Final Project Overview

**General Description:**

The final presentation will consist of:

- a live research meeting
- a group written 3-page research methods report
- a group written 3-page research tools report
- an individually written 3-page supporting addendum

**Specific Requirements:**

**Live Research Meeting (10 points)**

The small group meeting includes a short explanation of the project and introduction of the research problem, followed by a planning/discussion component of approx. 30 minutes. Devices will not be allowed during the first half of the meeting.

**Supporting Memo – Methods (15 points)**

Each group should submit a report not to exceed 3 pages detailing the research plan, progress, and methods used. Strong reports will demonstrate evidence of effective research planning, efficient preparatory research, as well as provide strong documentation of search terms and techniques used, identify exclusions, and include other information necessary to replicate reported outcomes.

**Supporting Memo – Recommended Tools (15 points)**

Each group should submit a report not to exceed 3 pages detailing a list of recommended tools and resources. Strong reports will summarize resources discovered, explored, and evaluated. This would include briefly describing the processes taken to evaluate these resources, documentation of findings, and explaining why a resource is included in (or excluded from) the reported outcome.

**Supporting Addendum (10 points)**

Each associate will draft their own addendum not to exceed 3 pages, selecting 10 documents they discovered that relate to the research question. An explanation of each tool used, how it was navigated to find the document, and why the document is important for this project, should also be included. An individual score will be assigned for this portion of the final project.

**Optional: Research Log (0 points)**

You may additionally turn in an unformatted research log of any length. In the event that I am unable to identify or recreate a process in the report, I will refer to it.
Due Date and Grading Criteria:
The due date for all reports/addendum is [Date (normally 2 weeks)] at [Time].

The final presentation project will be evaluated by criteria including the following:

- **Research Planning Meeting**
  - Communication
  - Respectfulness
  - Covering All Topics
  - Clear Goals / Objectives
  - Teamwork
  - Resourcefulness
  - Creativity

- **Supporting Document – Methods**
  - Summary of Planning Process
  - Framing of Issue / Question
  - Aggregation of Related Terms
  - Strategy and Assignments
  - Search Techniques Shown
  - Exploratory Techniques Shown
  - Use of Finding Aids
  - Breadth of Search
  - Reports of Success/Failure

- **Supporting Document – Tools**
  - Summary of Results
  - Evaluation Processes
  - Breadth of Resource Types
  - Descriptions of Resources
  - Precision of Analysis
  - Links and Access Information

- **Individual Contribution**
  - Overall clarity
  - Breadth of results
  - Replicability / Sufficient info
  - Relation to company’s interests

General Recommendations:
- Identify and explore a broad base of potential resources of various types including:
  - Databases, Websites, Indexes, Journals, Monographs, etc.
- Review the theme of each class and make sure to address each of these topics.
- Focus on a core set of resources rather than listing every possible option.
- Your audience will need to weigh any info. Explain the why and how, not just what.
- Google can be efficient or inefficient. Purposefully choose when to introduce.
- These reports will inform others about your work. Write them in a way that allows for a proper handoff of responsibilities. Include information that will be informative.
EXAMPLE METHODS REPORT FORMAT

Methodology – Supporting Report

Summary:
Brief description of your general approach, strategy, and any conclusions. [Should parallel with the tools report.]

Issue:
Rephrase the question presented as you understand it. Frame the scope of the project. [We looked for this and this, but felt that this other topic was outside the scope, etc.]

Terminology:
Identify key terms or phrases used in the process. [Show the evolution of terms as they come up in research guides, databases, indexes, and other resources.]

Planning Process:
Describe in detail the pre-search process, strategies, team assignments, and any known issues.

Search Process:
Describe how the search was conducted. Identify successes and failures (briefly) including explanations about why.
EXAMPLE TOOLS REPORT FORMAT

Evaluation – Tools & Resources Report

Summary:
Brief description of your results. [Should parallel somewhat with the methods report.]

Processes:
Briefly describe the process and criteria used in evaluation. [Describe how the group will evaluate the tools.]

Resources:

1) Resource Type or Subject
   a) Resource title and access information
      i) Description: A brief description of the resource or tool and potential use.
      ii) Evaluation: A brief evaluation of the resource using defined criteria.
Convergence Project

You work in the legal department of Convergence, a small, U.S. based developer of “negative emissions” technologies. Up to this point, Convergence has restricted its IP licensing and sales strictly to use within the U.S. due to the exponential legal complications of dealing multi-nationally.

Congress is currently preparing a bill that would provide significant funding to companies that are in a position to help reverse the catastrophic impact of climate change. It looks like the bill may reach the floor, and the company has not been silent on the fact that it needs to be prepared for this opportunity, should it materialize. The CEO has recently let the legal division know that if the bill passes, the company would be in a really good position to be a recipient of the funding, and potentially bring on a number of legal specialists to support a push to expand globally.

As a result, the whole team has been asked to revive their inner law student and work in areas they may be completely unfamiliar with, in an effort to get a basic understanding of the state of international law as it applies to green technologies. We have been asked to limit the scope to very macro level material at this stage. That means identifying major multi-lateral and bilateral agreements, policy discourse and major legislation from the U.S., EU and other global players, as well as any significant judicial decisions that could impact the laws in these countries.

At this stage, we are only gathering information for a brief resource memo, so limit your work to a 3-page summary of your methodology (methods) and no more than 3-pages of resource analysis (tools). I will distribute a simple outline of the types of things we are looking for, but email me know if you need more clarification and I will gather the questions and brief everyone on [End Class Date].