

Department of Decision and Information Science

**BZAN 6360 – Capstone Practicum in Business Analytics I**

**Spring 2023**

**Online Synchronous Experiential Learning Course**

**Important:** Class will NOT meet every week. In weeks that it does: Fri 2:30-4:30

**In Case Virtual Meeting on Microsoft Teams  is Necessary**

**Team name for this course: H\_20231\_BZAN\_6360\_24525**

Joining the online class meetings in MS Teams does not require a password. You automatically have permission by enrollment in this course; dropping this course will automatically remove your permission to join meetings for this course.

Familiarize yourself with the MS Teams interface. Join scheduled class meetings from inside the Teams app (or web version), find the meeting item, and join. Set up your devices ready before each meeting, including your Internet access, camera, & mic.

All Teams meetings will be recorded and uploaded to MS Stream.

**MS Teams technical difficulties are not an acceptable excuse for missing synchronous meetings!**

**Teach Coach / Professors**

Michael J. Lewis (Ph.D. student)

Dr. Xiao Ma

Dr. Norman Johnson

Dr. Ravi Aron

Dr. JeAnna Abbott

Office hours: virtual MS Teams or in-person (By Appointment only; email request to [mjlewis@bauer.uh.edu](mailto:mjlewis@bauer.uh.edu) and/or [xma@bauer.uh.edu](mailto:xma@bauer.uh.edu))

**Email:**

[mjlewis@bauer.uh.edu](mailto:mjlewis@bauer.uh.edu)

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[jabbott@uh.edu](mailto:jabbott@uh.edu)

**Team Coach (in alphabetical order)**

**Email:**

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**The information contained in this course syllabus is subject to change anytime. Students are expected to be aware of any additional course policies presented by the Professor during the course.**  
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**Prerequisites**

- Completion of BZAN 6310/6320/6352, BZAN 6351, BZAN 6353, BZAN 6354
- **Completion or concurrent enrollment in BZAN 6357 (Warning! if you would not have completed BZAN 6357 by this spring, you will be forced to unenroll this course. Ask Team Coach/professor!)**

**Computer Equipment**

Use your own machine (laptop, notepad, surface, remote desktop) as your best computing resource.

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### Course Objective & Description

The capstone project courses are perhaps the most rewarding and valuable learning experiences of your degree. A capstone course requires a real-life project with a Bauer strategic corporate partner in the business field chosen by the faculty panel. Projects and partners that student teams work with may change from semester to semester. It provides a structured means for students to get hands-on experience in real-life practices of business analytics. Students are assigned to teams and work on business-defined problems of data analytics which are scoped collaboratively between the business partner and Bauer faculty member. Live business sponsors provide the feedback and evaluation as the projects progress. A two-course series allows the same team to further improve their solution(s) by continuing to work with the same business sponsor on the same or refined business problem over an extended period. Alternatively, the two-course series could allow a team to work with two different business sponsors on similar problems. This is the first part of the series.

Upon completing this course, students will master the following skills:

- Defining solvable data analytics problems
- Differentiating and properly communicating the values of their solutions to relevant stakeholders

### Teaching Methods

1. Modularized learning, hybrid-form of meetings: For each assignment, students will read materials, exercise independent thinking, participate in group discussions, and complete assignment as a group. Students will also attend class meetings scheduled irregularly throughout the semester where critical concepts and assignment evaluations are covered. The dates for class meetings and group presentations are clearly marked in the *Tentative Course Outline* on the next page (for MS Teams, meeting items will be scheduled ahead of each); note that the schedule is subject to change as the course progresses, and notification of any change will be communicated in advance.
2. Assignments: Problems and readings might be periodically assigned to help support the overarching project. Assignments must be turned in on time to receive the maximum points possible. Late submissions are not tolerable.
3. Blackboard: Most materials will be distributed on Blackboard. It is assumed that students know how to access the content on Blackboard.
4. Grading (Total Points: 100)
  1. Attendance – 10%
  2. Assignment – 70%
  3. Presentation – 20%

Raw Score	Letter Grade
> or = 92	A
> or = 89, but < 92	A-
> or = 86, but < 89	B+
> or = 83, but < 86	B
> or = 80, but < 83	B-
> or = 77, but < 80	C+
> or = 74, but < 77	C
> or = 70, but < 74	C-
> or = 67, but < 70	D+

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> or = 63, but < 67	D
> or = 60, but < 63	D-
< 60	F

### Course Policies

Late submissions will NOT be accepted!

Missed Meetings: The student is responsible for obtaining material, which may have been distributed in class when he/she was absent. This can be done through contacting a classmate who was present or by contacting the Professor during his office hours or other times.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information, refer to the "Academic Honesty Policy" accessible here (<http://www.uh.edu/provost/policies/honesty/>). The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. Students are expected to be familiar with this policy.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined in this document, or which will require academic accommodations, please notify me as soon as possible. I will recommend that you contact the Center for Students with Disabilities. The contact person is Justin Dart in the CSD building #568, room 110. The numbers for the CSD office are Ph: 713-743-5400; TDD: 713-749-1527; Fax: 713-743-5396 or email: [uhcsd@central.uh.edu](mailto:uhcsd@central.uh.edu). Also available to you is *Counseling and Psychological Services (CAPS)*, which can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS ([www.uh.edu/caps](http://www.uh.edu/caps)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. In addition, there is no appointment necessary for the "Let's Talk" program, which is a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets\\_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html).

### Inclement Weather or Technical Problems

In case of inclement weather or technological problems that prevent the University from providing access to course materials, the Professor will notify students as soon as possible and provide instructions on how the course will proceed. You may send the Professor an email inquiry.

**Tentative Course Outline.** This outline is tentative and subject to change anytime in the event of unexpected class disruptions.

Week	Date (all Fridays)	Content	Due
2	1/27	Welcome and course Introduction	
6	2/24	Feedback on Assignment #1 Preview Assignment #2	Group Presentation of Assignment #1
7	3/3	<b>No Class</b>	Group Assignment #1 due midnight
3/17 – Spring Holiday (No Class)			
12	4/14	Feedback on Assignment #2	Group Presentation of Assignment #2
13	4/21	<b>No Class</b>	Group Assignment #2 due midnight

\* *Notes:* Synchronous meetings only on the dates listed without the "No Class" remark, pending any possible change.

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### Webcams

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on during exams to ensure the academic integrity of exam administration.

### COVID-19 Information

Students are encouraged to visit the University's [COVID-19](#) website for important information including diagnosis and symptom protocols, testing, vaccine information, and post-exposure guidance. Please check the website throughout the semester for updates. Consult the (select: [Undergraduate Excused Absence Policy](#) or [Graduate Excused Absence Policy](#)) for information regarding excused absences due to medical reasons.

### Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact [the Justin Dart Jr. Student Accessibility Center](#) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

### Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

### Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings

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will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

### Academic Honesty Policy

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to contribute to an atmosphere of the highest possible ethical standards. Maintaining such an atmosphere requires that any instances of academic dishonesty be recognized and addressed. The [UH Academic Honesty Policy](#) is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy.

### Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

### Security Escorts and Cougar Ride

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. Our Security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called Cougar Ride that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

### Syllabus Changes

Please note that the instructor may need to make modifications to the course syllabus. Notice of such changes will be announced as quickly as possible through MS Teams.