Southern New Hampshire University

PAD 631 Module Four Activity Guidelines and Rubric

Overview: In this activity, you will have the opportunity to practice a skill needed in the field of public administration: creating an agenda.

Prompt: In this scenario, imagine that you are the team lead for a city-wide planning effort. At the next planning team meeting, the steering committee will be identifying strategic issues facing the community. After reviewing the eight approaches outlined in Chapter 6 of the textbook, choose one of those approaches for this scenario. Then, create an agenda for the meeting. Each agenda item should have a rationalization, as if you were explaining the agenda to a member of the steering committee.

Specifically, the following **critical elements** must be addressed:

  I.   **Select** an approach to a strategic issue.
  II.   **Justify** the selection of the **approach** to a strategic issue.
  III. Create an agenda for a meeting, including a **rationalization** for each agenda item.

Guidelines for Submission: Your paper must be submitted as a 2- to 3-page Microsoft Word document with double spacing, 12-point Times New Roman font, one-inch margins, and sources cited in APA format.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Selection	Selects an approach to a strategic issue			Does not select an approach to a strategic issue	10
Justify the Approach	Meets "Proficient" criteria and utilizes scholarly sources as support	Justifies the selection of the approach to a strategic issue	Justifies the selection of the approach to a strategic issue, but is inaccurate and/or missing details	Does not justify the selection of the approach to a strategic issue	40
Rationalization	Meets "Proficient" criteria and cites specific examples for each rationalization	Creates an agenda for a meeting, including a rationalization for each agenda item	Creates an agenda for a meeting, including a rationalization for each agenda item, but is inaccurate and/or missing details	Does not create an agenda for a meeting, including a rationalization for each agenda item	40
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
				Total	**100%**