

# 2011

## Application to Enroll in PA590 Submission Guidelines



Upper Iowa University MPA Program

5/13/2011

## Introduction and Overview

In PA590 you will complete a comprehensive public administration project or program analysis, which will afford you the opportunity to apply theory to practice. In that paper, you should exhibit a level of analysis, critical thinking, and professional presentation appropriate to graduate level work. The report you produce is intended to be an integrative document that will demonstrate you have fulfilled the UIU MPA program objectives and mastered the skills and knowledge of your emphasis area. Finally, your PA590 project is vitally important to the faculty and the program. It is not only a reflection of the quality of the program, but also will allow us to assess the effectiveness of the MPA program in achieving its stated mission and objectives.

Selecting an appropriate project or program for your analysis is directly related to making PA590 a rewarding capstone experience. Key to identifying an appropriate project or program is early preparation. To ensure that you are ready when you start PA590, you will submit an Application to Enroll in PA590. The Application, which is described below, must be submitted to the MPA Program Coordinator at the *beginning of the term prior to your planned enrollment in PA590*. The MPA Program Coordinator will review the Application, recommend any needed changes, discuss it with you, and ultimately, approve it before you will be eligible to enroll in PA590. The Program Coordinator will forward the approved application to the instructor teaching PA590

The application and approval process ensures you have selected an appropriate project or program, that there is a related underlying public policy, and that you will have adequate access to the data you will need in PA590. For the Application, you will complete two tasks. The first task is to identify the project or program you will analyze, the underlying public policy, and the organization implementing it.

In your comprehensive public administration project or program analysis you will be searching for, as well as applying, knowledge. We are interested in learning how a public sector organization implements a project or program designed to address a specific public policy in order to improve the public good. The focus of your investigation must be an existing project or program with a public administration foundation and implications and must be linked to a specific government or non-profit organization. Because you will actually be conducting an analysis of the project or program you select, you must have sufficient access to the kind of data and information from that organization needed to make such analysis possible. There must also be a specific underlying public policy. That public policy may be an existing law, administrative rule, or court decision.

The second task is to describe one course objective, how it is related to the project or program, and how they would go about analyzing it. This will familiarize you with the process you will use to develop your comprehensive project or program analysis in PA590.

In PA590, you will identify one course objective from each of the courses in your emphasis area to conduct the analysis. (Course objectives can be found at [www.uiu.edu/mpa](http://www.uiu.edu/mpa) under the current student tab) Your analysis will demonstrate your mastery of key concepts and theories in public administration.

For the Application to Enroll in PA590, you will identify one course objective from PA510 and explain how you are going to define that objective and operationalize it for your project or program analysis. The definition you use and how you operationalize the objective must be based on a review of the literature for that course objective *as it is logically related to the project or program you are analyzing*. Finally, you will describe the data you will use to analyze the project or program. In PA590, you will complete similar steps for one course objective from each of the courses in your emphasis area and then complete the analysis you have described. For the Application, however, you will not conduct the analysis, but must demonstrate that you understand and are able to complete the required steps in preparation for your analysis in PA590.

For example, assume you are evaluating a vocational training program based on a national policy of helping workers who are displaced due to foreign competition find new jobs. Further, assume the selected course objective for PA510 is, “synthesize theoretical knowledge of intergovernmental relations and public administration.”

For the Application, after describing the program, the underlying public policy, and the organization implementing the program, you would conduct a literature review of intergovernmental relations related to vocational training programs. Based on that literature review, you will describe how you plan to define and operationalize intergovernmental relations for your analysis of the vocational training program. Finally, you would describe the materials or information you will use for your analysis in PA590 and how you will access those materials or information from the organization you selected.

### **Elements of the Application to Enroll in PA590**

#### **1. Brief description of the project or program being analyzed:**

A. Identify and briefly describe the underlying public policy being addressed by the project/program you plan to analyze. The public policy may be an existing law, administrative rule, or court decision.

B. Identify and briefly describe the specific project or program that is being used to address that public policy. Discuss why the project/program is important and how it relates to public administration.

C. Identify and briefly describe the organization that is responsible for implementing the project or program you plan to analyze and how you will access the information or materials needed to conduct your analysis.

## 2. Course objective to be analyzed:

- A. Identify one course objective for PA510 that is related to the public policy and the project or program you plan to analyze, and which you described in 1 above.
- B. Based on a review of the literature, define the objective you selected and describe how you will operationalize it for your project or program analysis. Your literature review should include at least three (3) academic, peer-reviewed journal publications.
- C. Describe the data you plan to use to conduct the analysis of the project or program related to the course objective you defined and operationalized above.

## 3. Application requirements:

- A. The Application should be about 4-5 pages (double-spaced) in length. It should have a title page and a list of references, which are not included in the page count.
- B. The Application should be well organized, be free of spelling errors and typos, and use good grammar and sentence and paragraph structure.
- C. The Application should use APA (6th edition) formatting of headings and sub-headings, in-text citations, and references.
- D. The Application should be submitted to the MPA Program Coordinator no later than the beginning of the term *prior* to your planned enrollment in PA590.

## 4. Enrollment in PA590

Following the MPA Program Coordinator's final approval of the Application to Enroll in PA590, the Application will be forwarded to the PA590 course instructor and you will be approved for enrollment in PA590.