

CAPPA Self Study Template

This template is intended to assist programs seeking CAPPA accreditation to prepare materials that will allow a review team the opportunity to assess the program against CAPPA standards. Materials beyond those explicitly requested are welcome to the degree that they provide vital information consistent with CAPPA standards.

I Overview

Background Information

Please provide information on the history of the program, the impetus for its creation, and critical dates in the program's development.

Mission Statement

Please provide the program's mission statement and an indication of how and when it was developed and ratified. CAPPA is interested in the internal processes and consultations with stakeholders that were employed, so please be as specific as possible. Note that CAPPA expects mission statements to reflect a commitment to preparing students for careers as analysts, managers, and leaders in a profession focused on the public sector.

Program Structure

Outline the components of the program including:

1. Required courses
2. Elective requirements
3. Courses offered in the previous 5 years
4. Internships or Coop opportunities
5. Exchange programs
6. Study tours

Feel free to expand on any complementary activities that you believe are relevant to the learning experience.

Program Resources

Please detail the resources available to the program under the following headings:

1. *Leadership*: the title(s) of all those in current leadership and administrative positions, their tenure, and the personal and professional support provided to them by the program and/or by the university.
2. *Faculty*: the names of all faculty associated with the program, the proportion of their time devoted to the program, and their status within the university and copies of their curriculum vitae.
3. *Space*: the amount of office, teaching, laboratory and social space available to the program's participants.

Students

Please provide information on students under the following headings:

1. Numbers of students who applied, were accepted, registered and graduated in the previous 5 years.
2. Geographical distribution (country/province of origin) of registered students in each of those years.
3. Financial aid provided in categories including program (or unit) based support, university based support, externally administered scholarships, faculty research support, and teaching assistantships.

II Competencies

The core expectations of CAPPa accreditation pertain to students and the competencies they acquire during their time in the program. Some of these competencies will be obtained in formal courses, others in experiential learning opportunities provided throughout the program.

Under each of the headings below, which correspond to CAPPa approved competencies, please respond to the following two questions:

1. How is the identified attribute acquired? Please be specific. Identify courses, assignments, or tasks.
2. How is the acquisition of each attribute determined? What evaluation or assessment techniques are employed to ensure that each of these attributes has been acquired?

Critical Thinking

Attribute: The ability to analyze and think critically about public sector problems

Leadership

Attribute: The ability to lead and manage within public organizations

Engagement

Attribute: Knowledge and understanding of the tools and techniques required to engage stakeholders in policy and governance processes

Ethics

Attribute: An appreciation of the purpose of public service and associated standards of ethical behaviour

Communication

Attribute: A capacity to communicate and interact both professionally and productively with a diverse and changing citizenry.

As a resource for this exercise please consider consulting the Atlas of Public Management prepared by Ian Clark and Leslie Pal. A comparison of competency requirements among a variety of accrediting bodies, including CAPP, can be found at:
<http://www.atlas101.ca/pm/competencies-database/comparison-of-competency-standards/>

Approved by the CAPP Executive Committee, 2 December 2016.

Robert P. Shepherd
CAPP President

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