CAPSTONE SEMINAR 2016

PBAF 608B  Winter Quarter

Fridays 9:30 AM – 12:30 PM (as noted on syllabus)
Parr 305

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Overview

The Capstone Seminars connect student project interests with the research, innovation, and capacity-building needs of public service organizations and public agencies. The course work for the seminar spans two quarters, winter/spring, and is assigned 8 credits toward the MPA degree.

The seminar moves each student through the stages of development of an applied research project; giving students the opportunity to learn from each other, from other research, and from the instructor’s experience. The resulting capstone integrates key learning from the Evans program while at same time meeting the needs of a client organization and promoting public service.

Expectations

The purpose of the class meetings will be to assist the student(s) in completing the final report for the partner, client or other audience. Seminar discussions will bring additional resources and the guidance of other researchers to the students. Discussions will focus on the substantive content of each student's or team's project, and students will be expected to make informal presentations of their work in progress. In addition, these discussions will seek to capture the synergy among projects, expand the use of effective research methods, and increase collective understanding of the community development and sustainability policy challenges that all clinic participants will be facing.

Seminar assignments will keep students on pace to complete the final report by the end of the spring quarter.

Course objectives:

• Develop a comprehensive research question.
• Plan the phases of a research project.
• Employ the appropriate research methodologies to address the question.
• Complete the design of the research project, including methodologies to be utilized and all aspects of data collection, presentation and analysis.
• Work with an external client to manage and meet expectations.
• Prepare a final written report that provides cogent findings and recommendations to the client.
• Present findings before an audience in a concise and engaging way.

The seminar’s involvement with public and non profit agencies will assist participants in launching careers in the Puget Sound metropolitan region and beyond

Expectations of students:

1. present work in class
2. comment constructively on the work of others
3. read assignments prior to class
4. meet deadlines
5. (optional) present at the ESO Research Symposium

Grading: Students will be evaluated in two areas

1. Capstone Project (75%) Your Capstone will be evaluated in terms of analytical rigor, usability to your client (if any), presentation and overall quality.

2. Seminar Participation (25%) Your participation will be assessed in three areas

a. Responsibility - turning in assignments, and taking the timeline seriously.

b. Citizenship - being present for class sessions, meetings, and being engaged by offering useful suggestions to peers.

c. Professionalism - in dealings with client (and faculty and colleagues) and in final presentation students are expected to act in a professional manner.

See Syllabus link for week to week information.

Winter Quarter Schedule
Jan 8 – Project Design, Management, and Expectations

Assignment

1. Reading: one capstone project of your choice from the Evans School web site. You may first locate a topic of your choosing under Capstone Projects of Outstanding Merit. Use the Archive tab on the left hand side of our class web page to link quickly. You may wish to select award winning projects and/or projects in your research area to read.

2. Work on Draft Letter of Agreement or One Page Description (for indpt projects)

3. Draft workplan/timeline - include key dates such as for completion of chapters, drafts to client, meetings, comments back from client

Class Meeting Discussion: Defining the Capstone and a research question. Reflections about: a) the 3-way meeting; b) drafting letter of agreement; c) communicating with client.

Individual meetings to help with planning continue.

Jan. 15 - Framing the Research Question, Gathering Evidence (9:30-11:20 in our classroom and 11:30-12:30 in Allen Library with Research Librarian Emily Keller)

Goal - refine your question and brainstorm about strategies for answering it. Discuss the Capstone projects which you have read - how did the authors approach the project, what makes the report effective, what would improve it?

Assignment

Due to be uploaded to the Class Page by noon on Thursday 1/14

1. Draft Letters of Agreement (for client projects)

2. Draft Description which includes research question, as well as, the methods/strategies you intend to use to answer it

3. Draft Workplan/Timeline

4. Also continue reading capstone selections from past years
Jan. 22 - Literature Review

Goal - Start Literature Review, ponder: what constitutes the relevant literature, how to review the relevant literature, and importantly consider how this literature review should influence your research design?

Assignment

Due on the class web page by noon on 1/21

1. Revised letter of agreement for client projects

2. One page description defining the research question and the research methods/strategies you propose to employ (more than one page if you are a group)

3. Revised Workplan/Timeline

4. Peer Review Comments on 1 page descriptions, you will comment on your fellow students as assigned, please bring these comments to class.

Jan 29 – No Class Session

Assignment

Due on course web page by noon on 1/29

1. Signed letter of agreement, electronic signature is fine but this is a solid deadline!

2. Refined one page memo defining the research question and the research methods/strategies you propose to employ. In this memo please be very specific about what research methods you will use and how these will help you to answer your research question.

3. Readings on Research Methods - read from the Evans School Resources page that is linked to our class page, see tab on left hand side

Feb 5 Applied Research Methods and Strategies
Goal - Refine Research Strategy. Work as a class and in small groups, read and comment on one page descriptions of the research design and methods of others. Pros and cons and applications of various applied research methods.

Assignment

Due on Catalyst page by noon on 2/4

1. Literature Review Summary One page summary of Literature Review (or one page per student on team). This will serve as a kick-off for the draft literature review chapter.

2. Students conducting surveys or interviews should also prepare and post their draft survey instrument or a draft interview protocol on our class page. Please note that surveys and interviews cannot be effectively implemented without review and pretesting, and these take time.

3. Peer review comments on one pagers on Research Methods, post these to class page using the tab of the student/team that you are reviewing, post comments right under the document you are reviewing (peer review assignments will be sent to all students).

Feb. 12 – Revised Research Design and Workplan, Student Progress Reports

Assignment

Due on class page by Feb 11 at noon

1. Capstone research design and revised workplan

2. Interview protocol if you are doing an interview, post and bring a copy to class.

3. Survey Instrument, post and bring a copy to class.

4. If not doing a survey or an interview, write a one pager on what data will you collect and/or access and how will you use it. Post and bring a copy to class.

Everyone - Be prepared to present progress report orally in class. We will also break into groups to comment on peer's survey instruments and/or interview protocols and/or other methods.
Class Meeting Discussion: Interview methods, evaluation tools, survey designs. *Bring a copy of your literature review from 2/5 as well.*

February 19 - No Class Session

**Assignment**

1. Draft of Introduction Chapter, due on Catalyst page by noon 1/19

Assignments will be given for peer review of the Introduction chapters

February 26  Peer Review of Introductory Chapters

**Assignment** due 2/25 at noon

1. Literature Review Chapter due on Catalyst Page

2. Peer feedback for "Introduction Chapters" due on Catalyst Page (post under the name of the chapter author(s))

Class Discussion - Peer Review and Update on Reports, Discuss Drafting "Methods Chapter"

March 4

**No Class Session** - Work on Methods Chapters and Initial Findings, BIG DEADLINE COMING UP!!

March 11 – "Four Chapters Draft" Class Session

*due* on Catalyst Page 3/11 (post one consolidated document). This draft also goes to client for review. Client comments due back at or before the second 3-Way Meeting.

Post on catalyst page "Four Chapters Draft" Including:

1. Introduction/Context

2. Literature Review
3. Research Methods

4. Findings (This is a basic outline with gaps and holes and annotations explaining how the gaps will be filled).

*This product is very important. It will be reviewed by classmates and instructor as well as shared with agency contacts. Assignments for peer review will be given.*

Class Meeting Discussion: Updates from all students/teams, research approaches that are working, envisioned, or scrapped; how to draw findings, how are findings to be analyzed

**Mar 18 – April 8**
Second round of 3-way meetings (student, instructor and agency) take place during end of March or beginning of April. Client comments are due on April 1st (i.e., 3 weeks after client receives draft). Students/teams begin to incorporate client feedback during first two weeks of SQ. All peer comments and edits are due on April 1, posted on class page.

**TENTATIVE Spring Quarter Schedule**

**April 1 & 8 – No Class Meeting (three-way and individual mtgs)**

**Assignment**

Due on Catalyst Page at noon on 4/1

1. Client comments due by April 1 or three weeks after client receives draft (post on catalyst). Three way meeting ideally includes discussion of client comments.

2. Written peer feedback and edits due on "Four Chapter Drafts" on Catalyst Page

3. Continue with development of analysis and incorporating changes to all chapters as suggested in peer and instructor comments.

**April 15 - No Class Meeting - First "Entire Capstone Draft" Due**

Note: First Draft is read by peers and sent to agency contacts.
Assignment

1. **Entire Capstone Project Draft** due on Catalyst page on 4/15 at noon.

2. Comment on peer drafts (the 4/15 draft), comments due April 21 at noon.

April 22 – Class Session - Peer Review Discussion

Assignment - Post Peer Review Comments by April 21 at noon

Class Meeting Discussion: Receiving and incorporating peer and reader comments; group discussion of key issues.

April 29 – Work on Second Draft, No Class Meeting

May 6 – No Class Meeting, Second Draft of Capstone Due (Include Official Cover Page)

Note: Second Draft is read by peers and sent to agency contacts. This is the last chance for agency feedback. Agency feedback must be received by May 18.

May 13 Class Meeting 9:30-10:30 AM (individual meetings as needed) - Peer Review Assignments if directed.

Instructor Feedback will be given in the order in which Capstone Drafts were posted and available for review.

May 20 – Final Full Drafts DUE No Class Meeting

Everyone attends ESO Research Symposium in the PM.

**WARNING** - in the absence of a full draft on May 20 students are not assured of graduating on time.
May 27 – Class Meeting 9:30-10:30 AM CELEBRATION!

Post Final Capstone to Catalyst Page on May 27, Title Page with instructor's signature and entire document formatted to Evans School standards.

**NOTE - must post final Capstone in order to graduate on time**

Remaining week of quarter, tying up any loose ends. Nominations for Capstone Project prizes.