

# Course Memorandum

November 26, 2012

Course: Case Study—Public-Private Partnerships: Theory, Practice, and Cases

Course No. 5140489 Winter 2012

Instructor: Toshiro Nishizawa

Subject: Submission of the Revised Group Proposal (New Deadline: December 2, 2012)

Dear Students,

On Day 7 (November 16), each of the groups has successfully defined the scope of the group work (*e.g.*, on what particular aspects you are going to focus and from what particular perspectives you are going to analyze your cases) and provided a list of tasks assigned to each of the group members as well as the time schedule of the group work (roadmap) toward final presentation in late January 2013.

The revised proposal of your group work, to be documented as instructed as follows, is treated as an individual report originally indicated in the syllabus—you *only need to submit the group proposal, but no individual report, by Sunday, December 2*. You have two extra days to refine the proposal and also may be able to reflect what you will learn from the class on November 30. Please do not forget to attach to the revised proposal a list of sources (*e.g.*, URL) of the information you are going use for your group work.

The revised proposal should NOT be in a power point presentation format, but *in a report format in line with the following guidelines:*

- ✓ In Microsoft Word
- ✓ Font type and size: Times New Roman, 12 points (for header and footer: Time New Roman, 11 points)
- ✓ Line height: 1.5
- ✓ Top, bottom, left, and right margins: 25mm
- ✓ The number of words: about 1,000 to 2,000, excluding a list of sources of the information you are going use for your group work
- ✓ Size of the paper: A4 size (210mm x 297mm)

The proposal should read as a single product prepared in a well-coordinated fashion by the group members.

I look forward to seeing you on November 30.

Best regards,

Toshiro Nishizawa

*\*Please feel free to send me e-mails with any question about the course or if you want to make an appointment. To help me not to miss your incoming e-mails, **please start the subject line with “5140489” (Course No.)** when you send e-mails to Nishizawa’s.*