PA/PAH 509: ORGANIZATIONAL EXPERIENCE

Orientation and Answers to Frequently Asked Questions, 2019/2020

What is PA/PAH 509?

Final integrative experience in the MPA and MPA:HA programs

Worth six credits (equal to two classes)

Taken after at least 42 credits of coursework completed

Ideally taken as close to end of program of study as possible

The purpose of PA/PAH 509.

Provides a final, culminating, applied, integrative, personalized experience

Allows students to apply knowledge acquired in courses to field settings

Gives opportunity to experience and "work" in a new organization

Can explore possibility of future employment

Offers opportunity to reflect on learning/career

2019-2020

Who takes PA/PAH 509?

MPA and MPA:HA students who have not had at least 3 years of managerial and/or supervisory experience.

Experienced MPA students are still encouraged to take PA 509.

Faculty advisor must sign off on 509/alternatives for students.

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If I don't take PA/PAH 509…

You must have your advisor's permission to waive the PA/PAH 509

Instead of PA/PAH you will take PA/PAH 512 Case Analysis (6 credits)

If you think you can waive PA/PAH 509, you may leave this presentation now; please consult with your faculty advisor for approval and to register for PA 512

Why "organizational experience" and not "internship"?

An "internship" is perceived by many in the field as a full-time intense experience for students who bring very little expertise, require intense supervision, and may not produce much in the way of a substantive product
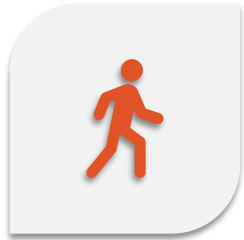
Many students have considerable expertise and will not do PA/PAH 509 full-time or need extensive supervision because of their backgrounds
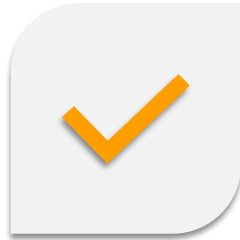
SO: "experience" rather than "internship" with higher expectations for outcomes

Prerequisites.

COMPLETION OF AT LEAST 42 CREDITS OF THE MPA AND MPA:HA PROGRAMS.

FOR MPA STUDENTS ONLY, HAVE A SIGNED "FIELD OF SPECIALIZATION" FORM ON FILE

MEET WITH YOUR FACULTY ADVISOR TO DISCUSS YOUR INTERESTS AND RELEVANT SITES FOR A PA/PAH 509 EXPERIENCE (THEY KNOW YOU AND HAVE GOOD CONTACTS)

ATTEND THE PA/PAH 509 ORIENTATION AND REVIEW THE RELEVANT CURRENT DOCUMENTS

What is involved in PA/PAH 509?

- Field-based applied experience

- Placement negotiated by you to meet your career goals and learning objectives

- 6 credits = 2 days per week over one quarter or 1 day per week over two quarters plus research and writing time (200 total hours)

- Develop project report relevant to setting AND a reflective paper AND public presentation

- Graded A-F:

  - Project Overview 5%; Project Report 40%; Reflective Paper 30%; Presentation 20%;   PA/PAH 509 Faculty Assessment 5%

Who are the 509 faculty?

- Faculty who approve contract, grade your work, and help resolve problems
  - Grace Chikoto Schultz for MPA students; gls3@pdx.edu, 503-725-5405
  - Theresa Kaimanu for MPA:HA students; 503-725-5155, theresak@pdx.edu
- Regular faculty advisor reviews and approves draft of contract; PA/PAH 509 faculty gives final approval and grades

Finding a field site.

Use your own contacts

Get suggestions from your faculty advisor or other faculty

Pull information from program listservs

Conduct informational interviews

Create a special project arrangement at the organization where you work (NOT your regular duties and job)

**** Start looking early ****

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What is appropriate for a project?

Parameters for the field-based project(s):

- Topic of interest to you
- Substance of work of interest to the field site and makes a contribution to its operations
- Work required integrates across the curriculum

Can complete within timeframe available

Must have relevant expertise/coursework

- For example, do not take on an evaluation project if you have not taken a course on program evaluation or do not have relevant expertise

Can I get paid?

Yes if feasible

Not expected/required

May be negotiated between student and field supervisor

Not a condition of establishing the PA/PAH 509 experience

University not involved in arrangements

THE LEARNING CONTRACT

The learning contract: Elements.

Completed and signed two-page cover sheet

Unofficial PSU transcript of classes to date (#4)

MPA students: Copy of Field of Specialization form, signed by your faculty advisor

Current resume (#5)

Career goals -- now and 5 years from now (#6)

Description of the setting and the work you will do (#7)

Learning objectives for PA/PAH 509 experience (#8)

List of relevant courses completed, theoretical principles, application to PA/PAH 509 project (#9)

Description of final submissions to be graded (#10)

Discussion of relevant Departmental competencies (#11)

Signed special registration form(s)

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Why is the learning contract so important?

- Serves as <u>your</u> syllabus for PA/PAH 509

- Allows you to define:

  - A relevant learning experience

  - Your expectations

  - The expectations of the field supervisor

- Builds upon your career, skills, graduate education

- Protects you from inappropriate assignments

- Provides the basis for your final reflection

- Basis for PA/PAH 509 faculty evaluation and grading

#5: Writing a resume.

- Many resources on campus

  - Career Center

  - Library

  - Writing Center

- Check these resources for assistance to write/update resume

- Resume should be current (not as of application to program)

#6: Writing career goals.

- Articulate what you want to do in the near-term

- Articulate where you want to be in 5 years in terms of professional work

- Ensure relevance to current program of study

- Consider potential:
  - Titles
  - Settings/Kinds of organizations
  - Responsibilities

- Not necessary to discuss your current work, volunteer activities or education

- **2-3 pages** in length (double-spaced)

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#7: Work description.

- Describe the setting, organization
- Identify the supervisor by name and position
- **With the field supervisor**, define the work to be done and articulate:
  - Skills, relevant course work/experience
  - Expectations
  - Responsibilities
  - Deliverables/products
- Specific for the work you will do during PA/PAH 509 from the perspective of the field site
- **2-3 paragraphs** in length (double-spaced)

#8: Writing learning objectives.

Learning objectives describe the work you will be doing from your perspective as a learner

- **4-5 objectives** that integrate across your courses completed to date

  - Define tasks and evidence for each learning objective (i.e. processes and outcomes)

- What will be different about you as a result of what you learn/do in the PA/PAH 509 experience?

  - New/enhanced knowledge, skills, competencies

- **PLUS required final objective** on integration and application of curriculum

- **1-2 pages** in length; see examples pp. 7-9 in student guide

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Example: Learning objective.

Objective 1: Develop & Apply Communication Skills

Tasks:

- Identify relevant constituency groups
- Develop targeted outreach brochures
- Create presentation slides and script
- Speak to at least four community groups

Evidence:

- Copies of brochure, slide presentations, script, list of community groups
- Written narrative describing process

#9: Relevant course content.

- Your experience should draw upon **8-10 courses** you have completed in your   current program

- For **each** course:

  - List the course name and course number

  - Identify and discuss specific and relevant **theories, concepts, and principles**

  - Discuss how you will **apply** these in your project work

- Provide evidence you have the necessary academic background to do the defined work

- **2-3 pages** in length (double-spaced)

#10: Description of final submissions.

Explanation of your final submissions must include a description of the project report you will be developing for the site.

- Includes **detailed written documentation** developed for the organization (as relevant)

- May include **recommendations, conclusions, policies**

- Should identify any **additional submissions** you will provide that reflect the evidence discussed in your learning objectives

- Should also discuss **briefly** the project overview, reflective paper, and the presentation

#11: Competency attainment.

Your organizational experience should help you to attain many of your program's competencies.

- Identify *by number* which of the competencies your experience will help you attain.

- Describe which competencies will be achieved through which of the learning objectives (may be multiple).

- Add other clarification to help you focus on the competencies.

- MPA:HA students should use the health version of the competencies (on website).

Approval of the learning contract.

Meet with your faculty advisor soon

Find a placement and field supervisor

Negotiate project(s) and expectations

Discuss project, its outcomes and associated tasks with faculty advisor

Complete elements 6-7 of the learning contract in draft, **email** them to faculty advisor, receive feedback, revise, get faculty advisor approval of draft (iterative)

Email draft of entire learning contract (#6-11), including approved #6-7 to PA/PAH 509 faculty, revise, finalize (iterative)

In-person meetings are not required

2019-2020

REGISTERING FOR PA/PAH 509

To register for PA/PAH 509 …

- When PA/PAH 509 faculty approves learning contract, prepare all materials **in hard copy** including completed, signed special registration form(s)

- Register for 6 credits in one quarter, or 3 credits each in 2 consecutive quarters **except for summer quarters**

  - Complete and sign 1 special registration form (6 credits) or 2 forms for 2 quarters (3 credits each) **except for summer quarters**

- MPA register for PA 509; MPA:HA for PAH 509 (use correct CRN on special registration form)

- Submit **hard copy** and PA/PAH 509 faculty will sign contract and register you (no one else can do this)

- Registration cannot be done online or without a complete signed contract

Approval/Registration deadlines.

- Submit complete first draft of #6-7 of the contract to your faculty advisor by email during quarter prior to registration

  - Faculty advisors need **1-2 weeks** to review

- Submit draft of entire learning contract (#6-11), including approved #6-7 to PA/PAH 509 faculty

  - PA/PAH 509 faculty need **2 weeks** to review draft

  - **Fall 2019**: Deadline for advisor-approved draft to 509 faculty is September 9; must be registered by October 10

  - **Winter 2020**: Deadline for advisor-approved draft to 509 faculty is December 9; must be registered by January 11

  - **Spring 2020**: Deadline for advisor-approved draft to 509 faculty is March 16; must be registered by April 9

  - **Summer 2020**: Deadline for advisor-approved draft to 509 faculty is June 1; must be registered by June 21

REGISTRATION	Fall 2019	Winter 2020	Spring 2020	Summer 2020
Last date to submit FINAL signed approved contract for registration (Sections 4-11, with a completed, signed cover sheet) to PA/PAH 509 faculty (Drs. Kaimanu or Schultz).	Sept 23	Jan 6	March 30	June 15
Last date to submit a draft of the full learning contract (Sections 6-11) to PA/PAH 509 faculty (Drs. Kaimanu or Schultz).	Sept 9	Dec 9	March 16	June 1
Recommended date to submit a draft of the full learning contract (Sections 6-11) to PA/PAH 509 faculty (Drs. Kaimanu or Schultz).	Sept 3	Dec 2	March 9	May 26
Recommended date to submit polished draft of Sections 6-7 of the learning contract to *your* faculty advisor, for approval prior to submitting to PA/PAH/HSMP 509 faculty (Drs. Kaimanu or Schultz).	Aug 19	Nov 18	February 24	May 11
Must be registered by	**Oct 10**	**Jan 11**	**April 9**	**June 21**
For office use: Spec. Reg form add	**Oct 11**	**Jan 12**	**April 10**	**June 22**

2019-2020

COMPLETING PA/PAH 509

Important completion deadlines.

- To receive a final grade, must hand in all four submissions in <u>hard copy</u> to PA office by:

  - **Fall**: November 25; **Winter**: March 9; **Spring**: June 1; **Summer**: September 8

- Presentation follows report submission

- May complete PA/PAH 509 in summer and still participate in June graduation

- If <u>all</u> requirements not completed by University deadlines, you must negotiate an incomplete with the PA/PAH 509 faculty with written agreement on file

  - You <u>must</u> submit products and present in the next quarter

Completing the 509: The project overview.

3-5 pages double-spaced

Includes:

- An overview of the setting of the work
- The process for completing the work
- The outcomes of the work

Completing the 509: The project report.

Project report format varies:

- Includes **detailed written documentation** developed for the organization (as relevant)

- May include **recommendations, conclusions, policies**

- Provided to the organization and the university

- Should have a **table of contents**; references between narrative of the report and appendices to **track connections**

More on the project report.

Ensure evidence presented reflects **approved learning objectives,** but is not organized by them

Must be sufficiently **detailed** to merit 40% of 6 credits

Clearly indicate what is **your original work**, and what is the work of others

Do not include extraneous "nice to know" information; you are being graded for **your work** not for the work of others

Ensure this is a **comprehensive, polished and professional** document

Confidential material in the report.

Field supervisor needs to discuss with PA/PAH 509 faculty well in advance of project completion

Determine what can be released in confidence and what must be blinded

Report is only read by one PA/PAH 509 faculty and then returned to student

Clarify timing of submission and return to maintain confidentiality

Ensure student does not get caught in rework to remove confidential information at last minute

Completing the 509: Reflective paper.

- Reflective paper based upon the experience **(10-12 pages)**
  - Achievement of learning objectives (or not)
  - Description of related learning
  - Opportunities for integration of curricular content
  - Accomplishment of some/all of the Departmental competencies
  - Need for future professional development
  - Implications for future career
  - Personal narrative describing new insights and observations
  - Submitted only to university

Completing the 509: Presentation and assessment.

- Presentation
  - 10 minute presentation **(no more than 12 slides)**
  - Submitted in hard copy with other submissions
  - Presented in public setting, with 5 min. Q&A
- Competency self-assessment (via email)

Presentation schedule 18/19.

- Each student presents 10 minutes on organizational experience (guide on website) + 5 minutes of Q&A

  - Be attentive to professional style and attire

- Field supervisors, faculty, students attend

- Opportunity to synthesize, share experiences, professional development

- Dates for 2019/2020:

  - Fall - December 2;

  - Winter - March 19;

  - Spring - June 10;

  - Summer - Sept. 17

- **Required** of all students to complete PA/PAH 509

- Alternative if out of town is via Skype, **no waivers**

Grade determination.

- Project narrative (5%)
  - Summation of the project and nature of work completed
- Comprehensive final project report (40%)
  - Complete and detailed documentation and synthesis of work, context, processes, challenges, accomplishments, and outcomes; professionally presented product
- Thorough written reflection (30%)
  - Accomplishment of learning objectives, insights into career goals and directions, thoughts on relevant coursework, competency attainment
- Professional presentation (20%)
  - Satisfactory summary **and** professional delivery
- PA/PAH 509 faculty assessment of progress (5%)
- Incomplete assigned if insufficient documentation to assess; must then complete next quarter
- 509 faculty will provide guidance for incompletes

What to do if ...?

- The emphasis of the work changes, OR

- The breadth/scope of the work changes, OR

- There are major disagreements, OR

- The field supervisor changes, etc.

- Refer back to the learning contract

- Attempt to resolve at the site

- Contact the PA/PAH 509 faculty

- Revise your learning objectives

- Get new objectives/evidence approved

2019-2020

Other useful information.

Plan ahead

Be attentive to published deadlines

Follow the guidelines to avoid delays

Be prepared to revise materials

Use current 509 materials on PA website

Ensure PA/PAH 509 faculty have current contact information for you

Respond promptly to all 509-related emails

If you have not had a contact from the 509 faculty by one month prior to submission deadline, check your spam/junk folder for emails!

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GOOD LUCK!