

# Course Memorandum

January 4, 2013

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

Course No. 5140489 Winter 2012

Instructor: Toshiro Nishizawa

Subject: Proposed Date for Make-up Class Sessions and Guidelines for the Final Report

Dear Students,

I hope that you spent a wonderful holiday and had a good start to the New Year!

I would like to start my communication with you this year by proposing a date for make-up class sessions and providing you with the guidelines for the final report.

## 1. Proposed date for make-up class sessions

18:30-20:10, Friday, January 11 as scheduled

18:30-20:10, Friday, January 18 as scheduled

16:40-20:10, Friday, February 1, as make-up sessions for December 14 and January 25

On January 11 and 18, we will review some of the key concepts and issues we have discussed—the reading materials will be distributed separately. Make-up class sessions are scheduled for 16:40-20:10, Friday, February 1 to allow all the four groups to make their final presentation. Each group is given forty (40) minutes for presentation, followed by ten (10) minutes' questions and answers. You may either distribute handouts and/or use a PowerPoint slideshow on the projector. If February 1 is not convenient for you, please contact me (or Ayaka) for consultation.

## 2. Guidelines for the final report

Following your group presentation, you are asked to submit the final report by Wednesday, February 6 in line with the following guidelines:

- ✓ In Microsoft Word
- ✓ Font type and size: Times New Roman, 12 points (for header and footer: Times New Roman, 11 points)
- ✓ Line height: 1.5
- ✓ Size of the paper: A4 size (210mm x 297mm)
- ✓ Top, bottom, left, and right margins: 25mm
- ✓ The number of words: about 4,000 to 6,000, excluding a list of sources of the information you are going to use for your group work
- ✓ Each chapter or section of the report should provide the name of its primary author.

The final report should read as a single product prepared in a well-coordinated fashion by the group members while each of the group members should be responsible for at least one of the chapters or sections as the primary author.

I look forward to seeing you on January 11.

Best wishes for the year 2013!

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.*