

Research Project Guidelines

Term Papers 1 - 4

A. Objective

- enabling the students to; understudy business and management practices in selected companies, collect and analyze data, apply contrasting theory to assess the findings, and make suitable recommendations to improve the performance of the company.
- Additionally encouraging the students to identify and analyze professional and ethical business practices that aid in constructing their own professional identity.

Term Paper 1 Guidelines

A. Overview

- The research task is assigned by the Lecturer. The task will enable students to conduct case review and analysis of a real company /case, and should enable evaluation of ALL the assessment criteria of the course outline.
- The focus on the topics covered, is the same presentation topic for the viva voce examination.

The organization, format, and content of the paper are scholarly.

- Properly Reference your work using Harvard Referencing. The Handout is provided with Instructions.
- Plagiarism is not tolerated. ALL sources you present in your work must be fully acknowledged - sources from which you derive ideas, analyses or leads, and not simply sources you quote or paraphrase.
- You must scan you research projects in Turnitin before submitting for marking. Turnitin checks work for originality by matching students' works against existing academic and other work on the web to identify all sources of information used.

- You will print the Report generated by Turnitin when the scan is completed. Include this in your Project before submitted your work for marking.
- Work presented with 15% or more in plagiarized work will be assigned a 'Fail' grade.
- .Assignments must be printed, bounded and submitted. A soft copy must be emailed alongside the hard copy to enable verification of the Report.
- Students work will not be collected or marked if the Turnitin Report and soft copy of the work are not submitted with the hard copy.
- If you forget to place speech marks around all direct quotations that you use, then this is claiming the work as your own and is Plagiarism. This includes the works of authors of books, journals, internet materials and the works of other students.”
- If you forget to attribute the work to the source it is Plagiarism as you are claiming this work as your own.
- You will protect yourself from accusations of plagiarism and moreover demonstrate that you are developing your academic skills by properly referencing all work.
- New Students Orientation includes online training and testing in Research Methods for Business using Harvard Referencing.

Meeting Deadlines

- All assignments must be submitted on the given deadlines. See the course page on iTutor for the published deadline for the term papers.
- If you fail to submit both soft and hard copy by 6pm on the deadline your work will not be accepted.
- If you miss the submission deadline the work will be assigned an 'F' Grade. You must resubmit no later than the end of the following semester. You must submit the required examination resit fee with the assignment.

Grades:

- Research grades are usually presented to the students within 10 weeks of submission dates.
- Grade Reports and all other communication from the college are are emailed to your name@colbournecollege email address.