

# PEKING UNIVERSITY HSBC BUSINESS SCHOOL

## GRADUATE THESIS SEMINAR 2015 MAY

### SYLLABUS

#### INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. David ONG, Assistant Professor of Economics

Office: Room 708, PHBS

Phone: 2603-2655

Email: [dvdong@gmail.com](mailto:dvdong@gmail.com)

Office Hours: By Appointment

Teaching Assistant: Yu Yang (yuyang@sz.pku.edu.cn)

#### COURSE OVERVIEW

This course aims to prepare students to present their theses in an effective and efficient manner, and improve their professionalism for future positions in the business and/or academic fields.

**Format**— except for the grand sessions, the rest of the class time will be devoted to students' presentations. Students are expected to not only prepare their own presentations diligently, but also take an active role in providing constructive feedbacks to their fellow students. Students will their thesis defense draft for about 15 minutes plus 5-minute comment from the instructor.

**Requirements**— 1) You are expected to have a polished version of your thesis; 2) You have to prepare a PowerPoint slide deck for a 15 minutes presentation and 5 minutes for Q&A. *These must be submitted to me and the TA by 1 pm the day before all presentation (May 3, 2015).*

On the day of your presentation, you must install your slides on the presentation computer at least 5 minutes before class.

**Grading**— Pass/fail. To pass, you must submit your thesis and slides by May 3rd 1pm, present on your scheduled day, and email a summary of my comments on your presentation to me and your supervisor before the end of the day of your presentation.

*Attendance will be taken though not be required. To avoid wasting everyone's time, your presentation will be terminated early if you are not sufficiently prepared (especially if you have not demonstrated effort though attendance). In that event, you will not get another opportunity to present.*

## PRESENTATION SCHEDULE

I would like for you to get ready early and hence finish by May 8 so you can make use of my feedback. I have randomly assigned you to a presentation slot. You can trade slots with others up until Friday April 24. The first set of presentations will start May 4.

Date	Day	AM	PM	Total Hours	(# of Presentations)
29-Apr			1 pm	Grand Session	
4-May	Monday	10:00 am-12:00 pm	1:30pm-5pm	5.5	16
5-May	Tuesday	10:00 am-12:00 pm	1:30pm-5pm	5.5	16
6-May	Wednesday	10:00 am-12:00 pm	1:30pm-5pm	5.5	16
7-May	Thursday	10:00 am-12:00 pm	1:30pm-5pm	5.5	16
8-May	Friday		1:30pm-3:30pm	2	6

## OTHERS DETAILS

**E-mail-**We use your emails as our basic communication tool. I expect everyone to check their e-mail at least daily. Frequently, time-sensitive announcement will be distributed via emails. You are responsible for getting and responding to these announcements.

**Academic Integrity-** Your paper and slides will be entered into our plagiarism checking software. You fail the class if you plagiarize in either your draft or presentation slides. Furthermore, the school discipline committee will be notified by the instructor of any such case.

Here is a short definition of plagiarism from the

<http://www.merriam-webster.com/dictionary/plagiarism>.

the act of using another person's words or ideas without giving credit to that person

You must cite all sources. Quotes must surround words that you cite verbatim. You may lose points for “almost plagiarizing” by changing a few words. It’s not hard to see because the people who are most likely to do this have the poorest language skills. (The best way to avoid almost plagiarizing when you cite an idea that you do not want to quote is to look away from the text and try to summarize it in your own words.)

Here are more details on academic integrity. Let me know if you have questions.

<http://courses.dce.harvard.edu/~phils4/honesty.html>