

**PA 490 Field Experience in Public Administration  
Spring 2011**

Instructor

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**OFFICE HOURS:** I am generally available in my office during work hours. If the door is open and I am not otherwise occupied, feel free to stop by. You may also set up an appointment in person, by phone or e-mail.

**GENERAL PRINCIPLES:** The objectives of the Field Experience course are, 1) to provide students with course credit for a work experience that contributes to their professional development, and 2) to allow students the opportunity to reflect on what they have learned in the classroom in the context of a real world work experience.

**REQUIREMENTS:** Since reflection of the type referenced above requires that the student have some minimal course content on which to reflect, the course is limited to those students who have completed at least six of the thirteen courses (24 credit hours) required for graduation.

Participating students are required to be employed as an intern (paid or unpaid) for at least 225 hours during the course of the semester. Thus, a student can qualify by working an average of 15 hours/week for 15 weeks or by working 35 hours/week for 7 weeks. Internships must be of a professional not clerical nature. All internship arrangements and special projects are subject to approval by the instructor.

The Field Experience course is not offered during the summer. Students participating in an internship during the summer are allowed to register for the course for the following, fall semester.

If the student is already employed full-time, a special project outside the student's normal duties should be identified in conjunction with the student's supervisor. This project will then serve as a focus of the course.

**SCHEDULING:** The Field Experience class meets four times during the course of the semester during weeks 2, 5, 10 & 15. An attempt will be made to identify a time that is mutually convenient to all students. The default time will be 3:30 – 6 p.m. Thursdays.

**WEB SITE:** A web site for this course will be set up within Blackboard. All pertinent information will be posted on the site including this syllabus, a course schedule, and announcements. Student papers will also be submitted via the site.

**REQUIREMENTS:** There are three sets of requirements for this course; 1) the internship/special project, 2) papers, and 3) class participation.

Internship/Special Project. For the internship/special project, there are three “deliverables”:

1. A portfolio of work done in conjunction with the internship/special project. This can include, for example, analyses, reports, and/or memos authored by the student. The portfolio will be graded according to the completeness, clarity, and professionalism of the packet.
2. An evaluation of the student’s internship/special project performance by the student’s immediate supervisor. An evaluation form will be posted on the course web site. The evaluation will be graded based on the level of performance described by the supervisor, i.e. if the supervisor describes a high level of performance, the student will receive a “2 – Exceeds expectations” on this element.
3. A self-assessment by the student of the internship/special project experience. An evaluation form will be posted on the course web site. The self-assessment will be graded according to the thoroughness and thoughtfulness of the document. The self evaluation should include a summary of hours worked by week.

Papers. Each student is required to prepare three 5-page papers. One paper will be submitted each of Week #5, Week #10 and Week #15. In these papers, the student is expected to discuss/reflect upon elements of his/her MPA coursework in the context of his/her internship/special project experience. Potential topics include:

- Leadership styles and effectiveness
- Ethics and morality
- Group interactions and organizational behavior
- Motivation and work
- Personnel practices
- Measuring output, performance, outcomes
- The relationship between politics and administration
- Intergovernmental relations
- Organizational structure

You may also pick another topic of your choice with the instructor’s approval. All papers must conform with the American Psychological Association Style Manual, 5<sup>th</sup> Edition which can be found online at <http://owl.english.purdue.edu/>. Each paper will be assessed on the basis of the following considerations:

- The effectiveness with which the student integrates the course material with the real world of the internship/special project experience.
- The student’s ability to demonstrate how topics covered in previous courses relate to his/her internship/special project experience.

- A demonstration by the student that s/he has more than a superficial knowledge of the topic that serves as a focus of the paper.
- The number and relevance of the works cited. (P.S. – the citations should include references to the actual literature, not just things you find on the Internet.)
- Appropriate formatting – see above.

Each paper must be posted on the course web site no later than 24 hours prior to the beginning of the class at which it is to be presented. Each paper will be graded on a scale of 1-10 as follows;

- 8.75 – 10 = Exceeds expectations (2)
- 7.5 – 8.74 = Meets expectations (1)
- Below 7.5 = Does not meet expectations (0)

A half point will be deducted from the grade if the paper is late. Each paper will be presented in oral form during the class session for which it is assigned.

Class Participation. For class sessions #2, #3, and #4, each student is expected to read all the papers submitted by the other students in the class and to prepare one written question on each paper for submission at the time of the class. The relevant question will be posed by the student during the discussion of each paper.

EVALUATION: Each of the nine elements of the course will be assigned a grade as follows;

- 2 – Exceeds expectations
- 1 – Meets expectations
- 0 – Does not meet expectations

This is a pass-fail course; to receive a passing grade, a student must have a total of nine points or an average of at least “meets expectations” on all course elements;

Internship		
	Portfolio	1
	Supervisory Evaluation	1
	Self-Assessment	1
Papers		
	Class session #2	1
	Class session #3	1
	Class session #4	1
Class Participation		
	Class session #2	1
	Class session #3	1
	Class session #4	1
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	Total	9

If a student receives a “0 – Does not meet expectations” on any one element, a student can still pass the course by receiving a “2 – Exceeds Expectations” on another course element.

READINGS: There are no assigned readings for this course. Each student is expected to do reading associated with his/her paper topics.

#### SCHEDULE

Week 2

January 20 First class session; introductions and overview.

Week 3

January 27 Topic for Paper #1 due

Week 5

February 10 Second class session; presentations of Paper #1

Week 8

March 3 Topic for Paper #2 due

Week 10

March 17 Third class session; presentations of Paper #2

Week 13

April 14 Topic for Paper #3 due

Week 15

April 28 Fourth class session; presentations of Paper #3