



Course: CPIA Capstone / MPA 817 **Capstone**
Summer 2021

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Instructors	Bahman Kashi: bahman.kashi@queensu.ca Christopher Cotton: cc159@queensu.ca
One-week full-time (attendance mandatory)	May 10 - 14, 2021 Live sessions: everyday from 10 am to 17:30 pm EST
Office hours	Every day, by request, from 8:30 - 9:30 am EST
Teaching assistants	Ardyn Nordstrom: ardyn.nordstrom@queensu.ca ...

Delivery Method

- Online delivery platform: Google Classroom & Queen's University OnQ
- Delivery method:
 - 1 hour of pre-recorded material for the first four days
 - Group work on project and policy analysis using online tools
 - Google Sheets
 - Google Docs
 - Google Slides
 - Google Meet
 - Coordination, submission, and communication
 - Google Classroom
 - Google Calendar
 - Live review and Q&A session, and a recap quiz at the end of the first four days
 - One preliminary presentation (recorded) at the end of day two
 - One final presentation (pre-recorded, but played live) on the final day (Friday).
- Students will spend two two-hour sessions in small groups equipped with a Google Meet meeting, and a dedicated set of collaboration tools (Docs, Sheets, and Slides).
- Each will be assigned a tutor and faculty will (by request or randomly) visit each group's meeting room at least twice during each session.
- Students will have a lunch break.
- Use of video throughout the day is not mandatory, but strongly encouraged.

Grading Scheme and Requirements

The course includes daily recap quizzes due every morning (days 2 through 5). The participants' performance will be evaluated based on

- Attendance (active participation in group discussions): 10%
- Recap quizzes: 20%
- Group pre-recorded presentation on CBA: 15%
- Group feasibility analysis report: 5%
- Group feasibility model: 5%
- Group best-fit evaluation plan and financing report: 15%
- Group final presentation: 30%

Late or Missing Deliverables

- Given the nature of the course, late submission is only accepted under extenuating circumstances. An individual's circumstances will not affect the group. When the extenuating conditions of an individual affects the individual's ability to contribute to the group work, the faculty will work with the individual to find alternative activities to compensate for the missed learning opportunity.

Readings

This course will focus on the applied aspects of cost-benefit analysis, monitoring and evaluation, and financing. Therefore, the main readings are those that were used in the earlier courses (Foundations of Impact/MPA 804 and Evaluate Impact/MPA 816). Throughout the week, additional short readings might be shared with the class.

Course Outline

Time (EST)	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:00	11 - Feasibility Analysis Day 1 Pre-recorded Intro Videos	21 - Feasibility Analysis Day 1 Pre-recorded Intro Videos	31 - Evaluation and Financing Day 2 Pre-recorded Intro videos	41 - Evaluation and Financing Day 2 Pre-recorded intro videos	
10:00 - 13:00	12 - Feasibility Analysis Logic: Impacts and transfers, investment criteria, sensitivity analysis	22 - Feasibility analysis: Finish calculation blocks	32 - Financial analysis and innovative finance	42 - Evaluation design: Evaluation methodology and BFE plan	Presentation Session (15min pre-recorded + 15min Q&A per group)
13:00 - 14:00	<i>Break</i>				
14:00 - 16:00	13 - Feasibility Analysis: Calculation Blocks and Faculty Check-Ins	23 - Presentation recording and Faculty Check-Ins	33 - Evaluation design: Theory of change and evaluation questions. Faculty Check-Ins.	43 - Final Presentation Recording and Faculty Check-Ins	Presentation Session (15min pre-recorded + 15min Q&A per group)
16:00 - 17:00	14 - Live session (review and open Q&A)	24 - Live session (review and open Q&A)	34 - Live session (review and open Q&A)	44 - Live session (review and open Q&A)	
17:00 - 17:30	15 - Recap quiz	25 - Recap quiz	35 - Recap quiz	45 - Recap quiz	

Due Dates

Activity	Deadline
Recap quiz 1	Tuesday 7 AM EST
Group pre-recorded presentation on CBA Group report on CBA Group CBA model	Tuesday 4 PM EST
Recap quiz 2	Wednesday 7 AM EST
Recap quiz 3	Thursday 7 AM EST
Group evaluation and financing report	Thursday 4 PM EST
Recap quiz 4	Friday 7 AM EST
Group final presentation recording	Friday 10 AM EST