

OVERVIEW OF REQUIRED MATERIALS AND ASSIGNMENTS

PA8081 Capstone Workshop, Summer 2022 (Updated: 3/10/22)

Date	Topic and Required Materials	Activities and Key Questions	Assignments and Due Dates
Week 1 (5/16-5/22) In-person class meeting, 6pm	Topic: Foundations <u>Required reading/viewing:</u> - Module 1: Foundations - Module 2: From Issue Statement to Research Questions - Tuck, Eve. "Suspending damage: A letter to communities." - University of Virginia. "Types of Harm: Research."	Activities - Review syllabus, schedule, and course expectations - Discuss foundations, research harms, and how to develop and refine research questions Key Questions - What research approaches, designs, and methods might work for your project? - How will you avoid harm to research subjects? - How will you ensure that your team meets all interim and final deadlines?	Assignments Complete Peer/Team Survey #1 (individual assignment) (Due 5/16) - Upload draft MOA (Due 5/16)
Week 2 (5/22-5/28) In-person class meeting, 6pm	Topic: Assessing the Context – Stakeholders and Existing Evidence <u>Required reading/viewing:</u> - Russell K Schutt. 2012. <i>Investigating the Social World: The Process and Practice of Research, 9th Edition</i>. Thousand Oaks: Sage. pp. 35-49 Presented in class: - Module 3: Existing Evidence - Module 4: Engaging and Managing Stakeholders	Activities - Discuss literature and document review and stakeholder analysis Key Questions - Where will you look for existing evidence on your topic? - How will you engage different types of stakeholders?	This week, make sure that your team has: - Finalized your semester project plan - Sent revised MOA to client for review and signature

Week 3 (5/29-6/4) In-person class meeting, 6pm	Topic: Data Collection I Required reading/viewing - Eugene Bardach and Eric M. Patashnik. 2020. <i>A Practical Guide for Policy Analysis, 6th Edition</i>. Washington DC: CQ Press. pp. 97-106 Presented in class: - Module 5: Data Collection	Activities - Class discussion, question/answers, and group time Key questions: - What does existing evidence tell you about your research questions? What information is missing? - What data will allow you to answer your research questions? - What are the limits to your design?	Assignments Upload literature and document review worksheet (Due 5/31)
Week 4 (6/5-6/11) Virtual class meeting, 6pm	Topic: Data Collection II Required reading/viewing - Bardach and Patashnik, pp. 106-121 - Module 6: Biases in Design, Data Collection, and Analysis	Activities - Class discussion, questions/answers Key questions: - What data will your team collect? - How will your team distribute tasks related to data collection? - How will you minimize biases?	Assignments Submit literature and document review** (Due 6/5)
Week 5 (6/12-6/18) In-person class meeting, 6pm	Topic: Data Analysis I Required reading/viewing - Module 7: Data Analysis <i>We will discuss common data collection strategies in class.</i>	Activities - Class discussion, question/answers, and group time Key questions: - What is your method and process for collecting and analyzing your data? - How will you keep track of preliminary findings?	Assignments - Upload final MOA (Due 6/12) - Upload data collection worksheet (Due 6/12) - Set up 30-60min team meeting w/Robin for next week (set up by 6/14)

Week 6 (6/19-6/25) Virtual group meetings w/Robin, no class	Topic: Data Analysis II <i>No required reading/viewing</i>	Activities • Group meetings w/Robin Key questions: • What is working well with your team dynamics? What isn't working so well? • What are early findings from the data collection and analysis?	Assignments • Submit reflection memo (individual assignment) (Due 7/12)** New Date
Week 7 (6/26-7/2) In-person class meeting, 6pm	Topic: Deep in the Data <i>No required reading/viewing</i>	Activities • Class discussion, question/answers, and group time Key questions: • What findings are emerging? • What questions have been answered? • What questions remain unanswered?	Assignments • Complete Peer/Team Survey #2 (individual assignment) (Due 7/3)** New Date • Upload Analysis Memo #1 (Due by 7/10)
Week 8 (7/3-7/9)	No class -- enjoy your holiday!		
Week 9 (7/10-7/16) Virtual class meeting, 6pm	Topic: From Data to Evidence Required reading/viewing • Schutt, pp. 57-61	Activities • Class discussion, question/answers, and group time Key questions: • What inferences can you draw from the analysis?	Assignments • Set up 30-60min team meeting w/Robin for next week (set up by 7/12)

Week 10 (7/17-7/23) Virtual group meetings w/Robin, no class	Topic: Preparing the Final Products Required reading/viewing - Module 8: Planning for final paper and presentation - Module 9: Presenting to your client - Bardach and Patashnik, pp. 84-96	Activities - Group meetings w/Robin Key questions: - What is the key message you need to deliver in the final presentation and how will you do this convincingly? - What supplementary materials will help your client act on your findings?	Assignments Upload analysis Memo #2 (Due 7/23) ** New date
Week 11 (7/24-7/30) In-person class meeting, 6pm	Topic: Presentation rehearsals <i>No required reading/viewing</i>	Activities Presentation rehearsals (1 of 5 groups)	Assignments Upload draft presentation slides and supplementary material (7/24)
Week 12 (7/31-8/6) Virtual class meeting, 6pm	Topic: Presentation rehearsals <i>No required reading/viewing</i>	Activities Presentation rehearsals (4 of 5 groups)	Assignments Send slides and suppl. materials to client for feedback (by 8/4)
Week 13 (8/7-8/13) No class meeting	Topic: Client presentations <i>No required reading/viewing</i>	Activities Client presentations (virtual or in-person)	Assignments - Submit draft final paper for grading and feedback (Due 8/12) - Upload final presentation (by 8/12)
Week 14 (8/14 -8/20) In-person class meeting, 6pm	Topic: Refining the final paper and wrapping up Required reading/viewing Module 10: Finalizing the products and completing the project	Activities Class discussion, questions/answers, and group time	Assignments - Revise and submit draft final paper to client for feedback (8/16) - Submit final revised paper to instructor, digital conversancy (Due 8/19)