

PA 700 / PA 800 Case Study Assessment Form

Student Name: _____
 PA 700 Semester: _____
 PA 800 Semester: _____

Evaluator: _____
 Evaluator: _____

Evaluation Criteria	Poor (1)	Fair (2)	Good (3)	Excellent (4)	PA 700 Score	PA 800 Score	Score +/-
1. The student identifies limited and specific policy problems or issues	The memo offers a laundry list of problems, without specific detail; or, the memo focuses attention on too few problems or irrelevant problems	The memo identifies a limited set of problems and develops each problem with details from the case; however, the problems are not relevant to public administration	The memo identifies a limited set of relevant public administration problems, but does not sufficiently develop each problem with details from the case	The memo identifies and explains a limited set of relevant public administration problems. Each problem is substantiated with details from the case.			
2. The recommendations are consistent with the analysis (i.e. address the identified problems or issues)	Recommendations are limited and do not closely correspond with the analysis of the problems in the case; public administration theory and research is not used to develop the recommendations	Recommendations are offered, but do not address each problem raised in the analysis; limited public administration research and theory is used to develop the recommendations	Clear recommendations are offered for <u>each</u> problem raised in the analysis; <u>some</u> , but not all of the recommendations are based on relevant public administration theory and research	Clear recommendations are offered for <u>each</u> problem raised in the analysis; <u>all</u> of the recommendations are based on relevant public administration theory and research			
3. The discussion of stakeholders is closely associated with the analysis and recommendations	The memo does not include discussion of stakeholders in the case	The memo includes a list of stakeholders, but does not explain why their perspectives or interests are important	The memo integrates the discussion of stakeholders with the analysis and recommendations, but does not fully develop the relevance of the stakeholders to the case	The memo integrates the discussion of stakeholders with the analysis and recommendations, and uses details from the case to carefully explain their relevance			
4. The student attributes logical powers to government, private and non-profit actors	The student asserts illogical powers for actors in the case, with significant factual errors	The student attributes logical powers to actors, but makes minor factual errors	The student attributes logical powers to all actors in the case	The student attributes logical powers to all actors in the case, and provides detailed information on legal authority, providing evidence of an advanced understanding of government and non-profit management			

5. Relevant concepts from Woodrow Wilson's article are applied to analyze the problem or shape conclusions	The student fails to reference Woodrow Wilson's essay.	The student references Wilson's essay in a tangential fashion; an unimportant line is quoted, or an unimportant concept is referenced	The student identifies a central concept in Wilson's essay, but does not use the concept to help develop the analysis or recommendations	The student identifies a central concept in Wilson's essay and uses that concept to construct the analysis or recommendations	
6. The student demonstrates knowledge of important concepts about public administration and policy	The student fails to reference relevant public administration concepts and research, beyond the required citation to the Woodrow Wilson essay	The student makes limited references to public administration research and theory included in the MPA curriculum	The student references a variety of public administration research and theory included in the MPA curriculum	The student references a scope of public administration research and theory beyond the MPA curriculum, demonstrating additional reading and individual mastery of the field	
7. Sources are referenced using APA in-text citation format	The memo fails to include in-text citations and/or a reference page	The memo includes a reference page and in-text citations, but the student does not use the APA documentation format	The memo includes a reference page and in-text citations, but the student makes minor errors in APA formatting	The memo includes a reference page and in-text citations, and the student makes no errors in APA formatting	
8. The student's writing makes a clear and cogent argument	The argument in the memo is unclear or illogical	The overall argument is logical, but one or more sentences require revision and clarification	The overall argument is clear and logical; only minor clarification is required	The overall argument is clear and logical; the quality of argument is consistent with graduate level work	
9. The student uses correct spelling and grammar	The student demonstrates a poor command of the language; the memo is unclear and can only be read with great difficulty	The student demonstrates a fair command of the language; the memo contains numerous spelling and grammatical errors	The student demonstrates a strong command of the language; the writing contains very few spelling and grammatical errors	The student demonstrates a strong command of the language; the writing contains no spelling or grammatical errors	
10. The overall design of the memo and presentation of information is professional	Overall, the memo is not formatted professionally. The product could not be considered graduate-level work and could not be presented to a client organization.	Overall, the memo is formatted correctly, but the organization and presentation require improvements before the work could be presented to a client organization.	Overall, the memo is formatted correctly and professionally. The product demonstrates graduate-level work. The department would endorse this memo as a product to present to a client organization.	Overall, the memo is formatted correctly and professionally. The product demonstrates very high quality work, which could be presented to a client organization. The department would endorse the memo as among the best work completed by our students.	
TOTAL					