BA 680
Masters Project Course
Spring 2007

Instructor:  David Bennett  
Markstein Hall, Rm 303
Tele 760-750-4218  
Office Hours:  By appointment
Email dbennett@csusm.edu


Purpose:  The purpose of the Masters Project is to give students and opportunity to apply the knowledge gained in the MBA Program to an actual problem or situation in a business or non-profit organization.

Description:  The Masters Project is designed to be a team effort. Teams will be composed of 3 students. Only under special circumstances will teams of 2 or 4 be approved. The project proposed must be of sufficient breadth, depth and rigor to justify a graduate level capstone experience. The projects are to be of a nature that will require the team to utilize knowledge and skills acquired throughout the course work in the MBA. This should be made explicit in your proposal and referenced in the final report.

As a rough rule of thumb, each student on the team should expect to devote approximately 150 hours to the project (including in class time). Only projects that are judged to be of sufficient magnitude and rigor will be approved.

Project Proposal.  “Writing the Research Proposal” is the title of chapter 6 of the Leedy Ormrod text. This will give you needed guidelines for preparing your proposal. In addition, the proposal must identify the MBA course(s) materials that will be utilized in the development of the project. For example, if you will use cost center analysis, you should reference the managerial accounting course you took. The project proposal is due the 3rd week of the term. You must submit two (2) copies of the proposal.

The expected length of the full proposal will vary depending on the team size (and complexity of the project). While proposal length will vary, it is best to target around 10 pages.

Final Project.  The final project should follow an approved style (APA or Chicago). The minimum length of the final project will be dependent upon the topic and the size of the team. Chapter 12 of the Leedy Ormrod text gives technical details for organizing a final report. Final project reports for a three-person team have averaged around 75 pages. Two copies of the final project are due the 13th week of the term.
**Presentation.** Each team is required to make a formal presentation. Information on making presentations will be provided throughout the course. Each team should plan for a 20-30 minute presentation, with approximately 10 minutes for Q & A. Members of the MBA Committee and Alumni Association will be invited to attend the presentations, as well as any company contacts. Presentations will be the 14th week of the semester.

**Feedback.** Each team’s presentation will be evaluated by classmates, invited visitors, and the instructors. This written information will be synthesized by the instructors and given to each team. At the final class session (week 15), the teams will be expected to discuss their projects, what they would have done differently, the problems they encountered, and any pleasant surprises during the experience.

**Attendance.** All students are expected to attend the scheduled class meetings. It is during the scheduled class time that your instructor will be available to advise and consult. Your team should also utilize the class time to work on your projects. More than one (1) absence can affect your grade.

**Grades.** The grade you receive in this course will be based on the quality of the written project report and the quality of the oral presentation. Each member of a team, will not necessarily receive the same grade – the grade one earns will be based on his/her contribution to the project. Grades will be weighted as follows: Attendance – 10%; Written Proposal – 15%; Proposal Presentation – 5%; Final Project Written Report – 50%; Final Project Presentation – 20%.

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**Class Schedule**

**Jan. 25**

*Overview of course*

*One-page Topic description is due.*

*Be prepared to briefly describe topic to class.*

**Feb 1**

*Team Meetings*

*Work on formal proposal*

**Feb 8**

*Formal Proposal Submitted*

*Teams present Proposals to class*

**Feb 15**

*Feedback on Proposals and Team work*

**February 22- March 15**

*Project Work*

**March 22**

*Draft Due*
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<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>Sunday, March 25 &amp; Sunday, April 1 –</td>
<td><strong>SPRING BREAK</strong></td>
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<tr>
<td>April 5</td>
<td>Feedback on Drafts</td>
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<td>Weeks of April 12 through 26</td>
<td>Work on Final Project and Presentations</td>
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<td>May 3</td>
<td>Final Projects Due</td>
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<td>May 10</td>
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<td>May 17</td>
<td>Reflection and Feedback</td>
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<td>Saturday, May 19</td>
<td><strong>COMMENCEMENT</strong></td>
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