PST 101 Newsletter Module 4

*Consider this newsletter to be part of the instructions for Module 4. You will find helpful hints that will save you points. Review your module using the newsletter as a guide.*

General Suggestions:

* **Double-check your module for grammar and formatting errors! Refer to your old modules to see where you lost points for writing and organization.**
* Pay attention to directions regarding sentence length and always keep your writing concise.
* When calculations are required, be sure to list the original formula and all steps in the calculation.
* Don’t be afraid to take advantage of office hours, the TAs are there to help you!

Skills Win!:

* Answer the questions seriously. If you do this, you will lose no points and you will be a winner.

Exercise 7.1

* List the benefits in order from 3 (most significant) to 1 (least significant)
* The main benefit of your policy will typically be the action of the policy itself.
* You should be justifying **the rating** that you gave to each benefit, not the benefit itself.
* Be sure to assess **all possible benefits** before choosing your top three.
* Follow sentence length directions

Exercise 7.2

* List the costs in order from 3 (most significant) to 1 (least significant)
* All financial costs should be under one bullet.
* Be sure to assess **all possible costs** before choosing your top three.
* Follow sentence length directions

Exercise 7.3

* Include your original calculations and show your formula.
* Make sure your benefits outweigh your costs so that your policy is worth pursuing. (Your one sentence interpretation should state this).
* A benefit/cost ratio of 1 is **not** worth pursuing

Exercise 7.4

* Make sure you answer every question
* Follow sentence length directions

Exercise 8.1

* The variable must be based on at least one piece of raw data and must be scaled in some way (use a rate, not raw numbers)
* The data must be from a published print or electronic source
* Make sure the chart looks like the one in Chapter 8 in the textbook
* The last piece of data must be from within the last year
* Intervals between time periods must be **consistent**
* Label each estimate with an “e”
* Use school years when representing academic data

Exercise 8.2

* Include a (+ or -) in your percent change.
* Show original formula
* Show all calculations!
* Calculate to **two decimal point** at the most.
* If you are having trouble creating your graph on your Mac, try doing it on a PC or university computer – as long as Excel is used.
* Visit office hours for help with your graph or refer to Google to find instructions online for your version of Excel

Exercise 8.3

* Time interval must be the same as 8.1
* Make sure to include **three years**
* Have a clear and concise justification

Exercise 8.4

* Follow graph-formatting guidelines from “*How to get an A on Module 4*” closely
* Your graph must have three realistic baseline points
* Graph must be computer generated using Excel
* Discuss one of the six ideas from 8.4 in the textbook

Exercise 8.5

* Years must be the same as those used in 8.3.
* Use at least two of the five guidelines found in Chapter 8, section 8.5
* Title should fully describe the variable (using a rate or percent)

Exercise 8.6

* Your graph must include historical pattern, baseline, and benchmark forecasts
* Follow instructions on sentence limits
* Make sure the person you chose is in fact a player
* For 8.6c make sure you do a comparison between the baseline and policy forecast and use exact numbers

Email your TA with any APA or Excel-related questions ONLY AFTER a thorough examination of the APA Guide, this newsletter, and the formatting, grammar, and graphing guidelines.