GP Guide

Processes, Policies, and Procedures for the courses of **MIS 411 Graduation Project I** and **MIS 412 Graduation Project II**

1. Introduction

The MIS Graduation Project courses, MIS 411 (18 ECTS) and MIS 412 (18 ECTS), are parts of a group research or design project that students pursue under the guidance of a project mentor. Graduation projects may include, but are not limited to, an entrepreneurship project, a real-world case study, a written assessment of a community-learning initiative, or a design project accompanied by an analytical essay (comprising background, aims, and technique), depending on the study area of the group's mentor. All questions about the graduation projects should be directed to their respective project mentor.

Students interested in undertaking MIS 411 and MIS 412 should read all sections of the policies and procedures before submitting a proposal.

2. Planning

The graduation project is student-generated. Generally, they are an opportunity to continue a sustained line of inquiry that the students have already begun. A graduation project may grow out of a piece of work that a student has done in a course, tutorial, or independent study (such as an application production, technology design, real-world case study, creative writing piece, CLI project, etc.). It may also derive from questions or ideas inspired by a student’s meetings or colloquia. Successful graduation projects will involve significant preparation.

3. Timing

Generally, students will complete graduation projects in their final year in the MIS Department. In rare cases, students may complete their graduation projects in their penultimate year. Students planning to graduate in June should aim to complete graduation projects in the preceding semester.

4. Credits

MIS 411 Graduation Project I is an eighteen-ECTS-credit course of study, and MIS 412 Graduation Project II is an eighteen-ECTS-credit course of study. Each course requires a minimum of twelve contact hours between the student group and the project mentor during the convening semester. The arrangement of contact hours will vary depending on the needs of the specific project and the students’ level of progress.

5. Requirements

While expectations for graduation projects will differ depending on the nature of the work undertaken, certain minimum standards apply generally. All graduation projects require a written component; they should be accompanied by essays of substantial depth and length that address:

- Project Background: Locating the students' project within a larger design or research context.
- Design Aims: Articulating students' goals in undertaking the project and explaining how the actual project met those goals.

- Technical Issues: Discussing technology choices, infrastructure design, content creation, structural elements, and other relevant technical aspects.

These components are determined and developed in consultation with project mentors. Projects should follow appropriate academic standards of documentation, argumentation, and analysis. All projects will be individually assessed based on the evaluation process described in **Section 10**.

6. Student Groups

Students are responsible for forming a project group of **three** or **four** members. Alternative group sizes require the Chair's Office approval with valid justification.

7. Mentors

Student groups arrange to execute their graduation projects under the guidance of an MIS faculty member. In most cases, students are already acquainted with their project mentor who will be supervising their study. The project mentor helps students clarify the graduation project proposal to ensure that it includes all necessary components.

During the semester, project mentors meet regularly with students to discuss readings and progress, and to provide feedback on the development of the final product. At the end of the semester, project mentors submit anecdotal grade reports that briefly describe and provide a final evaluation of the student group's work to accompany the assignment of a letter grade. Faculty members are limited to supervising no more than three graduation projects per semester.

8. Selection of a Mentor and Group-Mentor Matching

Mentors may propose up to five project topics before course registration to indicate their areas of interest and availability. Students should review these proposed topics and select a mentor whose expertise aligns with their project interests. The matching process ensures that each group works with a mentor suited to their project's focus.

Students with no group will be assigned to a group by the Chair's Office.

Groups with no mentor will be assigned to a mentor by the Chair's Office.

Complete the **GP MATCHING FORM**.

9. Project Proposal

Only complete proposals will be considered. A complete graduation project proposal will include the following elements:

a. Project Description: The description should be approximately three double-spaced pages and should clearly state the proposed research question or design aim(s) of the project. The proposal must explain how the student group has prepared to carry out this project and how the students intend to complete the project within one semester. The project's relation to the students' ongoing work or area of concentration should be clear. The proposal should also specify the expected output (e.g., a research paper, design project, real-world case) and discuss the specific methods for completing the project. These criteria will be determined between the student group and the project mentor and will be used in evaluating the final project at the end of the semester.

b. Annotated Bibliography or Relevant Works: The bibliography should situate the students' project within a body of work in their field. This should include books, articles, key documents, applications, cases, etc. Provide the full citation and a short description of the relevance of each text or work to the proposed project (preferably in APA style).

c. Form: Complete the **GP PROPOSAL FORM**.

10. Evaluation

The evaluation is divided into three main components:

a. Interim Report (40%): The Interim Report serves as a mid-project checkpoint and includes:

- Project objectives and scope
- Literature review
- Methodology
- Preliminary results (if any)
- Updated project timeline

b. Poster Presentation (10%): The Poster Presentation allows groups to present their work to faculty and other students.

c. Final Report (50%): The Final Report is a comprehensive document detailing the entire project and includes:

- Executive summary
- Introduction and background
- Detailed methodology
- Results and analysis
- Conclusions and recommendations
- Future work
- References and appendices

Overall Evaluation Process: The evaluation of graduation projects involves a comprehensive assessment by multiple mentors to ensure a fair and thorough review. The process is as follows:

1. **Primary Mentor Evaluation (60%)**: The assigned mentor provides a detailed evaluation based on the criteria outlined in the project proposal, the quality of the work produced, and the group's progress throughout the semester.
2. **Department Panel Review (30%)**: A panel consisting of two additional faculty members reviews the project and provides a collective assessment. This panel evaluates the project's overall quality, innovation, and contribution to the field.
3. **Peer Evaluation (10%)**: Each group member completes a confidential peer evaluation form to ensure fair recognition of individual contributions.

The Interim Report (40%), Poster Presentation (10%), and Final Report (50%) together make up 100% of the course grade. For each deliverable, the grade is determined as follows:

- Primary Mentor Evaluation (60%)

- Department Panel Review (30%)
- Peer Evaluation (10%)

This means that for each deliverable, its respective weight (e.g., 40% for the Interim Report) is calculated based on the evaluations above to ensure a fair and comprehensive assessment.

11. Deadlines

- **Pre-registration Check**: Review topics proposed by mentors before courses begin.
- **Mentor Selection Form Due**: Last day of the first week of the semester.
- **Proposal Due**: Last day of the third week of the semester.
- **Interim Report Due**: Last day of the Midterm Exam period of the semester.
- **Poster Presentation**: Last week of classes (exact date will be announced).
- **Final Report Due**: Last day of the Final Exam period of the semester.

Appendix: GP MATCHING FORM

Group Members
Group choices for mentors (3 options: First, Second, and Third)
Name the project mentor if group is already created a link (needs mentor approval)

Appendix: GP PROPOSAL FORM

- Student Group Number
- Name, Surname and Student ID for each student in the student group
- Year and semester of registration,
- Expected graduation year and month for each student in the group
- Undertaken ECTS credits in the semester for each student in the group
- Mentor Name and Surname
- Mentor E-mail
- Title of the project
- Project description
- Annotated bibliography or Relevant works

Appendix: GRADUATION PROJECT STUDENT CHECKLIST

This checklist is designed to help you navigate the process of completing MIS 411 Graduation Project I and MIS 412 Graduation Project II. Use this list to track your progress and ensure you meet all requirements and deadlines.

Before the Semester Begins

1. **Read the GP Guide Policies and Procedures**
    - **Action:**
        - **[ ]** Familiarize yourself with all the guidelines outlined in the GP Guide.
    - **Purpose:** Understanding the requirements and expectations is crucial before starting your project.
2. **Form Your Project Group**
    - **Action:**
        - **[ ]** Assemble a group of **three or four students**.
        - **[ ]** Record group members:
            - Member 1: _____
            - Member 2: _____
            - Member 3: _____
            - Member 4 (if applicable): _____
    - **Note:** If you have difficulty forming a group, contact the Chair's Office for assistance.
    - **Exception:** Alternative group sizes require approval from the Chair's Office with valid justification.
3. **Review Mentor Project Topics**
    - **Action:**
        - **[ ]** Review the project topics proposed by mentors before course registration.
    - **Purpose:** Identify topics that align with your interests and goals.

Week 1 of Semester

1. **Select a Mentor**
    - **Action:**
        - **[ ]** Choose a mentor whose expertise matches your project interests.
        - **[ ]** Complete and submit the Mentor Selection Form.
            - **Deadline:** Last day of **Week 1**.
    - **Note:**
        - If you **do not have a group**, the Chair's Office will assign you to one.
        - If your **group does not have a mentor**, the Chair's Office will assign a mentor to you.

Weeks 2-3 of Semester

1. **Develop Your Project Proposal**
    - **Action:**
        - **[ ]** Schedule a meeting with your mentor to discuss your proposal.
        - **[ ]** Prepare the following components:**a. Project Description**
            - **[ ]** Write approximately three double-spaced pages.
            - **Include:**
                - Proposed research question or design aim(s).
                - Explanation of your preparation and how you plan to complete the project within one semester.
                - Relation of the project to your ongoing work or area of concentration.
                - Expected output (e.g., research paper, design project).
                - Specific methods for completing the project.

b. Annotated Bibliography or Relevant Works

- **[ ]** Compile a list of relevant books, articles, key documents, applications, or cases.
- **[ ]** Provide full citations in APA style.
- **[ ]** Add a short description of each work's relevance to your project.

c. Complete the GP Proposal Form

- **[ ]** Ensure all sections are filled out accurately.

2. **Submit Project Proposal**
    - **Action:**
        - **[ ]** Submit the complete proposal to your mentor.
            - **Deadline:** Last day of **Week 3**.

Throughout the Semester

1. **Regular Meetings with Mentor**
    - **Action:**
        - **[ ]** Schedule and attend regular meetings with your mentor.
            - **Requirement:** A minimum of **twelve contact hours** during the semester.
        - **[ ]** Discuss readings, project progress, and receive feedback.
    - **Purpose:** Ensure steady progress and alignment with project goals.
2. **Work on the Project**
    - **Action:**
        - **[ ]** Follow the project timeline and milestones established with your mentor.
        - **[ ]** Conduct research, design, development, and writing as applicable.

Midterm Exam Period

1. **Prepare and Submit Interim Report**
    - **Action:**
        - **[ ]** Include the following in your Interim Report:
            - Project objectives and scope.
            - Literature review.
            - Methodology.
            - Preliminary results (if any).
            - Updated project timeline.
        - **[ ]** Submit the Interim Report to your mentor.
            - **Deadline:** Last day of the **Midterm Exam period**.
    - **Purpose:** Serve as a mid-project checkpoint to receive feedback and make necessary adjustments.

Final Weeks of Semester

1. **Prepare and Deliver Poster Presentation**
    - **Action:**
        - **[ ]** Create a poster summarizing your project.
        - **[ ]** Practice your presentation skills.
        - **[ ]** Present your poster to faculty and other students.
            - **When:** Last week of classes (exact date to be announced).
    - **Purpose:** Share your work, receive feedback, and demonstrate communication skills.

Final Exam Period

1. **Prepare and Submit Final Report**
    - **Action:**
        - **[ ]** Complete a comprehensive document detailing your entire project, including:
            - Executive summary.
            - Introduction and background.
            - Detailed methodology.
            - Results and analysis.
            - Conclusions and recommendations.
            - Future work.
            - References and appendices.
        - **[ ]** Ensure the report adheres to academic standards of documentation, argumentation, and analysis.
        - **[ ]** Submit the Final Report to your mentor.
            - **Deadline:** Last day of the **Final Exam period**.

- **Purpose:** Provide a complete and polished representation of your work.

Evaluation Components

1. **Understand the Evaluation Process**
    - **Grading Breakdown:**
        - **Deliverables:**
            - Interim Report: **40%** of course grade.
            - Poster Presentation: **10%** of course grade.
            - Final Report: **50%** of course grade.
        - **Evaluation for Each Deliverable:**
            - **[ ]** Primary Mentor Evaluation (**60%**)
            - **[ ]** Department Panel Review (**30%**)
            - **[ ]** Peer Evaluation (**10%**)
        - **Total Course Grade Calculation:**
            - Each deliverable's grade is calculated using the above percentages to ensure a fair and comprehensive assessment.
2. **Complete Peer Evaluations**
    - **Action:**
        - **[ ]** Fill out a confidential peer evaluation form for each group member.
        - **[ ]** Submit the peer evaluations as per instructions.
    - **Purpose:** Ensure fair recognition of individual contributions within the group.

Additional Actions

1. **Maintain Communication**
    - **Action:**
        - **[ ]** Keep open and regular communication with group members.
        - **[ ]** Address any group dynamics issues promptly and professionally.
    - **Purpose:** Promote collaboration and prevent misunderstandings.
2. **Seek Assistance When Needed**
    - **Action:**
        - **[ ]** Reach out to your mentor for guidance on project-related matters.
        - **[ ]** Contact the Chair's Office for administrative support or if issues arise.
    - **Purpose:** Ensure you have the support needed to overcome challenges.
3. **Stay Informed**
    - **Action:**
        - **[ ]** Monitor any announcements or updates regarding deadlines or requirements.
        - **[ ]** Verify dates and procedures as needed.
    - **Purpose:** Avoid missing important information that could impact your project.

Completion

1. **Confirm Submission of All Deliverables**
    - **Action:**
        - **[ ]** Verify with your mentor that all required deliverables have been received.
        - **[ ]** Address any last-minute concerns or omissions.
    - **Purpose:** Ensure there are no outstanding tasks that could affect your grade.
2. **Reflect on Your Experience**
    - **Action:**
        - **[ ]** Consider what you have learned throughout the project.
        - **[ ]** Identify skills developed and knowledge gained.
        - **[ ]** Think about potential future work or applications of your project.
    - **Purpose:** Gain insight into your personal and professional growth.

Remember: Adhere to all deadlines and guidelines to ensure the successful completion of your graduation project. Stay proactive, organized, and communicate effectively with your group and mentor.

Good luck with your graduation project!