

# **PA 8081 Science, Technology and Environmental Policy**

## **Capstone Workshop**

### **Syllabus Spring 2018**

#### **Instructor:**

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Humphrey School 155

Office Hours: Thursdays 10 am – 12 noon or by appointment

**Class Sessions:** Wednesdays 8:15 – 11:45 am, Blegen Hall 240

**Required:** Capstone Prep Workshop (PA 5080, 1 credit) meets on Friday (1/19) from 9 - 5 and on Saturday (1/20) from 9 - 4 in Hanson 1-103

#### **Course Structure**

The Capstone in Science Technology and Environmental Policy (PA 8081) is a one-semester course that fulfills the professional paper or capstone requirements for the Humphrey School MS-STEP degree program. Students in other degree programs may enroll in the STEP Capstone if they have professional interests in related topics. With the exception of discussions and limited readings during the semester, PA 8081 is project based. Your primary effort will be devoted to completion of the research projects you develop with your clients. The course will also ask you to reflect on your learning at stages of the project.

#### **Student Learning Objectives**

In the context of responding to the expressed needs of a client, you will:

1. Articulate a public problem/opportunity statement and develop/manage a scope of work that supports the needs of a public or nonprofit client
2. Prepare and execute a research/project plan to strengthen theoretical and practical grounding in leadership, public policy or program analysis, and reflective problem-solving to inform action on a public problem.
3. Collect and analyze data from a variety of research methods to deepen understanding of social conditions and produce information and evidence-based

recommendations that will improve understanding and enable effective public action.

4. Develop ideas and recommendations responsive to the needs expressed by your client and the terms of your agreement.
5. Communicate findings and recommendations – both orally and in writing - with confidence and professionalism to influence decisions and inspire action that advances public objectives and interests.
6. Work effectively with others with diverse experiences and perspectives to forge professional relationships with a governmental or nonprofit client and Capstone teammates.
7. Develop a better understanding of your own learning process through reflection

### **Some Ways We Will Work Together ...**

It is important to mention several practical matters that are important to how we will work together in this class:

- Please do not submit draft scopes of work or draft interim or final reports to your clients until I have reviewed them and authorized submittal. You also should schedule time for your clients to review and comment on draft reports.
- You must retain all files, data, and analyses that you complete during the course of the semester and submit original documentation of results along with your report. This is essential to support the authenticity and validity of your findings.
- Documenting completion of your capstone paper – The requirements for submitting your capstone paper will be posted on the course Moodle site.
- Required Reading: Course readings will be posted on the course Moodle site. I encourage you to obtain a copy of *Flawless Consulting*, 3<sup>rd</sup> ed. by Peter Block.
- Your research report should include guidance on how to cite your paper. Here is an example:

Byrd, Erika and Anne Gadwa (2009). “Working Effectively with Somali Residents through the Arts: Collective Wisdom from the Cedar Riverside Neighborhood.” Completed for the Cedar Riverside Neighborhood Revitalization Program, Minneapolis MN. PA 8081capstone project report, Hubert H. Humphrey School of Public Affairs, Minneapolis, MN. (Available from Cedar Humphrey Action for Neighborhood Collaborative Engagement (CHANCE): [http://www.hhh.umn.edu/projects/chance/community\\_based\\_research.html](http://www.hhh.umn.edu/projects/chance/community_based_research.html)).

## **University Policies**

The University of Minnesota has policies on student conduct, use of personal electronic devices, scholastic dishonesty, makeup work, sexual harassment, equity and diversity, disability accommodation, mental health and stress, and academic freedom. Please become familiar with these policies. They can be found at this link:

<http://policy.umn.edu/education/syllabusrequirements-appa>

## **Course Requirements**

1. Readings: The readings will be posted to the course Moodle site.
2. Class discussion: Participation in class includes attendance and active engagement with your team and other teams.
3. Team Assignments
  - a. Memorandum of Agreement in draft and final form between your team and your client
  - b. Work Plan in draft and final form that describes your plan for meeting the deadlines for completing your work and the unique roles of team members, if any.
  - c. Mid-term Status Report Presentation (not a prose report)
  - d. Preliminary Findings and Recommendations for instructor and peer comment
  - e. Draft Report for instructor and client comment
  - f. Project Presentation in draft and final form
  - g. Final Project Report
4. Individual reflections: There will be four short individual reflection papers of 750-1000 words in which I will ask you to comment on the progress of your learning and your work with your team and your client at the contract formation, mid-term, draft report and final presentation stages of the project.
5. Grading: Individual grades will be based on in-class participation (15%) and the four reflections (20%). Team grades will be given at mid-term based on the status report (15%) and on the final presentation and report (50%).

Note: If your client's project requires something other than a formal, final report, it is OK with me. Let's discuss the final product as soon as the need becomes clear.

## **Course Schedule**

### **Session 1 Jan. 17**

Introductions; Preliminary Team Formation; Elements of the Memorandum of Agreement (Flawless Consulting), Consultant Needs

### **Session 2 Jan. 24**

Application of Capstone Prep lessons to PA 8081; Work on Memorandum of Agreement and other early stage deliverables;

Assignment Due January 28, 2018: Draft Memorandum of Agreement

### **Session 3 Jan. 31**

Progress Check-In; Discussion of Work Plan elements; possible guest speaker

Assignment Due February 5, 2018: Final Memorandum of Agreement

### **Session 4 Feb. 7**

Ethics of Consulting

Assignment Due February 11, 2018: Draft Work Plan

### **Session 5 Feb. 14**

Quality Consulting Discussion; feedback on work plans; possible guest speaker

Assignment Due February 19, 2018: Reflection on agreement formation

### **Session 6 Feb. 21**

In-class progress check; feedback from peers and instructor;

### **Session 7 Feb. 28**

Group work session; possible guest speaker

### **Session 8 March 7**

In class Status Report Presentation and feedback

Assignment Due March 6, 2018: Status Report Presentation

Assignment Due March 9, 2018 Reflection on Team and Client Collaboration

## **Spring Break March 14**

### **Session 9 March 21**

Presentation to class of preliminary findings; workshop findings

Assignment Due March 20, 2018: Preliminary Findings

### **Session 10 March 28**

Presentation to class of preliminary recommendations; workshop recommendations

Assignment Due March 27, 2018: Preliminary Recommendations

### **Session 11 April 4**

Work session; discussion of testing recommendations; preparation of draft report

Assignment Due April 8, 2018: Draft Report

### **Session 12 April 11**

Feedback from instructor on draft reports; work session; submission of draft report to client by April 13, 2018

### **Session 13 April 18**

Graphics and presentation

Assignment Due April 22, 2018: Reflection on client feedback and draft process

### **Session 14 April 25**

Practice presentations; instructor feedback

### **Session 15 May 2**

Work session; course evaluation;

### **Exam Week May 9**

Final presentation to the client should be scheduled between May 3 and May 11; instructor should be included in scheduling and they should take place at client location, unless a different, mutually satisfactory location is confirmed.

Assignment Due May 11, 2018: Submit Final Capstone Report and Final Form of Presentation

Assignment Due: May 13, 2018: Submit reflection on final presentation and report and overview of personal learning in the process.

