NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE CHALLENGE REQUEST**

Cut and paste catalog description.

**PORTFOLIO COMPONENTS**

1. Learning Narrative (essay) describing your work experience pertaining to the Student Learning Outcomes (SLOs) of the course you are challenging. Refer to the documentation you are including in your portfolio. Generally, a minimum of five years of experience is required in the public or nonprofit sector at a managerial or coordinator level to be considered for a course challenge in the MPA program or the Graduate Certificate in Public Management.

Infuse Theory, Practice (what you did), and Knowledge (what you learned) throughout your learning narrative.

 The Learning Narrative should cover three major areas:

1. A clear description of the theory (ies) that are generalizations or philosophical assumptions supported within the subject of the learning narrative. Use APA style to cite experts and references.
2. A concise account of the practice of your learning (“what I did”), including a description of the circumstances (work experience) in which your learning was acquired.
3. An analysis of the knowledge you acquired, including an evaluation of your competencies: What I learned.”

Length: There is no standard length. The course challenge is based on content. Focus on what you learned, marrying theory with practice. Avoid writing an autobiography.

 Use the Graduate Public Administration PLC Rubric as your guide

1. Resume
2. Employment history and job responsibilities may be documented on copies of performance appraisals, company job descriptions or a supervisor's letter of verification.
3. Any certificates earned related to public or nonprofit management/governance, including but not limited to technical skills (e.g. spreadsheets), leadership training, community development, government regulations, licenses, honors/awards, and so forth. Each piece of documentation for a workshop or training program must be accompanied by a description page of content for each workshop, training program, or seminar and must show how the evidence relates to the course learning outcomes.
4. Work samples. Technical manuals/reports you authored individually or as a team as evidence of experience in nonprofit management/governance. PowerPoint presentations can also be included. Other materials such as videos of public presentations, interviews, and podcasts can also be used as supporting materials.
5. Any other components you consider relevant to the course challenge.

**CONFIDENTIALITY**

The portfolio will be viewable by SUNY Buffalo State personnel and the NASPAA team that conducts on-site (campus) visits. Portfolios are not to be emailed or provided as a sample without written permission from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (fill in student name)

**SUBMISSION**

All items should be supplied via email (in one pdf document) or through an online portfolio management system (the latter through prior arrangement). If the portfolio is housed on an online portfolio management system, it should be downloadable into a pdf file that can be stored as an e-file by the public administration program management at SUNY Buffalo State University.