



Canadian Association of Programs in Public Administration
Association Canadienne Des Programmes en Administration Publique
Accreditation Board / Conseil d'accréditation

Self Study Template

This template is intended to assist programs seeking CAPPAP accreditation to prepare materials that will allow a review team the opportunity to assess the program against CAPPAP standards. Materials beyond those explicitly requested are welcome to the degree that they provide vital information consistent with CAPPAP 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. Please note any changes since the creation of the program that have had a material effect on the nature or operation of the program and are relevant to this review (ex. change in faculty, program and course redesign, program relocation, etc.). Please identify the location of the program, including whether it is within an independent unit or a program within a department. You may wish to note any particular features that are unique to your program and that may assist the reviewers in understanding the program.

Mission Statement

Please provide the program's mission statement and an indication of how and when it was developed and ratified. CAPPAP is interested in the internal processes and consultations with stakeholders that were employed, so please be as specific as possible. Note that CAPPAP 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. The mission statement will guide your program learning objectives and competencies. In the documentation provided to CAPPAP, it is important to link program requirements and activities to the program's mission statement.

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

Include any program activities that contribute to the learning experience of your students especially as they relate to your program competencies and learning objectives.

Program Resources

Please outline 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. Please include academics and practitioners teaching in the program.
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.
4. Any other information regarding your students that you believe is relevant for understanding your program.

II Competencies

The core expectations of CAPP A 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 CAPP A approved competencies, please respond to the following two questions:

1. How is the identified attribute acquired? Please be specific. Identify courses, learning objectives, assignments, tasks or other relevant program activities.
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?

CAPP A Competencies

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:

The knowledge and understanding of the tools and techniques required to engage stakeholders in policy and governance processes

Ethics Attribute:

The appreciation of the purpose of public service and associated standards of ethical behaviour

Communications Attribute:

The capacity to communicate and interact both professionally and productively with a diverse and changing citizenry.

As a resource for this exercise, you may wish to consult 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/>

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