

## Recent Announcements

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### December-January: Getting Organized

What Group am I in? (see [People \(https://canvas.wisc.edu/courses/339689/users\)](https://canvas.wisc.edu/courses/339689/users), then Groups).

**Start here:** Review ("click through") the Course Details Module: [Policy Workshop \(https://canvas.wisc.edu/courses/339689/modules/740870\)](https://canvas.wisc.edu/courses/339689/modules/740870) and complete the [Learning Check \(https://canvas.wisc.edu/courses/339689/quizzes/405454\)](https://canvas.wisc.edu/courses/339689/quizzes/405454)

**Then:** Review Course Assignments: [Assignments \(https://canvas.wisc.edu/courses/339689/modules/740871\)](https://canvas.wisc.edu/courses/339689/modules/740871)

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### January 9-20: Initial Team and Client Meetings

- Plan on 60 minutes with your team and client

The main goal of the meeting is to establish contact and make sure that you and the client are clear on the scope of work, the required elements for the project (e.g. data and clearance to access that data ) and the deliverables .

- Prepare questions in advance given the project description we have
  - Be sure to complete background research to better understand who the client is
  - Make sure the client knows who will be the liaison, and what time commitments are required from them (e.g. responding to outline in late February, Draft in late March, Report in April, Final presentation)
- Develop a timeline
  - Designate a final presentation date / time for the client – must be from April 20 to 30

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### January 23: Team Coordination

- Coordinate a Zoom meeting/phone call with your team **before** the first class meeting.
- Discuss this project template as a group.

- [Review project timeline and due dates](#)

(<https://canvas.wisc.edu/courses/339689/files/29249642?wrap=1>) 

([https://canvas.wisc.edu/courses/339689/files/29249642/download?download\\_frd=1](https://canvas.wisc.edu/courses/339689/files/29249642/download?download_frd=1))

- Schedule an online meeting/call with your client to take place *before* the first class .


- Review [mutual expectations for students and clients](#)

(<https://canvas.wisc.edu/courses/339689/files/29249641?wrap=1>) 

([https://canvas.wisc.edu/courses/339689/files/29249641/download?download\\_frd=1](https://canvas.wisc.edu/courses/339689/files/29249641/download?download_frd=1))

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## January 30: Class Meeting, Introductions, 8:50 am @ 1135 Nancy Nichols

- (<https://canvas.wisc.edu/courses/339689/pages/introduction>) Your group will **present** (<https://canvas.wisc.edu/courses/339689/assignments/1749574>) your client and topic in a 5-minute presentation, without visuals.
  - You should offer your feedback to groups using the [online form](#). (<https://goo.gl/forms/40yVWpimJt8Fdj0K2>)
- Review: **prior year report** (<http://www.lafollette.wisc.edu/outreach-public-service/workshops-in-public-affairs#workshop-reports>) and post in Canvas **online discussion** ([https://canvas.wisc.edu/courses/339689/discussion\\_topics/1417830](https://canvas.wisc.edu/courses/339689/discussion_topics/1417830))
- Complete: **Confidentiality Agreement and Upload** (<https://canvas.wisc.edu/courses/339689/assignments/1749572>)
- Complete: **CITI Human Subjects** (<https://my.gradsch.wisc.edu/citi/index.php>) and **Upload Certificate** (<https://canvas.wisc.edu/courses/339689/assignments/1749570>)
- Read: **Frances Cole Jones, Ch 3 Maximizing Meetings** (<https://canvas.wisc.edu/courses/339689/files/29249618/download?wrap=1>)
- Review: **Introduction slides** (<https://canvas.wisc.edu/courses/339689/pages/introduction>)
- Plan use of **UW Writing Center** (<https://writing.wisc.edu>) (Make **an appointment**  (<https://wisc.mywconline.com>))

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## February 6: Advisor Meetings

- Your group has been assigned **regular Monday "Advisor Meeting" times** (<https://canvas.wisc.edu/courses/339689/pages/weekly-meetings>) with your group's faculty advisor.
- The Sunday night before (or earlier), the faculty liaison should email the team and advisor 3

items:


1. Items accomplished in the previous week
  2. Plans for the next week
  3. Agenda for this week's meeting, focusing on questions, and potential problems (if any)
- Recommended: [Difficult Conversations](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249645?wrap=1) [↓](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249645/download?download_frd=1) by [Stone, Patton & Heen](#). [↗](#) [\\_](https://www.amazon.com/Difficult-Conversations-Discuss-What-Matters/dp/0143118447) [\\_](https://www.amazon.com/Difficult-Conversations-Discuss-What-Matters/dp/0143118447)
  - Complete the [Project Template and Timeline](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249642?wrap=1) [↓](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249642/download?download_frd=1) (Due February 6)
  - Complete Peer Feedback I: [Peer Evaluation](#) [↗](#) [\\_](https://forms.gle/6YyrHuy7rbRLa87v7)  
[\\_](https://canvas.wisc.edu/courses/339689/assignments/1749573) (Due February 13)

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## February 13: Class Meeting, Production, 8:50 am @ 1135 Nancy Nichols

Presentation: [Link](#) [↗](#)

[\\_](https://docs.google.com/presentation/d/1XlamoL2jXTYPIANgmUAFN8d0MoP79tAH10NqajQvblM/edit?usp=sharing)

- Review: [Style, Formatting, Visuals](#) [\\_](https://canvas.wisc.edu/courses/339689/pages/style-formatting-visuals-presentation)
- Read: [Journal of Economic Perspectives 28\(1\): 209-234](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249617/download?wrap=1) [↓](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249617/download?download_frd=1)   
[\\_](https://canvas.wisc.edu/courses/339689/files/29249617/download?wrap=1)
  - Review: [PolicyViz](#) [\\_](https://policyviz.com/better-presentations/design-resources/) Website and [Urban Institute Resources](#) [\\_](http://urbaninstitute.github.io/graphics-styleguide/)
- Developing tools to conduct interviews: [See Example](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249635?wrap=1) [↓](#)  
[\\_](https://canvas.wisc.edu/courses/339689/files/29249635/download?download_frd=1)
- Using citation [manager](#) [\\_](https://www.library.wisc.edu/research-support/collecting-organizing-analyzing-information/citation-managers/)

- [Example Style Guide from prior year.](#)  
(<https://canvas.wisc.edu/courses/339689/files/29249644?wrap=1>) ↓  
([https://canvas.wisc.edu/courses/339689/files/29249644/download?download\\_frd=1](https://canvas.wisc.edu/courses/339689/files/29249644/download?download_frd=1))

### Useful Links:

- [Chicago Manual if Not on Campus / VPN](#) (<https://www-chicagomanualofstyle-org.ezproxy.library.wisc.edu/dam/cmos/tables/pdfs/table07-hyphens.pdf>)
- Using ezproxy header for firewalls: [UW Library](#) (<https://www.library.wisc.edu/help/off-campus-access/remote-access-bookmarklet/>)
- Accessibility Guides [UW IT Center for Accessibility](#) (<https://it.wisc.edu/about/division-of-information-technology/center-for-accessibility-user-experience/>) and [using Images](#).  
(<https://it.wisc.edu/learn/guides/content-design-planning-writing-managing/images/>)

### Today! Detailed Report Outline due to Advisor: [Upload Online](#)

(<https://canvas.wisc.edu/courses/339689/assignments/1749580>)

- Groups should also develop a [stylesheet](#)  
(<https://canvas.wisc.edu/courses/339689/files/29249647?wrap=1>) ↓  
([https://canvas.wisc.edu/courses/339689/files/29249647/download?download\\_frd=1](https://canvas.wisc.edu/courses/339689/files/29249647/download?download_frd=1)) for their project and also submit that.

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## Feb 20: Advisor Meetings

- Please email an agenda/update before [this meeting](#)  
(<https://canvas.wisc.edu/courses/339689/pages/weekly-meetings>)

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## Feb 27: Advisor Meetings

- Please email an agenda/update before each meeting

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## March 6: Report Draft Due (version 1)

**Assignment:** (<https://canvas.wisc.edu/courses/339689/assignments/1749579>) This draft will be in the same format as the final report. It contain full information regarding the project's introduction, research question(s), policy background, data analysis strategy, initial data collection, and

research question(s), policy background, data analysis strategy, initial data collection, and preliminary recommendations. Advisors will review this to be sure that the reports are on track by the

- Groups must also include in a stylesheet with their report at the end.
- Follow Report Guidelines
- Set up references and citations using manager (<https://www.library.wisc.edu/research-support/collecting-organizing-analyzing-information/citation-managers/>)

## Advisor Meetings

- Please email an agenda/update before this meeting
- **Task:** Designate "formal" title, presentation and report author details: using this form.  (<https://forms.gle/XjQ16jaNJwKwzEu6A>)
  - We will make plans for final drafts and presentations at this time. Please gather as many details in preparation for this meeting as you can.
- **Complete:** Peer Evaluations II  (<https://forms.gle/gu4DSKaPSAv7RdKt9>)
- **When approved by your advisor:**
  - **Send the Draft Report** (after making advisor recommended revisions) to the client for feedback. Make sure the client knows this is coming and has a timeline for any review.

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## March 13 Spring Break

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## March 20: Advisor Meetings

- **Task:** Develop an outline for your presentation for feedback
  - Please email an agenda/update before each meeting

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## March 27: Cross-team Feedback on Recommendations,

## Advisor Meetings

- **Present** your recommendations in a recorded 5-minute presentation (max)
  - **Recorded Video Briefing:**
    - Upload in Canvas. (<https://canvas.wisc.edu/courses/339689/assignments/1749569>)

- **Report Brief:** 1 page summary using LFS [template](#)  
(<https://canvas.wisc.edu/courses/339689/files/29249628?wrap=1>) ↓  
([https://canvas.wisc.edu/courses/339689/files/29249628/download?download\\_frd=1](https://canvas.wisc.edu/courses/339689/files/29249628/download?download_frd=1))
- **Upload in Canvas.** (<https://canvas.wisc.edu/courses/339689/assignments/1749569>)
- **Cross-team Feedback on Projects:** You will be randomly assigned three (3) other groups to review and provide substantive feedback on the presentation and brief.
  - Reviews will be assigned and conducted in Canvas.
  - This is an important step where you can learn from your peers across different groups.

## Presentation Preparation Begins This Week

- Agenda for School Presentations (TBD)
- Draft Schedule for Client Presentations (TBD)

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## April 3: 95% Final Draft Due (version 2) to Advisor,

### Advisor Meetings

- This should be very, very close to the final draft. This is the last round of review by your advisor.
  - **Deliverables must include:**
    1. Report in MS Word
    2. Brief in MS Word
    3. Style Sheet for this report ready for copyeditor
    4. Spreadsheet used to make visuals (so it can be edited)
    5. Short Public Summary for LFS Website (aim for 100-150 words, simple text) ([use this template](#) ([https://canvas.wisc.edu/courses/339689/files?preview=30417253&sort=created\\_at&order=desc](https://canvas.wisc.edu/courses/339689/files?preview=30417253&sort=created_at&order=desc)))
  - This should be sent in one email to your advisor, cc'ing all group members. Your advisor will have another round of edits / feedback

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## April 10 & 17: Presentations @ School of Ed: Wisconsin Idea Room 8:30 am

- **Presentations:** (<https://canvas.wisc.edu/courses/339689/assignments/1749577>) The student teams will generate presentations of their report and findings and then answer Q&A from the

audience.

- All students should attend all presentations and provide feedback on other team's presentations.
- [Group Presentation Reviews Online form \(https://goo.gl/forms/zwx3Fihl0TWmn9MI2\)](https://goo.gl/forms/zwx3Fihl0TWmn9MI2)

### **Schedule for April 10**

- [5 presentations TBD]

### **Schedule for April 17**

- [4 presentations TBD] [\\_ \(https://goo.gl/forms/zwx3Fihl0TWmn9MI2\)](https://goo.gl/forms/zwx3Fihl0TWmn9MI2)  
 [\(https://goo.gl/forms/zwx3Fihl0TWmn9MI2\)](https://goo.gl/forms/zwx3Fihl0TWmn9MI2)  [\(https://goo.gl/forms/zwx3Fihl0TWmn9MI2\)](https://goo.gl/forms/zwx3Fihl0TWmn9MI2)

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### **April 17: Final Draft due (version 3)**

- **Email your advisor:**
  - Final Report Draft, fully-formatted, in MS Word (no missing sections; 100% complete)
  - Brief, fully-formatted, in MS Word
  - Style Sheet, in MS Word
  - Web Summary (or 'webabstract' or 'blurb') in MS Word or plain text. 100-150 words max.
  - Any Excel file used to make graphs (these are needed to edit the figures)
  - Contact person for staff and editor in case there are any problems that need immediate attention (name, email, phone)
- The paper should be 100% complete for the copy editor. The only changes after the copy editor are minor edits to the brief, intro and conclusion based on feedback from your presentation. These will be very minor changes at that point and there is not another round of copy editing.
- After getting the copy edited "marked up" version and reviewing/accepting the edits, teams revise and resubmit the complete "package" to advisor for last review
- **Final reports should be ready for the copy editor by April 17th.** The exact order of editing will depend on each report's readiness. Note: copyediting may require up to a week.

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### **April 18-28: Client Presentations:**

- Coordinated with the client and your faculty advisor.



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## May 1- May 5: Final Report (version 4) and Evaluations

- **Final Report Due** (<https://forms.gle/LJnUm6QPkJCdKQnX9>) with any last small changes based on client presentations
  - Email advisor the brief, "webstract" and report. Also upload these in Canvas as a backup in case there is an issue in the future and we need to re-post the report.
  - Your advisor then reviews forwards the complete package to La Follette School outreach staff for posting online.
  - Team liaisons send an email to client (and any other key contacts) with the direct link to report on the LFS website when it goes "live". This is also important for thanking them for their support.
- **Peer Evaluations** ➡ (<https://forms.gle/g5F8wjgp76X2zt286>) - online form
- **Client evaluations**  
 ([https://docs.google.com/forms/d/e/1FAIpQLSdbHftgzCkBOo\\_Da9G68mjEGr2KpaPfaoXP6XqFA4G1B1bwGw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdbHftgzCkBOo_Da9G68mjEGr2KpaPfaoXP6XqFA4G1B1bwGw/viewform?usp=sf_link))

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## Supporting Your Academic Success

*If you find yourself needing additional support, please look through the support resources below to help you be successful.*

- **Academic Support** (<https://academicsupport.wisc.edu/>): See all of your options for writing help and assistance
- **McBurney Disability Resource Center - Apply for Accommodations**  
 (<https://mcburney.wisc.edu/apply-for-accommodations/>)
- **UW Libraries** (<https://www.library.wisc.edu/>): Help with citation managers and resources online.
- **Writing Center Writer's Handbook** (<https://writing.wisc.edu/handbook/documentation/>):  
 Writing style guides

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## Schedule in Tabular Format

Spring 2023 Halpern-Meekin, Nemet, Teodoro

Week	Date	Meetings	Project milestones	Other assignm
	1/9/23		Assigned group and project by now	Review course i



	1/16/23	Assigned group and project by now	assignments
	1/16/23	First client meeting	Prep for client n timeline, team n
1	1/23/23		Refine scope of presentation
2	1/30/23	Class meeting: Introductions	Review previous subjects, confid
3	2/6/23	Advisor meetings	Peer evaluation send agenda
4	2/13/23	Class meeting: Production	Readings
5	2/20/23	Advisor meetings	Send agenda
6	2/27/23	Advisor meetings	Send agenda
7	3/6/23	Advisor meetings	Peer evaluation information
	3/13/23	SPRING BREAK	
8	3/20/23	Advisor meetings	Send agenda, p outline
9	3/27/23	Advisor meetings	5 minute video on recs, 1 page project brief
10	4/3/23	Advisor meetings	Report version 2 (95% final) to advisor, includes 5 deliverables
11	4/10/23	LFS presentations 1	Presentation to LFS Provide feedback presentations
12	4/17/23	LFS presentations 2	Report version 3 (final and complete) to advisor; advisor reviews then to copy editor
13	4/24/23	Client presentations	Presentation to client, Copy-editing
14	5/1/23	Advisor meetings	Report version 4 (post copy edit) to advisor
15	5/8/23	Report posted on LFS website	Peer evaluation evaluation

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