

# San José State University

## Course and Contact Information

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LO8. Visually present the key points of a government challenge through a PowerPoint presentation;

LO9. Work in teams to develop solutions for government or non-profit challenges; and



## **PROSPECTUS PROJECT:**

Papers must be **12-20 pages** of double-spaced word processed text in Times New Roman 12 point font, **with in-text citations in APA format**. An additional page (s) will contain the list of Sources Consulted **in APA format**. **Prospectus papers must be based on at least 20 references, including at least 3 from peer reviewed professional journals of the last 5 years**, and the rest from older peer reviewed materials, appropriate government documents, government websites, newspaper reports or other **academically acceptable** sources. **If the topic relates to a local government, access the relevant agenda, meeting minutes and staff**

**The topic is your capstone focus and will be completed in PADM 298 as your final project to complete the MPA.**

**Students must take care that appropriate citations are used.** Direct quotations must be so indicated with quotation marks and a specific reference to the page in the source from which it was taken. Ideas from others may be paraphrased and must also be referenced, although quotations marks are inappropriate. The library provides access to a variety of sources as a reference for your APA citation formats, and Purdue OWL is available on line. Likewise, it is assumed that you have taken the **Plagiarism Tutorial** during PADM 210, and that you know the rules for citing quotes and paraphrases. You will give the professor the date and class for which you last took the tutorial. **Your statement indicates that you are familiar with the rules and understand that you MUST ABIDE BY THEM!** If not, take the tutorial available at the SJSU/MLK Library website again. <http://library.sjsu.edu/video/plagiarism-graduate-level>

**Failure to cite your sources constitutes academic misconduct which carries with it serious sanctions, including a failing grade in this course.**







Grade Values:

A plus	98 points and above
A	93-97 points
A minus	90-92 points
B plus	88-89 points
B	82-87 points
B minus	80-81 points
C	75-79 points
D	70-74 points
F	69 points and below

Make-Up Policy:

Serious personal or dependent family illness that can be documented is the only acceptable excuse for not turning in work on time. If you are ill, you will be given a reasonable extension for submission of missing work. **There are no make-ups for missed presentations, which are a significant part of your grade.** Incompletes are discouraged.

**Classroom Protocol**

Be respectful of your classmates, and do not engage in any behavior that interferes with their learning. Keep your cell phone on vibrate, and exit the Zoom video if you need to take a call.

It is expected that you will come to class prepared to engage in activities and discussions.

**University Policies**

Per University Policy S16-9 ([http://www.sjsu.edu/academic/cawr/academic\\_policies/academic\\_policies.html](http://www.sjsu.edu/academic/cawr/academic_policies/academic_policies.html))



**IF YOU CHEAT, PLAGIARIZE, FAIL TO ATTRIBUTE DIRECTLY COPIED OR PARAPHRASED MATERIAL  
THE ACADEMIC INTEGRITY POLICY, YOU WILL FAIL THIS COURSE**



<b>Note: This schedule may be changed with reasonable notice.</b>		
<b>Week</b>	<b>Date</b>	<b>Class Plan</b>
6	10/4	<b>Critical Thinking for the Research Plan</b> Readings on pensions sent via e-mail. an in-class case discussion.
7	10/11	<b>RESEARCH QUESTION AND LIT REVIEW DUE</b> Research questions 1, 2, 3,4,5
8	10/18	<b>Research questions 6,7,8, 9, 10</b>
9	10/25	<b>Research questions 11, 12, 13, 14</b>
10	11/1	<b>METHODOLOGY/OUTLINES DUE</b> Research questions 15, 16, 17, 18
11	11/8	<b>IRB paperwork due</b> either exclusion sheet or completed forms for my signature Student Presentation of Prospectus 1,2,3
12	11/15	Student Presentations of Prospectus: 4,5,6
13	11/22	Student Presentations of Prospectus: 7,8,9
14	11/29	Student Presentations of Prospectus: 10,11,12
15	12/6	Student Presentations of Prospectus: 13,14,15
FINAL	12/13	Student Presentations of Prospectus: 16,17,18

## Spelling and Grammar Guidance

### *Common Graduate Student Mistakes!!*

1. Never use a long word when a short word will do. (George Orwell)

2.

*for example,*”     *among other things*     phrase.

3. Use your grammar checker, THEN proof read to be sure you selected the right usage in context.

a.



**To:** Dr. Frances L. Edwards

**From:** Your Name

**Subject:** Topic in a few words

**Date:** Assigned due date

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**RESEARCH QUESTION**

One sentence that summarizes your research question.

**BACKGROUND**

- a. Why did you select this topic?
- b. What kind of work has been done in this area before? By whom?
- c. What is the value of this research? To whom?
- d. What kind of data do you need to answer your question?
- e. Where will you get, collect or select your data?

**ANALYSIS/DISCUSSION [Feedback from class, your evaluation]**

- a. Reaction to the topic feasibility, value
- b. Suggestions for reforming the question.
- c. Suggestions regarding the kind of data
- d. Their suggestions regarding sources of data.

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**RESEARCH QUESTION**

One/two sentences

**Methodology**

State which methodology you are using in 1-2 sentences.

**Outline**

- I. Background
  - A. First topic stated as a title
  - B. Second topic stated as a title
  - C. Third topic stated as a title
- II. Literature Review
  - A. Title for first kind/topic of literature
    - 1. First subtitle of kind of literature
    - 2. Second subtitle of kind of literature
  - B. Title for second kind/topic of literature
    - 1. First subtitle of kind of literature
    - 2. Second subtitle of kind of literature
- III. Methodology 792 reW\* nBT/F1 12 Tf1 0 0 1 117.05 348.85 Tm0 G[ )JTJEsW\* n70CJETQ1112 792 reW\* n