University of Cincinnati

I. Course Information:

Title: MS Capstone (Intern)
Course #: BANA8084-001,002
Credit Hours: 1
Term: Summer 2018

II. Instructor Information:

Name: Mike Fry, PhD
Title: Professor and Department Head
Office Information: Lindner 533
Office: (513)556-0404
Email: mike.fry @uc.edu
Office Hours: By appointment.
Communication Policy: Students are encouraged to contact the instructor via email. A response will generally be given within 24 hours.

III. Course Description:

This course is associated with the required MS Business Analytics Capstone. The Capstone essay describes the student’s contribution to a project completed during a one or two semester internship. The content demonstrate the student’s knowledge of Business Analytics concepts and the student’s ability to implement those concepts.

IV. Student Learning Outcomes:

Upon successful completion of this course, the learner will be able to:

1. Demonstrate significant knowledge of Business Analytics concepts and tools.
2. Show the ability to implement these concepts and tools in an internship.

V. Capstone Requirements:

1. Academic Integrity: By admission to or attendance at U.C., a student accepts the responsibility to comply with the SCOC (Student Code of Conduct) and the rules and policies of the University of Cincinnati. Every student is bound by the academic misconduct provisions of the SCOC which are enforced, in part, to assure academic integrity. Academic misconduct includes: aiding and abetting academic misconduct, cheating, fabricating information, plagiarizing, and violating ethical or professional
standards. Any violation of these regulations will be dealt with on an individual basis according to the severity of the misconduct. For the capstone, students must be very careful that all references are correct. Any information that is copied from another source or document whether written by the capstone author or another person must be referenced. A student’s capstone could be rejected and the student’s graduation could be put in jeopardy for failure to follow referencing standards. Students are encouraged to discuss proper referencing with their capstone readers. Additional information on Academic Integrity can be found at: http://www.uc.edu/conduct/Code_of_Conduct.html. Note that instructors are required to report any incident of academic misconduct to the college review process which could result in severe consequences, including potential dismissal from the college based on the colleges “Two Strike Policy”.

2. Readers: The student must ask two professionals to serve as readers. The first reader will be Professor Michael Fry. Usually the second reader is the student’s supervisor during the internship. The readers will work closely and regularly with the student to provide guidance during the capstone development, and the first reader will ensure that the capstone meets the department’s quality standards.

3. Structure: The capstone must have a cover page with the title of the capstone, the names of the student and the readers. Neither the names nor the title should be in all capital letters. The cover page is followed by an abstract of 100-250 words, and a table of contents. The capstone, including the title page, abstract and table of contents should be between 8 and 15 pages (12-point font, single spaced, 1-inch margins). The content of the capstone should include an introduction, a problem description, a solution narrative, conclusions and references. Figures and tables may be included in the body of the capstone or in appendices. Appendices are not counted against the 15-page limit. Professional standards are expected with respect to rigor, content, organization, English writing, citations, and attention to detail.

4. Content: The content must demonstrate the student’s knowledge of Business Analytics concepts and the student’s ability to implement those concepts. It is understood that for proprietary reasons, the essay may not contain the level of detail expected in a Research Project or Case Analysis essay.

5. Process: Capstone development is an iterative process. The student is expected to communicate frequently with the readers during capstone development and allow sufficient time for the revisions needed to bring the capstone to completion. Failure to communicate often may result in the capstone being rejected.

6. Grading Scale: P or F

VI. Submission Schedule:
1. Submit the topic proposal in Blackboard no later than June 03.
2. Submit the name of the second reader in Blackboard no later than July 01.
3. Submit a final draft of the capstone to the first-reader no later than July 08.
4. Submit a revised draft to your first reader no later than July 15. (This revision should incorporate all comments and revisions from your first reader).
5. Submit the approved final draft version of your report to your second reader no later than **July 20**.

6. Send the Internship Evaluation forms to the Program Director (Professor Winkofsky) no later than **July 28**.

7. Send a copy of the approved capstone to the Program Director (Professor Winkofsky) no later than **July 28**.

8. Complete the top of the Capstone Evaluation Form and send a copy to each reader. The readers should submit the completed forms to the Program Director (Professor Winkofsky) no later than **July 28**.

*Failure to submit requirements by any of the due dates listed above may result in your failure in this course and/or your inability to graduate in Summer semester.*