

ENV 203 Policy Clinic – Winter 2021

Instructor: David Bunn, Email: dabunn@ucdavis.edu,

Policy Clinic Overview:

The Policy Clinic is a hands-on, student-driven, project-development experience. Teams of students will analyze policy problems or management issues from science, technical, geographical, planning, social justice, administrative, legislative, and/or economic perspectives. Students will develop a comprehensive analysis, plan, best practices guide or policy options or other deliverable for presentation to client leadership, stakeholders, or policymakers and to EPM faculty.

Project teams will consult with the Policy Clinic instructor and with other faculty mentors on campus. While the Policy Clinic instructor and faculty mentors will provide guidance and feedback, it is expected project teams will organize themselves, be self-directed and results focused. Project teams will be expected to coordinate all communication with project clients and meet class milestones and update requirements and to communicate periodically with their faculty mentors.

The quarter will begin by confirming the project teams and finalizing the project scope of work (SOW) with the clients. Project teams will develop workplans and report on and evaluate project progress with the other teams.

ENV 203: Policy Clinic Schedule

Classes will meet on zoom two days per week, and much of class time will devoted to team project work.

SCHEDULE

Week 1

Tuesday, Jan 5th: Course orientation, working as teams, SOWs, workplans.

- References: Scope of Work Guide.
- Assignment: Set up meetings with client regarding SOW & Workplan review.

Thursday, Jan 7th: Present Draft SOWs to class, and Team Meetings with David

- References: Guide to workplan development and use.
- Assignments: Meet with client on SOW, Prepare draft Workplan and draft Gantt Chart

Week 2

Tuesday, Jan 12: Discussion of Workplans and Gantt Charts, Team Meetings with David

- References: Guide to workplan development and use.

Thursday, Jan 14: Team discussion of project goals, activities, timelines, methodologies, relevant data, literature searches, possible surveys, site visits, activities of project team, and client and mentor engagement.

Due: Draft Workplan and Gantt Chart

Week 3

Tuesday, Jan 19: Team meetings, check in with David

- Assignment: Send draft workplan to client.

Thursday, Jan 21: Project Working Time

Week 4

Tuesday Jan 26: Team meetings, check in with David

Thursday, Jan 28: Project Working Time

Week 5

Tuesday, Feb 2: Cross Team Discussions of progress and challenges.

Thursday, Feb 4: Project Working Time

Week 6

Tuesday, Feb 9: Cross Team Discussions of progress and challenges.

Thursday, Feb 11: Project Working Time

Week 7

Tuesday, Feb 16: Team meetings, and check in with David

Thursday, Feb 18: Project Working Time

Week 8

Tuesday, Feb 23: Team meetings, and check in with David

Thursday, Feb 25: Project Working Time

Due: Team paper--3-page project summary, update and preliminary results.

Week 9

Tuesday, March 2: Team presentations of Project Summary, Progress and Preliminary Results.

Thursday, March 4: Project Working Time

Assignment: Meet with client to deliver progress report and get feedback on preliminary results.

Week 10

Tuesday, March 9: Team Working Time, discuss client feedback and adjust workplans.

Thursday, March 11: Discussion of Workplan adjustments and plans for Spring quarter.

COURSE GUIDELINES

Prerequisite: EPM Student

Zoom Office Hours: By appointment-- send me an email to set up a Zoom call.

Readings

Assigned readings will be made available through the course Canvas website or through links online. There is no required textbook for this course.

Participation and Team Member

Class preparation, participation and working as a good team member are very important for success in this course. Please arrive on time to Zoom class and to all team meetings and project client meetings. An absence is excused if you email me in advance of the class meeting and only in the case of illness, documented emergencies, and unavoidable conflict due to official university obligations. My email is dabunn@ucdavis.edu.

Online Class Participation

As mentioned above, class preparation and participation are very important for success in this class. I ask that you attend class, arrive on time, complete assigned readings, and to contribute to class activities through active participation and involvement group project work. Everyone benefits tremendously when there is active participation in class. Please review the POP document to improve your online presence.

Assessment

This is a 4-credit course. Your grade will be based on the following:

1. Draft project Scope of Work—10%
2. Draft project Workplan – 20%
3. Team-Project Summary, Progress and Preliminary results document (3-page)—20%
4. Team Class Presentation on Project Progress and Preliminary Results – 20%
5. Team work and class participation – 20%
6. Client feedback Survey—10%

Note: In general, I expect to assign common grades for the whole team for the team projects (namely the SOW, Workplan, Progress & Preliminary Results Report, Progress Presentation). However, if the review of individual team members reveals significant problems with group dynamics and / or very different contributions to the final project, I reserve the right to adjust grades of individual team members – No Free Riding!

Writing and References

Writing is a critical skill for work in policy and management. EPM encourages similar writing and referencing expectations across all EPM core courses unless otherwise indicated by the instructor. Refer to the EPM Guide for Writing and Referencing.