UNC | COLLEGE OF ARTS AND SCIENCES
Public Policy

UNC Public Policy Capstone Program
University of North Carolina at Chapel Hill

Call for Project Proposals
Spring 2023

Project Proposal Deadline
Spring 2023 semester: December 1, 2022

The Public Policy Major

UNC Public Policy is an interdisciplinary social science major designed to provide students with the theoretical perspective, analytical skill, and substantive knowledge needed to respond to major domestic and global policy problems. The core curriculum includes exposure to multiple disciplinary fields, including philosophy, economics, political science, and policy analysis. Students develop skills in conducting policy research with quantitative and qualitative methods, analyzing policy alternatives, and writing for diverse audiences. Many students also gain specialized knowledge about a particular policy area by pursuing a field concentration such as Health Policy, Education Policy, or the Environment and Sustainability.

The Capstone Program

In the Capstone program, teams of senior public policy majors take on consulting projects with government agencies or non-profit organizations that seek policy research or analysis on a wide range of topics. While you and your organization receive actionable, partner-centered policy analysis, the students gain real-world experience and apply the interdisciplinary skills they have mastered as UNC Public Policy majors. Each project is assigned to a team of 4-6 students for a semester, with the expectation that each student works approximately 6-8 hours per week for 14 weeks (see timeline below). Student teams meet with you, develop a work plan, research relevant policy issues, collect data, identify and analyze policy options, and produce a final report that includes specific recommendations for action.

COVID-19 Precautions

UNC-Chapel Hill has resumed in-person teaching and learning, but in order to mitigate risk associated with COVID-19, you may choose to meet with students in-person or virtually. Capstone students will be able to conduct in-person or virtual interviews or site visits. For any updates on the University's plans, visit carolinatogether.unc.edu.

What can my organization expect from the teaching team and the students?

UNC Public Policy facilitates access to experts in the field and provides instructional staff who intensively mentor student teams and help ensure a high-quality final product. While students will seek to understand your organization's unique needs and perspective, they are also encouraged to approach the project from alternative points of view in order to consider the broader public interest. Students are expected to conduct themselves with integrity and professionalism.

What kinds of projects is the UNC Public Policy Capstone Program looking for?

We work with non-profit or public-sector organizations on projects that meet the following criteria:

- Most importantly, the project addresses a policy question in the public interest.
- The project proposal includes a clear description of the problem or issue and identifies deliverables that contribute to the overall project goal.
- The project requires students to use and further develop their research and analysis skills to learn about some policy topic or question, then propose and evaluate alternative courses of action.
- The project can be completed by a student team in the course of one semester (approximately 14 weeks). If you anticipate that the project cannot be completed in a single semester, please contact Anna Krome-Lukens to discuss how the project could be broken into multiple simultaneous or sequential components.
- Projects can be in any geographic location, as long as partners are able to meet virtually.

Examples of recent Capstone projects
Meals on Wheels Orange County: Students evaluated the differing needs of rural and urban meal recipients, assessing unmet community needs as a basis for MOW's discussion of new service options.
myFutureNC: Students conducted research to support mFNC's goal that by 2030, 2 million North Carolinians will have a high-quality credential or postsecondary degree.
RTI International: Students researched the level of participation of under-represented businesses in fields that commonly receive federal funding from the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs.
More project descriptions are available online at publicpolicy.unc.edu/academics/experiential-education

What are my responsibilities as a partner?

While we respect your limited time and resources, we also know that your expertise and guidance are vital to the success of this project. We ask you to engage productively with a team of students over the course of several months. Past partners report spending an average of 1-2 hours a week engaging with students. The application includes a full list of your responsibilities as a partner.

How do I propose a project?

Complete the project proposal form and submit it to Anna Krome-Lukens at UNCPPCapstone@unc.edu by the deadlines listed below. If you would like to submit multiple projects, please list them separately. Please feel free to email or call Anna Krome-Lukens if you have any questions or to discuss the specifics of your project before submitting your proposal.

When will I know if the Capstone program will take on my project?

You will be notified by January 11 whether your project will be assigned to a team for Spring 2023. If we cannot take on your project now, we will consider it for a future semester.

Timeline for Capstone Program	Spring 2023
Project proposals due	**Dec. 1, 2022**
UNC semester begins	Jan. 9, 2023
Initial partner-team meetings; students develop work plan, with partner approval	Jan. 23 - Feb. 3, 2023
Students conduct research and analysis	Feb. - Apr. 2023
Final team presentations and final reports submitted	Apr. 24- 28, 2023

Thank you for your interest in the Capstone program. We are grateful for your willingness to engage our students in the important work you do.

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Questions? Contact Anna Krome-Lukens at UNCPPCapstone@unc.edu or 919-962-4854

Project Proposal for
UNC Public Policy Capstone

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Public Policy

Please submit this form to UNCPPCapstone@unc.edu by December 1, 2022 for Spring 2023 projects.

Organization

Organization name	
Organization website	
Organization address	
Description of Organization: Briefly describe your organization's mission, history, funding, etc.)	

Contacts

Students are most successful when they have one primary point of contact, but if there are other individuals in your organization key to the project, please list them here as secondary contacts.

Primary Contact	Name	
	Title	
	Email	
	Phone	

Secondary Contact 1	Name	
	Title	
	Email	
	Phone	
Secondary Contact 2	Name	
	Title	
	Email	
	Phone	

Acknowledgements

By submitting this proposal, you agree to do the following:

- Spend an average of 1-2 hours per week engaging with Capstone students on the project.
- Provide an initial description of your anticipated needs and work with the teaching team to refine the scope of work before the semester begins.
- Connect students to people and resources relevant to the project and orient students to norms that influence project work.
- Meet with the students at least 3 times: at the beginning of the semester, at least once during the semester, and at the end of the semester, when the students will make a presentation about their work and recommendations.
- Provide specific and timely oral or written feedback about the quality of their work and professionalism.
- Maintain regular email/phone communication with the instructor and student team.
- Be open to students' ideas and suggestions.
- Model professional and ethical behavior.
- Allow UNC Public Policy to post on our website a digital version of a poster representing the students' work
- At the end of the semester, complete a short evaluation of the team's work and your experience with the Capstone program.
- If for some reason you are no longer able to fulfill any of these responsibilities, identify a suitable replacement to serve as liaison.

Signature of Primary Contact _____

Date _____

Project Information

Project Title	
Intended Semester	
Topic (2-3 keywords)	
Project Background: What is the underlying issue that prompts you to request a team of Capstone students?	
Project Goal: Briefly, what is the specific goal of the student project?	

Project Description: What major activities would the students complete? (You will provide a more detailed description of deliverables below.)	
Student Skills: Are there special skills or knowledge that would be helpful for students to have prior to beginning the project?	

Anticipated Challenges: What challenges do you anticipate the students would face, specific to this project? How would you help them address those challenges?	
Project Results: How would your organization benefit from having Capstone students do the proposed work? How will you and other stakeholders use deliverables or other project results?	
Resources: Please list any resources (people, organizations, websites/ publications) that will help the students get started.	

Deliverables and timeline

Students have a limited period of time to complete all aspects of the project, with only 8-10 weeks for substantive research and analysis. With this constraint in mind, please briefly describe 2-4 intermediate and final deliverables that will make the project a success. List key steps and expected completion dates for each step, with particular attention to any critical deadlines— e.g., you would like to present a draft of a deliverable to your advisory board on a specific date.

Deliverable 1	
Title	
Purpose	
Format	
Intended Audience	

Key Steps		Target Completion Date
1		
2		
3		
4		
5		
6		

Deliverable 2	
Title	
Purpose	
Format	
Intended Audience	

Key Steps	Target Completion Date
1	
2	
3	
4	
5	
6	

Deliverable 3	
Title	
Purpose	
Format	
Intended Audience	

Key Steps	Target Completion Date
1	
2	
3	
4	
5	
6	

Deliverable 4	
Title	
Purpose	
Format	
Intended Audience	

Key Steps		Target Completion Date
1		
2		
3		
4		
5		
6		