Style Sheet for Assessment Case Study

To complete this assessment case study, you must identify the significant facts and issues that are presented to you, consider the people involved and what their interests are, reflect on the decisions to be made and courses of action that can or must be taken, and come up with recommendations as to how to proceed. We expect your first effort to analyze a case will be difficult. By the time you reach the capstone course (PA 800) you should have much more knowledge and greater experience and analytical ability to apply to the case. We will be giving this assignment to new students in the Program and then, when you the PA 800 students take it, we will be able to assess some of the knowledge and skills you have developed in the MPA Program.

For this assignment, imagine that you have been asked to write a brief memo assessing the issues with respect to the case, and providing one or more recommendations as to what should happen next. The person to whom the memo is addressed wants to play a pivotal role in resolving the controversy over the case in a way that satisfies the most stakeholders.

Your task is to write a memo, not to exceed 3 pages, doubled-spaced. Your memo should:

- Identify the most significant issues/problems presented by the case
- Identify the important stakeholders and their interests in the
- Discuss the possible courses of action to be taken
- Make a recommendation for how the decision-maker should proceed and why.

Your discussion should also include reference to the essay by Woodrow Wilson, “The Study of Administration”. When you refer to it, you should do so using the APA in-text method of citation (see Hacker book or this website: http://www.wisc.edu/writing/Handbook/DocAPA.html). Make sure you begin with a brief introduction to the case and close with a brief summary of the main issues involved and your recommendation(s).

In PA 800, the assessment will be based upon:

- How effectively you have analyzed the public administration problem by identifying key public administration issues in the case
- The clarity with which you present and develop a clear and concise line of analysis (effective opening and closing with well organized points throughout the paper).
- The extent to which your recommendations are consistent with the analysis provided.
- Whether your recommendation(s) offer a feasible solution to the identified problem(s)
- The extent to which you effectively apply the Woodrow Wilson reading to the discussion.
- How you demonstrate good basic writing skills: grammar, spelling, sentence structure
- Whether you have appropriately cited your source(s).