

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2020 / 2021

Semester 2

Learning Module	Graduation Report II			Class Code	MGPO4110-427
Pre-requisite(s)	Graduation Report I				
Medium of Instruction	English			Credits	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

Completion of Graduation Report I is a prerequisite for students to be enrolled in this course. Students continue on their selected study in this course and are required to submit a report upon completing at the end of the semester. This course requires students to apply their integrated knowledge and skills learned in previous courses to complete a final research report building upon the research proposal submitted in Graduation Report I. Students continue to conduct their independent research work under the guidance of their appointed supervisors. Graduation Report II requires students to complete a well designed research report where students adopt a viable approach to execute a systematic inquiry into the research topics of their interest and proceed to investigate, analyze, describe, explain, recommend resolution or predict phenomena based on carefully collected data within ethical consideration to achieve the aims of the research study.

Learning Outcomes

After completing the course, students will be able to:

1. apply integrated knowledge learned from previous courses to develop a research study;
2. formulate the business research process, identify critical issues, gather relevant information, and analyze the data 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 management;
4. synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation; and
5. design a research report with carefully executed research activities aiming to generate viable alternatives for effective decision making and problem solving in the area of management.

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

Students are required 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 research report.

TLA2: Students will gather relevant information and analyze the data.

TLA3: Students will prepare for a group project presentation.

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 research report. Students will prepare a progress report after each meeting.	✓	✓	✓	✓	✓
TLA2: Collection and Analysis of data	Students will gather relevant information and analyze the data.		✓	✓	✓	
TLA3: Project presentation	Students will develop in-depth understanding on the topic that they choose. They will prepare and present multimedia materials for a 30-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)	N/A
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

- Creswell, J. (2009). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. 4th edition. SAGE.
- George, D. and Mallery, P. (2016). IBM SPSS Statistics 23 Step by Step: A Simple Study Guide and Reference. 14th edition. Routledge.
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Important Dates for Students:

1. January to April 2021:

You will meet with your supervisor at least once a week to discuss the progress of your paper. Please fill in the log-book each time you have a meeting with your supervisor (forms attached). You can arrange to meet with your supervisor on campus at any mutual agreeable time.

2. 22 April 2021: Draft Copy Submission

Please submit 2 copies of review draft of your report to your supervisor during class hours. The review draft copy serves as a reference copy to the Oral Examiners. No late report will be accepted. Students will suffer a penalty of 10 points deduction from the Oral Presentation grade for failing to submit the draft copies.

3. 29 April 2021: Oral Presentation

Each group is allowed to have 20 minutes to present their project work and 10 minutes for Q & A session.

4. 6 May 2021: Final Version Submission

Please submit 2 “formally-bound” hard copies of the final version of the written report (attached with *Turnitin* similarity report) to the supervisor’s office. Late submission 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" on all 4 sides.

5. May 2021:

Written reports will be randomly selected and forwarded to 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
2020 / 2021

MGPO4110 Graduation Report II

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

Module Outline

Academic Year 2020 / 2021

Semester 2

Learning Module	Graduation Report II			Class Code	MGPO4110-428
Pre-requisite(s)	Graduation Report I				
Medium of Instruction	English			Credits	4
Lecture Hours	0 hr	Lab/Practice Hours	60 hrs	Total Hours	60 hrs
Instructor	Vincent		E-mail	wsleung@ipm.edu.mo	
Office	M523, Meng Tak Building, Main Campus		Telephone	85993323	

Description

Completion of Graduation Report I is a prerequisite for students to be enrolled in this course. Students continue on their selected study in this course and are required to submit a report upon completing at the end of the semester. This course requires students to apply their integrated knowledge and skills learned in previous courses to complete a final research report building upon the research proposal submitted in Graduation Report I. Students continue to conduct their independent research work under the guidance of their appointed supervisors. Graduation Report II requires students to complete a well designed research report where students adopt a viable approach to execute a systematic inquiry into the research topics of their interest and proceed to investigate, analyze, describe, explain, recommend resolution or predict phenomena based on carefully collected data within ethical consideration to achieve the aims of the research study.

Learning Outcomes

After completing the course, students will be able to:

1. apply integrated knowledge learned from previous courses to develop a research study;
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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
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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
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Content

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

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**Macao Polytechnic Institute
School of Business
Bachelor of Management
2020 / 2021**

MGPO4110 Graduation Report II

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

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

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

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

Please photocopy this page if you need more.

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2020 / 2021 Semester 2

Learning Module	Graduation Report II		Class Code	MGPO4110-429	
Pre-requisite(s)	Graduation Report I				
Medium of Instruction	English			Credits	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, Main Campus		Telephone	85993324	

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Bachelor of Management
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MGPO4110 Graduation Report II

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.