

Course Memorandum

January 21, 2013

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

Course No. 5140489 Winter 2012

Instructor: Toshiro Nishizawa

Subject: Guidelines for the class presentation and final report

Dear Students,

I would like to remind you of how you should present your group work and submit your final report.

1. Group presentation

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 up to 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 you could not attend the class on February 1, please contact me (or Ayaka) for consultation.

2. Guidelines for the final report (as informed by Course Memorandum dated January 4, 2013)

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 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 February 1.

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.*