**Study Work**

**Title of the Study Work –**

**Subtitles (if available)**

First Name Last Name

Study program

|  |  |
| --- | --- |
| Project Coach: | Academic degree First name Last name |
| Processing period: | From: |
|  | Until: |



**Declaration of independence**

I wrote this Study Work independently and did not use any other sources and aids than those indicated. All sections that have been taken verbatim or analogously from external sources are marked as such.

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| --- | --- |
|  | *Signature* |
| Place, xxxx.xx.xx | Your akad. Degree First Name Last Name |
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**Note:**

Please use this template to create your Study Work. In this document, the page margins, footers, headers, page numbers, etc. are already set according to the Steinbeis guidelines. In addition, an automatic table of contents, a list of figures and tables as well as a manually created list of abbreviations are already inserted in this template as examples and can be used. The structure contained in this template is exemplary for a Study Work and can be adapted and changed as desired according to your own needs.

Please delete all red notice texts in this template before printing!

**Attention:** Three lines below this red text, a section break is inserted, as the headers and footers begin on the next page. You may not delete this section break!

**Table of Contents**

(Dynamically created, can be updated with the right mouse button and then click "Update fields". Sometimes you have to reformat something by hand to insert line breaks in long chapter headings. This can be done with "shift" + "enter". If you display the formatting symbols via "¶", you may see such an inserted paragraph behind it „“.)

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Here you can see the manual variant of a list of figures that is created with the help of an invisible table. You can therefore use this table as a template. Alternatively, Word offers the option of automatically generating a list of figures. If you know and master this function, then you can of course use it. The finished list of figures should then look similar to this template.

# List of Tables - if needed, otherwise delete!

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Here you can see the manual variant of a list of tables that is created with the help of an invisible table. You can therefore use this table as a template. Alternatively, Word offers the option of automatically generating a table directory. If you know and master this function, then you can of course use it. The finished list of tables should then look similar to this template.

# List of Abeviations - if needed, otherwise delete!

|  |  |
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| APA | American Psychological Association  |
| … | … |
| … | … |
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Only abbreviations that do not correspond to everyday language use should be included here.

Abbreviations such as „ca.“, „i. e.“, or „etc.“ therefore do not have to be listed.

**Attention:** Three lines below this red text, a section change is inserted again, because on the next page with chapter 1 the Arabic page numbering begins. You must also not delete this section change!

# Introduction

This document is intended to fulfil two functions at the same time. On the one hand, we provide you with a format template for your Study Work. On the other hand, we would like to give you some general information for working on your Study Work and for the preparation of scientific papers in general. This starts with the recommendations for a good introduction. The tripartite division of an introduction recommended here applies to all scientific papers. Below you will find subject (2) research question but also some hints that apply specifically to the student thesis.

1. Problem statement

An introduction should begin with a problem statement for the Transferor Work. The reader should understand why it was important for the author to write the following 30 pages in the Study Work and later 60 or 80 pages in the Thesis. For this purpose, formulations and text elements from the PSW may be used again in the Study Work (and again later in the Thesis). The problem statement of the Study Work deals with the questions already answered in the first two chapters of the Project Study Work (PSW). Be sure to mention the planned research question of your thesis, which is to be answered with the Transer Project. Because this is part of the problem background of the Study Work.

1. Reserach Question (of the Study Work)

Then name the research question in one sentence, which is to be answered with this Study Work on the way to answering the research question of the thesis. Since the Study Work is supposed to be about dealing with the existing literature, the research question of the Study Work would have to go in the following direction:

*Which theories and models from the field of ABC can help to answer the research question of the Thesis?*

However, the research question of the Study Work should not have exactly this wording, as it is still too generic. Rather, the research question should refer to the concrete problem statement and the research approach of the Transfer Project. The following research question of the Thesis of a Transfer Project is an example of this:

*What recommendations can be made to the XY company to increase its attractiveness for new employees and motivate employees to become permanently committed?*

Against this background, the aim of the Study Work could then be to answer the following research question:

*Which definitions, models and theories from the field of content theories of motivation can help to answer the research question of the later thesis?*

Answers to this research question of the Study Work can be provided in the various main chapters of the Study Work. By examining the literature, the following sub-questions will be answered step by step:

* How should the **core terms** used in the Transfer Project be defined?
* Which **models** can be used to answer the research question of the Transfer Project?
* Which **theories** can help to answer the research question of the Transfer Project?
* What **answers** or partial answers to the research question of a Transfer Project can already be found in the literature?
1. Procedure

The third component of an introduction explains the following main chapters of the present work. This is a verbal underpinning of the structure. Here, the reader not only learns in a somewhat wordier way than in the table of content what is thematically dealt with in the following main chapters, but why this is dealt with with to answering the leading research question. Each chapter you write now must make a recognizable contribution to answering the leading research question of the present work. Each chapter serves a sub-aspect that is important in order to be able to answer the research question at the end of the paper.

This is how it would sound for the present Study Work: In the following chapter 2, theories from area X will be considered. These should serve to clarify important terms and to assess whether models and theories from area X can be identified here, which can help to answer the leading research question of the entire transfer project in the later thesis. The following chapter 3 is then about theories from the area of Y. Chapter 4 then serves .... Chapter 5 concludes with a reflection on the findings gained and an outlook on the thesis.

# Findings from previous Work

The following chapters are given as examples and must be adapted to your own requirements.

## Findings theory overview ABC from Project Study Work

…

## Findings theory overview XYZ from Project Study Work:

…

# Theory A

At the beginning of each chapter, explain which sub-questions are the subject of the chapter and how you will proceed within the chapter to answer these sub-questions. And in the same way that you gave an overview of the procedure in the entire work in the introduction, you now give an overview of the procedure within the present chapter. Here, too, it is very helpful for the reader if you announce the upcoming subchapters with the chapter numbers. It could sound something like this:

First, in chapter 2.1, the theoretical offers that can be identified in area X are reviewed. An initial assessment is also made here as to which of these theory offers should be examined in more detail in the further course of the Study Work. On the basis of this evaluation, theory X.1 is presented in more detail in chapter 2.2 and theory X.2 in chapter 2.3 and it is clarified what contribution these two theories can make to the further progress of the Transfer Project. A summary of the findings is given in the concluding chapter 2.4.

## Definitions, models, theory A.1

...

## Definitions, models, theory A.2

…

## Summary theory A

Very important: At the end of each theory chapter, please summarize the insights gained in a separate concluding subchapter. The best way to do this is in the form of a list – i.e. not as a continuous text, because there have probably already been enough of them up to this point. A list forces you to be concise. And this not only helps you, but also the readers, so that they get a good overview of the insights you have gained. It is worth remembering here the typical sub-questions of an examination of literature. There should now be concrete answers to some of these questions.

* How should the core terms of the Transfer Project be defined?
* Which models can be used to answer the research question or sub-questions of the thesis?
* Which theories can help to answer the research question or sub-questions of the thesis?
* What answers or partial answers to the research question of the thesis can already be found in the literature?

Such summaries in the form of a list are then exactly the text elements that are to be copied over into the later following thesis as "results of the Study Work" and identified there like an external source.

# Theory Y

In order to use this template for your Study Work, you will sooner or later have to delete the explanatory texts on the entrance pages and content and notes within the chapters and adapt the chapter structure for your own Study Work. Perhaps you can also make a copy of this file so that you can get the explanations and hints and at the same time have a cleaned version for your own study paper.

## Definitions, models, theory Y.1

...

## Definitions, models, theory Y.2

…

## Definitions, models, theory Y.3

…

## Summary theory Y

…

# If necessary, further chapter

...

## Separate subchapter

...

## Separate subchapter

...

# Summary

The final part provides information about the answers you have now found to your research question(s) after working through the various steps. It also provides information on where and for what reasons this may have been only partially successful, or what further research is needed. In relation to your transfer project, this means that the first concrete solutions for the problem you are working on in your company or industry are now available. Congratulations!

The final chapter does not necessarily have to be called "Summary". It can also be called "Conclusion", "Final recommendations for action", etc. Decide what best suits your work.

And of course, your Study Work does not have to have exactly four chapters. It is your task to develop a suitable structure and depth of structure for your Study Work. This template is only an example.

# List of Sources

To create the list of sources, please refer to the Guidelines for Scientific Work in your OnlineCampus.

Please format all sources with the "List of Sources" style so that they can be read well. Please format all sources with the "List of Sources" style so that they can be read well.

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# List of AI tools used - if needed, otherwise delete!

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| **Chapter, Page**  |  |
| **AI Tool, Date** |  |
| **Method of use** |  |
| **Used prompts / orders / requests to the AI tool** |  |

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| **Method of use** |  |
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# Appendix - if needed, otherwise delete!

The appendix contains information about the work that is too extensive to be included in the actual chapters. The pages are still numbered in Arabic. If you list several appendices, please open the appendix with an appendix directory first. This looks like a list of figures or tables and is located on the first page of the appendix. If you then refer to a document in the appendix within your scientific work, the reference in brackets (see appendix) or in case of several appendices (see appendix X) is sufficient