GUIDE TO PREPARING THE BOOK REPORT

One of the most important concepts to be covered in this course is that of a “nexus” that exists at the local level between local businesses, local government, and individuals. You are required to read three books and prepare a book report by **Friday, 24 March 2006.** These books were selected to provide a view of each of these three key elements at the local nexus. In addition to the required book report, you can use information from the books on the discussion board to discuss the course content and case studies.


*The Key to Sustainable Cities: Meeting Human Needs Transforming Community Systems* by Gwendolyn Hallsmith (2003)


The Harvard Book Store has ordered these books. They are also available as used books on the Internet at Amazon.com and other book outlets. You should obtain your copies of the books right away and start reading them.

The book report is a paper that briefly describes each book and shows how the books contributed to your knowledge of the sustainability nexus at the local level. Requirements are slightly different for graduate students and undergraduate students (see below). Non-credit students should also read the books; but they will not submit the book report.

The book report should follow the following specifications:

- Single spaced, paragraph justified to left, double space between paragraphs
- Font size #12 (Times New Roman)
- 1 inch (2.5 cm) margins
- Spelling, grammar and appearance are important and will be taken into consideration when grading the report. Please use “APA Guide” citations ([http://www.apastyle.org](http://www.apastyle.org)).

This book report should be e-mailed to the Instructor as a MS WORD attachment on or before **Friday, 24 March 2006** (17:30 EST). No late book reports will be accepted.
unless you have made prior arrangements with the Instructor. The Instructor’s e-mail address is rpojasek@hsph.harvard.edu

The book report, if clear and concise, will merit a “B” for a grade. You will have to make an extra effort for an “A.” This may involve additional background research on the authors and the topic they cover in the book (with APA Guide cited references – see “Guide to Preparing the Semester Report”), use of pertinent web sites, an original idea, or other aspects that indicate a truly exceptional effort.

Graduate Students
Here is a description of what is expected in this book report prepared by a graduate student:

• For each book describe the issues covered. Describe the background, perspective, biases and objectives of the authors. You will need to research the authors on the Internet. (1 page each book for a total of 3 pages)
• Describe how the three books helped contribute to your knowledge of the nexus of the individual, local government and local business at the local level. What did you find to be particularly helpful in the books? Where did they confuse you or conflict with what is presented in the first half of this course? (3 pages)
• Describe how you would contrast the approaches used in these books with the approach presented in this course. What subjects in the syllabus could be illustrated by the books? What subjects would be added to the syllabus? Provide a rationale for each of your suggestions (2 pages).

Undergraduate Students
Here is a description of what is expected in this book report prepared by an undergraduate student:

• For each book describe the issues covered. Describe the background, perspective, biases and objectives of the authors. You will need to research the authors on the Internet. (1 page each book for a total of 3 pages)
• Describe how the three books helped contribute to your knowledge of the nexus of the individual, local government and local business at the local level. (2 pages);
• Describe how you would contrast the approaches used in this book with the approach presented in this course. What subjects in the syllabus could be illustrated by the books? What subjects would be added to the syllabus? Provide a rationale for each of your suggestions (1 page).