TO DO MAR 26 TO APR 15

You have the following deliverables next week. Please read through this completely and immediately and plan accordingly.

The specifics of who is assigned to what and where to find detailed instructions are all in this spreadsheet in Box, CAP-Study-Group > Data-Coding > Data-Writing-Assignments.xls

https://montana.box.com/s/qs07nm2a7j27j4jhb3it5k8xcvc9pq5i

(1) working independently, view interviews:

- ☑ sign up for interviews to listen to/watch
- ☑ view/listen to 4 interviews by Sunday
- ☑ enter notes on key takeaways in shared boxnote by Sunday

What/why: Everyone should commit to watching 4 interviews by Sunday night--if you have conducted interviews, please watch one or two interviews you did not participate in. You will sign up in the spreadsheet to show what you are watching so that we make sure that each interview conducted receives at least 4 views from our class in total. We will try to spread out viewing/listening to all interviews to make sure all team members gain perspective from the interviews and we have a range of eyes on them.

INSTRUCTIONS: Go to the Data-Writing-Assignments spreadsheet in box. Please sign up to watch/or listen to 4 or more interviews. If you were the interviewee, please add (or change) the mark to "i" to indicate that you participated in the interview. We should end up with a spreadsheet showing that each interview has a total of 4 or more marks, either x's or i's. There is a box note in the interviews folder with a headers for each interview: after you watch each interview, please jot down a few key takeaways https://montana.box.com/s/h6495uy19pyxmgoxthzdtv47ou0262yk

The interview video/audio files are located in box: CAP Study Group > Interviews > recordings

(2) working in teams of 2 organized by school:

- ☑ a 1-2 page synopsis of each school we have studied (not including MSU) by **Wednesday**
- ☑ coded transcripts of each of the interviews assigned to you (not all that you viewed, just 2 transcripts per team) by Wednesday

What/why: We will include a synopsis of each school in our report. These 1-2 page summaries also provide you a good place to pause and summarize what you have learned so far in a strictly factual format--these synopses will not have interpretation, just the facts about the school, their plans, and who we interviewed. We are coding interview transcripts because that is part of the data analysis procedure!

Synopsis: Collaborate with your partner on a short synopsis of the overall CAP at each school, using the template provided.

Coding: Working sequentially (e.g. one after another) in the same document, code each transcript according to the transcription coding guide (see link below). The transcripts will be available Sunday night.

TO DO TO APR 7

(3) working in teams of 2 organized by theme:

☑ completed Data-by-theme-template for all themes assigned to you by **Friday 4pm******I am assigning this to Friday because transcript coding will not be done til Wednesday**

What/why: *This is a very important step. You will aggregate and work toward synthesizing data from interviews and the plans themselves into the 9 themes you have identified as important. These summary documents will form the basis of writing up of the report findings.*

INSTRUCTIONS
Detailed instructions are provided in supporting documents which are linked on the overall instruction page in the spreadsheet, see: Coding-Synposis Assignments tab.

(4) populate Draft Report outline

☑ add pieces per Data-Writing-Assignments spreadsheet
☑ draft report is a google doc!
☑ you can add you author biography to the draft report anytime. 3-4 sentences: who you are, where you are from, what you study, what you have learned in this process, …

What/why: *We need to start populating the draft report. The outline has been provided.*

INSTRUCTIONS
The draft report is findable through the CAP-Study-Group > Draft-Report folder. It is a google document.

(5) sign up for presentation dates

☑ https://montana.box.com/s/sgkd2wabh7x0npntg8a4bw5vftdf9s6x

What/why: *We need to plan for these dates. I have indicated slots for 3 presenters and also for observers. I am hoping there will natural breakdown by availability and interest--we need at least 2*

presenters at each meeting if possible.

(6) read whole draft report and comments/thoughts/suggest edits other report sections

- ☐ https://docs.google.com/document/d/1uXI-VfTlx3eMt5ct6rAHHYv5RKK8WJ-IbY1WtEEDa4k/edit?usp=sharing
- ☑ make a list of a your 2-3 top findings!!!! we will have an interactive discussion about these in class 4/7
- ☑ review the rubric/scorecard and come prepared to make amendments/edits & discuss in class 4/7

INSTRUCTIONS
Everyone needs to collaborate on draft report the CAP-Study-Group and help move findings from preliminary to more final. It is a google document. When are reading other people's work, use comments and/or 'edits become suggestions' mode.

APR 7-APR 15

AGENDA 4/7/2021

- Check in--problems, concerns, victories
- Discuss key findings
- Assignments/next steps
  - report team
    - scorecard process
    - content updates by section
    - copy editors
  - presentation team
    - tips and ideas for presentation
      - agree on a storyline first, slides second
      - 3-5 key takeaways supported by evidence

(7) clean and finalize draft report

- ☑ ALL: no later than Saturday at 10am propose comments and edits to the key findings: **Megan** and **Nick** will accept/adjust/finalize for use in presentation
- ☐ ALL: no later than Sunday at 5pm, complete an edit of the sections originally assigned to you that includes accepting/addressing suggested edits and any other updates you feel are important
- ☐ no later than Tuesday at 11pm, writing team does a thorough completion read/edit of major sections as follows
  - ☐ **Raye**: EXEC SUMMARY, INTRO, LIT REVIEW, SCORECARD, CONCLUSION
  - ☐ **Cy**: CASE STUDY
  - ☑ **Nicole**: APPROACH

- [ ] **Megan**: FINDINGS
- [ ] **Megan:** keeps tabs on formatting as we go
- [x] **Savanna:** develops a Glossary and sets the standard for use of key terms, edits author bios as needed

<u>Next steps ... after 4/14</u>

Receive feedback and edits from CSAC members by Saturday April

Format report & add images, text boxes, etc. as time and energy permit

Writing spreadsheet

Discussion notes on top 3-5 findings

Finalize/create scorecard from codebook

(8) prepare and practice presentations

- [ ]
- [ ]
- [ ] Final run-through next Wednesday, April 14 during class time