

*SPNA Student Guide:**Preparing an Case Study*

A case study is an analysis of a variety of phenomena based on research conducted on a particular event. Case studies in the field of public administration may involve observational field research. By studying a group's values, motivations, beliefs, and actions in a special environment or in dealing with a specific event or issue, the researcher's efforts can add to a general understanding of that group's behavior. (Chandler)

The case study you research and write should be an administrative story with discernible administrative principles.

You should identify the problem/issue and relate the story in writing. The reader should be able to identify the administrative principles involved. The case may depict a catastrophic event, a poorly managed or controversial administrative issues; or, exemplify good administrative or managerial actions. It should be ten (10) to fifteen (15) pages in length and should be written clearly. At the end of the case, include several questions that students might discuss to enhance their understanding of the issues addressed in the case.

**CASE MATERIAL**

**Experience, Personal.** Supported by factual materials, reports, interviews, minutes, and newspaper articles. Relate experience to material found in books; journal articles.

**Contemporary Event.** Supported by factual materials, reports, books, journal articles, interviews, minutes, and newspaper articles.

**CASE STUDY OUTLINE**

- Title
- Abstract (Descriptive paragraph providing the essence of the case, methodology and source material.)
- Issue (s)
- Participants
- Time Frame
- Environment
- Key administrative principles
- Conclusion