

## Department of Management Information Systems

Chair's Office

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# MIS 499 Senior Project

## Definitions, Guidelines, Policies<sup>1</sup>

### *Revision #*

r4. 19.02.2017 - Ready to publish.

r3. 10.02.2017 - Items changed regards to feedback.

r2. 23.01.2017 - Opened to the faculty for discussion.

r1. 22.01.2017 - First draft.

## 0. Introduction

The *MIS 499 Senior Project* is a ten-credit group research or design project that students pursue under the guidance of a department mentor. Senior 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 analytic essay (comprising background, aims, and technique) according to study area of the group's mentor. All questions about the *Senior Project* should be directed to the related *Department Mentor*.

Students interested in undertaking *MIS 499 Senior Project* should read all sections of the policy and procedures before submitting a proposal.

## 1. Planning

Senior projects are student-generated. Generally they are an opportunity to continue a sustained line of inquiry that the students have already begun. A senior project may grow out of a piece of work (an application production, a technology design, a real-world case study, a creative writing piece, a CLI project, etc.) a student has done in a course, tutorial, or independent study. It may also derive from

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<sup>1</sup> Adapted from: <http://www.eee.metu.edu.tr/~design/doku.php>, <https://www.cmpe.boun.edu.tr/undergraduate/senior-projects>, <http://gallatin.nyu.edu/academics/undergraduate/seniorproject.html>, <https://www.eecs.mit.edu/ug/uap.html>

questions or ideas spurred by a student's meeting/colloquium. Successful senior projects will involve significant preparation. As such students interested in pursuing a senior project are strongly encouraged to consult with their advisors early in their undergraduate program in order to plan for appropriate coursework and research well in advance.

## 2. Timing

Senior projects may only be undertaken in the Spring semesters. Generally, students will complete senior projects in their final semester at MIS Department. In rare cases, students may complete their senior projects in their penultimate semester at MIS Department. Students planning to graduate in June should plan to complete senior projects in the preceding Spring semester.

## 3. Credits

The *MIS 499 Senior Project* is a ten-ECTS-credit course of study, requiring a minimum of ten contact hours between student group and department mentor during the course of the convening semester. The arrangement of contact hours will vary depending on the needs of the specific project and the students' level of progress.

## 4. Requirements

While expectations for senior projects will differ depending on the nature of the work undertaken, certain minimum standards apply generally. In particular, all senior projects require a written component; in general, design projects should be accompanied by essays of substantial depth and length that address the project's background (locating students' projects within a larger design context), design aims (articulating students' goals in mounting a particular project, and explaining how the actual project met those goals), and technical issues (such as technology chosen, infrastructure design, content creation, structural elements, etc), as determined and developed in consultation with department mentors. Projects should follow appropriate academic standards of documentation, argumentation, and analysis.

Note: All senior projects should be individually proposed and will be individually assessed by department mentors on their own merits mentioned in the section *8. Evaluation*.

## 5. Mentors

Student groups arrange to execute their senior projects under the guidance of an MIS faculty member. In most cases, students are already acquainted with the department mentor who will be supervising the study. The department mentor should help the student clarify the senior project proposal to ensure that it includes all necessary components. In the semester that the senior project is undertaken, department mentors meet regularly with the student to discuss readings and progress, as well as provide feedback on the development of the final product. At the end of the term, department 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. Department members are limited to supervising no more than one senior project per Spring term.

## 6. Proposal

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

1. **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 clearly specify the expected output (i.e., an entrepreneurship project, a design project, a real-world case study) and discuss the specific methods with which the project will be completed. These criteria will be determined between the student group and the department mentor, and they will be used in evaluating the final project at the end of the semester.
2. **Annotated Bibliography or Relevant Works:** The bibliography should situate a student's project within a body of work in their field. This should include books, articles, key documents, applications, cases, etc. Please provide the full citation and a short description of the relevance of each text or work to the proposed project (preferably in APA style).
3. **Form:** Completed Senior Project Proposal Form.

## 7. Registration

Proposals will be reviewed with an eye toward selecting projects of exceptional promise. The department mentor will evaluate proposals based on the following criteria:

- clarity of project goal(s), mode of inquiry, and final product
- project's relation to concentration and course of study
- feasibility of the project within one semester through an articulated timeline
- clear articulation of student group/mentor relationship, including schedule of meetings
- the degree to which the project would culminate in an original design or scholarly work

Please note that students are responsible for the course registration process.

## 8. Evaluation

Each senior project will be evaluated by the department mentor for its ability to meet project aims as delineated in the project proposal as well as the degree to which the final product exemplifies original interdisciplinary work.

Successful completion of the senior project will be noted in two ways: the each student in the group will

receive a letter grade awarded by the department mentor for the course titled “MIS 499 Senior Project.” All senior projects will also receive written evaluations from department mentors, submitted to the *Chair's Office of MIS Department*.

## 9. Deadlines

Senior project proposals and final papers/projects must be submitted according to the following firm schedule of submission deadlines:

Semester of senior project	Senior project proposal due	Senior project is due
Spring	The last day of the third week of the semester	In Final Exam period. -Exact date will be announced-

## 10. Student Checklist

Complete the following by the appropriate deadlines:

- Approximately **two weeks** prior to the proposal submission deadline
  - Consult the *MIS 499 Senior Project* website for information and policy on designing your study.
  - Identify and contact the department mentor with whom you would like to work.
  - Discuss your group's senior project plans with your mentor.
  - Develop the description of the study and the annotated bibliography or relevant works.
  
- Approximately **one week** prior to the proposal submission deadline
  - Complete the Senior Project Proposal Form, which will be sent to your group department mentor.
  - Within a few days of submission of the form, follow up with your mentor to make sure he or she has received the proposal.
  
- Approximately **one day** prior to the proposal submission deadline
  - Confirm with your advisor and mentor that they have submitted their approval to MIS Department.
  - If you have not received confirmation from your mentor that he or she has approved your proposal, contact your advisor. Do not wait until the submission deadline to notify MIS Department of problems.

## 11. Senior Project 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  
Rationale Status (Not submitted, Submitted, Approved, Rejected and in Revision)

Department Mentor Name and Surname

Department Mentor E-mail

Title of the Senior Project

Project Description

Annotated Bibliography or Relevant Works

## 12. Department Mentor List

Prof. Ömür Akdemir, PhD

Assoc. Prof. H. Kemal İlter, PhD

Assoc. Prof. Tunç D. Medeni, PhD

Assist. Prof. Keziban Seçkin Codal, PhD

Assist. Prof. Derya Fındık, PhD

Assist. Prof. İ. Tolga Medeni, PhD

Inst. Ourania Areta

## 13. Selection of the Student Group Members

Senior project student groups are established and their group members are selected by the MIS Department (see *MIS 499 Senior Project* website).