

Hubert H. Humphrey Institute for Public Affairs
PA 5080 – Capstone Preparation Workshop (Sec 2)
Spring 2016
1 Credit, S/N Grade Base
Thursday, April 9/16/23 (6:00 – 8:45)
HHH 15

The Humphrey School of Public Affairs inspires, educates, and supports innovative leaders to advance the common good in a diverse world.

Instructor:

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1. Course Purpose

The purpose of the Capstone Preparation Workshop is to provide basic information, resources, and tools to help students successfully complete Capstone projects that are mutually beneficial for both the students themselves and their community clients. The Capstone Preparation Workshop focuses on the elements of successful problem-solving, research design, project planning and management, group dynamics, communications, client relations, and ethical conduct.

2. Learning Objectives:

Prepare students for successful completion of their Capstone project by:

- Reviewing procedures to effectively articulate the project's problem statement and research question(s);
- Initiating the research design process for the assigned Capstone project;
- Familiarizing with Institutional Review Board (IRB) requirements to determine if the Capstone project requires the protection of human subjects;
- Employing analytical strategies that will provide the basis of a "draft" MOA with the client;
- Reviewing group interaction practices to create a team contract identifying group norms;
- Reviewing project planning methods to develop and manage a project plan;
- Reviewing sources of literature and methods of review that may be applied to the project.

3. Course Requirements

- Attend and participate in class discussions.
- Draft proposal of the project's Problem Statement and Research Question(s).
- Identify research design considerations.
- Determine if IRB approval is required to support research design.
- Draft Memorandum of Agreement (MOA) with client.
- Draft development of a team contract that addresses group norms.
- Draft project work plan and timeline for the assigned Capstone project.

4. Readings

Required Reading:

- A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving (4th Edition) by Eugene Bardach Copyright 2012
- Specified readings associated with your assigned project (to be furnished by instructors)

Suggested Reading (see Moodle for these and more resources available for your review):

- Michael Quinn Patton's *Qualitative Evaluation and Research Methods*(available on moodle)
- Edgar Schein's *The Process of Building and Maintaining a Group. Process Consultation: Its Role in Organizational Development (2nd Edition, pp. 40-75) (available on moodle)*
- *Harvard Business School's Project Management (available on moodle)*
- O'Meara, Maria (2002). *Project Management*. Boston: Harvard Business School Publishing Corporation. (available on Moodle site)

5. Proposed agenda

- **Thursday, April 9:**
 - Introductions and Syllabus Review
 - Client & Project Introductions
 - Project Team Selections
 - Problem Definition & Research Question(s)
 - Communications with Client*
- **Thursday, April 16:**
 - Finalize Problem Statement & Research Question(s)
 - Engage in Research Design and Planning
 - Review Elements of Client Relations and MOA
- **Thursday, April 23**
 - Review Research Plan and Assess IRB requirements
 - Review Sources of Literature & Purpose/Formats for Literature Review
 - Project Planning and Management Tools
 - Introduce Team Contract Considerations for Effective Performance
 - Team time to work on products

6. Deliverables:

- a. *Upload to the Capstone Preparation Moodle site for PA 5080, Sec 2:*
 - i. Problem Statement and Research Question(s) Worksheet **(Due April 13)**
 - ii. Research Design Worksheet **(Due April 20)**
 - iii. IRB assessment for proposed research design **(Due April 23)**
- b. *Upload to the Summer Capstone Moodle site for PA 808:*
 - i. Draft Memorandum of Agreement (MOA) with Client) **(Due May 1)**
 - ii. Team Contract **(Due May 20)**
 - iii. Initial Project Work Plan and Timeline **(Due May 20)**

7. Grading Policies

- S/N only
- The weighting scheme for grades is as follows:
 - Attendance and participation in class
 - Participation in group activities to complete required deliverables

8. Disability Services

It is University of Minnesota policy to provide, on a flexible and individual basis, reasonable accommodations to students who have documented disability conditions (e.g. physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services and their instructors to discuss their individual needs for accommodations. Disability Services is located in Suite 180 of McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612/626-13333 voice or TTY. Additional information is available at <http://www.ds.umn.edu>

9. Available on moodle:

- a. Suggested readings
- b. Video lectures on conducting interviews, focus groups, and surveys
- c. Worksheets to use during the Capstone Preparation Workshop
- d. Samples of required deliverables