

CAPSTONE PROJECT

Grado en Comportamiento y Ciencias Sociales BBSS SEP- 2023 CP-BS.4.M.A

Area Human Resources and Organisational Behaviour

Number of sessions: 60

Academic year: 23-24

Degree course: FOURTH

Number of credits: 12.0

Semester: 2º

Category: COMPULSORY

Language: English

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Dr. Alistair Fildes (pronounced 'Files') is the Vice Dean for Behavior Change in IE and leads the Bachelor in Behavior and Social Sciences (BBSS). Trained as a sociologist and criminologist, Alistair spent the first half of his career seeking to understand human behavior in healthcare and law enforcement settings. He specialised in evaluating behavior and conflict resolution, including an award-winning experiment on improving public confidence in police. The second half of his career has been shaping and changing behavior in risky environments across international private and public sector organizations.

Before joining IE in 2021, Alistair was based in London working as a management consultant in behavior and organizational change. His work included setting up a Learning Design Faculty, building a Data Science capability, and developing an experiential learning methodology. He has academic qualifications from the University of Glasgow, University of Edinburgh, and Griffith University (Australia).

Note that Capstone queries will be run by a group of staff. Please email bbss@ie.edu and they will route you to the correct member of staff.

SUBJECT DESCRIPTION

The purpose of the Capstone Project is to serve as a bridge between the completion of the student's undergraduate education and the commencement of his/her professional career. The project is a way to integrate and synthesize the theoretical and practical social science knowledge and academic skills acquired throughout their studies. The project should be research-oriented and aimed at addressing a problem relevant to the study of behavior and the social sciences in the form of a classic research project (qualitative or quantitative or mixed methods), a Program intervention design, or a literature review.

The Capstone Project should contribute to the existing body of knowledge in a specific field of the social and behavioral sciences. It should be meaningful, accessible and valuable to the social science community and to the student portfolio.

LEARNING OBJECTIVES

Research Abilities: the ability to effectively develop a research question and carry out a research project. From identifying appropriate sources and navigating search engines and databases, to managing and synthesizing large amounts of data. Finally, clearly and persuasively communicating results and conclusions

Theoretical Proficiency: the ability to identify and critically engage the core theoretical approaches to the research question(s) relevant to the student's project

Analytical Skills: the ability to work with large amounts of data; analyze and properly cite academic texts in order to draw conclusions about a particular topic

Transversal Skills: time management and organizational skills necessary to conduct and complete a small-scale research project within a designated timeline; clearly and effectively communicate ideas and conclusions in both a written and oral format; fostering a collaborative working relationship with his/her Capstone Supervisor, respecting the internal deadlines and meetings throughout the process and adequately incorporating Supervisor feedback.

Project Types

1. Research: a quantitative (e.g. experiment/survey) or qualitative (e.g. interviews/focus groups) or mixed method investigation of a particular problem. The student will be required to co-create the research question with the Capstone Supervisor, propose or develop an appropriate methodology to address the question, identify an appropriate sample and collect and analyze data using this methodology, and write-up in an APA formatted research report (following the standard convention of including a literature review, methods, results and discussion/conclusion).
2. Program Intervention Design: an original intervention program design.
3. Literature Review: a scholarly paper that synthesizes research on a particular topic in a coherent and cohesive way. The literature review should include theoretical, methodological and empirical contributions to the topic.

TEACHING METHODOLOGY

IE University teaching method is defined by its collaborative, active, and applied nature. Students actively participate in the whole process to build their knowledge and sharpen their skills. The Capstone Supervisor's main role is to lead and guide students to achieve the learning objectives of the course.

Learning Activity	Weighting	Estimated time a student should dedicate to prepare for and participate in
Lectures	0.0 %	0.0 hours
Discussions	0.0 %	0.0 hours
Exercises in class, Asynchronous sessions, Field Work	0.0 %	0.0 hours
Group work	0.0 %	0.0 hours
Individual studying	100.0 %	300.0 hours
TOTAL	100.0 %	300.0 hours

ORGANIZATION AND FORMAT OF CAPSTONE PROJECT SUPERVISION

Responsibility for the Capstone Project lies with you. The Project is a year-long piece of work that culminates in submission of the written report on Monday 6th of May 2024 and an Oral Defense two weeks later.

IE will provide access to potential Capstone Supervisors that will advise you along your Capstone journey. The role of the Supervisor is to facilitate the learning of the student. The Supervisor will do that by monitoring the student's progress and offering guidance and support.

In order to work effectively with a Supervisor, first you should identify a range of topics and methods you would like to use in a Capstone Project. Second, identify a Supervisor and obtain their agreement to supervise. Third, agree with the Supervisor agree a work plan for the year including the frequency and timing of check-ins. Students are expected to meet with their supervisors at minimum five times over the course of the Project. These meetings can be in-person or online.

In these Supervisor meeting, student are to agree a timeline with their Supervisor (and documented in their Project Proposal) that they use to self-assess their performance and regularly meet with their Supervisor. In those meetings, the student will have a clear set of questions they wish to explore with their Supervisor.

You have one Supervisor only, but students may consult other experts / Professors to ask ad-hoc questions. It is a professional courtesy to agree that consultation with your Supervisor.

Finally, supporting your Capstone Journey will be a series of Capstone Workshops from September to May. These Workshops will cover topics like the Capstone research process; literature review; writers block; referencing; and the oral defense. Attendance is mandatory. Students will be notified through the Capstone BlackBoard.

DELIVERABLES

(Monday 25th of September 2023 at 1200PM) Confirm Supervisor, Project Type and Topic

Students submit the following information to BlackBoard (ensure you check BlackBoard notifications regularly):

- Topic (including a brief description and tentative project title)
- Project Type (e.g qualitative or quantitative or mixed method research project, Program intervention design, or a literature review)
- Name of Supervisor

(Monday 6th of November 2023 at 1200PM) Submit Project Proposal

The student should work in collaboration with their Capstone Supervisor(s) to further refine their project and submit a formal project proposal via BlackBoard. The proposal should be about 500 words (two pages double-spaced) and include the following:

- Detailed description of the Topic and Project Type
- Summary of initial literature review. Must include at least five academic sources.
- Project timeline

The Capstone Project Evaluation Committee will review all of the submissions. If a proposal is deemed insufficient, the student will be given one opportunity to resubmit their proposal by Monday 20th of November 2023 to bbss@ie.edu. Should the student fail to submit a proposal by the deadline or receive approval during the period of resubmission, the student will automatically receive a failing grade for the May call and will be required to present the Project during the second call. Beyond this point, students can only change Supervisors due to exceptional circumstances and with explicit permission from the Vice Dean.

(Week commencing Monday 8th of January 2024) Present two-minute Capstone Project summary to class

Upon returning for Spring Semester, students will be required to present a short 'elevator pitch' summary of their Capstone Project to the class and receive Professor feedback. No slides are required. The student will have two minutes to explain (a) what they are studying, (b) why it is important, and (c) which method they will be applying.

(Monday 6th of May 2024 at 1200PM) Submit Capstone Project

The Project is to be submitted via Turnitin on BlackBoard. There is no need to submit a hard copy.

The Project should be submitted (a) in a standard 12 point font in either Ariel or Times New Roman (b) as double-spaced using standard margins, and (c) in APA formatting. The written work must be between 30 (minimum) and 50 pages (maximum). These page limits do not include appendices and bibliographies.

For most projects, the content of the written report should including the following (unless an alternative structure is approved by the Supervisor):

- I. Title Page
- II. Acknowledgements
- III. Table of Contents
- IV. Abstract / Executive Summary
- V. Introduction
- VI. Literature Review
- VII. Data and Methodology
- VIII. Results
- IX. Discussion and Conclusion
- X. Bibliography
- XI. Appendices (e.g additional tables, charts, graphs, survey questions, interview protocols, photographs, maps etc)

(Week commencing Monday 20th of May 2024) Present the Capstone in an Oral Defense

The student will defend their Capstone in a presentation and Q&A format to a Capstone Panel consisting of a Second Reader and a Guest Professor. The student will have 15 mins to present their work. The presentation should include the research question(s), methodologies, key findings, conclusions and implications. The Panel will then ask questions. Each presentation, including questions and answers will last approximately 40 mins.

(Week commencing Monday the 3rd of June 2024) Resubmit Capstone / Re-do Oral Defense

See 'Re-Sit / Re-Take Policy' below for further details.

PROGRAM

SESSIONS 1 - 60 (LIVE IN-PERSON)

EVALUATION CRITERIA

The project will be subject to evaluation by a panel of judges comprised of a Second Reader and an invited Guest Professor from the university. The panel will give the final grade according to the following guidelines:

- 40% of the final grade will be given by the Capstone Supervisor. This grade will not only take into consideration the quality of the final product but also the experience collaborating with the student during the process and individual progress made throughout
- 30% of the student's final grade will be based on an evaluation of the written project by the Second Reader
- 30% of the final grade will be based on the quality of the student's oral presentation, decided by the Second Reader and the Guest Professor

The Grading Rubrics are available on BlackBoard.

criteria	percentage	Learning Objectives	Comments
Oral Defense	30 %		
Second Reader Evaluation of written work Supervisor Evaluation of written work	30 %		
Capstone Supervisor Evaluation of written work	40 %		

RE-SIT / RE-TAKE POLICY

Students who receive a grade between a 4 and a 5 on their first defense are allowed to make revisions and resubmit the thesis within two weeks.

Students who fail the project in the first call with a grade below 4, or who fail to meet the deadline, will have the opportunity to revise, resubmit, and defend the project during the second call in June. The maximum grade that a student can receive in the second call is 8 out of 10. If the student does not attain a pass mark after this point will be required to re-do the Capstone Project next year if they wish to graduate.

BIBLIOGRAPHY

Compulsory

- Trisha Greenhalgh. (2019). *How To Read a Paper*. 1st. Wiley - Blackwell. ISBN 9781119484745 (Printed)

BEHAVIOR RULES

Please, check the University's Code of Conduct [here](#). The Program Director may provide further indications.

ATTENDANCE POLICY

Please, check the University's Attendance Policy [here](#). The Program Director may provide further indications.

ETHICAL POLICY

Please, check the University's Ethics Code [here](#). The Program Director may provide further indications.