Graduate Center for Public Policy and Administration
Initial Skills Self-Assessment
(Effective Fall, 2007)

Instructions: Effective Fall 2007, all PPA 500 students are required to complete an Initial Skills Self-Assessment in PPA 500. The purpose of this Self-Assessment is to allow students and faculty alike to assess student skills in each core content area upon entry into the California State University, Long Beach MPA Program. It is vital that students provide honest and accurate information in this initial assessment.

Begin by responding to the questions on the following page. Indicate your knowledge in each of these areas by circling the most appropriate number (1 = no knowledge; 5 = a great deal of knowledge). In Part II, provide a written discussion of any skills and/or experience that you have in the core content areas. Your discussion should include an honest assessment of your strengths and weaknesses in each content area. For more information, see the list of core concepts for each of these core content areas on the PPA department web page at http://www.csulb.edu/colleges/chhs/departments/ppa/coreconcepts/. In Part III, discuss your reasons for pursuing the MPA degree and what specific skills you expect to acquire upon completion of the degree.

Format: There is no mandated length for this assignment. However, it is useful to organize your discussion by core content area. Upon completion, submit this assignment to your PPA 500 instructor. When the Initial Skills Self-Assessment is returned to you, you are strongly encouraged to place it in your Student Learning Portfolio. It will then be evaluated again by your PPA 697 instructor at the end of the MPA program.

Initial Skills Self-Assessment

Part I

Please indicate how much you think you already know about each area.

1 = nothing/5 = a great deal	Area
1 2 3 4 5	Budgeting/financial management
1 2 3 4 5	Decision-making
1 2 3 4 5	Ethics
1 2 3 4 5	Oral communications
1 2 3 4 5	Organization behavior
1 2 3 4 5	Personnel/human resources
1 2 3 4 5	Policy analysis
1 2 3 4 5	Problem-solving
1 2 3 4 5	Research/statistics
1 2 3 4 5	Working in teams
1 2 3 4 5	Written communications

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Part II

Please discuss your experience and/or skills in each of the following content areas:

Budgeting and Finance
Human Resource Management
Organization Theory
Policy Analysis
Research Methods

Part III

Please discuss your reasons for pursuing the MPA degree and what specific skills you hope to acquire in the MPA program.