

EBC7101: Research Workshop in E-Business Technologies

Course Outline – Winter 2019

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1. Class Convention:

Mondays from 2:30 p.m. to 5:30 p.m. in FTX 147B

2. Course Overview:

The objective of this course is to introduce graduate students to the practice of academic research, and to guide them in the process of conceptualizing, planning, designing, executing, and evaluating scientific research studies for their research projects and academic theses. As an introduction to the process of academic research and writing at the graduate level, students will be presented with various literature search techniques, information management practices, and reference management tools. Other essential elements of graduate research including research ethics and academic fraud will also be discussed. The planned outcome of this workshop is to enable graduate students to generate a partial draft of their research project proposal with an adequate literature review component.

Specifically, the goals of this course are to:

- provide guidelines to choose a research topic and formulate a research problem ;
- introduce students to effective literature search, information management, and reference management practices and tools; and
- offer clear guidelines about structuring comprehensible, concise and relevant research reports.

3. Course Materials:

Required Reading:

- Chapters 1 – 3 from Saunders, M., Lewis, P. and Thornhill, A., *Research Methods for Business Students (7th Edition)*, (2015). Pearson Education, London, UK. Note: Earlier edition of this text since 5th Edition (2009) may also be used.

Reference E-Book:

- Bhattacharjee, Anol, “*Social Science Research: Principles, Methods, and Practice*” (2012). USF Tampa Bay Open Access Textbooks Collection. Book 3. Download Link: http://scholarcommons.usf.edu/oa_textbooks/3/

Reference Websites:

- Research Methods Knowledge Base (KB): <http://www.socialresearchmethods.net/kb/contents.htm>
- uOttawa Academic Writing Help Center (AWHC) Resources: <http://sass.uottawa.ca/en/writing/resources>
- Purdue Online Writing Lab (OWL) Resources: <https://owl.english.purdue.edu/owl/>

Reading Supplements: The discussion in this course will regularly draw upon contemporary body of knowledge from reference books, academic journals and research articles from various subject matter domains. Most suggested readings will be accessible through the uOttawa library portal.

4. Course Structure & Tentative Schedule:

This course will be delivered in a seminar format. The course is structured into three modules, each to be completed roughly every two weeks as outlined below.

Module	Discussion Themes & Topics	Readings & References	Student Activities & Deliverables
Jan. 7	<u>Graduate Studies & Research Basics</u> <ul style="list-style-type: none"> ▪ Graduate Studies & Research ▪ Report & Thesis Structure 	<ul style="list-style-type: none"> ▪ Saunders et al.: Ch 1 ▪ Bhattacharjee: Ch 1 – 3 	<ul style="list-style-type: none"> ▪ Brainstorming & Discussion with Project/Thesis Supervisor: Research Topic Selection & Research Questions Specification
Jan. 14			
Jan. 21	<u>Research Design & Strategy</u> <ul style="list-style-type: none"> ▪ Research Topic Formulation ▪ Research Problem Statement ▪ Research Design Components 	<ul style="list-style-type: none"> ▪ Saunders et al.: Ch 2 ▪ Bhattacharjee: Ch 5 ▪ AWHC: <ul style="list-style-type: none"> - Information Management - Annotated Bibliography 	<ul style="list-style-type: none"> ▪ Annotated Bibliography (Due: Friday, January 25th)
Jan. 28			
Feb. 4	<u>Literature Review Strategy</u> <ul style="list-style-type: none"> ▪ Literature Search Techniques ▪ Literature Analysis & Synthesis ▪ Information Management Tips ▪ Reference Management Tools 	<ul style="list-style-type: none"> ▪ Saunders et al.: Ch 3 ▪ AWHC: <ul style="list-style-type: none"> - Planning the Paper (All Handouts) - Literature Review 	
Feb. 11			
Final Course Deliverables:			<ul style="list-style-type: none"> ▪ Literature Review Report (Due: Friday, February 15th) ▪ Online Quiz (Due: Monday, February 18th)

Notes:

- The course schedule may be modified as necessary to meet the course learning objectives. Any such changes will be announced, in class, and/or, posted on the course website.
- Due dates for all deliverables will be posted online and announced during classes.

5. Performance Evaluation Components:

5.1 Online Participation & Contribution (10%)

The online participation and contribution grade will be based on an assessment of your contributions through the *Hypothesis (hypothes.is)* tool which will be used for collaborative annotations. Various forms of student contributions through will be evaluated – including annotating existing shared documents, contributing to online discussions by replying to existing annotations, adding papers with annotations etc. The timeliness (regularity) and quality of your contributions will be taken into consideration in awarding the online participation grade based on aspects such as commentary, examples, logical organization, vocabulary and grammar, and interactions with other colleagues.

5.2 Annotated Bibliography (25%)

An annotated bibliography is an organizing tool that is used to compile research sources in one location and provide the researcher with quick access to the information contained in each source. In addition to bibliographic data, an annotated bibliography provides a concise summary of each source and some assessment of its value or relevance. For this assignment, you are required to compile and cite references related to your research topic or subject area, and produce an annotated bibliography document. At least 12 references should be utilized, and at least three references from journal articles, and three references from conference papers should be included. Additional peer-reviewed references such as book chapters and encyclopedia entries may also be used. At least four references should be from sources that are considered seminal in the research topic or subject area of your thesis, and you are required to comment on the influence and significance of these references in your annotations. The annotated bibliography should use APA style for reference lists and in-text citations, and should be produced using reference management software. Furthermore, the sources used should be accessible through a bibliography file (BibTeX – .bib or RIS – .ris) submitted with your assignment.

5.3 Literature Review Report (45%)

You will apply your learning about the academic research process into a literature review report that is due at the end of the course. This report should be 8-10 pages single-spaced, excluding references and appendices. Your report should include the following four main components or their equivalent: 1) literature review problem statement, significance, and objectives; 2) literature review (structured into different sections); 3) identification of gaps in the literature; and 4) your conclusion and key take-aways. As with the annotated bibliography, your literature review report should use APA style for reference lists and in-text citations, and should be produced using reference management software. Furthermore, the sources used should be accessible through a bibliography file (BibTeX – .bib or RIS – .ris) submitted with your assignment.

5.4 Online Quiz (20%)

An online quiz will be used as a substitute for an in-class final exam to assess your mastery of the subject matter. Multiple choice and True/False questions will focus on the material covered from lectures and readings across the entire course. The availability of the quiz will be announced on the course website and will be accessible over a limited time frame (usually three days) before its due date. You can choose to take the quiz at a convenient time, but you will need to complete it in one sitting. Furthermore, the quiz will be timed (approx. 60 to 75 minutes long – T.B.D.), and the online application will automatically time-out after the specified time interval. You will receive your marks upon the completion of the quiz. *Online quizzes must be submitted by 11:59 PM on the due date. Late submissions will not be accepted and will receive a grade of zero.*

6. Key Course Administration Matters:

6.1 Special Needs & Accessible Learning

Students with disabilities or special needs are advised to contact the University's SASS (Student Academic Success Service) Access Service (e-mail: adapt@uOttawa.ca) for information regarding its services and resources. Students are encouraged to review the calendar for information regarding all services available on campus.

6.2 Class Attendance & Decorum

The teaching method in the course includes class lectures, group discussions, guest lectures, and student presentations. Students are required to attend and participate in all classes. If you must miss a class, please inform the professor before the class.

Your actions in the classroom environment should demonstrate intellectual engagement in the course content, as well as respect for your classmates and for your instructor. As such, talking audibly; reading the newspaper; using cell phones, laptops and other mobile devices for chatting, messaging, listening to music, or watching videos; or causing other disruptions to the learning environment will not be tolerated, and failure to comply with this policy can lead to disciplinary action, up to and including referral to university judiciaries.

6.3 Deadlines for Deliverables & Statute of Limitations

The dates on which assignments are due will be openly published and you are expected, under normal circumstances, to accept responsibility for organizing your affairs to meet the set deadlines. In general, since this is a compressed course, ***late assignments will NOT be accepted.*** Extensions for an assignment may be granted in extenuating circumstances, and if you really have a legitimate reason for being late, please contact the professor BEFORE the due date so something can be worked out.

Assignment and presentation evaluations will be made available online and/or in-class. If you believe that errors were made in assessment or marking, please provide the professor with the original evaluation along with a brief explanation of your objections. The deadline for this is one week after the date on which your assignment grade was made available to you or your group.

6.4 Academic Fraud & Plagiarism

Academic fraud is an act committed by a student to distort the marking of assignments, tests, examinations and other forms of academic evaluation. Academic fraud is neither accepted nor tolerated by the University. Anyone found guilty of academic fraud is liable to severe academic sanctions.

The following is an extract from the University of Ottawa's statement on Academic Fraud:

Academic fraud is an act by a student that may result in a distorted academic evaluation for that student or another student. Academic fraud includes but is not limited to activities such as:

- a) plagiarising or cheating in any way;*
- b) submitting work not partially or fully the student's own, excluding properly cited quotations and references. Such work includes assignments, essays, tests, exams, research reports and theses, regardless of whether the work is in written, oral or another form;*
- c) presenting research data that are forged, falsified or fabricated.*
- d) attributing a statement of fact or reference to a fabricated source;*
- e) submitting the same work or a large part of the same piece of work in more than one course, or a thesis or any other piece of work submitted elsewhere without the prior approval of the appropriate professors or academic units;*
- f) falsifying or misrepresenting an academic evaluation, using a forged or altered supporting document or facilitating the use of such a document;*
- g) taking any action aimed at falsifying an academic evaluation*

The sanctions for academic fraud range from an F or zero for the work concerned, to the expulsion from the University of Ottawa.

For a quick reference on how to avoid plagiarism, please consult the following resources:

- <http://www.uottawa.ca/vice-president-academic/academic-integrity>
- <https://www.uottawa.ca/vice-president-academic/academic-integrity/resources-students/tools-resources>
- <http://sass.uottawa.ca/sites/sass.uottawa.ca/files/plagiarism.pdf>.

Please be advised that professors have been formally advised to report every suspected case of academic fraud. In most cases of a first offence of academic fraud, the sanction applied to students who have been found guilty is an “F” for the course with an additional three credits added to their program requirements. Repeat offenders are normally expelled from the University. For more information, please read Academic regulation I-14 on Academic fraud: <http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>

To underline the importance of academic integrity, all assignments, reports, projects, or other work submitted in partial fulfillment of the requirements of this course must include a signed Statement of Academic Integrity (*signed by each member of a team in the case of a group assignment or team work*). The form is included on the next page.



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Statement of Academic Integrity

By signing this Statement, you, the undersigned confirm that this submitted work complies with the rules of academic integrity of the University of Ottawa. Furthermore, you attest to the fact that you have reviewed the entirety of your submitted work, and you have applied appropriate rules of quotation and referencing, as well as adhered to the policies outlined in the University's Academic Regulations as outlined in various resources such as:

- *Academic Integrity: Student's Guide:*
<http://www.uottawa.ca/vice-president-academic/sites/www.uottawa.ca.vice-president-academic/files/academic-integrity-students-guide.pdf>
- *Academic Regulation I-14 (Academic Fraud):*
<http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>

Signature

Date

Last Name (print), First Name (print)

Student Number