

Public Administration Program
PA 795: Applied Field Experience (1-3 credits)



Course Description

Prerequisite: Student in MPA Program and consent of instructor.

This is applied, project-based agency experience. Student works with a public, nonprofit, or voluntary agency to gain specific, substantive research, or other professional skills to complement the MPA curriculum. A maximum of 3 credits can count as electives on the ATC / GAP. Students CANNOT substitute these experiences for the internship and/or internship seminar.

A. Student Learning Objectives

1. The student will apply the knowledge gained in courses to problem or issues in the community.
2. The student will gain an understanding of what happens when theoretical knowledge is applied in the field.
3. The student will learn how to interact successfully with managers in the field.

B. Course Requirements

In addition to the successful completion of the agency project, each student will complete a reflection paper that incorporates public administration literature and concepts, a briefing paper on the project or agency’s work, and a student self-assessment. Please refer to the Table below:

Credits	Hours of Field Experience	Paper Assignments, Deadline, Weight	Field Evaluation
1 credit	75 hours	1. One reflection paper (4-5 pages) - Due upon completion of the AFE, 60% of the grade	Supervisor Evaluation, 40% of the grade
2 credits	150 hours	1. One reflection paper, 5 pages, due towards the end (approx. 125 of 150 hours completed), 25% of the grade 2. One briefing paper, 5 pages, due towards the end (approx. 125 of 150 hours completed), 25% of the grade 3. One self-assessment paper, 2-3 pages, due upon completion of the AFE, 10% of the grade	Supervisor Evaluation, 40% of the grade
3 credits	225 hours	1. One reflection paper, 6-7 pages, due towards the end (approx. 200 of 225 hours completed)25% of the grade 2. One briefing paper, 6-7 pages, due towards the end (approx. 200 of 225 hours completed), 25% of the grade 3. One student self-assessment paper, 2-3 pages, due upon completion of the AFE, 10% of the grade	Supervisor Evaluation, 40% of the grade

C. **Consent of Instructor and MOU**

- For consent of instructor to be granted, students must submit a **Memorandum of Understanding signed by the host agency, the student, and the instructor.**
- The MOU must include a project description that defines the students' responsibilities, including expected number of hours, and reporting/worksites requirements; the agency name and web link (or printed background information provided as attachments); and the agency contact person, phone number, and e-mail.
- Once the instructor reviews the MOU, the instructor will allocate the appropriate number of credits and assign the requisite written work for the student.

D. **Completion**

The field experience will not be considered complete until all written materials, including the supervisor evaluation and student self-assessment (where applicable) are submitted.

Upload the papers on I-learn. Do not email them to the instructor.