

PUBPOL 608 B Sp 19: Capstone Project Seminar

CAPSTONE SEMINAR 2019

PubPol 608B Spring Quarter Tuesdays 11:30 AM - 2:20 PM SWS B012

Professor Alison Cullen Condon Hall 512, email: alison@uw.edu

Office Hours: Tuesday 2:30-3:30 PM & by appointment

Overview

The Capstone Seminars connect student skills and training 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 team 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 Project integrates key learning from the Evans program while at same time meeting the needs of a client organization and promoting public service.

The purpose of the class meetings will be to assist the student teams in completing the final report for their clients. Seminar discussions will bring additional resources and the guidance of other researchers to the students. Discussions will focus on the substantive content of each 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.

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.

Grading:

Expectations of students: Present work in class. Comment constructively on the work of others. Read assignments prior to class. Meet deadlines. Present final project in class

Student grades will be evaluated as follows:

1. Capstone (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 four areas

i) Responsibility - turning in assignments, keeping your team's subpage on Canvas neat and usable, and taking the timeline seriously, ii) Citizenship - being present for class sessions, meetings, and being engaged by them, iii) Peer Review - offering useful written and verbal suggestions to peers on their draft chapters and documents, iv) Professionalism - in dealings with client (and faculty and colleagues) and in final presentation students are expected to act in a professional manner.

Capstone Project Team Pages for SQ 2019 - Please move the Project Description, client names, consultant names, and link to Four Chapter Draft to these new pages which are in place for SQ19. The WQ19 pages will remain accessible until June 15th and will retain a record of reviews and content from earlier versions of individual chapters.

[SDOT - Business Case for Public Space](#)

[Pullman Police Department](#)

[Sound Transit](#)

[Seattle Public Utilities](#)

[SDOT - Racial Equity and the Bicycle Master Plan](#)

Links to Resource Materials: [Capstone Resources](#) from Evans School, EPAR [methodological materials](#), Peer Review [Checklist](#), Information re: Prizes for excellent Capstones [here](#). Note that the timeline for Capstone prizes (i.e., these are referred to as Research prizes at the link) includes a due date of May 21 for a nomination letter and a "complete but not final" draft of the Capstone report to be sent to the prize committee by the instructor. Thus the draft of the Capstone report which is available on May 14th will be included in the nomination. For information about Three Minute Thesis (with nice cash prizes) please click [here](#).

Week by Week Syllabus

Week 1 April 2 Whole Class Meeting at 11:30 AM in SWS B 01

Assignment - Due on Canvas Page before class

1. Client comments due today (i.e., 2-3 weeks after client receives draft), in google docs or posted on Canvas.

2. Instructor comments will also be posted by April 2nd.
3. Schedule second Client Meeting during first two weeks of spring quarter.
4. Written peer feedback [Accessibility score: Medium Click to improve checklist](#)
due on "Four Chapter Drafts" in google docs or posted on Canvas.
5. Continue with development of analysis and incorporating changes to draft as suggested in peer, instructor, client comments.
6. In class - discuss client relationship, trouble shooting as needed for changes suggested by peers, instructor or client.
7. Set up Spring Quarter Canvas page for Capstone. Pull basic material from Winter Quarter about project, client and team. Links to the Four Chapter draft and any other project specific documents should be added to the Spring Quarter page.
8. Think about end of quarter presentation to client - when will it occur, are you making a slide deck for the client, etc?

WALK TO: Capstone to Career Session with Shannon Merchant at 12:30 in PACCAR

Week 2 April 9 No Class Meeting (Client Meetings and Individual Consulting Team Meetings)

Assignment

Continue data collection, analysis and developing Analysis Chapter and incorporating changes to all chapters as suggested in peer, instructor and client comments. Deadline coming up soon - First Entire Capstone Draft due April 23!

Week 3 April 16 Teams to Meet with Instructor

Preparation and Discussion about weaving updates on analysis into the First Full Draft.

See below for your team's assigned time slot

11:30 - 12 Sound Transit

12 - 12:30 Seattle Public Utilities

12:30 - 1:00 Pullman Police Department

1:00 - 1:30 SDOT - Business Case for Public Space

1:30 - 2:00 SDOT - Racial Equity Bicycle Master Plan

Assignment

1. **First Full Capstone Project Draft** due date coming up - on 4/23 at 2:20 PM. Work especially to flesh out analysis and findings.

Week 4 April 23

Assignment

1. **First Full Capstone Project Draft due on 4/23 at 2:20 PM.** Include official title page (template can be found under the Evans Capstone Resources page linked above), table of contents including a space for an executive summary, and chapters. There should be analysis more fleshed out now, and also recommendations in draft.

2. **Peer Review** of First Full Capstone Report Draft (the 4/23 draft) due April 30 before class.

Teams should include a "Note to the Reader" at the beginning of their draft, letting reviewers know what they would like input on.

Reviewers should read the draft and then post three items directly on the Canvas page of the relevant team as follows:

1. Note one strong and effective facet of the draft, the approach, the recommendations and/or general contribution of the project.
2. Note one issue or weakness of the draft that needs additional attention or clarification.
3. Suggest at least one solution to the issue raised above in #2 (and/or respond to the team's specific request for input or suggestions in their "Note to the Reader" if they have requested something different).

Reviewer Assignments for Peer Review of April 23 Draft

Sound Transit and Pullman DP (Todd, Carter, Nora)

Pullman PD and SPU (Carly, Evan, Beth, Lauren)

SPU and Sound Transit (Abe, Liesl, Cole, Jon)

SDOT Teams Review Each Other (Kim, Madeline, Caz, Bridget, Emily, Seth, Kristin)

Week 5 April 30 - Whole Class Meeting

During class we will discuss peer review and instructor comments posted before class. Topics include receiving and incorporating peer and reader comments, as well as group discussion of key issues.

Assignment

1. **Post Peer Review Comments** (three bullets as outlined above) by April 30 before class.
2. Discuss peer review comments in groups in class.
3. After incorporating peer review comments, **share First Full Capstone Project Draft with client** (by May 7) for their comments. This draft should include analysis and recommendations which are fleshed out enough for them to comment on.

Week 6/7/8 May 7, 14, 21 – No Whole Class Meeting, Second Draft of Capstone is edited during these three weeks

Note: In general this draft is the last chance for agency feedback. Agency feedback must be received by May 21 in order to appear in final project.

The version of the draft that will be included in Capstone prize nominations will be the latest version available by May 14, please note that a final version is not required for this purpose.

Week 9 May 28 – Whole Class Meeting

Capstone Presentations In Class to practice for client presentations.

Note: Final Full Drafts DUE Friday May 31

WARNING - *in the absence of a full draft on May 31 students are not assured of graduating on time.*

Post **Final Capstone** to Canvas Page on May 31, Title Page with instructor's signature and entire document formatted to Evans School standards.

Week 10 June 4 – Tying up any loose ends. Team presentations to clients.