

Types of Documentation

You will do a great deal of writing as you document your progress through the OSR Degree Process. A description of the types of documentation and the delivery timeline is described on the following pages.

The chart below outlines the major documentation required through out the OSR Program.

OSR Documentation Timeline Overview

Fall 2005	Winter 2006	Spring 2006	Summer 2006	Fall 2006	Winter 2007	Spring 2007
Entry Statement						Exit Statement
Monthly Course Papers	Monthly Course Papers	Monthly Course Papers		Monthly Course Papers	Monthly Course Papers	Monthly Course Papers
Quarterly Synthesis Paper	Quarterly Synthesis Paper	Quarterly Synthesis Paper		Quarterly Synthesis Paper	Quarterly Synthesis Paper	Quarterly Synthesis Paper
<p>Design Team Notebooks are due one month after your team presents.</p> <p>Individual reflections on Design Team experience are due the end of the quarter your team presents.</p> <p>Year 1/Year 2 comparison paper is due at your Graduation Degree Committee meeting.</p>						
Draft Learning Contract	Final Learning Contract					
Field Advisor Approval Form	Degree Committee Mtg. #1 Agenda Degree Committee Mtg. #1 Notes	Degree Committee Mtg. #2 Agenda Degree Committee Mtg. #2 Notes		Degree Committee Mtg. #3 Agenda Degree Committee Mtg. #3 Notes		Degree Committee Mtg. #4 Agenda Degree Committee Mtg. #4 Notes
		Theory Paper Proposal	Theory Paper			
		Consultation Project Framing Document		Consultation Project Design Document		Consultation Project Executive Summary and Outcomes Project Notebook
						Professional Resume Continuance Plan

Degree Process Documents

Required Documentation

The following list describes each piece of documentation required for completion of the OSR Degree Program. Please work with your advisor if you have any questions about these documents.

Entry Statement

Your Entry Statement, written upon entry into the OSR Program, addresses your personal history, values and philosophy, and broad personal and professional goals. The Entry Statement sets you in the context of *your past, your present and your future*. It is a “snapshot” of you at the time you enter the program. It is written in more depth than your Admissions Essay, and to a different audience. The Entry Statement is the first major document you are required to complete as part of your Degree Program. It introduces you to your Advisor and Degree Committee members. The material for your Entry Statement is developed during the Life-Work Goals exercise in the first OSR session.

Creating the Entry Statement is your first exercise in being a whole systems designer. It asks you to look at yourself and your life as an integrated whole, to find context, meaning and pattern in the significant events and choices which have shaped your life so far. Readers will understand how you came to be in Organization Systems Renewal at this time, and what you intend to do here, as you reflect on the following:

- **Your Personal Context**
What have been the most significant events, changes, “Ah Ha’s” in your past which have shaped you and guided you to your present professional and academic ambitions (the personal reason you were drawn to the program)?
- **Your Philosophy or World View**
What are the values and principles which currently guide your goals, attitudes, beliefs and behaviors (the philosophical reason you were drawn to the work you want to do in the world)?
- **Your Goals**
What are the general academic and professional areas you hope to explore during your time in OSR? Identify as many of these interest areas as you can and indicate the nature of your future plans as you see them now; what you intend to do with the knowledge, experience and personal change you will encounter in the program (your professional intentions). This helps articulate what you want to explore as you “diverge.” Draw on your “Life Work Goals” from September’s session.

Monthly Course Papers

You will write a paper at the end of each course to demonstrate achievement of the Learning Goals for each course. Course Papers will comprise a tangible record of your personal and professional development that will be useful long after you complete the OSR Program. In addition, Course Papers will serve as one component that will be factored into your course grade.

Distribution: Faculty advisor, CLG members, and your Degree Committee (their option).

Due: The Monday that falls two weeks after the OSR class session ends (check your course syllabus for exact date).

Quarterly Synthesis Paper

At the end of each quarter (except during the summer), you will write a Synthesis Paper that integrates your learning over the past quarter. Linking together concepts across sessions facilitates the emergence of a more wholistic perspective of your graduate work. The Synthesis Paper is also where you will be expected to identify and reflect upon learning associated with your own personal development. This writing will be more personal in nature, given the subject of its focus, and may include portions that are creative in nature.

Distribution: Faculty advisor, CLG members, and your Degree Committee.

Due: The Monday that falls three weeks after the last OSR session of a quarter (check your syllabus for exact dates).

Design Intention for Writing Assignments

Writing monthly Course Papers and quarterly Synthesis Papers will help you assimilate what you have learned. Specific intentions for these papers include:

- **Reflective Learning:** Reflecting on your experiences and knowledge facilitates learning. Writing requires you to process information more deeply, which in turn stimulates learning.
- **Demonstration of Learning:** Through the process of writing these papers, you will demonstrate your understanding of key theories and concepts presented in the session.



Monthly Course Papers serve multiple purposes. Writing them enhances your ability to reflect on your learning as well as to synthesize and retain information. Once completed, you also have a tangible record of your learning and an index of course material.



When preparing written documentation, be sure to include the following on the header/footer of each page:

- Your name
- Course number and name
- Quarter/year
- Page number



See the “Schedules” section for the list of course titles.

- **Demonstration of Application:** Your writing will contain examples of how you have applied knowledge and skills gleaned from the monthly sessions in your professional and personal life. Writing about these application examples provides an opportunity for reflection on your actions and deepens the learning.
- **Integration of Learning:** As you progress through the OSR curriculum, you will provide evidence of integration by linking concepts from the current session to those presented in earlier sessions and/or readings. This type of integrative writing facilitates the emergence of a more wholistic perspective on your graduate work.
- **Reference Index:** Course and Synthesis Papers provide an index for future reference, an access system to point you to notes, papers, readings and insights that you found important. They also provide you with a record of significant questions that arose throughout the program.
- **Vehicle for Collaborative Learning:** Sharing your Course Papers with peers provides a vehicle for checking assumptions, adding to each other’s insights and “reality testing” your ideas.
- **Discipline:** The requirement to prepare the Course and Synthesis Papers establishes a discipline for depth of reflection and assimilation.

General Content for Course and Synthesis Papers

It is important to refer to the syllabus for a particular course to understand the particular requirements of any given Course and Synthesis Paper. In general, your writing will focus on addressing these questions:

- What were the major theories or concepts presented in this session?
- What were the major learnings for me in this session? What is the significance of these learnings?
- What have I done with these learnings? How have I applied them to myself, my work, my family, elsewhere – and what were the results? What would I use again?
- How do the concepts presented in this session relate to other theories and ideas from prior OSR sessions and/or to my personal knowledge in other areas?
- What progress am I making on my Learning Contract? How do concepts discussed in this session relate to any of my specific Learning Goals?

- What am I observing about the development of the cohort, my CLG and/or my Design Team?
- What am I learning about myself? What blind spots have I discovered? What challenges have I overcome? What perceptual shifts have I experienced? Where am I in my personal development?

Format Information:

The course syllabus will provide information about content and page length requirements for each paper. Writing at a master's level brings a certain discipline in terms of balancing completeness with conciseness. Use the American Psychological Association (APA) format when citing works in the text of your document and in developing your reference section. More information about using APA can be found at:

<http://www.seattleu.edu/lemlib/ResearchPath/CiteSources.htm#apa>

Design Team: Team Notebook and Individual Reflection Papers

Team Notebook

Each Design Team is responsible for preparing a documentation notebook for the OSR library. The documentation notebook includes a complete set of materials developed by the Design Team in the process of designing and delivering their learning event. The content of the notebook includes information about the design and content of the learning event as well as the participant feedback and the team's own self-evaluation. See pages 3-10 to 3-11 for more detailed information.

Distribution: Design Team faculty mentor

Due: One month after Design Team presentation



For complete instructions on how to develop your Learning Contract, see Chapter 2.

Individual Reflection Papers

Upon completing each of your Design Team experiences you will write a reflection on your learning (both content and process).

Distribution: Design Team faculty mentor, Faculty Advisor, and Degree Committee

Due: One month after Design Team presentation

After both of your Design Team experiences have been completed, you will write a paper comparing the two experiences as well as your personal and professional learning from the Design Team work.

Distribution: Faculty Advisor and Degree Committee

Due: Candidacy Degree Committee Meeting

The Learning Contract

The Learning Contract is an agreement between you and your Degree Committee concerning your individual learning goals. It will be finalized during the Winter 2006 quarter of the program. The Learning Contract is covered in more detail in Section 3 of the handbook.

Distribution: Faculty Advisor and Degree Committee

Due:

- Draft is due in the Fall 2005 Quarter.
- Final is due in the Winter 2006 Quarter.

Field Advisor Approval Form

Complete the Field Advisor Approval Form found on Page 4-15 and discuss your final choice of Degree Committee members with your Advisor. In this process, you will share your rationale for recommending these Field Advisors be on your Degree Committee. Submit this information to your Advisor before inviting someone to be a Field Advisor.

Distribution: Faculty Advisor

Due: Before selecting Field Advisors (by December 16, 2005)

Degree Committee Meeting Agendas and Notes

Sending out an agenda to your Degree Committee in advance of the meeting and following up with a brief set of notes models professional behavior and good meeting management skills. Agendas should be sent out before the meeting and include a statement of the meeting purpose, agenda items and time associated with each item. This is an opportunity to demonstrate skills you will learn in the January 2006 session on “Designing and Leading Participative Meetings.”



For complete instructions on how to develop your Learning Contract, see Chapter 2.

Meeting notes should be brief, clear and comprehensive. Include a summary of the discussion's major points, decisions made, and agreed upon next steps. The notes are not meant to be a commentary or step-by-step description of everything that transpired in the meeting. They should clearly document any action which you will be taking as a result of the committee's input. They should be well organized, so the reader can easily grasp what went on, what was done, what needs to be followed up, what progress is being made toward goals.

Distribution: Faculty Advisor and Degree Committee

Due:
 at least

- Agendas (and other supporting materials) send out at one week before the meeting.
- Notes sent out within two weeks after the meeting.

Theory Paper

The Theory Paper is a formal academic paper on a subject of your choice that supports your Learning Contract. Your theory area needs to be approved by your Faculty Advisor to assure a manageable and relevant scope and focus for your work.

Distribution: Faculty Advisor and Degree Committee

Due:

- Your Advisor must approve an outline of the paper by the end of Spring 2006.
- The final paper is due at the end of Summer 2006 quarter.

Consultation Project: Framing Document, Design Document, Executive Summary, Outcomes and Project Notebook

As you begin your early thinking about your consultation project you will write a framing document. This is a brief description of the kind of project you are looking for (type of client, setting, etc.) and how it connects to your Learning Contract. This document is created in the Spring of 2005 and will help your Degree Committee understand your general project interests.

The early part of the Fall 2006 quarter is spent on locating a client for your consultation project. Once you have found a project and client, you will create a more formal consultation project design document *before* your work begins. This is an opportunity to demonstrate skills you will learn in the Consulting Skills session in September 2006. The design document is due the Fall 2006 quarter with a target of delivering your project intervention in the Winter 2007 quarter.



Stay organized. Design a system for keeping track of your work and learning materials. Keep a copy of everything for yourself.

Upon completion of the project you will write an executive summary of your work as well as a summary of the outcomes of your project. The framing document, project design, executive summary, and outcomes are then assembled in a project notebook. More information on the content specifications for these documents can be found on pages 5-2 to 5-5 of the handbook.

Distribution: Faculty Advisor and Degree Committee

Due:

- The Framing Document is due Spring 2006.
- The Design Document is due Fall 2006.
- The Outcomes and Executive Summary section are due at your Candidacy Degree Committee meeting in Spring 2007.
- The Consultation Project notebook is due by June 8, 2007 (this only goes to your Faculty Advisor).

Professional Resume

At the close of your OSR Program, you are asked to update your resume to include your most recent professional and academic experience and your current professional objectives or direction. The updated resume should also reflect the degree you are about to receive: M.A. in Organizational Design and Renewal.

Distribution: Faculty Advisor

Due: Spring 2007

Plan for Continuance

As you near graduation, you will be asked to reflect on life beyond OSR. This is your plan for continued personal and professional growth. Commitment to life-long learning is one of the hallmark qualities of an OSR graduate.

Distribution: Faculty Advisor and Degree Committee

Due: Spring 2007

Exit Statement

This is the companion piece to your Entry Statement and is written as you leave the OSR program. It includes a self-assessment of your degree of accomplishment regarding your Learning Contract goals. In addition, you will reflect upon your personal and academic development throughout the course of the program.

Distribution: Faculty Advisor and Degree Committee

Due: Spring 2007