Purpose of the Lab
The purpose of Education Consulting Lab is to help schools, school districts and other educational organizations devise processes and policies in pursuit of their strategic and educational goals. The experiential learning class is an opportunity for students to hone consulting, marketing, organizational design, HR, and data analytical skills, while giving back to the community. Working closely with the instructor, teams of students work with senior administrators at the schools and organizations to agree upon project scope, objectives, and analytical approaches. Incorporating instructor and client guidance, student teams work independently to conduct research, data analysis, and interviews (as appropriate). At the end of the quarter, teams present their findings and recommendations to senior leaders at the schools/organizations. Clients include public school districts, charter school networks, private schools and other educational organizations.

Clients for spring 2019
Evanston/Skokie School District 65 (District 65)
Perspectives Charter Schools (Perspectives)
Tulsa Public Schools (TPS)

Projects for spring 2019
District 65: A tool for assessing the educational impact of student technology
District 65: Alternative organizational structures for the Special Services Department
Perspectives: A strategic plan for increasing student enrollment
TPS: Data-driven strategies to improve learning opportunities for exceptional students

Rhythm of the class
• The class has a dedicated class time and classroom: Monday evenings 6:30 pm to 9:30 pm in KGH 2110.
• Some Mondays we will have formal class meetings; other Mondays we will not meet formally (but see next bullet). The calendar is still under development (see below). Note: on Mondays when we meet formally, the class will meet 6:30 pm until 8:30 pm.
• On Mondays when there is no formal class meeting, the room will be available should teams wish to use the room and the time for working on their projects. By prior arrangement, on any Monday evening when teams choose to meet, the instructor is available to join the teams to provide feedback and guidance.
• The teams will arrange conference-call meetings with the clients at least every other week.
Participants in the conference-call meetings will include the client and all team members; the instructor will join in the first conference-call meeting with the client; she will attend subsequent conference-call meetings with the client at the request of the team. The first conference-call meeting with the client for each team will take place during the first week of the quarter (April 1-5).

- For all but one project, teams will meet onsite with the client at least twice during the quarter and likely more often. The two required onsite meetings will consist of one near the beginning of the quarter (to meet the clients in person and to gain familiarity with the context for the project) and one near the end of the quarter (to make the final presentation to the school’s leadership). For the TPS project, the team will meet onsite with the client at most once. Other “visual” meetings with the TPS client will take place via Skype.

**Student grades**

There are four components to each student’s grade:

- instructor’s assessment of the quality of the deliverables and the student’s contribution to the deliverables
  - a presentation to the client
  - written documents as requested by the client (report, slide deck, spreadsheet, etc.)
- class participation
- peer evaluation
- client evaluation

**Calendar**

We have access to the classroom 6:30 pm until 9:30 pm every Monday. On Mondays when we meet formally, we will meet 6:30 pm until 8:30 pm. *Attendance at all formal class meetings is mandatory.*

**Monday, April 1, 6:30 pm – 8:30 pm – Attendance Mandatory**
- The Education Landscape in the U.S. – Professor McGuire
- Consulting 101 – guest speaker TBD

**Monday, April 8, 6:30 pm – 8:30 pm – Attendance Mandatory**
- (TENTATIVE) Individual teams work with sponsors of projects to flesh out and confirm project scope, objectives and deliverables

**Monday, April 15 – no formal class meeting (classroom available 6:30-9:30 for team working-session)**

**Monday, April 22 – no formal class meeting (classroom available 6:30-9:30 for team working-session)**

**Monday, April 29, 6:30 pm – 8:30 pm – Attendance Mandatory**
- (TENTATIVE) Four guest visitors with education and consulting experience
- One guest visitor will be assigned to each team for a problem-solving session

**Monday, May 6 – no formal class meeting (classroom available 6:30-9:30 for team working-session)**

**Monday, May 13 – no formal class meeting (classroom available 6:30-9:30 for team working-session)**

**Monday, May 20 – no formal class meeting (classroom available 6:30-9:30 for team working-session)**
Monday, May 27 – Memorial Day Holiday (no class; we will not meet on the make-up Friday)

Monday, June 3, **6:30 pm – 8:30 pm – Attendance Mandatory**
- Course and peer evaluations
- Brief presentations of the findings and recommendations for each project
  - Four presentations, one by each team
  - 10-15 minutes devoted to each project

May 28-June 7 – presentations during work hours at clients’ offices*

*Teams will work with their clients early in the quarter to schedule these final presentations