

Course Memorandum

May 13, 2013

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

Course No.: 5140489 Summer 2013

Instructor: Toshiro Nishizawa

Subject: Revised Guidelines for Mid-term and Final Presentations/Reports

Dear Students,

Taking account of your comments on Day 5 (April 22), I would like to provide you with the revised guidelines for the mid-term and final presentations/reports.

1. Mid-term presentation and report

You should try to find from your peers those who could share interest and to form **a group of four, five, or six members**.

Each group is required to submit **on Day 7 (May 20) a proposed outline for group work**. The proposal should be summarized in one or two pages (strictly up to 1,000 words).

On Day 7 (May 20), each group is given up to **ten (10) minutes for oral presentation of the proposal, followed by five (5) minutes' discussion**. Please prepare 26-28 hard copies (excluding for the group members) of the proposed outline as a handout for your group presentation.

If one is not able to find a group to be a member before Day 7, I would suggest that the student try to find a group after the group oral presentation. Otherwise, I am going to suggest joining one of the existing groups.

Based on your proposal and taking account of what you learn during the class discussion, each group is asked to submit **by Day 8 (May 27) a revised proposal for group work with the list of tasks assigned to each of the group members as well as the time schedule of work (roadmap)** toward final presentation in July.

As indicated in the course syllabus, the mid-term presentation and report count for 30% (15% each) of your course grade. For mid-term grading, since a proposal for group work is treated as if being an individual report, you only need to submit a group proposal, but not any individual report, by Day 8 (May 27).

2. Final presentation and report

For final group presentation, each group is given **forty (40) minutes, followed by ten (10) minutes' questions and answers**. You may either distribute a handout and/or use a PowerPoint slideshow on the projector.

I suppose that **Day 14 (July 8)** alone should not give enough time for all the presentations because we will likely have six groups! For this reason, I would like to propose to have **two consecutive class sessions, e.g., periods 3 and 4 (13:00-16:30) on Saturday, July 6** on top of Day 14 (July 8) for final presentation. Classes on June 17 and July 1 (originally scheduled as Day 11 and Day 13) are cancelled and replaced by two sessions on July 6.

Following your final group presentation, you are asked to submit the final report **by Monday, July 22**. The report should be written in accordance 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 5,000 to 7,000, 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.**

For any clarification about the guidelines or any constructive suggestions for their improvement, please feel free to contact me and Miko.

Best regards,

Toshiro Nishizawa