

PEKING UNIVERSITY HSBC BUSINESS SCHOOL

GRADUATE THESIS SEMINAR 2015 MAY

SYLLABUS

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Hong ZHU, Assistant Professor of Management

Office: Room 666, PHBS

Phone: 2603-3781

Email: zhuhong@phbs.pku.edu.cn

Office Hours: 3:30-5:30pm Friday & By Appointment

Teaching Assistant: Zhiwen Ding (dingzwchn@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 have a polished version of your thesis. Students are also expected to not only prepare their own presentations diligently, but also take an active role in evaluating their fellow students.

Presentation and Q&A. Each student will present for 15 minutes and 5 minutes for feedback from the instructor and Q&A.

Submission of the slides. Slides must be submitted through the email to me and the TA on three days as shown below.

Please submit your PPT before/on May 2 if you present on May 4 and 5;

Please submit your PPT before/on May 6 if you present on May 8;

Please submit your PPT before/on May 10 if you present on May 12, 13 and 14.

TA will email the slides to all students.

Upload of the slides. Slides must be uploaded prior to your presentation. Any installation delay will be counted toward your allocated time.

Peer evaluation. Each student will evaluate the other **three** students' presentation performance and submit them before May 15 (The evaluation form is attached.) The three students are on your own choice.

Attendance- Attendance will be taken at the beginning of class. Students lose 1 classroom participation point for every late arrival. An unexcused absence will result in the loss of all 10 classroom participation points. A second unexcused absence will result in a fail.

Documentable health issues or interviews are excusable and should be pre-approved by the instructor unless it is on your presentation day. Early flights home, visits from relatives etc are not excusable. Missing your presentation for any reason will result in your failing the course. There will no makeup presentation. You should plan your date carefully.

Grading— there will be no written or oral exams for this course. The final grade will be determined based on the following three aspects:

Components	%
Attendance	10%
Presentation	70%
The average of peer evaluations	10%
The submission of three completed peer evaluations	10%

The final grade of each student will be in the form of one of the following 4 scores: High Pass (HP, 90 and above), Medium Pass (MP, 80 to 89), Low Pass (70 to 79), and Fail (F, 69 and below).

Schedule - Please be noted that April 29 (Wed) will the grand session only for introduction. The schedule of your presentation is shown below. Please work with TA to pick your date and a time slot (20 minutes) during your date before April 29.

Date	Day	AM	PM	Total Hours	(# of Presentations)
29-Apr	Monday		1-3pm	Grand Session	
4-May	Monday	9am-12nn		3	9
5-May	Tuesday		1:30-6:30pm	5	15
8-May	Friday		1:30-6:30pm	5	15
12-May	Monday	9am-12nn		3	9
13-May	Tuesday		1:30-6:30pm	5	15
14-May	Wednesday	9am-1:00pm	2:00-3:00pm	4	12
14-May			3-5pm	Grand Session	

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. Please be sure that you are on the distribution list.

Academic Integrity-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. Most likely, penalty could be anywhere between misconduct recording and expel. Read the following link to make sure you fully understand what plagiarism is defined. If you still have question, feel free to stop by my office.

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

Please sign on the academic integrity form as attached.

Declaration of Academic Integrity Form

I declare that the idea, research design, data, and writing of this study are original except for source material explicitly acknowledged; results are based on the data; and this study does not violate the academic integrity. If this study violates the academic integrity, I shall accept the penalty.

Full Name _____

Student ID _____

Signature _____

Date _____

2015 Management

Thesis Seminar

Peer Evaluation Form

Your Name: _____

The Name of the Student You Evaluate _____

	Grading criteria include:	Full Mark 100	Your evaluation
1	The presenter shows sufficient preparation.	10	
2	Hypotheses development is clearly and logically communicated.	15	
3	The presenter shows clear results including descriptive statistics and regression results.	15	
4	The contribution of the study is clear.	10	
5	The presenter has a clear presentation structure that makes the audience easy to follow.	10	
6	The presenter uses PPT slides effectively to enhance the effectiveness of the communication with the audience.	10	
7	The presenter wears a formal business suit.	5	
8	The presenter addresses the questions well.	5	
9	The presenter completes the presentation within time limit.	5	
10	The presentation quality is high	15	

Please write down your comments , if you give very low/high evaluation scores to the student and if any.