

Public Service Survey

For Non-Profit & Public Agency Administrators

Clemson University

DEPARTMENT/AGENCY INFORMATION

1. In order to make sure our records are up-to-date, please provide the correct information about your department/agency.

Name of Respondent: _____

Position Title: _____

Name of Dept./Agency: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

2. How would you characterize the **primary** purpose of your department/agency?

- | | |
|---|--|
| <input type="checkbox"/> Local Nonprofit | <input type="checkbox"/> National Nonprofit |
| <input type="checkbox"/> Law enforcement | <input type="checkbox"/> Municipal governance |
| <input type="checkbox"/> County governance | <input type="checkbox"/> Legal issues |
| <input type="checkbox"/> Paramedic services | <input type="checkbox"/> Fire services |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Land use planning/zoning | <input type="checkbox"/> Accounting/budgeting |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Auditing |
| <input type="checkbox"/> Human resources | <input type="checkbox"/> Animal control |
| <input type="checkbox"/> Recreation services | <input type="checkbox"/> Other (please specify): _____ |

3. For nonprofit agencies, please indicate the group(s) you serve.

Children Teens Adults Seniors Others: _____

PROFESSIONAL EDUCATION NEEDS

4. Considering the importance of the work done by your department or agency, how important would you say having a Masters degree in public administration/nonprofit management would be for you or others working with you or for you?

Very Important Somewhat Important Not Very Important Not at all Important

Don't Know

In order to meet the educational needs of the Upstate public and non-profit agencies, the Master of Public Administration Program strives continually to adjust its instructional format. To get a perspective of today's department and agency needs, the following question attempts to measure the importance you place on each skill listed, given the demands your organization currently faces.

5. Rate each skill on a scale from 1 to 10 where 1 means not at all important and 10 means extremely important.

| | | | |
|-------|------------------------------------|-------|-------------------------------|
| _____ | Decision making/problem solving | _____ | Organization & group behavior |
| _____ | Budgeting & financial mgmt | _____ | Ethics & accountability |
| _____ | Personnel/human resource mgmt | _____ | Computer applications |
| _____ | Organizational management | _____ | Emergency services mgmt |
| _____ | Information management | _____ | Volunteer management |
| _____ | Doing statistical analysis | _____ | Resource management |
| _____ | Understanding statistical analysis | _____ | Program evaluation |
| _____ | County/municipal governance | _____ | Policy analysis |
| _____ | Nonprofit management | _____ | Policy implementation |
| _____ | Transportation planning/mgmt | _____ | Land use planning/zoning |
| _____ | Economic development | _____ | Leadership |
| _____ | Community development | _____ | Oral communication |
| _____ | Political institutions & processes | _____ | Written communication |
| _____ | Legal institutions & processes | _____ | Grant writing |
| _____ | Administrative law | _____ | Grant management |
| _____ | Nonprofit law | _____ | Media/public relations |
| _____ | Economic institutions & processes | _____ | Completing an internship |

SERVICE LEARNING

One of the main missions of Clemson University today is to prepare students for public and community service. One way of accomplishing this mission is through applied learning opportunities that departments and agencies such as yours might have available. In this form of experiential education, undergraduate and graduate students engage in activities that address human and community needs together with structured opportunities. The activities are intentionally designed to promote student learning and development.

Unlike internships and assistantships, service-learning activities are usually **project-specific** with a department or agency, and then tied back to the classroom through reflection. This kind of learning helps build commitment to community through a reciprocal relationship between the students and the organizations. Examples include students working with teachers and children to design future playgrounds at a new school, students working with agencies on needs assessments providing statistical services, students developing department or agency publicity strategies, or creating a new adult literacy program at a community center. The array of possible activities is endless.

6. Do you believe there are projects with your organization that would qualify as service learning?

- Yes No (Skip to Question #10) Unsure

7. If you do, please describe the projects you envision would be useful for both your organization and students to participate. Please include your time frame, if any, for such projects.

8. Have you ever participated in a service-learning project with a Clemson University student in the past?
- Yes No Unsure

9. If yes, can you give the name of the instructor who was assigning the student(s) you were working with to complete the service-learning project?

INTERNSHIPS & ASSISTANTSHIPS

As part of professional educational training, many degree programs across the nation require or recommend internship and/or assistantship experiences for students. Maintaining a current database of internship opportunities for graduate and undergraduate students is an important element in meeting the Master of Public Administration's professional responsibilities.

An **internship** is an ongoing assignment with a department or agency where the student learns about the daily working environment and demands of a specific position within an organization and begins to apply the knowledge they have accumulated in the classroom.

10. Does your department or agency *regularly* have college interns working in it?
- Yes → Are interns paid for their work?
 Yes No Unsure
- No → Would you like to develop such opportunities?
 Yes No Unsure

An **assistantship** is an employment arrangement where an organization pays a student's part-time salary for the entire employment period up front to the university. The university then disburses the pay to the student on a biweekly basis as long as the student remains enrolled full-time while working for the department or agency. In return for this arrangement with the student, the university pays half of the student's tuition costs.

11. Does your department or agency currently employ graduate students in positions as graduate assistants?
- Yes, we do have such arrangements.
 No, but we would be interested in developing such arrangements.
 No, we do not and would not be interested at this time in developing such arrangements.

VOLUNTEERS

12. Does your department or agency engage volunteers to assist in completing work each week?
 Yes No (skip to Question #17) Unsure (skip to Question #17)
13. On average, **how many volunteers** report for work each week? _____
14. About how **many total hours** do all your volunteers contribute on average each week? _____
15. Please list the type(s) of activities volunteers perform at your organization:

16. Is your department or agency currently looking for volunteers to fill open positions?

- Yes No Unsure

17. Throughout the year, small groups of 5-15 students have transportation to go out into the community to perform short (1-3 hour) community service projects. Does your department or agency have a project they would like to submit for consideration? If so, please list that information below:

DEMOGRAPHICS

This last section seeks information about your position at the agency. In trying to explain to students the types of positions available when doing public service work, actual data from professionals in our own area is indispensable. Also note that **all the information in this section is completely confidential** and will in no way be associated with you by name (or by organization). We request this information only for the purpose of developing profiles as models for students as we strive to attract greater numbers into the public and non-profit sectors of the Upstate community.

18. What is your gender?

- Male Female

19. With which ethnic group do you identify?

- African Amer. Caucasian
 Amer. Indian Hispanic
 Asian Multi-racial
 Other (please specify): _____

20. In what year were you born? _____

21. Please indicate the category into which the salary for your current position falls.

- | | |
|---|--|
| <input type="checkbox"/> > \$0 - \$15,000 | <input type="checkbox"/> > \$45-\$55,000 |
| <input type="checkbox"/> > \$15-\$25,000 | <input type="checkbox"/> > \$55-\$65,000 |
| <input type="checkbox"/> > \$25-\$35,000 | <input type="checkbox"/> > \$65-\$75,000 |
| <input type="checkbox"/> > \$35-\$45,000 | <input type="checkbox"/> > \$75,000 |

Thank you very much for your time in completing this survey. We know your time is valuable and appreciate your help with this information a great deal. We hope to use this information to improve students' orientation toward public and community service in cooperation with your organization.