations, contact Michelle Waldron at michelle.waldron@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 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 MSTM Program Coordinator, Michelle Waldron, at 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/669517800

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 here: http://www.sjsu.edu/ecampus/teaching-tools/zoom/index.htmlMYSJSU

Notification about Class Recordings:

All class sessions are 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.

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 Plan 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 systems-savvy and global perspective on solving transportation management challenges.

Goal Two: Transportation Policy

Develop solutions to transportation management challenges that integrate knowledge of the transportation policy environment..

Goal Three: Leadership

Identify and analyze leadership styles and traits.

Goal Four: Communication Skills

Communicate effectively with a diverse workforce and citizenry.

Goal Five: Analytical Skills

Identify and evaluate transportation management issues using appropriate methodological approaches.

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 plan for a policy or program evaluation or similar analytical management project. Course content covers 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 deepen their skills at professional writing and 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. Prepare written reports with clear and compelling prose and graphical elements (tables, charts, etc.), in a style appropriate for a transportation manager

4. 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.* 9th ed. Chicago: University of Chicago Press, 2018. 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 that 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

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

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) you will answer through the evaluation, the intended audience for the final project, a well-evidenced explanation of why the intended audience will want to read your final report, 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.

The following table lists all required class activities.

Assignments and Activities	Due Date	Learning Objectives Covered
Draft Evaluation Plan #1	October 17	1, 2, 3, 4
One-on-one check-in with Asha	October 18 – 25 (sign up in advance)	1, 2, 3, 4
Phone/Zoom meeting with your Draft 1 Peer Feedback Group	October 18 – 25 (schedule in advance)	1, 2, 3, 4
Zoom meeting with Naresh Malik	November 4 – 15 (schedule in advance)	4
Draft Evaluation Plan #2	November 7	1, 2, 3, 4
One-on-one check-in with Asha	November 8 – 15 (sign up in advance)	1, 2, 3, 4
Written feedback for your Draft 2 Peer Feedback Group	November 8 – 15	1, 2, 3, 4
Phone/Zoom meeting with Draft 2 Peer Feedback Group (to discuss written feedback)	November 12 – 16 (schedule in advance)	1, 2, 3, 4
Final Evaluation Plan	December 12	1, 2, 3, 4
Evaluation Plan Lighting Talk (oral presentation)	December 12	1, 2, 3, 4
Participate in discussions during class and on Canvas	Continuous	1, 2, 3, 4
Complete 3 short homework assignments	TBD	3

Additional details about each assignment will be shared on Canvas.

Grading Information

MTM 283 uses a Credit/No Credit (CR/NC) grading structure. To earn CR, a student must complete all assignments <u>and</u> receive a passing grade (B- or better) on the Final Evaluation Plan assignment.

The late penalty on the Final Evaluation Plan 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 feedback assignment.

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.

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. See in particular the following pages and associated links:

- 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 plagiarized text in your assignments, so that you can fix any potential problem text before submitting the assignment. When you submit assignments to Canvas, the system will generate a "similarity 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 similarity 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, I strongly recommend 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 text needs revision.

Submit draft papers to Canvas well <u>before</u> the assignment due date, so that you can check the TurnItIn.com similarity 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 something like "draft only – not for review."

For instructions on how to find your TurnItIn.com reports in Canvas, see https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/accessing-the-similarity-report.htm.

> 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, 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.

MTM 283 Course Schedule

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

October 10	Class session 1	Overview of the course, principles of policy evaluation, designing an evaluation question, finding professional and scholarly literature
	Reading due:	Turabian: "Chapter 2: Defining a Project: Topic, Question, Problem, Working Hypothesis"
	Optional:	TRB Webinar: "TRID Searching" (1-hour video)
		"Librarians Do Gaga" (5 minute humorous video)
October 17	Class session 2	Evaluation design, continued
		Guest lecture from Dan Moshavi, Dean of the SJSU Lucas College and Graduate School of Business: "Power, Influence, and Managing Up: Navigating Your Organization" (6:00 – 7:00 pm)
		Introduction with Naresh Malik, Founding Partner at CoSuccess (9:00 – 9:30 pm)
	Work due:	Draft Evaluation Plan #1 (by class time)
	Optional:	Robert Caro's "The Secrets of Lyndon Johnson's Archives: On a Presidential Paper Trail," *New Yorker*, January 21, 2019.
October 24	Class session 3	Writing skills for transportation managers
		Class interactive discussion facilitated by Naresh Malik: 1) Playing to your strengths; and 2) Learning, leading and growing through open feedback (7:30 - 9:30)
	Work due:	Homework #1: Using Sources Ethically
		Homework #2: Citation Formatting
	Reading due:	Turabian: "Chapter 11 Revising Sentences" and "Chapter 15: General Introduction to Citation Practices"
		"Chapter 3: Paragraphs" in *The Little, Brown Handbook,* 5th edition (pdf in Canvas)

	Optional:	George Orwell's 1946 article on "The Politics of the English Language"
		Patricia Nelson Limerick, "Limerick's Rules of Verbal Etiquette" (just 2 pages)
October 18 – 25	Work due:	One-on-one check-in with Professor Agrawal (must pre-schedule)
		Phone/Zoom meeting with peer feedback group (must pre-schedule)
November 4 – 15	Optional:	One-on-one meeting with Naresh Malik (must pre-schedule)
November 7	Class session 4:	Next steps with the evaluation plans, information design, citation formatting
	Work due:	Draft Evaluation Plan #2
		Homework #3: Designing Effective Tables and Charts
	Reading due:	Turabian: "Chapter 8: Presenting Evidence in Tables and Figures"
		Chapters 2 and 4 from Edward Tufte's book *The Visual Display of Quantitative Information*
November 16 – 22	Work due:	One-on-one check-in with Professor Agrawal (must pre-schedule)
		Written feedback on 3 or 4 of your classmates' draft plans
		Phone/Zoom meeting with peer feedback group (must pre-schedule)
December 12	Class session 5:	Presentation of Evaluation Plan Lightning Talks
	Work due:	Final Evaluation Plan
		Evaluation Plan Lightning Talk