

**Instructions on the Writing Portfolio Requirement
For the Master of Public Administration
Tennessee State University**

A portfolio is defined by Kenneth D. Moore (1998) as “a systematic, organized collection of evidence designed to illustrate a person’s accomplishments and to represent progress made toward reaching specific goals and objectives.” In the MPA program at Tennessee State University (TSU), your content knowledge is evaluated formatively during each course by the instructor’s evaluation of your performance, and summatively with the comprehensive exam at the end of your studies. In turn, the portfolio is specifically intended to document the development of your professional writing skill and research abilities, essential qualifications for successive public and nonprofit service. Beginning with the students who enter the MPA program in the fall 2008, each student is required to assemble and submit a portfolio, which must be judged as passing prior to graduation.

Your writing portfolio should contain the following in the order shown. **The portfolio must be submitted as a single PDF file to your advisor via email within TWO WEEKS after you take the comprehensive exam in the semester you plan to graduate. Delay in submission could affect your graduation.**

- Form with student section filled out and signed by student (second page of this document)
- A copy of your original “Statement of Purpose” from your MPA application
- An updated statement discussing 1) how your ideas have changed by studying for this degree, 2) how your future goals have changed, 3) how your current career has been improved by what you have learned, and/or 4) other impacts you have seen by participating in MPA courses. Remember this revised statement should demonstrate your current, professional writing skill level.
- Paper 1 - The paper written in PADM 6210 as designated by your professor.
- Paper 2 - One individually written paper from EITHER PADM 6110 or 6130 (Statistics or Research Methods)
- Paper 3 - One written assignment from **one** other MPA core or elective course demonstrating your writing skills. A course research paper or other major written assignment would be appropriate. You may only submit INDIVIDUALLY authored work in the portfolio, not group work. Remember you are trying to show the evolution of your writing skills as you progress through the degree. If desired, you may preemptively include a revised version of the paper in addition to the original copy. This will be especially important if you feel the original paper does not fully reflect development in your professional writing skills. If you are including a revised version along with the original copy of any of the papers, make sure they are each clearly designated. The revised version should follow the original.

Your Writing Portfolio should include the best examples of your abilities. If your writing skills have improved during the program, the papers may be chosen to demonstrate this improvement.

The copies of the papers you submit do NOT need to have the original grades on them. However, do not assume your professors hold on to copies of papers indefinitely – it is your responsibility to keep files and make backups, etc. in order to have the necessary papers available at the time of portfolio preparation.

Moore, K.D., (1998). *Classroom Teaching Skills*. USA: The McGraw Hill Companies

Date of adoption: April, 2007

For implementation: August, 2008

6/17/2015 mes

Department of Public Administration

Masters in Public Administration

Student Writing Portfolio

NOTE: Dept. policy requires that a student submit the Writing Portfolio within one week of taking the comprehensive exam. Students should complete the top portion of this form and turn it in to their advisor (or the Dept. chair during summers) with the assembled portfolio submission.

Name _____

T# _____

Address _____

City _____

State _____ ZIP _____

Phone _____

Email _____

**Checklist for materials which must be included in the writing portfolio,
submitted as a single PDF to the advisor (Fall, Spring) or Dept. Chair (Summer)**

Paper	Present in portfolio?
Statement of Purpose (original)	
Reflective Revised Statement of Purpose, on completion of MPA	
PADM 6210 paper	
PADM 6110 OR 6130 paper	
PADM ____ paper (may be from core course or elective)	

Information on how faculty review the writing portfolio:

Writing portfolios are evaluated for the following:

(A) Demonstrates evidence of critical reflection on how the skills, knowledge and abilities gained from the MPA relates to personal development and career objectives (based on original and revised statements of purpose only)

(B) Demonstrates ability to write at or above the level expected of an entry-level public or nonprofit administrator in a professional position (holistic, based on the three papers and the revised statement of purpose); this may be shown by a high level of achievement throughout, or by demonstrating growth reaching a level of high achievement reaching a level at or above that expected of an entry-level public or nonprofit administrator in a professional position *by the completion of the program*.

Students whose writing portfolios show growth but do NOT reach a level at or above that expected of an entry-level public or nonprofit administrator in a professional position *by the completion of the program*; revision and resubmission of **one paper** is necessary to consider whether the portfolio is a pass. The student will be notified and given a deadline for submission of the revised paper.

Students whose writing portfolios show lack of growth - the three papers are consistently weak in this outcome and do not show any improvement will be notified that revision and resubmission of **more than one paper** is necessary to consider whether the portfolio is a pass. A deadline will be given for submission of the revised papers.

A note regarding the decision on the writing portfolio will be made in the student's file in the department.