

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2021 / 2022

Semester 1

Learning Module	Graduation Report I			Class Code	MGPO4100-416
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	4
Lecture Hours	0 hr	Lab/Practice Hours	60 hrs	Total Hours	60 hrs
Instructor	Natalie Pang		E-mail	wspang@ipm.edu.mo	
Office	M524, Meng Tak Building		Telephone	85993324	

Description

This is an integrated course which requires students to apply their knowledge and skills acquired in previous courses to accomplish a project by pursuing an in-depth study in a selected topic in Management. Students are required to complete a report proposal by the end of this course before proceeding to Graduation Report II. Students are equipped with the opportunity to perform research studies under the guidance of their supervisor. Graduation Report I requires students developing research proposal for their research project. Preliminary considerations relate to selecting an appropriate research topic, design, reviewing the literature to position the proposed study within the existing literature and employing good writing skills and ethical practices.

Learning Outcomes

After completing the module, students will be able to:

1. apply integrated knowledge learned from previous courses to develop a research proposal;
2. formulate the business research process, identify critical issues, gather relevant information in ways that help in decision making and implement the right course of research actions;
3. perform systematic and organized research activities to investigate research topics relevant to the field of business management;

4. synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation; and
5. prepare and present a proposal that communicates effectively about their chosen topic.

Alignment of Program and Module Intended Learning Outcomes

PILOs of Management Program	MILOs
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.	1
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.	2
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	5
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.	NA
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.	3, 4
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	NA
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.	NA

Content

Students are required to write up their research proposal report under the guidance of their supervisor.

Attendance

Graduation Report I requires students to attend regular classes (to meet with their supervisors regularly and report their progress). A meeting log-book must be maintained, signed by their supervisors after each meeting, and submitted to the coordinator at the end of the semester.

Teaching Method

Students are required to perform library searches for practical and research topics related to different areas of the management discipline, identify their own research topic, discuss with project supervisor about the formulation of project work, and perform their research work under the guidance of project supervisor. Specifically, different teaching and learning activities (TLAs) are adopted.

TLA1: Weekly meetings will be scheduled to facilitate students to consult project supervisor, report the progress of their work, and discuss the preparation of project proposal.

TLA2: The related academic papers and articles will be identified and reviewed by students. Students and project supervisor will have in-depth discussion about the papers.

TLA3: Students must prepare for a group project presentation. They must develop ability to communicate effectively with other people.

Alignment of Learning Outcomes with TLAs

TLAs	Brief Description	Learning Outcomes				
		1	2	3	4	5
TLA1: Weekly meetings and discussions	Weekly meetings will be scheduled to facilitate students to consult project supervisor, report the progress of their work, and discuss the preparation of project proposal. Students will prepare a progress report after each meeting.	✓	✓	✓	✓	✓
TLA2: Literature review	Students must read and understand the extent literature on their chosen topic. Students shall prepare a summary of each article that they review.		✓	✓	✓	
TLA3: Project presentation	Students will develop in-depth understanding on the topic that they choose. They will prepare and present multimedia materials for a 25 minute presentation.	✓	✓	✓	✓	✓

Assessment

Students are required to present and defend their research project proposal at the end of the semester. Evaluation for this module will consist of the following components:

	Activities used to assess students' achievement of MILOS	Percentage
1.	Weekly meetings and discussions (non-graded)	NA
2.	Oral presentation* (graded)	40%
3.	Supervisor assessment (graded)	60%
	Total percentage:	100%

*Supervisor is one of the oral examiners.

Plagiarism Policy

It is student's responsibility to ensure that his/her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 30%. However, a special case can be determined by the instructor.

Teaching Materials

Recommended Reading

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The following are some of the important dates that you need to remember.

1. 2 September 2021 (Week 2)

Please submit a team-member name list and research topic to your supervisor.

2. September to November 2021

You will meet with your supervisor at least once a week to discuss the progress of your paper. Please fill in a progress report each time after each meeting (see the attached form). You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.

3. 11 November 2021 (Week 12)

Please submit 2 copies of your draft report to your supervisor. The draft report serves as a reference copy to the oral presentation examiners. Late submissions will suffer a penalty of 10 points deducted from each Oral Presentation mark.

4. 18 November 2021 (Week 13)

Each team is allowed to have 20 minutes to present their information and 5 minutes for Q&A session.

5. 25 November 2021 (Week 14)

Please submit the final version of the written report to your supervisor. Late submissions will suffer a penalty of 20 points deducted from the supervisor mark. The written report must be printed on 80gm plain white A4 papers using 12-pt Times New Roman, double spacing, leaving a margin of 1.25” on all 4 sides.

6. January 2022

Written reports will be randomly selected to be forwarded to the program external examiner if necessary.

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- a) Direct copying of the work or data of other persons, from one or more sources, without clearly indicating the origin. This includes both paper-based and electronic sources of material from websites, books, articles, unpublished work such as theses, working papers, seminar and conference papers, internal reports, lecture notes or tapes, and visual materials such as photographs, drawings and designs;
- b) Using very close paraphrasing of sentences or whole clauses without due acknowledgment in the form of reference to the original work;
- c) Submitting another student's work in whole or in part, where such assistance is not expressly permitted in the course information booklet;
- d) Use of another person's ideas, work or research data without acknowledgment;
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or
- h) In any way appropriating or imitating another's ideas and manner of expressing them where such assistance is not expressly permitted.

Macao Polytechnic Institute

School of Business

Bachelor of Management

2021/2022

MGPO4100-416 Graduation Report I

Please submit a copy of this form to your supervisor on 2 September 2021.

Research Topic: _____

Please pay special attention to the following:

After the submission of this form, no team member could be withdrawn from or added to the team.

Team Member's Name	Student Number	Signature
1.		
2.		
3.		
4.		

Name of Team Representative: _____

Name of Supervisor: _____ Signature of Supervisor: _____

Macao Polytechnic Institute

School of Business

Bachelor of Management

2021/2022

MGPO4100-416 Graduation Report I

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

Meeting 1	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				
Supervisor's Comments:				

Meeting 2	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				
Supervisor's Comments:				

Meeting 3	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				
Supervisor's Comments:				

Please photocopy this page if you need more.

Macao Polytechnic Institute

School of Business

Bachelor of Management

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Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	4
Lecture Hours	0 hr	Lab/Practice Hours	60 hrs	Total Hours	60 hrs
Instructor	Vincent Leung Wing Sang		E-mail	wsleung@ipm.edu.mo	
Office	M523, Meng Tak Building		Telephone	8599-3323	

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Macao Polytechnic Institute

School of Business

Bachelor of Management

2021/2022

MGPO4100 Graduation Report I

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Research Topic: _____

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1.		
2.		
3.		
4.		

Name of Team Representative: _____

Name of Supervisor: _____ Signature of Supervisor: _____

Macao Polytechnic Institute

School of Business

Bachelor of Management

2021/2022

MGPO4100 Graduation Report I

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

Meeting 1	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				
Supervisor's Comments:				

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Meeting 2	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				

Supervisor's Comments:

Meeting 3	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				

Supervisor's Comments:

Please photocopy this page if you need more.

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2021 / 2022

Semester 1

Learning Module	Graduation Report I			Class Code	MGPO4100-418
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	4
Lecture Hours	0 hr	Lab/Practice Hours	60 hrs	Total Hours	60 hrs
Instructor	Natalie Pang		E-mail	wspang@ipm.edu.mo	
Office	M524, Meng Tak Building		Telephone	85993324	

Description

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School of Business

Bachelor of Management

2021/2022

MGPO4100-418 Graduation Report I

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MGPO4100-418 Graduation Report I

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Meeting 1	Outcomes:	Outcomes met: (✓)		
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Date: / /				
1				
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3				
4				
5				
6				
Supervisor's Comments:				

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Date: / /				
1				
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PILOs of Management Program	MILOs
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.	1
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.	2
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	5
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.	NA
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.	3, 4
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	NA
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.	NA

Content

Students are required to write up their research proposal report under the guidance of their supervisor.

Attendance

Graduation Report I requires students to attend regular classes (to meet with their supervisors regularly and report their progress). A meeting log-book must be maintained, signed by their supervisors after each meeting, and submitted to the coordinator at the end of the semester.

Teaching Method

Students are required to perform library searches for practical and research topics related to

different areas of the management discipline, identify their own research topic, discuss with project supervisor about the formulation of project work, and perform their research work under the guidance of project supervisor. Specifically, different teaching and learning activities (TLAs) are adopted.

TLA1: Weekly meetings will be scheduled to facilitate students to consult project supervisor, report the progress of their work, and discuss the preparation of project proposal.

TLA2: The related academic papers and articles will be identified and reviewed by students. Students and project supervisor will have in-depth discussion about the papers.

TLA3: Students must prepare for a group project presentation. They must develop ability to communicate effectively with other people.

Alignment of Learning Outcomes with TLAs

TLAs	Brief Description	Learning Outcomes				
		1	2	3	4	5
TLA1: Weekly meetings and discussions	Weekly meetings will be scheduled to facilitate students to consult project supervisor, report the progress of their work, and discuss the preparation of project proposal. Students will prepare a progress report after each meeting.	✓	✓	✓	✓	✓
TLA2: Literature review	Students must read and understand the extent literature on their chosen topic. Students shall prepare a summary of each article that they review.		✓	✓	✓	
TLA3: Project presentation	Students will develop in-depth understanding on the topic that they choose. They will prepare and present multimedia materials for a 25 minute presentation.	✓	✓	✓	✓	✓

Assessment

Students are required to present and defend their research project proposal at the end of the semester. Evaluation for this module will consist of the following components:

	Activities used to assess students' achievement of MILOS	Percentage
1.	Weekly meetings and discussions (non-graded)	NA
2.	Oral presentation* (graded)	40%
3.	Supervisor assessment (graded)	60%
	Total percentage:	100%

*Supervisor is one of the oral examiners.

Plagiarism Policy

It is student's responsibility to ensure that his/her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 30%. However, a special case can be determined by the instructor.

Teaching Materials

Recommended Reading

- Saunders, M.N.K. and Lewis, P. (2018). *Doing Research in Business and Management*. 2nd edition, Pearson.
- Saunders, M.N.K., Lewis, P. and Thornhill, A. (2015). *Research Methods for Business Students*. 7th edition, Pearson.
- Kumar, R. (2014). *Research Methodology – A Step-by-Step Guide for Beginners*. 4th edition. SAGE.
- Creswell, J. (2009). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*. 4th edition. SAGE.
- Sekaran, U. and Bougie, R. (2016). *Research Methods for Business: A Skill Building Approach*. 7th edition. Wiley.
- George, D. and Mallery, P. (2016). *IBM SPSS Statistics 23 Step by Step: A Simple Study Guide and Reference*. 14th edition. Routledge.

The following are some of the important dates that you need to remember.

1. ___ September 2021 (Week 2)

Please submit a team-member name list and research topic to your supervisor.

2. September to November 2021

You will meet with your supervisor at least once a week to discuss the progress of your paper. Please fill in a progress report each time after each meeting (see the attached form). You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.

3. ___ November 2021 (Week 12)

Please submit 2 copies of your draft report to your supervisor. The draft report serves as a reference copy to the oral presentation examiners. Late submissions will suffer a penalty of 10 points deducted from each Oral Presentation mark.

4. ___ November 2021 (Week 13)

Each team is allowed to have 20 minutes to present their information and 5 minutes for Q&A session.

5. ___ November 2021 (Week 14)

Please submit the final version of the written report to your supervisor. Late submissions will suffer a penalty of 20 points deducted from the supervisor mark. The written report must be printed on 80gm plain white A4 papers using 12-pt Times New Roman, double spacing, leaving a margin of 1.25" on all 4 sides.

6. January 2022

Written reports will be randomly selected to be forwarded to the program external examiner if necessary.

*Warning: Plagiarism is a serious form of academic misconduct. Students must use the anti-plagiarizing software “Turnitin” to screen their project report, submit the resulting printout to their supervisor to evaluate if there is any potential problem of plagiarism, and obtain his/her signed approval of the research conducted. Plagiarism includes:

- a) Direct copying of the work or data of other persons, from one or more sources, without clearly indicating the origin. This includes both paper-based and electronic sources of material from websites, books, articles, unpublished work such as theses, working papers, seminar and conference papers, internal reports, lecture notes or tapes, and visual materials such as photographs, drawings and designs;
- b) Using very close paraphrasing of sentences or whole clauses without due acknowledgment in the form of reference to the original work;
- c) Submitting another student's work in whole or in part, where such assistance is not expressly permitted in the course information booklet;
- d) Use of another person's ideas, work or research data without acknowledgment;
- e) Submitting work that has been written by someone else on the student's behalf;
- f) Copying computer files, algorithms or computer code without clearly indicating their origin;
- g) Submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (e.g., changing variable names in computer programs); or
- h) In any way appropriating or imitating another's ideas and manner of expressing them where such assistance is not expressly permitted.

Macao Polytechnic Institute

School of Business

Bachelor of Management

2021/2022

MGPO4100 Graduation Report I

Please submit a copy of this form to the supervisor's office on __/__/2020.

Research Topic: _____

Please pay special attention to the following:

After the submission of this form, no team member could be withdrawn from or added to the team.

Team Member's Name	Student Number	Signature
1.		
2.		
3.		
4.		

Name of Team Representative: _____

Name of Supervisor: _____ Signature of Supervisor: _____

Macao Polytechnic Institute

School of Business

Bachelor of Management

2021/2022

MGPO4100 Graduation Report I

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

Meeting 1	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				
Supervisor's Comments:				

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Meeting 2	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				

Supervisor's Comments:

Meeting 3	Outcomes:	Outcomes met: (✓)		
		Yes	Partially	No
Date: / /				
1				
2				
3				
4				
5				
6				

Supervisor's Comments:

Please photocopy this page if you need more.