

San José State University
Lucas Graduate School of Business
Master of Science in Transportation Management
MTM 283: MSTM Capstone - Project Design
Fall-B 2020

Course and Instructor Contact Information

Instructor:	Asha Weinstein Agrawal
Office Location:	Mineta Transportation Institute 210 Fourth Street, 4 th Floor San Jose, CA
Email:	asha.weinstein.agrawal@sjsu.edu (fastest contact method)
Telephone:	408-924-5691
Office Hours:	Sign up at https://rb.gy/wyglbr or email Professor Agrawal for other options The Zoom link for all office hours is: https://sjsu.zoom.us/j/2903011773
Class Day/Time:	Wednesdays, 5:30 – 9:30 pm, on October 14, October 21, October 28, November 18, and December 16
Classroom:	Online (Zoom)
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 will join class using SJSU Zoom. Be sure to:

- Be 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:

<https://sjsu.zoom.us/j/669517800/>

Passcode: 160316

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 new computer or device, allow extra time for set-up.)

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

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

Course materials will be posted on the Canvas Learning Management System (<http://sjsu.instructure.com>).

You are also responsible for regularly checking the email address associated with your MySJSU account in order to learn of any course updates.

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 an evaluation topic, and determine appropriate data sources and analysis methods. In addition, students deepen their skills at professional writing and providing constructive feedback on writing to peers.

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 (tables, charts, etc.), in a style appropriate for a transportation manager
4. Prepare constructive, tactful feedback to help peers 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 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). Students may contact her to request research assistance.

Course Requirements and Assignments

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

The core class requirement is to prepare two drafts and a final version of a policy or program evaluation plan. The final evaluation plan will include a clear description of the evaluation question(s) to be answered, the intended audience for the final project, a well-evidenced explanation of why the intended audience would want to read your final report, a detailed plan for the evaluation methods (data sources 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	Learning Objectives Covered
Draft Evaluation Plan #1	1, 2, 3, 4
Discussion of Draft #1 with Asha	1, 2, 3, 4
Peer Feedback for Draft #1	1, 2, 3, 4
Draft Evaluation Plan #2	1, 2, 3, 4
Discussion of Draft #2 with Asha	1, 2, 3, 4
Peer Feedback for Draft #2	1, 2, 3, 4
Discussion of Draft #2 with writing consultant Sian Sloan	3
Final Evaluation Plan	1, 2, 3, 4
Evaluation Plan Lighting Talk (oral presentation with slides)	1, 2, 3, 4
Participation in discussions during class and on Canvas	1, 2, 3, 4
Short homework assignments	3

Due dates for all assignments are listed below, in the course schedule.

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 and 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 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>.

You are encouraged to use TurnItIn.com as a tool to help confirm that there is no plagiarized text in your assignments, so that you can fix any potential problem text *before* formally submitting the assignment. When you submit writing assignments to Canvas, TurnItIn.com will generate a “Similarity Report” that highlights all text that TurnItIn.com identifies as *possibly* plagiarized. The report will also 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 is not 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 Similarity Report to check if any of these sections need revision.

Be sure to submit draft papers to Canvas before the assignment due date, so that you can check the TurnItIn.com similarity report and make any needed revisions before the assignment is due. It may take a few hours for the Similarity Report to be produced. 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](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.

MTM 283 Course Schedule

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

October 14	Class session 1	Overview of the course, principles of policy evaluation, designing an evaluation question, finding professional and scholarly literature
	Work due	Canvas Discussion #1: Let's Get to Know Each Other
	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 21	Class session 2	Evaluation design, continued Guest lecture from Dan Moshavi , Dean of the SJSU Lucas College and Graduate School of Business: "Leading in a Time of Uncertainty" (5:45 – 6:30 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 ," <i>New Yorker</i> , January 21, 2019

October 22 – 27	Work due:	Draft #1 discussion with Asha Discussion with your Draft #1 Peer Feedback Group <i>Note: Schedule both meetings by October 20</i>
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October 28	Class session 3	<p>Writing skills for transportation managers</p> <p>Interactive discussion facilitated by guest Naresh Malik, Managing Partner – Copia Growth Partners: “Learning, Leading, and Growing through Open Feedback” (5:30 - 7:00 pm)</p> <p>Work due: Homework #1: Using Sources Ethically Homework #2: Criterion Memo</p> <p>Reading due: Turabian: “Chapter 11 Revising Sentences” “Chapter 3: Paragraphs” in <i>The Little, Brown Handbook</i>, 5th edition (pdf in Canvas)</p> <p>Optional: George Orwell’s 1946 article on “Politics and the English Language” Patricia Nelson Limerick, “Limerick’s Rules of Verbal Etiquette” (pdf in Canvas)</p>
November 11	Work due:	Draft Evaluation Plan #2
November 12 – 18	Work due:	<p>Draft #2 discussion with Professor Agrawal</p> <p>Draft #2 peer feedback work (prepare written feedback and participate in a conversation)</p> <p style="text-align: center;"><i>Note:</i> Schedule both meetings by November 10</p>
November 18	Class session 4:	Next steps with the evaluation plans, information design, citation formatting
	Work due:	Homework #3: Citation Formatting Homework #4: Designing Effective Tables and Charts
	Reading due:	<p>Turabian: “Chapter 8: Presenting Evidence in Tables and Figures” and “Chapter 15: General Introduction to Citation Practices”</p> <p>Chapters 2 and 4 from Edward Tufte’s book <i>The Visual Display of Quantitative Information</i> (pdf in Canvas)</p>
November 16 – 24	Work due:	Consultation with writing consultant Sian Sloan (must pre-schedule)

December 16	Class session 5:	Evaluation Plan Lightning Talks
	Work due:	Final Evaluation Plan Slides for the Evaluation Plan Lightning Talk
