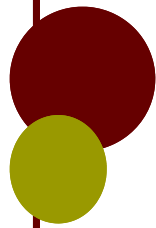


GRADUATE CENTER FOR PUBLIC POLICY AND ADMINISTRATION



MPA
STUDENT LEARNING
PORTFOLIO
HANDBOOK
(EFFECTIVE FALL, 2007)

COLLEGE OF HEALTH & HUMAN SERVICE
CALIFORNIA STATE UNIVERSITY, LONG BEACH

SEPTEMBER 2008



Dear MPA Student:

The faculty of the Graduate Center for Public Policy and Administration adopted a Student Learning Portfolio (SLP) as an MPA program requirement, which took effect in Fall 2002. In Spring, 2007, the faculty adopted significant changes to the process, content, and organization of the SLP. These changes are effective Fall, 2007. This Handbook describes the changes to the Portfolio document and process, and explains the purposes, characteristics, elements, policies, procedures, and grading criteria attendant to it.

We feel the Portfolio will help you to gain the greatest possible benefit from the MPA Program. It will also help you to showcase your professional talents for the greater public policy and administration community.

We are confident that your Student Learning Portfolio will strongly contribute to your success in the MPA Program. If you have any questions about the Portfolio, please contact any full-time faculty member. We look forward to working with you.

Sincerely,

David C. Powell

David C. Powell, Ph.D.
Director

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IMPORTANT NOTICE!

FOR CORE COURSES THAT **YOU** COMPLETED PRIOR TO FALL, 2007 PLEASE REFER TO THE PREVIOUS STUDENT LEARNING PORTFOLIO HANDBOOK FOR DIRECTIONS ON SUBMITTING PAPERS.

FOR PORTFOLIOS SUBMITTED PRIOR TO FALL, 2007 PLEASE REFER TO THE PREVIOUS STUDENT LEARNING PORTFOLIO HANDBOOK FOR DIRECTIONS ON COMPLETING AND SUBMITTING THE PORTFOLIO.

THE STUDENT LEARNING PORTFOLIO

The Student Learning Portfolio requirement serves two important purposes, one internal to the MPA Program and the other external. Internally, it allows both you and PPA faculty to track and assess your progress over your life in the program. It also helps the faculty to advise you more adequately, by letting you know about resources in the larger University community that can facilitate your educational success.

Externally, whether you are searching for a first job, or want a promotion from your current position, a portfolio is a valuable tool that details the capacities, skills, competencies, abilities, and accomplishments you have acquired or developed over your professional and educational life. It has been demonstrated repeatedly that the Portfolio serves just such a purpose.

The expected student learning outcomes for the MPA program include mastery of core concepts in five areas of study (budgeting, personnel, organizations, research methods, and policy analysis) as well as demonstrated ability in four skill areas (oral and written communications; analytical skills, critical thinking and problem solving; interpersonal skills and teamwork; and information competency).

The Portfolio is comprised of materials that are representative of your learning, growth and development, both educationally and professionally. Hence, a learning portfolio is:

- * an organized record of what you have accomplished, both professionally and educationally, during your tenure in the MPA program
- * a learning opportunity designed to help you integrate and apply your formal education to professional experience, and vice-versa
- * a structured process that can help both you and your instructors assess your own learning, as well as your professional development, in an objective way
- * a tool that can help you to present, or help a prospective employer to appreciate, your demonstrated capacity for learning and development

CHANGES TO THE STUDENT LEARNING PORTFOLIO REQUIREMENTS

Effective Fall, 2007, the Graduate Center for Public Policy and Administration (GCPA) will begin transitioning to a new approach to the Student Learning Portfolio (SLP). These changes will alter several aspects of the current portfolio requirements.

PURPOSE OF THE NEW REQUIREMENTS

The purpose of these changes is to create a document that presents a layered approach to the assessment of student learning outcomes. First, the new approach requires that students and faculty evaluate a student's skills and abilities in the core, fundamental areas of public policy and administration. This is accomplished through the completion of an Initial Skills Self Assessment in PPA 500 and a Final Skills Self Assessment in PPA 697. The Initial Skills Self Assessment provides a frame of reference for students to compare their individual skill level upon entering the program with their skills and abilities at the end of PPA 697. Through these two self assessment mechanisms, students can assess their own substantive progress within each core subject area.

Second, the modified portfolio allows for faculty assessment of student progress in each core course. This is achieved through the use of Pre-Instructional and Post-Instructional assignments. Faculty and students alike can compare approaches taken before the instruction received in a core course to the approaches pursued after instruction has been received. These instructional assignments provide a course-by-course assessment mechanism.

Third, the modified portfolio allows for faculty and student assessment of student problem solving in each core area. This assessment approach is facilitated by the use of a case study based PPA 697 course. Effective Fall, 2007, students will have the opportunity to select a case study based approach to PPA 697 which will allow the student to construct responses to practical situations in each core subject area.

Finally, the modified portfolio will provide evidence of development in writing, problem solving, and critical analysis skills through the submission of exemplar assignments. Section III of the portfolio requires that student submit examples of their written work to illustrate a growth and development in the aforementioned skills. The combination of all of these elements will produce a portfolio document that demonstrates the overall academic development of the student and serves as an important vehicle for assessing student learning outcomes.

SECTION OF THE MODIFIED STUDENT LEARNING PORTFOLIO

Section I

Beginning in Fall, 2007, PPA 500 students will prepare an Initial Skills Self Assessment in lieu of the essay currently required in PPA 500. The purpose of this assignment is to allow students the opportunity to examine their current knowledge and skills in each core content area: Budgeting and Finance, Human Resource Management, Organization Theory, Policy Analysis, and Research Methods. This assessment assignment will be submitted to the PPA 500 instructor early in the semester.

Students will complete a Final Skills Self Assessment in PPA 697. The combination of these two self assessments will comprise Section I of the portfolio. These assessments will require the approval of the PPA 697 instructor before inclusion in Section I of the portfolio.

Students who completed PPA 500 prior to Fall, 2007 will submit the professional resume and essay that were completed in PPA 500 to satisfy the requirements of Section I of the SLP. Please see the previous Portfolio Handbook for a description of these requirements.

Section II

Effective Fall, 2007, each core course will still require the completion of a designated portfolio assignment. Students will complete an initial portfolio assignment within the first three weeks of the semester and again later in the semester. The initial completion of the assignment is referred to as the "Pre-Instructional Portfolio Assignment" and the final completion of the assignment is referred to as the "Post-Instructional Portfolio Assignment". Students will combine these assignments together and obtain the signature of their core course instructor on a revised Portfolio Assignment form. These assignments will not require second reader approval. Section II of the SLP will consist of pre and post instructional portfolio assignments from the following courses:

- a. PPA 555
- b. PPA 577
- c. PPA 660
- d. PPA 670
- e. PPA 696

Students who complete any of these core courses prior to Fall, 2007 will submit the designated portfolio assignment completed in that course using the procedure in effect at the time they completed the course. Please see the previous Portfolio Handbook for a discussion of these requirements.

Section III

For portfolios submitted after the beginning of Fall, 2007, Section III will consist of a minimum of two papers and/or other assignments completed in the MPA Program. Students may include any papers and/or other assignments completed in core and elective courses that have not already been included in Section II. These papers do not require instructor or second reader approval but should include the cover form indicating the course and term when these papers were completed.

Students who submit the portfolio prior to Fall, 2007 will use the existing portfolio guidelines to govern construction of Section III. Please see the existing Portfolio Handbook for a description of these requirements.

Section IV

Effective Fall, 2007, students enrolled in PPA 697 will be offered the option of completing the traditional PPA 697 course or a case study based approach to PPA 697. Students who opt for the traditional PPA 697 course will agree upon a capstone directed research project with their PPA 697 instructor and then complete the project under the guidance of that instructor. This project will then be submitted in Section IV of the SLP.

Students who choose a case study based approach to PPA 697 will complete a series of five case studies. Each case study will represent a core content area and will be prepared by faculty in that core area. Students are required to complete one case study in each core area. Therefore, case studies will be due every three weeks throughout the semester. The five case studies will become Section IV of the SLP.

After the completion of all case studies, students will complete the Final Skills Self Assessment described earlier. This Final Skills Self Assessment will require students to re-assess their abilities in each of the core content areas and provide examples of how their skills and abilities have increased as a result of the MPA Program. This Final Skills Self Assessment will be combined with the Initial Skills Self Assessment from PPA 500 and will be Section I of the SLP.

Students who completed PPA 500 prior to Fall, 2007 and who select the case study based approach to PPA 697 will submit their Final Skills Self Assessment in Part IV along with their PPA 697 case studies. Students who opt for the traditional PPA 697 research project will also complete a Final Skills Self Assessment.

MAJOR ELEMENTS OF THE PORTFOLIO UNDER THE NEW PORTFOLIO GUIDELINES

Section	Contents	When Completed
Section I	<p>PPA 500 Completed Prior to Fall, 2007:</p> <ol style="list-style-type: none"> 1. Professional Resume Completed in PPA 500 2. Personal Inventory Completed in PPA 500 <p>PPA 500 Completed After Fall, 2007:</p> <ol style="list-style-type: none"> 1. Initial Skills Self Assessment Completed in PPA 500 2. Final Skills Self Assessment Completed in PPA 697. 	<p>PPA 500 PPA 500</p> <p>PPA 500</p> <p>PPA 697</p>
Section II	<p>Core Course Completed Prior to Fall, 2007: Portfolio Assignment and Approval Form Signed by the Course Instructor and Second Reader for the Following Courses:</p> <ol style="list-style-type: none"> a. PPA 555 b. PPA 577 c. PPA 660 d. PPA 670 e. PPA 696 <p>Core Course Completed After Fall, 2007: Pre-Instructional and Post-Instructional Portfolio Assignment and Approval Form Signed by the Course Instructor for the Following Courses:</p> <ol style="list-style-type: none"> a. PPA 555 b. PPA 577 c. PPA 660 d. PPA 670 e. PPA 696 	<p>After Each Core Course</p> <p>After Each Core Course</p>
Section III	<p>For SLPs Completed Prior to Fall, 2007: Evidence of Professional Development</p> <p>For SLPs Completed After Fall, 2007: Examples of Assignments Completed in Core and Elective Courses in the MPA Program with Cover Sheet (Minimum of 2 Assignments Required)</p>	<p>Ongoing</p> <p>Ongoing</p>
Section IV	<p>For SLPs Completed Prior to Fall, 2007:</p> <ol style="list-style-type: none"> 1. Updated Professional Resume 2. Reflective Essay with Approval Sheet Demonstrating Approval by Panel of Full-Time Faculty Reviewers <p>For SLPs Completed After Fall, 2007:</p> <ol style="list-style-type: none"> 1. Completed Case Studies in Each Core Content Area and Approval Form Signed by PPA 697 Instructor. <p>-or-</p> <ol style="list-style-type: none"> 2. Completed PPA 697 Directed Research Project with Approval Form Signed by PPA 697 Instructor. 	<p>After All Core Courses Are Completed</p> <p>PPA 697</p> <p>PPA 697</p>
Submit Portfolio for Final Review		After All Sections Are Completed.

COURSE SCHEDULING AND THE PORTFOLIO

The importance of careful planning in completing your required courses cannot be overemphasized. You must plan your program of study carefully to ensure that you complete the portfolio in a timely manner. To minimize the possibility of delays in graduating from the MPA Program, you must complete the following steps in the portfolio process in this exact order:

- 1. COMPLETE ALL REQUIRED COURSES (500, 555, 577, 660, 670, AND 696) AND OBTAIN APPROVAL OF YOUR PRE-INSTRUCTIONAL AND POST-INSTRUCTIONAL ASSIGNMENTS FROM THE INSTRUCTOR IN EACH OF THESE COURSES.**

You cannot be enrolled in any of these courses in the semester in which you plan to complete the portfolio. It is wise to begin the process of obtaining approval of each of your portfolio assignments as soon as you complete the course.

- 2. COMPLETE PPA 697, DIRECTED RESEARCH.**

You must have completed all other required courses (see above) before taking PPA 697. Although PPA 697 is a one-semester, three-unit course, many students do not completely finish PPA 697 in one semester. Students who do not complete PPA 697 in one semester must re-enroll in PPA 697 in a subsequent semester. You must complete PPA 697 and obtain approval before moving on to the next step. It is strongly recommended that you enroll in PPA 697 at least one semester BEFORE the semester in which you plan to complete the portfolio.

- 3. COMPLETE SECTION III**

Section III consists of evidence of written work completed while in the program. These papers must be individual assignments and students are required to include at least two (2) assignments in this section.

- 4. SUBMIT THE COMPLETE PORTFOLIO FOR FINAL APPROVAL.**

You must have completed all the steps above before submitting your complete portfolio to your portfolio advisor for final approval. The complete portfolio is due to your advisor in Fall semesters on December 1 and in Spring semesters on May 1. If you do not meet this deadline, your MPA graduation may be delayed until the next semester.

Please note that you may take your elective courses at any time, and in any order. Completion of elective courses does not affect the portfolio process. Please consult the sample student program on the PPA web page and/or in the MPA Student Handbook. If you have any questions about scheduling, please contact any full-time faculty member.

REQUIRED FORMS

These forms facilitate faculty review and approval of your Portfolio. Samples of these forms are included in this Handbook, and also are available in the Center office.

FINAL REVIEW APPROVAL FORM

When you are ready for your Portfolio final review, you complete the top portion of this form and present it to your PPA 697 Advisor along with your completed Portfolio.

PETITION FOR PORTFOLIO CLEARANCE FORM

When you are ready for your Portfolio final review, please completed the top portion of this form and present it to your PPA 697 Advisor along with your completed Portfolio.

SKILLS SELF ASSESSMENT FORM (FOR PPA 500 AND PPA 697 COURSE EFFECTIVE FALL, 2007)

This form accompanies the Initial and Final Skills Self Assessments. It will be approved by your PPA 697 advisor upon the successful completion of PPA 697.

CORE COURSE INSTRUCTIONAL PORTFOLIO ASSESSMENT FORMS (FOR CORE COURSE COMPLETED IN FALL, 2007 AND AFTER)

These forms will accompany the pre and post instructional assignments for each core course. This form must be signed by the course instructor. All pre and post instructional assessment assignments must be accompanied by this form.

SECTION III ASSIGNMENT FORM

This form should accompany each example of written work that is included in Section III of the Portfolio. It does not require instructor approval but will indicate the course number and semester in which the assignment was completed.

PPA 697 APPROVAL FORMS (FOR PPA 697 COURSE EFFECTIVE FALL, 2007)

This form will accompany either the case studies or the traditional directed studies paper that is completed in PPA 697. It requires the approval of the PPA 697 instructor.

STEPS FOR FINAL PORTFOLIO REVIEW

When you have successfully completed all course work and all sections of the Portfolio, including the Reflective Essay, you must present your Student Learning Portfolio to your PPA 697 Advisor for final review. The Advisor will conduct a comprehensive review of the entire Portfolio to ensure that all elements are in place, and that all requirements have been satisfied. This comprehensive review will constitute the final check by the Department prior to graduation.

Deadlines for submission of Portfolio for final review to PPA 697 Advisor:

Fall Semester December 1
Spring Semester May 1

- A. In order for the Portfolio to pass the final review, all of the following must be satisfactorily completed:
 1. *All forms must be in place, and properly signed.*
 2. *All required elements of the Portfolio must be present.*
 3. *All parts of the Portfolio must be of good presentation quality*

- B. If the Portfolio is “Approved,” the Center will advise both you and University officials that you have met all degree requirements. The University will then undertake its final review and approval process (Figure 5).

- C. If the Portfolio is “Not Approved,” *your PPA 697 Advisor will communicate to you, in writing, the reasons, as well as the specific corrective action(s) you must take.* A copy of the written notification will also be sent to the Director of the Graduate Center for Public Policy and Administration, and to the Center Secretary, for inclusion in your student file. You will not be cleared for graduation until the Portfolio is “Approved” upon final review.

- D. You must take corrective action as directed by the written notification and resubmit the revised Portfolio to the same PPA 697 advisor. This process will continue until you have satisfactorily completed all corrective action required by your PPA 697 Advisor. You will have one year from the date of the original submission of the Portfolio to complete revisions. When your Portfolio has been “Approved” by your PPA 697 Advisor, this will be communicated to University officials for their final review of degree requirements and approval of the degree.

- E. If you fail to meet the one-year deadline specified in Point D above, a Review Panel of three full-time faculty members will be convened, before which you must orally defend your Portfolio.

GENERAL PRESENTATION GUIDELINES

All items you include in your Portfolio must be of presentation quality. Sophisticated graphics are not required (although you can certainly include those if you wish), nor are expensive binding, paper, or printing. You must ensure, however, that each item is well-organized and neat, and is generally pleasing to the eye.

Secure the elements in your Portfolio in some way. A three-ring binder or expandable files are perhaps the easiest methods, since those would allow you and the reviewers to easily access and manipulate materials.

If you have oversized items you wish to include, place them in an appropriately labeled envelope and secure them to the rest of the Portfolio. Likewise, if you have small items (such as photographs, video tapes, or floppy disks), place them in an appropriately labeled envelope and secure them to the rest of the Portfolio as well.

ORDER OF PRESENTATION FOR FINAL REVIEW

Please make sure that you collect all required elements for the Portfolio and that each element is identified with your name. Please assemble your Portfolio as follows:

Section I:	Skills Assessment (For PPA 500 courses taken prior to Fall, 2007, see previous Student Learning Portfolio Handbook.)
a.	Initial Skills Assessment from PPA 500
b.	Final Skills Assessment from PPA 697
Section II:	Core Course Instructional Assignments (For core courses beginning in Fall, 2007 or later. For core courses taken prior to Fall, 2007, see previous Student Learning Portfolio Handbook.)
a.	PPA 555 assignment, with cover sheet
b.	PPA 577 assignment, with cover sheet
c.	PPA 660 assignment, with cover sheet
d.	PPA 670 assignment, with cover sheet
e.	PPA 696 assignment, with cover sheet
f.	PPA 697 assignment, with cover sheet
Section III:	Writing Samples (For Portfolios submitted prior to Fall, 2007, see previous Student Learning Portfolio Handbook.)
a.	Written assignments from core or elective courses. A minimum of two papers is required.
Section IV:	PPA 697 Case Studies or PPA 697 Directed Research Project (Only one PPA 697 cover sheet is required.)
a.	PPA 555 Case Study
b.	PPA 577 Case Study
c.	PPA 660 Case Study
d.	PPA 670 Case Study
e.	PPA 696 Case Study

MPA STUDENT PORTFOLIO FINAL REVIEW APPROVAL

Instructions: Student submits the completed Portfolio with this cover sheet to the PPA 697 Advisor. The Advisor reviews the Portfolio and returns it with this form to the student, indicating either approval or required corrections. Student has one year to complete required corrections if any.

Student Name: _____ **Student ID#:** _____

STUDENT E-MAIL ADDRESS: _____

PPA 697 Advisor

NAME: _____

APPROVAL (circle one): YES NO

COMMENTS:

SIGNATURE: _____ **DATE:** _____

Date Returned to Student: _____

**MPA STUDENT LEARNING PORTFOLIO
INITIAL AND FINAL SKILLS SELF ASSESSMENT APPROVAL FORM**

This form must be completed and attached to the initial and final skills self assessment assignments.

Instructions for Students: Please submit your initial skills self assessment assignment completed in PPA 500 and the final skills self assessment assignment completed in PPA 697 to your PPA 697 advisor for approval.

Student Name _____

ID# _____

Student email _____

Course Number _____

Semester/Year _____



Instructions for Course Instructor: Please print and sign your name to indicate approval of the skills self assessment.

Instructor Name

Instructor Signature

Date

**MPA STUDENT LEARNING PORTFOLIO
CORE COURSE PRE AND POST INSTRUCTIONAL ASSIGNMENT FORM**

This form must be completed and attached to the pre and post instructional portfolio assignment for each core course.

Instructions for Students: Please submit your pre-instructional and post-instructional portfolio assessment assignments to your course instructor for approval.

Student Name _____

Student ID _____

Student e-mail _____

Course Number _____

Semester/Year _____



Instructions for Course Instructor: Please print and sign your name to indicate approval of the pre and post instructional assignments.

Instructor Name

Instructor Signature

Date

**MPA STUDENT LEARNING PORTFOLIO
SECTION III ASSIGNMENT COVER FORM**

This form must be completed and attached to each example of written work that is included in Section III of the Portfolio.

Instructions for Students: Please complete the required information and attach this form to each example of written work included in Section III of the Portfolio.

Student Name _____ ID# _____

Course # _____

Semester Assignment Completed _____

Instructor Name _____

Assignment Title _____

**MPA STUDENT LEARNING PORTFOLIO
PPA 697 APPROVAL FORM**

This form must be completed and attached to the completed PPA 697 assignment.

Instructions for Students: Please submit your PPA 697 assignment(s) to your PPA 697 advisor for approval. Please note that this form may be used for either the case studies completed in PPA 697 or the directed research project.

Student Name _____

ID _____

Student e-mail _____

Course Number _____

Semester/Year _____



Instructions for Course Instructor: Please print and sign your name to indicate approval of the PPA 697 assignment(s).

Instructor Name

Instructor Signature

Date

**MPA STUDENT LEARNING PORTFOLIO
PPA 697
CASE STUDY APPROVAL FORM**

Part I: To be completed by the student. Please complete the following information and submit to your 697 instructor.

Student Name: _____ Student ID#: _____
Student Email: _____ Core Area: _____
PPA 697 Instructor: _____ Date Submitted: _____

Part II: To be completed by the core area faculty reviewer. Please review the case study, complete the following information, and return to the PPA 697 instructor listed in Part I.

Comments:

Core Area Faculty Signature

Date

Grade

Date Returned to 697 Instructor

**GRADUATE CENTER FOR PUBLIC POLICY AND ADMINISTRATION PETITION
FOR STUDENT LEARNING PORTFOLIO**

Note: University policy requires that a student have been advanced to candidacy before being permitted to submit the Student Learning Portfolio as an MPA program requirement.

Students should complete the top portion of this form and turn it in to their PPA 697 advisor with the completed portfolio (including all core course items, the reflective essay, and PPA 697 project).

Name: _____ Student # _____

Home Address: _____ Phone: _____

City _____ State _____ Zip _____

Job Title: _____ Agency: _____

Business Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

I have advanced to candidacy: (circle one) Yes No

Graduation semester: _____

Office Use only:

Section	Contents	Initial To Indicate Completion
I	Skills Assessments or PPA 500 Resume and Essay	
II	Portfolio Assignments for: PPA 555 PPA 577 PPA 660 PPA 670 PPA 696	
III	Minimum of Two Examples of Written Work	
IV	PPA 697 Case Studies/Project	

<p align="center">COURSE INSTRUCTOR SIGN-OFF:</p> <p>Signature: _____</p> <p>Date: _____</p>

Graduate Center for Public Policy and Administration
APPLICATION FOR ADVANCEMENT TO CANDIDACY
 Master of Public Administration Degree Program

Please Type

Name _____ Telephone _____ ID # _____

Address _____ City/St _____ Zip _____

Semester of Advancement: _____

I. Completion of M.P.A. Program Prerequisites:

A. Managerial/Technical Professional Experience (Title and Organization)

B. Demonstration of Completion of Undergraduate Courses in American Government, Microeconomics, Statistics, and Writing Competency

<i>Course and Title</i>	<i>Institution</i>	<i>Semester/Yr</i>	<i>Instructor</i>	<i>Grade</i>	<i>Units</i>

Approval by Faculty Advisor _____

II. Required Coursework:

<i>Course and Title</i>	<i>Semester/Yr</i>	<i>Instructor</i>	<i>Grade</i>	<i>Units</i>
PPA 500 Foundations of Public Policy & Administration				3
PPA 555 Government Budgeting and Finance				3
PPA 577 Public Sector Personnel Administration				3
PPA 660 Organization Theory and Behavior				3
PPA 670 Seminar in Public Policy Analysis				3
PPA 696 Research Methods in Public Administration				3
PPA 697 Directed Research				3

III. Elective Coursework

<i>Course and Title</i>	<i>Semester/Yr</i>	<i>Instructor</i>	<i>Grade</i>	<i>Units</i>
				3
				3
				3
				3
				3

Total Program Units 36

IV. Internship:

<i>Course and Title</i>	<i>Semester/Year</i>	<i>Instructor</i>	<i>Grade</i>

Or Approval of Waiver by Faculty Advisor _____

V. Proof of Graduate Writing Proficiency Examination Completed must be attached to this form.

VI. Approval (Signatures)

Student _____ date _____
 Faculty Advisor _____ date _____
 Director of Center _____ date _____
 Dean or Associate Dean, CHHS _____ date _____