

PA 509 Organizational Experience: Final Submissions

There are three required submissions that must be provided in hard copy to the Public Administration office. Students may find it helpful to maintain a journal during the experience to help in the preparation of their submissions. The journal provides the basis for the reflective paper, and may also offer a log of activities that are part of the project report. In general, you will find it best to organize your materials into a binder with dividers and clear logic in organization so that the PA 509 faculty can easily review it. Your learning contract narrative serves as the basis to evaluate your submissions, so be sure that they are congruent.

The **first submission** is the project report that is prepared for the field organization and the University, and documents the work you have completed for the organization. The format and content of this submission is dependent upon the nature of the work and the needs and expectations of the organization. Students may wish to discuss the format of the final project report with the PA 509 faculty. The final project report is worth 40% of the grade, and should receive substantial attention as the student prepares it. The project report begins with a project overview including a description of the setting, the processes of work of the PA 509 experience, and the outcomes. It includes detailed written documentation developed for the organization (as relevant), and may include recommendations, conclusions, and/or policies. Students should clearly indicate what is their original work, and what is other work that they are submitting as supplemental documentation. The documentation/evidence submitted should clearly link to the approved learning objectives.

In some cases, it will be a logical output of the work – for example, a comprehensive binder documenting the development of a strategic and/or business plan for a major organizational unit. In other cases, where a student is engaged in process activities that are less easy to document, the student will create a journal or other documentation that provides them with the necessary comprehensive overview and summary of work conducted (both tangible and less tangible) and clearly summarizes the various activities in which the student has been engaged during the PA 509. It is not sufficient to simply submit sample documents with no accompanying narrative that describes the overall experience. A brief narrative or product resembling a term paper is not sufficient – something that serves the needs of the field placement may not be sufficient for academic credit so be sure your project report is substantial.

When in doubt, err on providing more information rather than less. Consult with the PA 509 faculty if you have questions prior to submitting your final materials. Where documentation is considered confidential, only the PA 509 faculty will review it. These materials are returned to the student by the PA 509 faculty after grading.

The **second submission** is a reflective paper (minimum 10 pages) that is submitted only to the University. This should be a reflection on the value of the field experience, addressing:

- achievement of the student's learning objectives that were articulated at the beginning of the organizational experience,
- description of related learning,
- opportunities for integration of curricular content in practice,
- needs for future professional development and/or continuing education, and

- implications of the experience for future career directions based on the experience and related learning.

The **third submission** is a slide presentation of the highlights of your experience to other students, faculty, and field supervisors. This is submitted in hard copy with your other materials, and presented as a 10-minute presentation that will be scheduled with other students' presentations at the end of each of Fall, Winter and Spring quarters, as well as in September for those who complete the PA 509 in the summer. Summer graduation may be authorized for those who present in September; discuss this with the PA 509 faculty. In rare cases an exemption from the presentation requirement may be granted because of relocation away from Portland. This must be negotiated with the PA 509 faculty. If an exemption to present is granted, the student must still submit the slides for the presentation.

Students will prepare a PowerPoint presentation. The presentation format should be no more than 12 slides and must include:

- title slide
- goal/emphasis of work
- summary of learning objectives (not tasks or evidence)
- approximately 4 slides describing the process and outcomes of work
- approximately 2 slides illustrating the significance of your work for the organization
- approximately 2 slides outlining the implications of the experience for your future career
- acknowledgements

Be sure that your slides are clear, and are not overly detailed and wordy. If you incorporate graphics, they should be easy to read. Avoid using too much text, and maintain a large font. A hard copy of the slides (6 slides per page) should be included with the other submissions.