

Course Memorandum

June 23, 2014

Course Case Study (Public-Private Partnerships)
Course No. 5140488 Summer 2014
Instructor Toshiro Nishizawa
Subject Class schedule and guidelines for final presentation and report

Dear Students,

As informed earlier by the course memorandum dated June 10, class on June 23 is replaced by individual group consultation.

Day 11	June 23	No class. Instead, individual group consultation could be arranged by appointment during the period from June 23 to July 4.	
Day 12	June 30	"Japan's PPP Policy" Guest speaker: Mr. Tomoaki Nishihata, Ministry of Land, Infrastructure, Transport, and Tourism (MLIT)	
Day 13	July 5 (Sat)	Student presentation	15:50-16:25 Group 2 16:30-17:05 Group 3 17:10-17:45 Group 5
Day 14	July 7	Student presentation	18:40-19:15 Group 1 19:20-19:55 Group 4

Each time slot has 35 minutes comprised of 25 minutes for presentation and 10 minutes for Q&A.

On your final report, I would like to remind you of the deadline (**by 18:00, Sunday, July 20; now with some extension, you have extra hours**) and of the need for you to **follow the guidelines** shown below.

- ✓ 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: in the range of 8,000 to 10,000 words, excluding a list of sources of the information
- ✓ Citation style: author-date style (templates for reference list entries and parenthetical citations will be provided separately)
- ✓ **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.**

Best regards,

Toshiro Nishizawa