

**Portland State University  
PA/PAH 509 Organizational Experience**

**LEARNING CONTRACT**

The completed learning contract, including original signatures of the student, field supervisor and faculty of record, is maintained on file at the Department of Public Administration. Students should keep a copy for their own records. Students will be registered for PA/PAH 509 after the final contract is completed and approved.

*\*\* Please type or print neatly. \*\**

**STUDENT INFORMATION (print clearly):**

---

Last name	First Name	M.I.	University ID #
-----------	------------	------	-----------------

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

---

Personal Phone	Work Phone	Email Address
----------------	------------	---------------

Degree Program (circle one):    MPA    MNL    MPA: HA

If MPA, indicate MPA specialization: \_\_\_\_\_

*MPA students: Attach a copy of your Field of Specialization form, signed by your faculty advisor; your contract will not be reviewed without this form attached.*

Number of credit hours completed in the program to date: \_\_\_\_\_

Name of Faculty Academic Advisor: \_\_\_\_\_

**FIELD SITE INFORMATION (print clearly):**

---

Organization

---

Address	City	State	Zip Code
---------	------	-------	----------

---

Field supervisor Name	Title
-----------------------	-------

---

Work Phone	Fax	Email address
------------	-----	---------------

***Please turn over the page.***

**Please complete all of the following items:**

1. Date of attending the PA/PAH 509 Orientation: \_\_\_\_\_
2. Anticipated term(s) for enrollment in organizational experience: \_\_\_\_\_
3. Anticipated date of submission of final PA/PAH 509 materials: \_\_\_\_\_
4. Attach a list of courses taken in the master's program and grades for those courses, as well as a schedule of remaining courses to be taken. MPA students must also attach a copy of their signed field of specialization form.
5. Attach a complete and current resume.
6. State your specific career goals for the near future, and for 5 years from now. (2-3 pages double-spaced)
7. Describe the organizational setting, department/unit, field supervisor name and position title, nature of work to be completed, and experience/skill requirements. Describe what you are going to do for the organizational experience. (2-3 paragraphs double-spaced)
8. Describe your learning objectives for the experience. For each objective, include a list of tasks and the evidence you will submit.
9. Describe all courses taken to date that relate to the proposed organizational experience (8-10 courses). List all relevant course names and numbers, and include a 3-4 sentence discussion for each course of both the theoretical learning principles/concepts and how you expect to apply them in the organizational experience. (2-3 pages double-spaced)
10. Describe the final submissions – the project narrative, the project report you will submit to the organization and to the University, the reflective paper you will complete for the University, and the final presentation. (1-3 paragraphs double-spaced)
11. Describe how the proposed work will help you achieve some or all of the ten Departmental competencies. Write briefly about each competency that is relevant to your work, using the numbers and competencies on the PA website. (3-4 paragraphs double-spaced)

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Field supervisor signature Date

\_\_\_\_\_  
Assigned faculty advisor signature Date

\_\_\_\_\_  
PA/PAH 509 Faculty signature Date