March 19, 2003

Urban Sociology Lab
030 Eggers Hall
Maxwell School
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Syracuse NY 13244

Dear Researchers:

We are contacting you for assistance in completing an assignment for a client of ours. We have previously worked with Profs. Shim & Paris, and they have assured us that you are capable of executing the following assignment.

We have been awarded a preliminary contract by the US Dept. of Labor. They are concerned from both a policy and practical standpoint with the impact of recent immigration on the US. Specifically, they are concerned with its economic and educational impacts, on different regions. As a result, they have asked us to secure for them a set of analyses of the impact of immigration from East Asia and Central America on the following regions: (Northeast, Southeast & South, Midwest, Southwest, West)

Accordingly, we need for you to produce for us a set of cogent, concise papers (your usual style), assessing:

a) the scope and volume of this immigration into the various regions, & the occupational/industrial niches it has filled in these economies over the past decade(s?); and a projection of its likely impact over the next half decade.

b) We also need similar analyses of the impact of this immigration on the local school districts.

c) We want this analysis done for two cities in each region, one metropolis >1M, and one city <1M pop. We also need a (concise) justification for your city choices, e.g., why Birmingham over Atlanta, etc.

We are under the usual time pressures, and need your reports by Wed. 4/2. (Given the ‘rush’ nature of the task), we can meet your usual remuneration rate, plus 10%, up to a maximum of $3500.

From past experience with your operation, we know that you have the requisite knowledge of and access to data, business statistics, etc. We continue to be impressed with the skill your staff has shown re. use of the Internet and other research tools required for our tasks. We look forward to continuing to work with you. If you have further questions or concerns regarding this project please contact us.

Sincerely,

Joseph Bowes
Benjamin Kerr
Alex Piper
Due: Wed. 4/2/03

The team will get a grade for this report.

You will need first to decide on a team leader, and then to consider/decide:
What does such a report require?
What specific info./points is the client asking for?
What other factors/variable do we need to ascertain?
How/where can we find this info?

Your report is due next Wed. as usual.

Bear in mind, that this is a preliminary analysis, so it needs to be cogent & concise, and that the clients are looking for research in line with their assumptions. The report is also due in less than a week (standard real world practice). If it’s sufficiently persuasive a larger contract will likely follow. (Also standard RW practice).

It will need:
✓ a transmittal cover letter
✓ a [no more than] 1 page executive summary
✓ a concise, well ordered organized analysis (i.e., the argument needs to be clear, well-organized, the supporting data sufficient, but not overbearing; the whole analysis should take no more than 3 ½ pages. Thus if you think you require additional info that should go in appendices, etc.)

Note: because this is a class, and presumably, your first effort at such a project, we will want to see your sources so put in foot/endnotes—but if you’re using endnotes, put them on a separate page.