Dear Student:

The faculty of the Graduate Center for Public Policy and Administration adopted a Student Learning Portfolio as an MPA program requirement, which took effect in Fall 2002. The Portfolio replaced the previous Comprehensive Examination requirement. This Handbook describes the Portfolio, and explains the purposes, characteristics, elements, policies, procedures, and grading criteria attendant to it.

We feel the Portfolio will help you to gain the greatest possible benefit from the MPA Program. It will also help you to showcase your professional talents for the greater public policy and administration community.

We are confident that your Student Learning Portfolio will strongly contribute to your success in the MPA Program. If you have any questions about the Portfolio, please contact any full-time faculty member. We look forward to working with you.

Sincerely,

David C. Powell

David C. Powell, Ph.D.
Director
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THE STUDENT LEARNING PORTFOLIO

The Student Learning Portfolio requirement serves two important purposes, one internal to the MPA Program and the other external. Internally, it allows both you and PPA faculty to track and assess your progress over your life in the program. It also helps the faculty to advise you more adequately, by letting you know about resources in the larger University community that can facilitate your educational success.

Externally, whether you are searching for a first job, or want a promotion from your current position, a portfolio is a valuable tool that details the capacities, skills, competencies, abilities, and accomplishments you have acquired or developed over your professional and educational life. It has been demonstrated repeatedly that the Portfolio serves just such a purpose.

The Portfolio is comprised of materials that are representative of your learning, growth and development, both educationally and professionally. Hence, a learning portfolio is:

* an organized record of what you have accomplished, both professionally and educationally, during your tenure in the MPA program

* a learning opportunity designed to help you integrate and apply your formal education to professional experience, and vice-versa

* a structured process that can help both you and your instructors assess your own learning, as well as your professional development, in an objective way

* a tool that can help you to present, or help a prospective employer to appreciate, your demonstrated capacity for learning and development
MAJOR ELEMENTS OF THE PORTFOLIO

The Portfolio consists of a number of examples of your work in the MPA Program, divided into four major sections: Personal Inventory; Demonstration of Mastery; Professional Development; Reflective Essay.

<table>
<thead>
<tr>
<th>FIGURE 1</th>
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<tr>
<td><strong>WHAT</strong></td>
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<td>Section 1:</td>
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<td>Section II:</td>
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<td>Section III:</td>
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<td>Section IV:</td>
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<tr>
<td>Submit Portfolio for final Review</td>
</tr>
</tbody>
</table>

SECTION I. PERSONAL INVENTORY

There are no required forms for this section. This section is completed in the PPA 500 Foundations course, and consists of:

a. a current resume as you begin the MPA Program
b. a well-written essay on “where you are,” both professionally and educationally, and how you expect your work in the MPA Program to enhance your professional life and career.

SECTION II. DEMONSTRATION OF MASTERY

This section consists of assignments you have completed in each of the required (core) courses. Each core course (with the exception of PPA 500) has one assignment that is designated as the portfolio assignment. A Demonstration of Mastery form is required to accompany each assignment. At the end of each of these courses, you add an example of your work to your Portfolio, after having it approved by your instructor as well as a second reader who also teaches that course.

a. PPA 555 Budgeting
b. PPA 577 Personnel
c. PPA 660 Organizations
d. PPA 670 Policy Analysis
e. PPA 696 Research Methods
f. PPA 697 Directed Research
SECTION III. PROFESSIONAL DEVELOPMENT

There are no required forms for Section III. This section can be started at the beginning of the MPA Program, and be constantly updated until the final review. It consists of your descriptions of your ongoing professional development and accomplishments in:

a. your job or internship in the public sector, including such things as reports written, presentations made, programs developed or implemented, grants received, training undertaken, assignments completed, promotions or special recognitions, and similar activities;

b. your community, professional, or other organizations, including certificates, awards, conferences attended, workshops facilitated, or other types of activities and recognition.

SECTION IV. REFLECTIVE ESSAY

This section is completed last, after all other sections are complete. It consists of:

a. your updated resume

b. a well-written, reflective essay in which you focus upon your learning in the MPA Program and your integration of learning with practice. The reflective essay is a new, original piece of work you write specifically for your Student Learning Portfolio. Your essay must be accompanied by a Reflective Essay Approval form.
The importance of careful planning in completing your required courses cannot be overemphasized. You must plan your program of study carefully to ensure that you complete the portfolio in a timely manner. To minimize the possibility of delays in graduating from the MPA Program, you must complete the following steps in the portfolio process in this exact order:

1. **Complete all required courses (500, 555, 577, 660, 670, and 696) and obtain approval of your portfolio assignment from each of these courses.**
   You cannot be enrolled in any of these courses in the semester in which you plan to complete the portfolio. It is wise to begin the process of obtaining approval of each of your portfolio assignments as soon as you complete the course. Please allow sufficient time for approval, keeping in mind that the assignment will need to be approved by multiple readers, and that you may need to re-work the assignment more than once to obtain approval from all readers.

2. **Complete PPA 697, Directed Research.**
   You must have completed all other required courses (see above) before taking PPA 697. Although PPA 697 is a one-semester, three-unit course, many students do not completely finish PPA 697 in one semester. You must complete PPA 697 and obtain approval before moving on to the next step. Please allow sufficient time, keeping in mind that your PPA 697 project will need to be approved by multiple readers, and that you may need to re-work it more than once to obtain approval from all readers. It is strongly recommended that you enroll in PPA 697 at least one semester BEFORE the semester in which you plan to complete the portfolio.

3. **Complete the Reflective Essay and submit it to the faculty for approval.**
   You must have completed all required courses (see above), including PPA 697, and obtained approval of all your portfolio assignments from all of these courses, before you may write the Reflective Essay. The Reflective Essay is due in Fall semesters on November 1, and in Spring semesters on April 1.*

   * Please check these dates with the department in the semester in which you plan to complete the portfolio. If you do not meet this deadline, your MPA graduation may be delayed until the next semester. Please allow ample time for approval of your Reflective Essay. You may have to re-write it more than once to obtain approval from all readers.

4. **Submit the complete portfolio for final approval.**
   You must have completed all the steps above and obtained approval of your Reflective Essay before submitting your complete portfolio to your portfolio advisor for final approval. The complete portfolio is due to your advisor in Fall semesters on December 1 and in Spring semesters on May 1. If you do not meet this deadline, your MPA graduation may be delayed until the next semester.

Please note that you may take your elective courses at any time, and in any order. Completion of elective courses does not affect the portfolio process. Please consult the sample student program on the PPA web page and/or in the MPA Student Handbook. If you have any questions about scheduling, please contact any full-time faculty member.
REQUIRED FORMS

Three forms facilitate faculty review and approval of your Portfolio. Samples of these forms are included in this handbook, and also are available in the Center office. See page 16 for a list of the order in which these forms are to be assembled in your Portfolio.

DEMONSTRATION OF MASTERY FORM

This form accompanies each core course assignment included in the Portfolio in Section II. It designates the core knowledge and skills mastered in that assignment. A separate Mastery form must be used as a cover sheet for each assignment. No core course assignment may be included in the Portfolio without a completed Demonstration of Mastery Form. You complete the top portion, and your Instructor and second reader complete the rest. You must obtain the required approval signatures on each Mastery Form before submitting the Portfolio for final review.

REFLECTIVE ESSAY APPROVAL FORM

This form must be used as a cover sheet that accompanies your Reflective Essay. You complete the top portion, and the remainder will be completed by the faculty who review your Reflective Essay. You must obtain the required approval signatures on this form before submitting the Portfolio for final review.

FINAL REVIEW APPROVAL FORM

When you are ready for your Portfolio final review, you complete the top portion of this form and present it to your PPA 697 Advisor along with your completed Portfolio.

There is also one additional form that, while not required, may prove useful to you in tracking the core knowledge and skills you acquire during the MPA Program. A copy of this form, the Core Knowledge and Skills Summary, is provided for you in this handbook. You may discuss the form with any of the faculty advisors, but it is not required to be included in your portfolio.
POLICIES, PROCEDURES, GRADING CRITERIA

SECTION I: PERSONAL INVENTORY

Section I, “Personal Inventory,” consists of your current resume and essay on “where you are now.” Portfolio acceptability criteria for these two items will be established by your PPA 500 course Instructor. These items will be reviewed only by your Instructor in the PPA 500 course. Once you successfully complete the PPA 500 course, you may place these two items in Section I of your Student Learning Portfolio. You do not need a second reader or a signed Demonstration of Mastery form for these items.

SECTION II: DEMONSTRATION OF MASTERY

Section II, “Demonstration of Mastery,” consists of approved portfolio assignments from each of the six core courses (555, 577, 660, 670, 696, and 697). Portfolio acceptability criteria for this assignment will be specified by the course Instructor. Please note that your portfolio assignment may also receive a course grade, but that does not signify its acceptability for the portfolio. You may, for example, receive a “B” on the assignment for the course, but it may require significant revisions to be acceptable for the portfolio.

Portfolio assignments will be reviewed first by the course Instructor, and then by a second instructor who teaches the same course. The second reader will be selected by the course Instructor. One of the two readers for each Portfolio assignment must be a full-time faculty. Once you begin this process, you have one year from the date of first submission to secure approval for each portfolio assignment.

A. THE FIRST SUBMISSION

You must complete the top part of the Demonstration of the Mastery form, attach it to the front of your assignment, and give both to your core course Instructor. You must also attach a copy of the grading criteria for the assignment. The Instructor assesses the portfolio assignment and signs the Mastery form.

1. Course Instructor Approves. If the assignment meets the criteria for acceptability for the Portfolio, the course Instructor will so indicate and send the Demonstration of Mastery form, the assignment, and grading criteria for that assignment, to the second reader (Figure 2).

   a. If the second reader also approves the assignment, the second reader signs the Demonstration of Mastery form and informs the student that the assignment has been approved.

   b. If the second reader does not approve the assignment, the second reader will meet with the original course Instructor and they will come to a final decision (Figure 3). If they do not agree, the assignment will be read by a third instructor, whose decision will be final.
I. If the final decision is to approve the assignment, the student will be notified that the assignment has been approved.

II. If the final decision is to not approve the assignment, the assignment will be returned to the student with detailed comments on what needs to be changed and the student will proceed to the Second Submission (Part B below).

2. Course Instructor Does Not Approve. If the assignment does not meet the criteria for acceptability for the Portfolio, the course Instructor will return the assignment to the student with detailed comments on what needs to be changed and the student will proceed to the Second Submission (Part B below).

### FIGURE 2
**STEPS FOR CORE COURSE ASSIGNMENTS APPROVALS**

- Student submits assignment and Mastery Form to course Instructor
- Approval
  - Changes
  - Second reader
- Disapproval
  - Changes
  - Student
  - Second Submission

**B. THE SECOND SUBMISSION**

After making the required corrections, you must attach the revised assignment to the back of the Demonstration of Mastery form, the original assignment, and the grading criteria, and turn them in to the PPA Office. The PPA Office will log in the date of the second submission and route the materials to the original Instructor. The Instructor assesses the revised portfolio assignment and signs the Mastery form.

1. Course Instructor Approves. If the assignment meets the criteria for acceptability for the Portfolio, the course Instructor will so indicate and route the Demonstration of Mastery form, the assignment and revision, and grading criteria for that assignment, to the second reader (Figure 2).

   a. If the second reader also approves the assignment, the second reader signs the Demonstration of Mastery form and informs the student that the assignment has been approved.
b. If the second reader does not approve the assignment, the second reader will meet with the original course Instructor and they will come to a final decision (Figure 3). If they do not agree, the assignment will be read by a third instructor, whose decision will be final.

I. If the final decision is to approve the assignment, the student will be notified that the assignment has been approved.

II. If the final decision is to not approve the assignment, the assignment will be returned to the student with detailed comments on what needs to be changed and the student will proceed to the Third Submission (Part C below).

2. **Course Instructor Does Not Approve**. If the assignment does not meet the criteria for acceptability for the Portfolio, the course Instructor will make detailed comments on what needs to be changed, sign the Demonstration of Mastery form, and pass the assignment and revision, and the grading criteria, on to the second reader.

   a. If the second reader believes that the assignment should be approved, the second reader meets with the original course Instructor to come to a final decision (see Figure 3). If they do not agree, the assignment will be read by a third instructor, whose decision will be final.

      I. If the final decision is to approve the assignment, the student will be notified that the assignment has been approved.

      II. If the final decision is to not approve the assignment, the assignment will be returned to the student with detailed comments on what needs to be changed and the student will proceed to the Third Submission (Part C below).

   b. If the second reader agrees that the assignment should not be approved, the assignment will be returned to the student with detailed comments on what needs to be changed and the student will proceed to the Third Submission (Part C below).

**C. THE THIRD SUBMISSION**

After making the required corrections, you must attach the revised assignment to the back of the Demonstration of Mastery form, the original assignment, the second submission, and grading criteria, and submit them to the PPA Office. The PPA Office will log in the date of the third submission and route the materials to the original Instructor. The Instructor assesses the revised portfolio assignment and signs the Mastery form.

1. **Course Instructor Approves**. If the assignment meets the criteria for acceptability for the Portfolio, the course Instructor will approve and route the Demonstration of Mastery form, the assignments and revisions, and grading criteria for that assignment, to the second reader (see Figure 2).
a. If the second reader also approves the assignment, the second reader signs the Demonstration of Mastery form and informs the student that the assignment has been approved.

b. If the second reader does not approve the assignment, the second reader will meet with the original course Instructor and they will come to a final decision (Figure 3). If they do not agree, the assignment will be read by a third instructor, whose decision will be final.

I. If the final decision is to approve the assignment, the student will be notified by the second reader that the assignment has been approved.

II. If the final decision is to not approve the assignment, the student will be notified that the assignment has not been approved, and the student will need to re-take the course with a different instructor.

2. Course Instructor Does Not Approve. If the assignment does not meet the criteria for acceptability for the Portfolio, the course Instructor will make detailed comments on the reasons, sign the demonstration of Mastery form, and pass the assignment and its revisions, and the grading criteria, on to the second reader.

a. If the second reader believes the assignment should be approved, the second reader will meet with the original course Instructor and they will come to a final decision (Figure 3). If they do not agree, the assignment will be read by a third instructor, whose decision will be final.
I. If the final decision is to approve the assignment, the student will be notified that the assignment has been approved.

II. If the final decision is to not approve the assignment, the student will be notified of the reasons why the assignment has not been approved, and of the need to re-take the course with a different instructor.

b. If the second reader agrees that the assignment should not be approved, the student will be notified of the reasons why the assignment has not been approved, and of the need to re-take the course with a different instructor.

**STEPS FOR SECTION III: PROFESSIONAL DEVELOPMENT**

Your descriptions of your professional development and accomplishments in your job or internship, associations, and community will be reviewed by your PPA 697 advisor, who is the final reviewer for your Portfolio. Generally, items in this section must demonstrate good written communication skills and follow good presentation guidelines. Your PPA 697 advisor will give you guidance for completing this section.

**STEPS FOR SECTION IV: REFLECTIVE ESSAY**

**Note:** Before you submit your Reflective Essay for review, all core course assignments—excluding PPA 697—must be completed and approved for inclusion in the Portfolio. That is, the Demonstration of Mastery form for each assignment must be signed and approved by faculty readers.

Deadlines for submission of Reflective Essay:

- **Fall Semester**  November 1
- **Spring Semester**  April 1

Your reflective essay will be reviewed by a randomly selected panel of three full-time faculty members, all of whom must certify in writing that the essay is approved for inclusion in the Portfolio (Figure 4). You submit the Reflective Essay Approval form and essay to the Center Secretary, who will distribute it to the selected faculty.

For the reflective essay to be approved for inclusion in the Portfolio, it must meet and meet the following criteria:

A. It must be a well-written, reflective essay which emphasizes the integration of your learning in the MPA Program and your practice. The reflective essay is a new, original piece of work you write specifically for your Student Learning Portfolio.
B. Demonstrate excellent writing skills. These skills include excellent syntax, rhetoric, grammar, spelling, and punctuation. The essay also must be well-organized.

C. Demonstrate a high degree of synthesis. That is, the essay must reflect an integrated, or holistic, view of your experience in the MPA Program.

D. Present at least one specific example of learning-in-practice. That is, examples must relate how you applied knowledge and/or skills gained in the MPA Program to a problem or situation in the workplace, internship, or other relevant public sector environment. Each example must include a description of

1. the problem, and its background or context
2. previously attempted approaches or solutions (if any)
3. the knowledge and skills you used, or would use, to address the problem

E. What the Reflective Essay is **Not**:

1. It is not a blow-by-blow description of each semester in the program
2. It is not a description of each of the courses you took
3. It is not a forum in which to launch attacks on anyone, be they faculty, administrators, employers, or other students, or for a discussion of pet peeves, or for any other complaints
4. It is not a stream of consciousness ramble about possible future plans

D. Each of the three panel members will independently “Approve” or “Not Approve” the Reflective Essay for inclusion in your Student Learning Portfolio.

1. If the Reflective Essay is “Approved” by all the three panel members, this decision will be communicated to you in writing by the Center Office.
2. If the Reflective Essay is “Not Approved” by any of the three panel members, the panel meets to determine what specific corrective action must be taken. This information will be communicated to you in writing by the Center Office.
3. You must make the specified corrections and resubmit the Reflective Essay to the Center, which will re-submit it to the faculty panel. The process will be repeated until the Reflective Essay is “Approved” by the whole panel. The Portfolio cannot be submitted for its final review until the Reflective Essay has been “Approved,” by all three panel members.
4. If the Reflective Essay is not approved by all three panel members for inclusion in the Portfolio within one year of the date of the original submission, you must prepare and submit a new essay. This new essay will undergo the same review process as the original essay.
FIGURE 4
STEPS FOR REFLECTIVE ESSAY

Student Submits Essay to Department Secretary/Random Selection of Three Reviewer Panel

Approving (by all panel members)

- Essay approved for Portfolio

Not approved by one or more

- Panel meets to identify and agree upon corrective action

- Panel communicates corrective action required to students

- Student revises and resubmits to faculty until it is approved
STEPS FOR FINAL PORTFOLIO REVIEW

When you have successfully completed all course work and all sections of the Portfolio, including the Reflective Essay, you must present your Student Learning Portfolio to your PPA 697 Advisor for final review. The Advisor will conduct a comprehensive review of the entire Portfolio to ensure that all elements are in place, and that all requirements have been satisfied. This comprehensive review will constitute the final check by the Department prior to graduation.

Deadlines for submission of Portfolio for final review to PPA 697 Advisor:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>December 1</th>
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<tbody>
<tr>
<td>Spring Semester</td>
<td>May 1</td>
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A. In order for the Portfolio to pass the final review, all of the following must be satisfactorily completed:

1. All forms must be in place, and properly signed.
2. All required elements of the Portfolio must be present.
3. All parts of the Portfolio must be of good presentation quality

B. If the Portfolio is “Approved,” the Center will advise both you and University officials that you have met all degree requirements. The University will then undertake its final review and approval process (Figure 5).

C. If the Portfolio is “Not Approved,” your PPA 697 Advisor will communicate to you, in writing, the reasons, as well as the specific corrective action(s) you must take. A copy of the written notification will also be sent to the Director of the Graduate Center for Public Policy and Administration, and to the Center Secretary, for inclusion in your student file (Figure 5). You will not be cleared for graduation until the Portfolio is “Approved” upon final review.

D. You must take corrective action as directed by the written notification and resubmit the revised Portfolio to the same PPA 697 advisor. This process will continue until you have satisfactorily completed all corrective action required by your PPA 697 Advisor. You will have one year from the date of the original submission of the Portfolio to complete revisions. When your Portfolio has been “Approved” by your PPA 697 Advisor, this will be communicated to University officials for their final review of degree requirements and approval of the degree.

E. If you fail to meet the one-year deadline specified in Point D, above, a Review Panel of three full-time faculty members will be convened, before which you must orally defend your Portfolio.
FIGURE 5
STEPS FOR PORTFOLIO FINAL REVIEW STUDENT SUBMITS ENTIRE PORTFOLIO TO PPA 697 ADVISOR

PPA 697 Advisor conducts comprehensive review

<table>
<thead>
<tr>
<th>Approved</th>
<th>Not Approved</th>
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</thead>
<tbody>
<tr>
<td>University notified that all requirements have been satisfied</td>
<td>Advisor communicates corrective action required to student (with copies to Director and Center Secretary for student’s file)</td>
</tr>
<tr>
<td>University does clearance for degree resubmits to</td>
<td>Student takes corrective action, PPA 697 Advisor</td>
</tr>
<tr>
<td>Degree Awarded</td>
<td>Student must revise and resubmit until approved</td>
</tr>
</tbody>
</table>
GENERAL PRESENTATION GUIDELINES

All items you include in your Portfolio must be of presentation quality. Sophisticated graphics are not required (although you can certainly include those if you wish), nor are expensive binding, paper, or printing. You must ensure, however, that each item is well-organized and neat, and is generally pleasing to the eye.

Secure the elements in your Portfolio in some way. A three-ring binder or expandable files are perhaps the easiest methods, since those would allow you and the reviewers to easily access and manipulate materials.

If you have oversized items you wish to include, place them in an appropriately labeled envelope and secure them to the rest of the Portfolio. Likewise, if you have small items (such as photographs, video tapes, or floppy disks), place them in an appropriately labeled envelope and secure them to the rest of the Portfolio as well.
ORDER OF PRESENTATION FOR FINAL REVIEW

Please make sure that you collect all required elements for the Portfolio and that each element is identified with your name. Please assemble your Portfolio elements in the following order:

Final Review Sign-Off Sheet

Section I: Personal Inventory

a. Resume PPA 500
b. “Where you are” essay from PPA 500

Section II: Demonstration of Mastery

a. PPA 555 assignment, with Mastery cover sheet
b. PPA 577 assignment, with Mastery cover sheet
c. PPA 660 assignment, with Mastery cover sheet
d. PPA 670 assignment, with Mastery cover sheet
e. PPA 696 assignment, with Mastery cover sheet
f. PPA 697 assignment, with Mastery cover sheet

Section III: Professional Development

a. Items of student's choosing; presentation of student's choosing

Section IV: Reflective Essay

a. Reflective Essay Approval
b. Reflective Essay
c. Updated resume
MPA STUDENT PORTFOLIO
CORE KNOWLEDGE AND SKILLS SUMMARY

Instructions: Using the sign-off sheet for each completed portfolio assignment, check the boxes that have been covered. Students must be sure to complete at least one portfolio assignment in each of the required core knowledge areas. Students must also complete at least one portfolio assignment in each of the required skill areas. Each Portfolio assignment may cover more than one core and/or skill area. Ask any of the PPA advisors if you have questions about this form. It does not need to be included in the Portfolio.

Student Name: ___________________________ Student ID: _______________________

<table>
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<tr>
<th>CORE CONCEPTS</th>
<th>COMMUNICATION</th>
<th>ANALYTICAL</th>
<th>INTERPERSONAL</th>
<th>INFORMATIONAL</th>
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<td>BUDGETING &amp; FINANCE</td>
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<td>HUMAN RESOURCES</td>
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<td>ORGANIZATION THEORY</td>
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<td>POLICY ANALYSIS</td>
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<td>RESEARCH METHODS</td>
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<tr>
<td>DIRECTED RESEARCH</td>
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<tr>
<td>TOTAL ASSIGNMENTS</td>
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COMMUNICATION SKILLS: Oral communications include power point presentations, video tapes, audio tapes, recordings of conference or poster presentations, etc. Written communications include executive summaries, case studies, policy analyses, research reports, annotated bibliographies, essays, literature reviews, memoranda of understanding, labor contracts, program evaluations, budget proposals, planning proposals, article critiques, policy briefings, etc.

ANALYTICAL SKILLS: Include case study analysis; policy analysis; research project; problem analysis; problem solving; critical thinking; quantitative skills; data analysis; budgeting; etc.

INTERPERSONAL SKILLS: Include working in groups, teams, or committees; leadership; facilitation; negotiation; bargaining; listening; participation in simulations; etc.

INFORMATION COMPETENCY SKILLS: Include use of spreadsheets, word processing, data analysis, data base, e-mail, internet, library search, etc.
MPA STUDENT PORTFOLIO DEMONSTRATION OF MASTERY

This form must be completed within one year of date of first submission.

Instructions: Submit your portfolio assignment to your course instructor for approval. If approved, the course instructor will forward it to a second instructor for approval. The second instructor will notify you when the assignment has been approved. If not approved upon first submission, you have two more opportunities to revise and re-submit for approval. Re-submissions must be turned in to the PPA Office. This signed form must be included in your Portfolio for Final Review.

Student Name______________________________________     Student ID________________________________
Student e-mail________________________________________ Student phone______________________________
Course Number_________________________ Semester/Year_________________________
Assignment Title______________________________________________________________

**************************************************************************************************************

APPROVALS

1. First submission: To Course Instructor     Date:________________________
   Course Instructor Approval: (circle one):   YES   NO
   Signature:_____________________________________________________  Date:___________________________________
   Second Instructor Approval: (circle one):   YES   NO
   Signature:_____________________________________________________  Date:___________________________________

2. If not approved above, second submission (first re-submit: To PPA Office)     Date:__________________________
   Course Instructor Approval: (circle one):   YES   NO
   Signature:______________________________________________________  Date:__________________________________
   Second Instructor Approval: (circle one):   YES   NO
   Signature:______________________________________________________  Date:__________________________________

3. If not approved above, third submission (second re-submit): To PPA Office     Date:_____________________________
   Course Instructor Approval: (circle one):   YES   NO
   Signature:________________________________________________________  Date:__________________________________
   Second Instructor Approval: (circle one):   YES   NO
   Signature:_________________________________________________________  Date:__________________________________

18
Instructions: Student submits the completed reflective essay with this cover sheet to the Department Secretary. Reflective Essay will be read by a panel of three full-time faculty members. This cover sheet will be returned to the student with approval or required corrections. Following the Review and approval by all three faculty members, the 3 Reviewer will place the Reflective Essay in the student pick-up box, and will E-mail the student that it is available for pick-up. Student has one year to complete required corrections. This form must be included in the Portfolio for its Final Review.

Student Name: ____________________________  Student ID: ____________________________

Student E-Mail Address:______________________________________________________________

Faculty Reviewer #1
NAME: _________________________________________________________________________

APPROVAL (circle one): YES  NO

COMMENTS:

SIGNATURE:__________________________ DATE:__________________________

Faculty Reviewer #2
NAME: _________________________________________________________________________

APPROVAL (circle one): YES  NO

COMMENTS:

SIGNATURE:__________________________ DATE:__________________________

Faculty Reviewer #3
NAME: _________________________________________________________________________

APPROVAL (circle one): YES  NO

COMMENTS:

SIGNATURE:__________________________ DATE:__________________________

Date Returned to Student: ____________________________
MPA STUDENT PORTFOLIO
FINAL REVIEW APPROVAL

Instructions: Student submits the completed Portfolio with this cover sheet to the PPA 697 Advisor. The Advisor reviews the Portfolio and returns it with this form to the student, indicating either approval or required corrections. Student has one year to complete required corrections if any.

Student Name: ________________________________ Student ID#: ________________

STUDENT E-MAIL ADDRESS: ________________________________________________

PPA 697 Advisor

NAME: __________________________________________________________________

APPROVAL (circle one): YES NO

COMMENTS:

SIGNATURE: ________________________________ DATE: ________________________

Date Returned to Student: __________________________
GRADUATE CENTER FOR PUBLIC POLICY AND ADMINISTRATION PETITION FOR STUDENT LEARNING PORTFOLIO

Note: University policy requires that a student have been advanced to candidacy before being permitted to submit the Student Learning Portfolio as an MPA program requirement.

Students should complete the top portion of this form and turn it in to their PPA 697 advisor with the completed portfolio (including all core course items, the reflective essay, and PPA 697 project).

Name: _____________________________________Student #___________________________

Home Address: _______________________________Phone: ____________________________

City______________________________________________________State_____Zip__________

Job Title:________________________________Agency:_________________________________

Business Address:______________________________Phone:__________________________

City:___________________________________________State:__Zip:______________

E-mail Address:________________________________

I have advanced to candidacy:   (circle one)  Yes    No

Graduation semester: ____________________________

Office Use only:

****************************************************************************************************************

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<tr>
<th>Portfolio Assignment</th>
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<tr>
<td>PPA 500</td>
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<td>PPA 697</td>
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<tr>
<td>Reflective Essay</td>
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COURSE INSTRUCTOR SIGN-OFF:

Signature:___________________________

Date:_____________________________