

**The Evergreen State College  
Master of Public Administration Program  
Spring 2014 - Capstone  
Sem II – D1107**

**Seminar Rooms: Sem II D2107 and D2105**

**Day & Time: Most Thursdays 6:00-10:00pm  
Saturday June 7**

| <b>Faculty</b>                         | <b>Email/phone</b>                                                                 | <b>Office Hours</b> |
|----------------------------------------|------------------------------------------------------------------------------------|---------------------|
| Marc Baldwin                           | <a href="mailto:baldwinm@evergreen.edu">baldwinm@evergreen.edu</a><br>360.742.6637 | By appointment      |
| Moroni Benally                         | <a href="mailto:benallym@evergreen.edu">benallym@evergreen.edu</a>                 | By appointment      |
| Cheryl Simrell King<br>(Projects Only) | <a href="mailto:kingcs@evergreen.edu">kingcs@evergreen.edu</a><br>360.867.5541     | By appointment      |

**GOALS:** Reflection, Integration, Presentation, and Demonstration.

**COURSE DESCRIPTION:** Capstone is the opportunity for students to integrate the knowledge, skills and abilities (KSAs) acquired throughout their MPA program experiences. Using both the MPA tagline (You must be the change you wish to see in the world – Mahatma Gandhi) and the mission of the MPA program, students will reflect on, and integrate, their MPA experiences and consider/define what public service means for them. Students will present information and demonstrate knowledge, skills, abilities and understanding of public service through an applied demonstration project.

**READINGS:**

- BYOB - your choice, approved by faculty project sponsor (your project sponsor is also your "seminar" faculty member, even though we will only be seminar once) no later than end of Week 1
- Other readings TBD and posted to Moodle

**EXPECTATIONS, CREDIT & EVALUATION:** Students will come prepared and attend every class on time, actively participate in class, and submit assignments on time. All students are expected to support and contribute to a well functioning MPA classroom learning community. Behavior that disrupts the learning community may be grounds for disciplinary action, including dismissal from the MPA program.

Students will receive six (6) credits at the completion of the course if all expectations and course requirements have been successfully completed. Plagiarism (i.e., using other peoples work as your own without acknowledging the source), missing class, failing to complete one or more assignments, completing one or more assignments late (without having made arrangements before the due date) may be grounds for denial of credit.

Students are required to submit a self-evaluation and a faculty evaluation (there will be no evaluation conference). You can submit faculty evaluations to your faculty sponsor via email or the MPA program secretary at [lab2support@evergreen.edu](mailto:lab2support@evergreen.edu).

We reserve the right to make changes to this syllabus.

## ASSIGNMENTS

**Assignment #1: Demonstration Project Contract:** Students should have a faculty-approved proposal and contract before the start of Spring Quarter (see Capstone Overview document distributed Winter Quarter). The contract must be completed by the individual/team and signed by representatives of any participating organizations and the faculty member. **Due: April 10, 2014.**

**Assignments #2, 4, 6, 7: Reflective Journal:** *guided* reflections/writing. Throughout the quarter, you will be asked to reflect on readings, discussions, activities that occur in the course and upon your learning in the MPA program. This is an intellectual/ reflective journal, not a personal journal. While you can reference the personal (minimally), this is the place for you to intellectually wrestle with, and reflect upon, the KSAs you are taking away from the program and some of the enduring themes in public administration/public service.

You may choose your format for the journal (hard copy, bound book, document, etc.). You are expected to write in your journal in response to all the assignments (you may also write at other times, if you are so moved). Journals will be submitted at the end of the term for faculty review; here, review means noting whether or not assignments were completed, not evaluating journal content. **Journals Due: June 7.**

- ✓ **Assignment #2 (Reflective Journal Writing):** reflect on and write about the readings for the first night of class, the exit focus groups and the process of building your learning inventory.

**Assignment #3: Learning Inventory:** build as an individual assignment; integrate in class; respond to questions from orientation in journal.

*Detailed Instructions for Learning Inventory:* Create a document (table, grid, outline, chart, power point, beautiful visualization, or essay) that contains an inventory of your learning in the MPA program. How you present the information is up to you. The only requirements are: 1) include the titles, quarter, year, and a brief description of the classes, contracts, or internships you took that were most valuable to you in the MPA program, and 2) include the most important knowledge, skills, or abilities you learned from each class, contract, or internship you identified. What are you taking away from each experience? What are your aggregate take-aways? **Due: April 17, 2014.**

- ✓ **Assignment #4 (Reflective Journal Writing):** Reflecting upon the individual learning inventory exercise and the in-class aggregation exercise, answer three questions: What, in this moment, is your working definition of public administration and of public service? What influences your definitions? How has your definition changed (if it has) over your years of the MPA program?

**Assignment #5: BYOB book, seminar paper and verbal overview:** This exercise is designed to give you an opportunity to work on your public speaking and presentation skills and to read something you've been wanting to read. Choose a text to read, hopefully one that fills in holes in your MPA education or speaks to you in some important way as you finish your work in this program. It cannot be a book you've already read in this program. **Get your faculty sponsor's approval of your choice no later than end of Week 1.**

Write a 2-3 page summary (seminar paper) of the text, including a reflection on why this text is important/relevant to you at this moment. Using your summary paper, prepare a 5-minute verbal overview of your book, which you will share with others in a seminar circle format. We will give each person 2-3 minutes of Q&A (be sure to not go over your 5 minutes because you'll want some Q&A time). To be clear: this is a not a formal, stand-in-front-of-the-room presentation. Do not prepare any visual presentation. This is an opportunity to see yourself presenting information in a somewhat less formal manner (the way in which we mostly present information outside of the classroom). Media Services will video each person's presentation and the videos will be posted to Moodle. Additional clarification will be provided the first night of class. Your seminar paper and verbal overview are **Due: April 24, 2014.**

- ✓ **Assignment #6 (Reflective Journal Writing):** Reflective writing on the BYOB experience. You may want to read the chapters posted to Moodle for this week. Review your video and the readings and reflect on the experience and what you've learned using the following guiding questions: what stands out to you about how you present information? About your presentation of self? What are your strengths? Challenges? What would you like to improve? Also review at least three (3) other students' video presentations, using the same guiding questions. Write in your journal and prepare for an in-class debriefing.
- ✓ **Assignment #7 (Reflective Journal Writing):** reflective writing on class workshop around your 10,000 hour strategy.
- ✓ **Assignment #8:** Your choice. Self-Evaluation or Summative Evaluation.

**Assignment # 9: Demonstration Project:** The purpose of this project is to demonstrate what you have learned in your MPA program through an applied demonstration project. This project can take any form you wish, as long as it demonstrates the knowledge, skills and abilities (KSAs) you have gained in this program. It may be a research study, facilitation of a public meeting, a case study, an organizational assessment or intervention, a policy analysis, etc.

Projects must be about public service. Public service is defined very broadly to include efforts of governments, community-based organizations, citizens, nonprofits and political organizations (perhaps, even, private organizations doing public activities). **Projects Due: June 7, 2014.**

Projects must:

- 1) Produce an output of some kind (something tangible) as well as a written report/presentation on the process/production of the output;
- 2) Be outcome oriented – focus on making change or having an effect in some way;
- 3) Be MPA mission-centric (mission reprinted above) – e.g., represent KSAs learned/gained as they relate to all or part of the mission; and
- 4) Be applied – potential application in an agency, community, organization, etc.
- 5) Students will meet with the faculty member a minimum of three (3) times, sometimes electronically (see tentative course schedule at end of syllabus).

Students will present their demonstration projects; presentations can take myriad forms. Students will also submit their demonstration project outputs for faculty review (the exact shape of what is submitted is to be negotiated with your project faculty sponsor however every project will also submit a written report on what you did in the demonstration project -- this, too, can take myriad forms negotiated with your project faculty sponsor). **Due June 5 or 7, 2014.**

**SCHEDULE**

|                                        | <b>Topics</b>                                                                  | <b>Readings, Assignments, Activities</b>                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 1 - April 3</b>                | <b>NO CLASS</b>                                                                | <b>(You're Welcome!)</b><br>Check in with faculty sponsor (electronically)                                                                                                                                                                                                                                                                                                                                                             |
| <b>Week 2 - April 10</b>               | Capstone 101<br>Reflection                                                     | <ul style="list-style-type: none"> <li>➤ <b>DUE - Assignment #1:</b> Final Proposal &amp; Contract</li> <li>➤ <b>DUE - Approval of BYOB</b></li> <li>➤ <b>Reading:</b> Bolton, Chaps 1&amp;2 and front matter (Moodle)</li> <li>➤ <b>Class Activity:</b> Exit focus groups</li> <li>➤ <b>Assignment #2:</b> Begin reflective journal - writing on exit focus groups and seminar reading, preparation for learning inventory</li> </ul> |
| <b>Week 3 - April 17</b>               | Integration<br>(Visualizations)                                                | <ul style="list-style-type: none"> <li>➤ <b>DUE - Assignment # 3:</b> Learning Inventory</li> <li>➤ <b>Class Activity:</b> Integrate learning Inventory</li> <li>➤ <b>Assignment #4:</b> respond to reflective questions in journal</li> </ul>                                                                                                                                                                                         |
| <b>Week 4 - April 24</b>               | Presentation, Part 1<br>(Videos)                                               | <ul style="list-style-type: none"> <li>➤ <b>DUE - Assignment #5:</b> BYOB seminar book, seminar paper &amp; verbal overview</li> <li>➤ <b>Class Activity:</b> 7-minute verbal overview on chosen book</li> <li>➤ <b>Class Activity:</b> Check-in with faculty sponsor, 8-10pm</li> </ul>                                                                                                                                               |
| <b>Week 5 - May 1</b>                  | <b>NO CLASS</b>                                                                | ➤ <b>NOTHING DUE</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Week 6 - May 8</b>                  | Reflection/Integration,<br>Part 1                                              | <ul style="list-style-type: none"> <li>➤ <b>DUE - Assignment #6:</b> Reflective writing on BYOB taping experience</li> <li>➤ <b>Class Activity:</b> Panel and Discussion – Ryan Walker and Lisa Hurwitz, two documentary film makers share their work and lessons.</li> </ul>                                                                                                                                                          |
| <b>Week 7- May 15</b>                  | Field Trip                                                                     | ➤ <b>Camp Quixote</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Week 8 - May 22</b>                 | Reflection/Integration,<br>Part 2<br><br>Methodology and<br>Methods Reflection | <ul style="list-style-type: none"> <li>➤ <b>Class Activity:</b> 10,000 Hours Workshop;</li> <li>➤ Final check-in with sponsor.</li> <li>➤ <b>Reading:</b> Optional: Wilson Chapters 1,2, 9 &amp; 10 (Moodle)</li> <li>➤ <b>Assignment #7:</b> Reflective journal exercise around class workshop.</li> <li>➤ <b>Assignment #8:</b> Draft of Self Evaluation or Summative Evaluation</li> </ul>                                          |
| <b>Week 9 - May 29</b>                 | <b>NO CLASS</b>                                                                | ➤ <b>NOTHING DUE</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Week 10<br/>THURSDAY - June 5</b>   | Presentation/<br>Demonstration                                                 | ➤ <b>Class Activity:</b> Capstone presentations                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Week 10 -<br/>SATURDAY - June 7</b> | Presentation/<br>Demonstration                                                 | <ul style="list-style-type: none"> <li>➤ <b>Class Activity:</b> Capstone presentations</li> <li>➤ <b>Class Activity:</b> Potluck</li> <li>➤ <b>DUE: Assignment #9:</b> Capstone project outputs.</li> <li>➤ <b>DUE:</b> Reflective Journals</li> </ul>                                                                                                                                                                                 |