

Group Research Assignment

Rev. A

August 18th, 2019

All students will participate in a two-part group research assignment worth a total of 60 points:

Part I:	Group Research Term Paper	50 points
Part II:	Group Presentation	10 points

The assignment consists of five activities with respective due dates as follows:

<u>Due Date</u>	<u>Activity</u>	<u>Part</u>
Sept. 9 th	A - Teacher Introduction	NA
Sept. 16 th	B - Group Formation and Group Assignment Form	Part I
October 7 th	C - Preliminary Group Research Term Topics	Part I
October 21 th	D - Final Group Research Term Paper Topic Selection	Part I
November 4 th	E - Group Research Paper Outline	Part I
Dec 2 nd , Dec 9 th	F - Group Presentation	Part II
Dec 9 th	G - Group Research Term Paper	Part I

A). Teacher Introduction

The professor will provide the class with an overview of the various components of the group assignment. There is no student assignment due for this activity.

B). Group Formation and Group Assignment Form (Part I)

1. Each student will be responsible for introducing themselves to other students in the class and forming a single group to complete both Part I and Part II of the assignment together. An individual student cannot be a member of two different groups.
2. Groups are to be composed of five members only.
3. Groups are to be self-selected by the students and formed in the first four weeks of class.
4. After a group is formed, a student group member acting as a group scribe will submit the 'Group Assignment Form' (hard copy) to the professor by the end of the class in fourth week (Sept. 16th).
5. A blank copy of a 'Group Assignment Form' will be given out during the second week of class and will also be posted on the portal. The form needs to be completed and signed by all members of the group prior to handing it into the professor.

6. The instructor will randomly assign any remaining students to a new group or an existing group after that time. Final group assignments will be complete and published by the professor by the fifth week of the class (Sept. 23rd).

7. Students are responsible for exchanging the needed contact information in order to be a participating member of the group. The 'Group Assignment Form' can be used to assist in this effort. In the group formation phase, the most effective means of communication between group members is face-to-face. Be sure to make time to meet your groupmates so your assignment can be a success.

C). Preliminary Group Research Term Paper Topic Assignment (Part I)

1. Each student in the group/team shall brainstorm paper ideas or topics on their own and come up with one potential idea for a group paper/presentation.

2. Each student shall turn in this assignment (one page 8.5" x 11", type written, Arial 12 font, single or double spaced) into Professor by the end of the class October 7th (Week 7). Handwritten pen/pencil or late submissions will not be accepted or credited. Topics not submitted by this deadline will result in having points deducted from your individual score on the group paper.

3. The one page sheet shall include the following:

- a. Student name
- b. Title of paper
- c. Thesis statement
 - i. One or two sentences that clearly, concisely, and completely states the papers purpose in a single engaging and thought provoking statement.
 - j. Abstract or Summary: Three to five sentences that state the main topic and previews the papers main points.
- d. Reference(s)
 - i. One or more (not including our class textbook)
 - ii. APA Format

4. This is an individual assignment, not a group assignment. Your topic idea should be your own (unique) and not one that is identical to other members of your group.

5. Each student shall also email a copy of this assignment to all other members in their group. At a later date, your group will select a topic generated by you and/or your group members (See item D below).

D). Final Group Research Term Paper Topic Selection (Part I)

1. Each group/team shall brainstorm paper ideas or topics generated by its group members (C above) and come up with a final topic for a group paper and presentation.
2. The team scribe shall turn in this assignment (one or two pages, 8.5" x 11", type written, Arial 12 font, single or double spaced) into Professor by the end of the class on October 21st (Week 9). Handwritten pen/pencil or late submissions will not be accepted or credited. Topic selections not submitted by this deadline will result in having points deducted from your final group score.
3. The one or two pages (three pages maximum) shall include the following:
 - a. Student names, course name
 - b. Title of paper
 - c. Thesis statement
 - i. One or two sentences that clearly, concisely, and completely states the papers purpose in a single engaging and thought provoking statement.
 - d. Abstract or Summary: Three to five sentences that state the main topic and previews the papers main points.
 - e. Reference(s)
 - i. Two or more (not including our class textbook)
 - ii. APA Format

E). Group Research Paper Outline (Part I)

- a. Each group is responsible for completing a research paper outline.
- b. An outline is an integral part of the research paper. It helps you to arrange your ideas, define individual areas of responsibility within the group, and acts as a road map for structuring your paper. An outline is an essential tool when you are trying to organize and assess your research paper, because it allows you to see the links and relationships between the different sections of the paper.
- c. A student group member acting as a group scribe will submit a completed outline (hard copy) to the professor by the end of the class in the 11th week (Nov 4th). Outlines not submitted by this deadline will result in having points deducted from your final group score.
- d. The outline shall consist of a cover page, two or three content pages, and reference pages.
 - a. Cover Page (pg. 1): The cover page shall contain the paper title, the date, class number, and the names of all of the group members.
 - i. One page maximum.

- b. Content Page (pg. 2): This content page shall contain the thesis statement and abstract/summary statement.
 - i. Thesis statement: One or two sentences that clearly, concisely, and completely states the papers purpose in a single engaging and thought provoking statement.
 - ii. Abstract or Summary: Three to five sentences that state the main topic and previews the papers main points.
 - iii. Double or Single spaced is acceptable, target one page maximum.-
 - iv. One page maximum
- c. Outline Page (pg. 3/4): This outline page shall contain the outline.
 - i. Double or Single spaced is acceptable, target one page maximum, two pages is acceptable
 - ii. Summarize the content of the paper in outline form.
 - iii. For each section of the outline, add the group member name or names that will be tentatively responsible for the content of this portion of the paper.
- d. Reference Pages (pg. 4/5): The reference pages shall contain a list of potential references that the group plans on using for research material.
 - i. Additional pages can be added to this section of the outline if space is needed to accommodate more references.
 - ii. This list of references is a preliminary list of reference sources. As such, the group may find that some of the references will not be used on the final paper submission.
 - iii. The reference page(s) shall follow APA formatting.
 - iv. Use the most current references you can find. References older than ten years should not be used.
 - v. At this stage, the preliminary list of references should be equal to or greater than the number of references used in the final paper. The final paper shall have at least ten different references.
 - 1. Your textbook
 - 2. A maximum of four can be from Quality Digest or Quality Progress (ASQ)
 - 3. A maximum of four can be from general online internet sources.
 - 4. A maximum of four can be from books or e-books.
 - 5. The remaining sources should use articles taken from scholarly / professional journals obtained from research libraries such as ProQuest or EBSCOhost.

F). Group Presentation (Part II) 10 points

1. Each group is responsible for completing a group presentation. This presentation is based upon the same topic and content as the group research term paper.
2. The group presentations will take place near the end of the semester in weeks 15 and 16 (Dec 2nd and Dec 9th). The professor will randomly assign each group to present on one of these dates.
3. The name of each group member must be on the presentation and each member must have a speaking part during the presentation to earn group research points. Individuals must be part of a group. There will be no points earned for individual work in lieu of a group assignment.
4. A student group member acting as a group scribe will submit a completed presentation (hard copy) to the professor immediately prior to their presentation. This presentation copy shall contain the following:
 - a. Cover slide (slide 1). The cover page/slide shall contain the paper title, the date, class number, and the first and last names of all of the group members. One page maximum.
 - b. Include a listing of the slides contributed by each group member.

Example:

Stevie Vaughan	Slides 2 - 5
Jimmy Page	Slides 6 - 9
Roger Daltrey	Slides 10 -13
Mick Jagger	Slides 14 - 17
Eric Clapton	Slides 18 - 21

- c. Additional content slides (slide 2 and greater): Numbered slides, two slides per page, double sided
 - d. Reference pages (last pages of presentation): Include your list of references.
 - e. A copy of the hard copy presentation not submitted to the professor at the time of the presentation will result in having group points deducted from your final score.
5. A student group member acting as a group scribe will provide the professor with a USB thumb-drive containing the MS PowerPoint presentation (.ppt or .pptx file) prior to the start of the class on the due date of their presentation. The professor will preload the presentation into the class computer prior to the start of class.

6. Each team will have 15 minutes (20 minutes maximum) to give their presentation.
7. Each team member will present to the class their portion of the research paper.
8. The presentation will be presented in a continuous manner with each team member participating equally (approximately three minutes each).
9. A three minute question and answer session will take place after each presentation. Students should be prepared to answer questions from students and/or the professor.
10. This is a 400 level course so the expectation is for you and your group to provide a 400 level presentation.
11. Grading: Your presentation will be graded on a three part rubric: Organization, Content, and Presentation.
 - a. Organization: Appropriate for the topic, presented in a logical sequence. Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation.
 - b. Content: Material presented is relevant to the overall message and points made to reflect their relative importance. There is an obvious conclusion summarizing the presentation.
 - c. Presentation: Make sure the topic you select can be covered thoroughly and completely within these published guidelines. Speaker maintains good eye contact with the audience and is appropriately animated. Speaker uses a clear, audible voice. Delivery is poised, controlled, and smooth. Good language skills and pronunciation are used. Presentation is well prepared, informative, effective, and not distracting. Length of presentation is within the assigned time limits. Information was well communicated.

G. Group Research Paper (Part I) 50 points

1. Each group is responsible for completing a research paper. This paper is based upon the same topic as the group presentation.
2. The name of each group member must be on the paper to earn group research paper points. Individuals must be part of a group. There will be no points earned for individual work in lieu of a group assignment.
3. A student group member acting as a group scribe will submit a completed paper (hard copy) to the professor by the end of the class in the 16th week (Dec 9th).
4. A student group member acting as a group scribe shall submit the group research paper in Turnitin via Titanium by the end of the class in the 16th week (Dec 9th).
 - a. Prior to submitting your research paper, please make sure that the paper does not include previously published material from public domain or copied from the previous papers (without proper citation).
 - b. As a rule of thumb, your research paper should have less than 15% similarities for content that was published previously or available in the public domain.
5. Each group member shall actively participate with the development of the research paper by working together with members of the group with the goal of having each member contributing/authoring an equal amount of content.
 - a. For example: A group of six team members would each contribute three or four pages each to a 18 to 24 page term-paper.
6. The research paper shall strictly follow APA formatting guidelines. Use the *Publication Manual of the American Psychological Association, 6th Ed*
7. The research paper shall consist of a cover page, additional pages of content, and reference pages.

8. Cover or Title page (pg. 1): This is a separate page, numbered page 1. Include the title of the research paper, date, and class name/number. Include the first and last name of each group member. Include a listing of the pages contributed by each group member. If applicable, include the paragraph number(s).

Example:

Stevie Vaughan	Pages 2 - 4, 5 paragraph 1
Jimmy Page	Pages 5 paragraphs 2 and 3; pages 6 - 9
Roger Daltrey	Pages 10 -13
Mick Jagger	Pages 14 – 17 paragraph 1
Eric Clapton	Pages 17 paragraph 2 - 4; pages 18 - 21

- a. Include the names of group members who contributed to your final group paper. Exclude the names of group members who did not contribute.
 - b. It is expected that groups read and comment on other group members sections. When differences in opinion exist with respect to paper content, the group must resolve the issues and edit the paper to the satisfaction of the group. Thus, communication within the group is critical to the creation of a quality research paper.
9. Additional content pages (pg. 2 and greater): Numbered pages, double spaced. The text content may include charts, graphs, and tables.
10. Reference Pages: The reference pages shall contain a list of references.
- a. The reference pages shall follow APA formatting.
 - b. Start on a new page, but continue the numbering sequence from the text.
 - c. Use the most current references you can find. References older than ten years should not be used.
 - d. The paper shall have at least ten different references.
 - i. Your textbook
 - ii. A maximum of four can be from Quality Digest or Quality Progress (ASQ)
 - iii. A maximum of four can be from general online internet sources.
 - iv. A maximum of four can be from books or e-books.
 - v. The remaining sources should use articles taken from scholarly / professional journals obtained from research libraries such as ProQuest or EBSCOhost.

11. The paper shall be between 18 to 24 pages. This includes the title page and reference page(s).
12. Papers must include parenthetical citations, sub headings, and references.
13. Parenthetical Citations: Citations are important because they give your work academic creditability. Without citations it is just your opinion and your opinion as profound as it may be has little academic creditability.
 - a. Citations should follow APA guidelines.
 - b. Anything you cite in your text must match up with a listed reference. If you don't cite it, do not put it in the references list.
14. Sub-Headings: Sub-headings are an APA requirement and used to help the reader follow your work as you transition from topic to topic.
15. Grading: Your papers will be graded on applicability and completeness (70%) (Structure and development of the thesis). Make sure the topic you select can be covered thoroughly and completely within these published guidelines. You will also be graded upon your grammar, sentence structure, spelling, punctuation, clarity of expression, meeting APA style guidelines, proper mechanics and usage of in-text citations, and overall writing ability (30%).
16. Paper Topic Guidelines: You must choose a topic relevant to this course, so using the text as an initial reference is a good starting place. Your paper should explore current information in a Quality and Performance Excellence topic.
 - a. A good topic for a research paper would be something covered in your text. You should try to choose a very narrow topic such that your group can conduct detailed research on the subject.
 - b. Choosing a very broad topic such as " Quality Management" or "Leadership" are not recommended since these topics take several chapters in our text to gloss over and volumes of books are required to cover those topics adequately.
 - c. If your group has questions about selecting a topic, please take the time discuss it with your professor.

17. Paper Topic Suggestions

Application

- The application or implementation of ISO 9000 in an organization.
- An application or implementation of Six Sigma or LEAN in an organization.
- The application of any quality tool discussed covered in this course.

Real World Experiences

- Cover a recent event that has been in the media and how it relates to the topics covered in class. It can be a success story or lessons to be learned. It can be from the public or private sector.

Textbook Chapter Topics

- Chapter 3 Customer Focus - The voice of the customer is essential for maintaining competitiveness.
- Chapter 5 Process Focus - Measuring supply chain processes improves supplier partnerships and improves competitive advantage.
- Chapter 8 Process Improvement and Six Sigma: Progressive companies in the x industry use Six Sigma DMAIC and LEAN tools to promote process improvement.
- Chapter 14 Building and Sustaining Quality and Performance Excellence: Many American managers and workers resist change - they are comfortable with using an "If it ain't broke - don't fix it" approach.

Case Study

- Cover one of the case studies covered in class text. Cases from the book must include updated research information.
- Cover a case study which is not covered in the class textbook, but is similar to one found in the textbook. The case study must not be more than seven years old.

Guidelines for Writing a Case Study Analysis

A case study analysis requires one to investigate a quality or performance problem within an organization, examine the alternative solutions, and propose the most effective solution using supporting evidence.

Preparing the Case

Before you begin writing your paper, follow these guidelines to help you prepare and understand the case study.

Read and examine the case thoroughly. Take notes, highlight relevant facts, and understand key problems

Focus your analysis

Identify the key problems or issues in the case.

Answer the Who, What, Where, Why, When, How questions:

Why do they exist? When did it occur?

What was the magnitude of the problem?

How do they impact the organization?

Who is responsible for them?

Uncover possible solutions

Review course readings, discussions, outside research, your experience.

Select the best solution

Consider strong supporting evidence, pros, and cons:

Is this solution realistic?

Drafting the Case

Once you have gathered the necessary information, a draft of your analysis should include these sections:

Introduction

Identify the key problems and issues in the case study.

Formulate and include a thesis statement, summarizing the outcome of your analysis in 1–2 sentences.

Background

Set the scene: background information, relevant facts, and the most important issues.

Demonstrate that you have researched the problems in this case study.

Alternatives

- Outline possible alternatives (at least the most significant of them)
- Explain why alternatives were rejected/accepted
- Constraints/risks for above alternatives

Proposed Solution

- Provide one specific and realistic solution
- Explain why this solution was chosen
- Support this solution with solid evidence
 - Concepts from class (text readings, discussions, lectures)
 - Outside research
 - Personal experience (anecdotes)

Recommendations/Conclusions

- Discuss specific strategies for accomplishing the proposed solution.
- Recommend further action to resolve some of the issues
- What should be done? Who should do it? How should it be done?

18. APA Sources

Publication Manual of the American Psychological Association, 6th Ed.

Students can purchase APA software on-line at <http://www.apastyle.org/>

<https://owl.english.purdue.edu/owl/>

<http://www.apastyle.org/>

<http://www.citationmachine.net/>