

Department of Public Administration and Urban Studies



STUDENT HANDBOOK FOR MASTER OF PUBLIC ADMINISTRATION THE JD/MPA PROGRAM AND THE EXECUTIVE MPA DEGREE

(Effective January 1, 2015)

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INTRODUCTION

The Department of Public Administration and Urban Studies (DPAUS) at the University of Akron offers masters' programs designed to educate graduate students interested in professional careers in the fields of public administration and urban studies. The department offers a Master in Public Administration (MPA), an Executive MPA, and participates in a joint degree program with the School of Law that leads to the award of an MPA concurrent with a JD.

MPA graduates currently work in state, county, and local governments; a number of federal agencies; non-profit organizations and foundations; international bodies; and for research groups and consulting firms. Several have achieved elective office.

DEPARTMENT MISSION

The Department of Public Administration and Urban Studies, in order to fulfill the needs of students, alumni, and the public, is dedicated to improving the capacity of public service in a dynamic urban society through education, scholarship and community engagement. We are committed to student success, to research and scholarship, to communications across social and cultural boundaries, to the use of information technologies to serve students and the public, and to recognizing the unique values, perspectives, and capacities of individual students.

We shall achieve our Mission by:

- Preparing students to understand the context of urban public service;
- Enhancing the critical and strategic thinking skills of students;
- Imparting the practical and technical skills necessary to improve public service in a dynamic urban society;
- Developing faculty research agendas in support of urban public service;
- Encouraging community service and engagement on the part of faculty and students;
- Linking theory and practice in our curriculum, our classrooms, and our research;
- Offering a cross-disciplinary study of urban public service;
- Ensuring a diverse and inclusive student body by using the basic admissions requirements of the Graduate School to broaden our reach among students, including those who may be pre-service, working professionals, international or American.
- Using the diversity among students to encourage peer-to-peer discussion in classes.
- Creating program and course formats convenient to students and the public;
- Using technology to enhance outreach and teaching;

- Developing students into leaders who strive to improve public service; and
- Imparting an understanding of responsibility and responsiveness in, and of, the moral and ethical grounding of public service.

We shall strive for the following Outcomes:

- Alumni who will manage and lead public and nonprofit institutions effectively, efficiently, ethically, and democratically;
- Alumni, students and faculty who will advance the understanding of public service and urban society through discovery, innovation and the application of critical and strategic thinking skills to societal problems;
- Alumni and students who will understand and appreciate the various contexts of urban public service;
- Alumni, students and faculty who will foster an improved public service in Northeast Ohio, the, nation and the world through professional education, training, and community engagement; and,
- Alumni and students who will apply the philosophical, practical and technical skills gained in the program to improve public service in urban and urbanizing societies.

We welcome students and alumni to join in achieving this mission, by acknowledging the concept of praxis and becoming our partners in civic engagement, community involvement and scholarly research.

DEGREE PROGRAMS AND CERTIFICATES

Master of Public Administration

The MPA degree is designed to prepare students for their public service careers in public management and administration, as well as the management of non-profit organizations. The program consists of either 42 or 39 credit hours including 27 credits of core classes and 12 credits of structured electives and if necessary 3 credits of internship. Students must complete a 3-credit internship unless they have sufficient appropriate work experience to have this course waived.

Juris Doctor / Master of Public Administration

The JD/MPA degree is designed to prepare students, who plan to combine law with public service, for careers in government or non-profit organizations. This joint degree is offered only to students who are admitted separately to the School of Law and to the MPA. There are 24 required cores and 6 electives of classes in the MPA portion of this degree and there are 76 required credit hours of law classes. JD/MPA students must complete either a clinical course in law or an internship in public administration.

Executive Master of Public Administration

The Executive MPA program is designed to advance the careers and develop the skills of senior public and non-profit sector managers. The focus of the program is on student

practitioners with a minimum of ten years of professional administrative and managerial experience. This curriculum is offered to a students organized as a cohort. The classes are not offered on the same format as traditional courses, but rather rely upon weekend, web-based and web-enhanced courses. The cohort moves through that sequence as a group. A student may not drop in and out of the cohort. If a student drops out of a class the student must wait until a new cohort reaches that same point in the sequence to re-enter the program.

Certificate Program in Public Management

In addition to its degree programs, the department offers non-degree professional certificates in several areas. These are intended for students who are already well along in their careers, or those who have yet to decide if they wish to pursue a full masters' degree. Students may not enroll in certificate programs while pursuing a masters' degree that is granted by this department. Details about this program are in the Graduate School Bulletin.

ADMISSIONS

Students seeking admission to this department's masters' degree programs and certificate programs must apply through the graduate school. The application process is done on-line through the graduate school web site. The following standards and requirements apply to each program for initial consideration and decision. Applications that are incomplete and do not provide the required information will not be considered.

Admission Criteria

Admission to masters' degree programs, MPA, Executive MPA, or JD/MPA, is open to students who have completed an undergraduate (bachelor) degree. No specific field of undergraduate major is required for admission. Students must meet the following criteria, but merely meeting the criteria does not guarantee admission. Admission decisions are made by the department faculty after considering the entire application.

The GPA requirements for consideration for full admission is an overall bachelor GPA of 2.8 or greater, or a 3.05 GPA for the last 60 credit hours. Provisional admission may be granted for those with an overall GPA between 2.5 and 2.79.

Applicants must submit the following:

- A Graduate School application
- An official transcript from every college attended
- A copy of their current professional resume (this is important to demonstrate professional experience).
- A personal essay explaining why the study and completion of the degree will help them with their personal or professional goals.
- For students who have an overall GPA below 3.0, they must submit a standardized test score from the GRE, GMAT, or LSAT.

- Applicants seeking a graduate assistantship or university scholarship must provide 3 letters of recommendation.

There are additional requirements such as TOEFL and GRE scores for international students. For further information, please refer Graduate School bulletin.

Admission Decisions

The appropriate department committee reviews the file in its entirety to determine whether to admit an applicant. The MPA Committee considers MPA, Executive MPA, or JD/MPA applicants. The applicants to the certificate program are reviewed by the MPA committee and if they are accepted they are then granted Special Non-Degree student status. The Committee's decision may be to grant a full admission or provisional admission, or to deny admission. We believe that peer-to-peer discussions and exchanges are critical to learning. As such our admission decisions are directed to creating as broad and diverse a student body as possible. We believe that any student who reaches the admissions floor, regardless of race, gender, nation or international status or work experience should be given a chance to demonstrate they can succeed. Lastly we understand that applicants who may have completed an undergraduate education a number of years ago must be judged by criteria that who they are now and who they may become rather than the numerical results produced years or even decades ago.

All students should read their admission letters carefully. There may be conditions imposed upon students who receive provisional admission or non-degree status, and so students should read their admission letter carefully. For students who are admitted provisionally or with any contingencies on their admission, they meet those terms to become fully admitted without contingencies. Students who fail to fulfill these terms will remain ineligible for graduation, and may be blocked from registering for courses.

NAVIGATING THE PROGRAMS

University and Department Policies

Getting through a graduate program from admission to graduation requires a fair amount of planning and attention to detail. Students are subject to rules, policies and procedures established by the University, the Graduate School, and the Department. Most University policies and procedures are published in the Graduate Bulletin, available at the Graduate School (Polsky 469) or online. (www.uakron.edu/gradsch). .

Other policies are published in the Graduate School's Graduate Assistant Handbook, available only online; and in this Departmental handbook. Students are subject to the policies and program requirements as they exist when they commence their programs. You are responsible for knowing and understanding the policies and regulations that apply to you and to your program.

Financial Aid

Students who plan to attend full-time may be eligible for a graduate assistantship or tuition scholarship. The university and the department award a limited number each year. There is no university aid for part time students. All students may be eligible for grants or loans from other sources and students are urged to explore all possibilities and seek information from the Office of Student Financial Aid.

The University of Akron and the Department of Public Administration and Urban Studies have been concerned with increasing the opportunities for minorities in graduate education and the university has established a Minority Award program which provides graduate research or teaching assistantships on a competitive basis. Applicants who are interested in being considered for one of these awards should indicate this on their application to the Graduate School.

Graduate Assistantship

The department has a limited number of Graduate Assistant appointments. All graduate assistantships require a work commitment of 12 or 20 hours per week during the funded semester to receive a stipend. Graduate Assistants must take a minimum nine credit hours each semester. It is the student's responsibility to maintain contact with the faculty or organizational supervisor assigned under the assistantship and to complete all duties in a timely and satisfactory fashion. They must be in good academic standing and maintain the minimum enrollment as specified in their contracts and by the Graduate School.

A student may obtain a maximum of two years of assistantship funding. The assistantship award includes a tuition waiver allowing them to take 9 to 15 hours of course work for each semester they have the assistantship. The number of credit hours of tuition waiver is linked to whether the student has been awarded a 12 or 20 hour assistantship. If a student holds an assistantship during the spring term, he or she is also eligible for a full waiver of tuition for 9 to 15 credit hours during the following summer sessions. In addition, the student receives a financial stipend for working 20 hours per week during the period of the assistantship. Most awards are for a 9-month period.

Advisors and Advising

Students are assigned an advisor at the time of admission, and the advisor's name is included in the admission letter. If no advisor is assigned, students should contact the Department Office.

The most important function advisors serve is assisting students in preparing programs of study. Students should meet with their advisors early in their first semester of study, and no less than once a semester thereafter. Students who do not confer with their advisors are likely to encounter problems on the path to graduation. Avoiding such unnecessary problems is first and foremost your responsibility. We will help untangle such difficulties, but we cannot guarantee that those choices will not delay a desired graduation date.

Registration

The University has on-line registration for classes and students must register in a timely manner as class sizes are limited. In a time of tight budgets it is the policy of the University to cancel classes that fall below a certain enrollment level (10 for masters' classes). As such enrolling earlier rather than later will give us a more accurate count of those who wish to take a particular course. Especially in the summer, but increasingly in the fall and spring semesters, there is little we can do if a class is cancelled, in part because you chose to delay registration for the term.

Program of Study

All students should develop programs of study in conjunction with their advisors as early in their graduate careers as possible. By so doing, students become familiar with degree requirements and with the basic sequencing of course offerings. Plan one or two semesters ahead. Students who put off enrolling in courses offered infrequently can expect to experience difficulty in graduating on schedule.

Each Master's program has a required core of courses. These courses reflect the information and skills that the faculty believe are needed by those seeking particular degrees. Core courses should be taken as early as possible. MPA students are required to take 3980:606, Foundations of Urban Public Administration and Policy, and 3980:600, Basic Quantitative Research, in their first semester in the program. Electives are offered either once every two years or once a year. The required core courses are offered at least twice in a calendar a year, and so develop your course schedule with your advisor to balance elective and required courses.

Students can take courses offered by this department to include in their program of study. In rare occasions, it is possible for a student to craft with their advisor a specialization; for example, students have developed specializations that fulfill existing certificate programs on campus. If a student wants to customize a specialization, the student must work with their advisor and have the plan documented with a specified Program of Study in the student's departmental file to have the courses meet the minimum credit hour requirement for graduation.

Course Information and Syllabi

The Graduate Bulletin provides only brief descriptions of Department courses. Additional information is available through the department or the instructor. Copies of the syllabus for most courses should be available about a month before terms begin. The syllabus explains the purpose and objectives of the course, required entering competencies, expected learning objectives, required books and readings, and a schedule of class meetings and assignments. Book lists are usually available at the bookstore a month in advance of the semester.

Courses Taken Outside the Department

Students may take courses in other departments if that course is cross listed or included as a specialty course in this handbook. If a course is not included in this handbook, a student must get permission from his or her advisor before enrolling in the course and

the course must be listed in the student's program of study. If advance written permission to take courses is not included in the student's file, then the course will not be included as minimum credit toward their degree in their advancement to candidacy.

Thesis Option

Both Masters programs contain an option for students to research and write a formal master's thesis. A thesis involves an in-depth independent research project that includes the steps of a research proposal, conducting the research, writing the thesis, and conducting an oral presentation and defense of the thesis. A student seeking a thesis must put together a thesis committee that at minimum two faculty from this department on the committee; one serves as thesis advisor and the other is a reader. Students register for six elective credits of 3980:699. Students interested in writing a thesis should discuss their plans with their advisor or a faculty member during their first semester.

Finishing and Graduating

Graduation is the goal, but there are department and university required forms to complete that must be submitted through the department at the appropriate time. Students must submit the Advancement to Candidacy form. When students have completed at least half of the courses for their programs, they should fill out the student portion of the Advancement to Candidacy form, and turn it in to the department secretary. The Program Coordinator will then review courses taken and list all uncompleted requirements on the form, and, if advancement is approved, forward the form to the Graduate School. Once the Graduate School approves the Advancement to Candidacy, the approved form becomes a checklist for all work that the student must complete for graduation.

Students also must apply for graduation through the Graduation Office of the Registrar. Application forms are online, through the Registrar's website. These applications should be filed at least six months prior to the graduation ceremony at which you plan to graduate. If forms are not filed according to the time requirements of the Registrar and Graduate School, students may be subject to substantial late fees. Finally, before graduation, during the final semester of courses students need to fill out a Department exit survey that evaluates their experiences in their master's degree program.

Individual Circumstances & Course-Work

Students arrive in the Department with a variety of backgrounds, ranging from no credits beyond the Bachelor's degree to considerable prior graduate education that may include completed degrees. To accommodate individual situations the Department will in certain circumstances accept prior academic work from other departments or other universities either in the form of transfer credit or by acknowledging competencies.

Transferring Course Credits

Credits for graduate courses taken at other accredited universities or in other degree programs at this university may be applied to a master's degree. The decision to transfer credit is at the discretion of the department and students must comply with the

criteria and procedures set forth in the Graduate Bulletin and this handbook. First, the students also should meet with their advisor to discuss the procedures and conditions for transferring credits.

Students must formally request transfers by writing a letter to their advisor specifying what courses they wish to transfer and justifying their request. Only courses where a student received a grade of “B” or better may be transferred to PAUS degrees. All credits proposed for transfer must be relevant to the field of study and appropriate for the program pursued. Copies of syllabi and other evidence indicating applicability should be appended to the request. It is the responsibility of students to demonstrate the value to their programs of credits proposed for transfer; there is no “right” to transfer credits.

Transfer of credit cannot be approved until a student has completed 12 semester credits in the department programs with a grade point average of 3.0 or better. All credits applied to a degree must be earned in a continuous six-year period, so credits proposed for transfer must be earned no more than six years prior to date of graduation.

The student’s faculty advisor can make a decision to allow transfer of credit hours and this must be noted in writing in the student’s program of study. The faculty advisor will determine applicability of the courses for the student’s degree and whether the course credits are acceptable to the department. In addition, appropriate graduate school forms must be submitted and the transfer must be accepted by the Graduate School.

Substituting or Waiving Courses

In some situations prior academic work may indicate that students have attained sufficient proficiency in program areas covered by required core courses. If students believe they have core competency they may by written request in a letter to their advisors, petition to have specific courses waived and to have an elective course substituted. The petition should also attach the required Graduate School form. The burden of proving competency is on those petitioning and so copies of syllabi, licenses, certificates and other evidence justifying competence should be appended to the request. Requests for waivers must be approved both by the department and the Graduate School. The advisor needs to make sure that student’s file and program of study include necessary written approvals. In no case will the minimum number of credits required for a degree be reduced because of a course substitution or course waiver.

STUDENT RESPONSIBILITIES

Student Professional Behavior

Students are expected at all times to behave in a courteous, cooperative and professional manner. This includes the following:

- Students should attend classes, arrive on time and come prepared.
- Students should show respect to others.

- The department has a number of common spaces and students are expected to do their part to keep the areas clean and quiet.
- Food and drink are not allowed in the computer lab.
- Students may not disrupt the learning of other students.
- Students may not give the department phone number as their contact; the staff are not an answering service for students.
- Students should not use cell phones in the lab or lounge.
- Students must turn off pagers and cell phones during classes.

Academic Honesty and Plagiarism

Graduate students are expected to maintain a high level of academic and personal integrity. Students must comply with the University's Student Code of Conduct and with the policies contained in the Graduate Bulletin. The Student Code of Conduct available on-line. Violations of the code of conduct subject students to University disciplinary procedures. Academic dishonesty of any sort will result in disciplinary action including, but not limited to failing grade in an assignment, a failing grade in a course, probation or dismissal. Examples of academic dishonesty include but are not limited to the following:

- Submission of an assignment that is the work of another person in whole or part.
- Failure to cite the work of others appropriately, whether published or unpublished, print or non-print. (Plagiarism)
- Unauthorized copying of materials, including computer programs.
- Unauthorized possession and/or use of any materials or tools (such as calculators) during examinations or class sessions not expressly authorized by the instructor.
- Providing another student with information or receiving information from another student during examinations or class sessions, unless authorized by the instructor.
- Observing or assisting other students in their work unless authorized by the instructor.
- Conduct of any sort that violates the integrity of examinations and other assignments.
- Participating or enabling with others involved in academic dishonesty.

CLASS FORMATS

The Department delivers its courses through a variety of formats. Students should be sure that the format is compatible with their personal work habits, employment, and other time constraints. The principal formats are explained below.

Weekly Class: Most classes meet once a week for 2.5 hours during a typical 16 week semester, and are generally scheduled during the late afternoon (3:40PM or evening 6:40PM start times).

Web Enhanced: A small number of courses are delivered through a web-enhanced format. Students who register must possess sufficient computer literacy to participate in

all segments of the course. Web enhanced courses meet in the classroom at least 50% of the time, and require that students work well without supervision and that they keep up with weekly assignments in spite of less frequent class meetings.

Weekend Intensive: These classes meet Friday evenings and all day Saturday four times a term. Students are required to acquire books and syllabus prior to any class meetings, and can expect required readings and written assignments prior to the first meeting.

Summer Intensive: These courses meet twice a week over 5 or 8 weeks and require that students be able to make a significant time investment during these shortened terms. As with weekend courses, students are required to acquire books and syllabus prior to any class meetings, and can expect required readings and written assignments prior to the first meeting. Occasionally course are offered in the three week intersession period prior to the first of the two 5-week summer sessions. The eight week courses start in the intersession period and conclude with the end of the first five week summer session.

Individual Study: Individual study allows students to design a course that meets specific programmatic needs. Students sit down with a faculty member and develop a series of readings, papers, or other activities that will have a tailored set of educational outcomes. Prior to enrolling, students must complete a form specifying the course purpose and requirements and file it with the Department office. Only six credits hours of independent study, 3980:697 can apply toward the minimum credit hours for a degree.

MPA Courses Approved For On-line Delivery

3980:516 Personnel Management in the Public Sector

3980:600 Basic Quantitative Methods

3980:601 Advanced Research Methods

3980:606 Foundations of Urban Public Administration and Policy

3980:610 Legal Foundations of Public Administration

3980:614 Ethics and Public Service

3980:615 Public Organization Theory

3980:617 Leadership and Decision-making

3980:626 Grantsmanship

3980:640 Fiscal Analysis

3980:642 Public Budgeting

3980:660 Strategic Management

3980:662 Fund-raising

3980:663 Introduction to Non-profit Management

3980:671 Program Evaluation

DEPARTMENT GRADING POLICY

In 1995 the faculty of the department adopted a policy regarding grades and their definition. This provides the context for faculty to evaluate student performance and assign grades. In 2003, the grading policy was reviewed and affirmed.

The faculty of the Department of Public Administration and Urban Studies appreciates that courses vary from one another in important ways and that instructors will have different approaches to evaluating performance and grading. However, we believe that we do share some common perspectives about performance and grading. To this end, we have agreed upon a grading philosophy that reflects our belief that grades should communicate to students, future employers, and graduate schools how our students have performed with reference, as close as we can make it, to the national standards of the field.

First, the faculty agree that the determinants of graduate students' grades should include:

- Serious attention to all course requirements and expectations;
- Appropriate ability to reason, analyze and synthesize;
- Ability to express oneself in writing effectively, directly, and without errors;
- Ability to do own work and not copy from other sources;
- Ability to express oneself well in oral discussion and dialogue;
- Active participation and involvement in all learning assignments;
- Appropriate ability to exercise individual initiative and creativity; and
- Ability to work cooperatively with others.

Second, faculty shall evaluate student performance and assign grades in this context. Grades fall into three general categories: Passing; Passing but unacceptable; and Not Passing. Grades in the DPAUS graduate level classes can be expected to mean the following:

A: All assignments and expectations met. All work exceeds expectations and reflects excellence and creativity. Performance well above the expected level of competence for graduate study.

A-: All assignments and expectations met. Most work exceeds expectations. Performance above the average level of competence for graduate study.

B+: All assignments and expectations met. Some work exceeds expectations. Performance somewhat above the average level of competence for graduate study.

B: All assignments and expectations met. Performance reflects the average level of competence for graduate study.

B-: Passing, lowest acceptable grade. Performance below expectations on a significant portion of work. A student who receives only "B-" grades will not maintain a 3.00 GPA and will not be eligible to graduate

C-, C, C+: Performance below expectations on a significant portion of work. Up to six credits of “C+”, “C” and “C-“ may be applied to degrees, providing the overall GPA remains 3.00 or better. Students who accumulate more than six credits of “C” may be placed on probation or dismissed from the program.

F/D: Performance well below normal expectations. Students cannot graduate with a grade of D or F in required courses, and they must repeat the courses. Repeating a course does not remove the prior unacceptable grade from the GPA at the graduate level. The D or F grade is included in overall GPA calculations. The accumulation of six credits of “D” and/or “F” will lead to the department recommending dismissal from the program.

Incomplete: All students are expected to complete courses within a semester. It is the university and department policy that Incompletes be granted only in extraordinary cases based on unforeseeable and unavoidable causes. The student is required to complete the course work class within one academic term. The instructor and student must enter an Incomplete Course Contract before an incomplete grade can be entered.

In Progress: In accordance with university policy the In Progress grade is only to be used for courses that are continuing and cannot be completed in a semester. For PAUS, there are very few classes where IP can be granted, such as 3980:699 Master’s Thesis or 3980: 899 Dissertation.

Policy Governing Incompletes & Incomplete Course Contract

All students are expected to complete courses within a semester. It is the university and department policy that Incompletes be granted only in extraordinary cases based on unforeseeable and unavoidable causes. For example, a severe and sudden illness or incapacitating a car accident may be acceptable reasons for an incomplete. Being busy with other classes or work is not a valid reason for granting an Incomplete. Before a grade of Incomplete can be entered a student must obtain express permission from the instructor prior to the exam period and an Incomplete Course Contract must be completed.

To indicate the instructor’s permission to grant a student an incomplete in a course, the student and instructor must prepare an Incomplete Course Contract. This contract must be submitted to the department before the time grades are reported. The contract must include the reason for the incomplete and specify what must be completed in the courses. The amount of time to complete an incomplete may be a semester or less, as determined by the instructor. (The Incomplete Course Contract form is on the department website.)

Comparing DPAUS Grades to Prior Achievement

The DPAUS faculty recognize that our perspectives about performance and grading may differ from those to which students had in their previous educational experience. In

some courses, undergraduate grading is done with a grading curve in mind. In addition, the expectations appropriate to undergraduate studies are usually not the same as the expectations appropriate for graduate studies. Finally, students in this program come from a wide variety of undergraduate programs and have varying experiences with how performance is evaluated and grades are assigned.

DETAILED PROGRAM INFORMATION

MPA PROGRAM

The MPA degree is designed to prepare students for their public service careers in public management and administration, as well as the management of non-profit organizations. The Executive MPA is for mid-level managers, to provide them with the knowledge and skills need to advance within their chosen field or organization. The JD/MPA degree is designed to prepare students for careers in public service in government or non-profit organizations who plan to combine law with public service.

MPA Degree Requirements

The Master of Public Administration degree course work is linked to these goals. The MPA consists of 27 credits of required core courses, 3 credits of internship and 12 credits of structured electives in one of 6 specialization tracks. Students must take 42 credit hours of approved courses, students for whom the internship is waived, the required credit hours is 39.

There is a MPA Program of Study Form that each student should complete and use that lists the core courses and lines for adding elective courses. The MPA Program of Study Form is available on the Department's Website.

MPA CORE -27 credit hours

605 Orientation to Master of Public Administration (0 credit)
606 Foundations of Urban Public Administration and Policy
600 Basic Quantitative Methods
516 Personnel Management in the Public Sector
610 Legal Foundations of Public Administration
615 Public Organization Theory
642 Public Budgeting
614 Ethics and Public Service

Take One from among the following three courses

601 Advanced Research Methods
671 Program Evaluation
640 Fiscal Analysis

688 Capstone Seminar in Public Administration

(Take this in last semester, or in the semester prior with permission of the instructor)

These courses reflect the information and skills that the faculty believe are needed by those seeking particular degrees. Core courses should be taken as early as possible. MPA students should make every effort to take 3980: 606 Foundations of Urban Public Administration and Policy, and 3980:600, Basic Quantitative Methods, in their first semester in the program.

Electives are offered either once every two years or once a year. The required core courses are offered at least once a year with some courses offered every semester (including the summer). Develop your course schedule with your advisor to balance elective and required courses.

Capstone Course: The capstone course serves to tie together the courses in the MPA and it should be one of, if not the last a MPA student takes. The Capstone Course is 688 Capstone Seminar in Public Administration. Students should enroll in this class during their last semester, or in the semester immediately prior to graduation, but only if the Capstone is not offered during the students final semester.

Electives

An ideal use of electives is to take courses that reflect a student's interests and professional and career goals. We do not presume that all the courses that will be of benefit to the future aspirations of a student are taught in this department. While we cannot guarantee that all course we be open to a student, because pre-requisites may be required, we nevertheless permit (with the advice and consent of the advisor) a student to take graduate level courses from any department on campus.

Based upon the historic interests of students in the MPA, the faculty has a number of suggestions on how to assemble a series of courses that broadly suit the interests of our students. Those suggestions are listed below, but a student must work with his/her advisor to choose elective courses based upon many factors, including availability of alternative courses in other academic departments and programs and the department schedule. As such the courses listed are mere suggestions and are not requirements or even recommendations. The student needs to use the electives available to best fit his/her needs and career interests. The lists below reflect common career interests of students and suggested courses within the department that may serve to enhance a student's career.

- Local Government Management
- 613 Intergovernmental Management
- 617 Leadership and Decision-making
- 660 Strategic Management
- 626 Grantsmanship
- 641 Urban Economic Growth and Development
- 645 Introduction to City Management
- 6XX Labor Relations

671 Program Evaluation in Urban Studies

Emergency Management

624 Emergency Management

625 Strategic Perspectives Emergency Management

626 Grantsmanship

613 Intergovernmental Management

671 Program Evaluation in Urban Studies

Non-Profit Administration

663 Non-Profit Management

626 Grantsmanship

662 Fund Raising and Resource Management

660 Strategic Management in Public and Non Profit Sectors (Required)

671 Program Evaluation in Urban Studies

Recommended Sequence of Courses for MPA Students

There is no “perfect” sequence of courses. The only certainty is that all new Other than students must take the zero credit 3980:605, Orientation to Master of Public Administration in their first semester. Also, a student must take 3980:600, Basic Research Methods before taking 3980:601, Advanced Research Methods 3980:640, Fiscal Analysis, or 3980: 671 Program Evaluation there are no formal requirements for sequencing courses. However, we strongly recommend that MPA students take 3980:606, Foundations of Urban Public Administration and Policy and 3980:600, Basic Research Methods in their first semester. Also it should be noted that 3980:695, the Internship class, is only offered in the summer. Those who are taking classes part-time are advised simply to try to finish most of the required courses before beginning to take electives. For full-time students we recommend a sequence of courses that spreads the load of courses across the 4 or 5 semesters that the student will be taking classes. A suggested sequence for full-time students who begin in either the fall or spring semesters is attached as an appendix to this handbook.

JD/MPA JOINT DEGREE

The JD/MPA is a joint degree program with required classes in law school and in public administration. Students must take 30 required credit hours in PA (including 3890:695 Internship or 9200:696 Clinical) and they take 76 credits of courses in the Law School. Joint degree students do not have a specialization, their course work is specified below.

JD /MPA Students are required to follow policies and procedures in this handbook. If JD/MPA students seek to graduate in 3 years, it necessitates scheduling summer course work. These students are urged to consult with their advisor as soon as possible. There is a JD/MPA Program of Study Form is available on the Department’s Website, but it not include law courses

JD/MPA Core--- 24 Credits

- 605 Orientation to Master of Public Administration (0 credit)
- 606 Foundations of Urban Public Administration and Policy
- 600 Basic Quantitative Methods
- 516 Personnel Management in the Public Sector
- 615 Public Organization Theory
- 642 Public Budgeting
- 614 Ethics and Public Service
- 671 Program Evaluation or 640 Fiscal Analysis or 601 Advanced Research Methods
- 688 Capstone Seminar in Public Administration

695 Internship or 9200:696 Clinical
 Plus two electives

Suggested sequence of MPA Courses for Joint Degree Students

TERM	Fall	Spring	Summer
Year 1	Orientation (0 Credit), 606 Foundations of Urban Public Administration and Policy , 600 Basic Research	Choose one of 601 Advanced Research Methods 671 Program Evaluation, or 640 Fiscal Analysis 615 Organization . Theory	Internship (695) or Clinical from Law School Personnel Management (516) 6XX Elective
Year 2	, 614 Ethics Public Budgeting (642)	688 Capstone) 6XX Elective	

EXECUTIVE MPA DEGREE

The Executive MPA program is designed to advance the careers and develop the skills of senior public and non-profit sector managers. The focus of the program is on student practitioners with a minimum of ten years of professional administrative and managerial experience. This curriculum is offered to a students organized as a cohort. A cohort begins only when there are sufficient students in the cohort to justify the use of resources for the degree (typically 20 students) Once the cohort is formed the courses are offered in a specific sequence and on a format which is designed to reflect the on-going work demands of the students in the cohort. The classes are not offered on the same format as traditional courses, but rather rely upon weekend, web-based and web-enhanced courses. The cohort moves through that sequence as a group. A student

may not take drop in and out of the cohort. If a student drops out of a class the student must wait until a new cohort reaches that same point in the sequence to re-enter the program.

Degree Requirements

To complete the degree a student must satisfactorily complete 39 credit hours of graduate study, including 27 credit hours of core classes and 12 credit hours of specialization courses. The curriculum is as follows:

- Core requirements (27 credit hours):
 - 3980:600 Basic Quantitative Research
 - 3980:610 Legal Foundations of Public Administration
 - 3980:613 Intergovernmental Relations
 - 3980:614 Ethics and Public Service
 - 3980:615 Public Organization Theory
 - 3980:616 Personnel Management in the Public Sector
 - 3980:640 Fiscal Analysis
 - 3980:642 Public Budgeting
 - 3980:673 Computer Applications

CERTIFICATE PROGRAMS

The Department offers non-degree professional certificates in several areas. These are intended for students who are already well along in their careers. Students may not enroll in certificate programs while pursuing degrees. The Masters' Program Coordinator is responsible for advising students about this program. Details about this program are in the Graduate School Bulletin.

OTHER INFORMATION

Department Forms

The department forms referred to in this handbook are available at the department front office, from advisors or on the department web page.

Department Web Page

The department home page provides information about the department. It is available at: <http://www.uakron.edu/colleges/artsci/depts/paus>. These web pages reflect the spirit and intent of our department, but web pages do not supersede the policies stated in this handbook. In addition, faculty members have web pages.

Placement and Jobs

The department maintains an employment bulletin board and publicizes all job opportunities that come to the attention of faculty, and the department offers such aids as workshops on resume preparation. The Internship program works to bring students and potential employers together. The university conducts job fairs or job search

seminars open to graduate students. The university also has a Career Counseling Office that provides services to students.

Student Professional Organization

The Department maintains a student professional organization the Public Administration and Urban Studies Student Association, known as PAUSSA. All students are encouraged to join and participate.

COMPLAINTS AND GRIEVANCES

All grievances should be resolved at the level where they first occurred (lowest possible level). Students who question an instructor's decisions should begin by meeting with the instructor. If the issue is not resolved, students should next contact their advisors, and then contact the Department Chair. Issues that cannot be resolved within the Department may be taken to the Graduate School through the Graduate School Grievance Policy, contained in the appendices of the on-line Graduate Bulletin.

UNIVERSITY OF AKRON RESOURCES

Library

The University of Akron library facilities support research and teaching. The main university library has over 1,000,000 volumes and subscribes to more than 5,000 periodicals. The library is also a repository for government documents. It also provides access to the full OhioLink system and provides computer research services. In addition to the university library, graduate students are eligible for borrowing privileges at Kent State University (1,500,000 volumes) and the Akron-Summit County Public Library, whose main facility is located a few blocks from campus. Interlibrary loan services also make the acquisition of many documents relatively simple.

Computing

The University of Akron computing facilities include campus-wide access to all Internet services including the World Wide Web and e-mail. Microcomputer access is available at multiple campus locations including a lab in the Department of Public Administration and Urban Studies. Free training seminars on both mainframe and microcomputer applications are routinely offered by computer center staff throughout the year.

Writing Lab

The Writing Lab is free service for all University of Akron students. It provides help for student writing, including: Getting Started; Focusing on the Subject; Developing Ideas; Writing Introductions and Conclusions; Punctuation; Grammar; and Spelling. Set appointments at either lab. 110 The Polsky Building; (330) 972-6984. 212 Carroll Hall (330) 972-6548.

Student Union and Student Recreation Center

There is a student union on campus with a food court, book store and other services. It has a theater that has first run movies as well. As part of students fees, students have access to the Student Fitness Center with swimming pools, basketball courts, handball courts, exercise equipment, and a climbing wall. This center also rents out canoes, kayaks, and tents.

Jobs & Career Counseling

The University does not provide a job placement service for students in these programs. Instead it provides Career Counseling through the Counseling, Testing and Career Center. This center is a complete psychological services center at the university. The Center is in the Hezzleton E. Simmons Hall 304-306 near the center of campus. (330) 972-7082.

DEPARTMENT OF PUBLIC ADMINISTRATION & URBAN STUDIES FACULTY

Julia Beckett, Ph.D., University of Colorado (Denver)
Public Law, Public Budgeting and Finance, Urban Policy, and Local Government

Raymond W. Cox III, Ph.D., Virginia Polytechnic Institute and State University
Ethics, Public Management, Politics and Administration, Governance, Organization
Theory, and Metropolitan Governance

Francois K. Doamekpor, Ph.D., University of Pittsburgh
Public Sector Finance and Economics, Statistics and Methods, and Comparative
Administration

Ghazi-Waild Falah, Ph.D., University Of Durham (UK)
Political Geography, Urban Geography, Research Methods

Namkyung Oh, Ph.D., University of Pittsburgh
Public Administration, Public Policy, Emergency Management, Strategic Management

Ramona Ortega-Liston, Ph.D., Arizona State University
Public Administration, Ethics, Leadership and Decision Making

Eunju Rho, Ph.D., University of Georgia
Public Administration, Public Management, Network Management, Organizational
Behavior, Policy Implementation

APPENDIX A

Internship Requirements

Students preparing for careers in public or human services management, or in related professions, benefit by having practical experiences before completing their academic preparation. Such experiences serve to integrate and focus students' academic course work, and to provide experience and practical skills. Such field experience can contribute greatly to students' successful transition from academic settings to the professional world. We offer two alternative programs for providing that "real world" experience. The first is an assistantship program whereby the student works for a government or non-profit agency as though they were a graduate research assistant in the department. Students on these assistantships have a wide range of work experiences and may also be either masters or doctoral students. The second, and more common, is an internship program to provide part-time, paid work experience for students during the summer. The Internship is required of all MPA students who have less than two years of full-time, professional, work experience in the public or non-profit sectors. The Internship requirement includes two components, work experience and enrollment in the Internship class (3980:695). This class is offered only in the summer semester each year. The work experience can be addressed in any of three ways:

1. Through current employment (we would never require a student to leave a position, even if it is not in the public sector to address the work experience requirement).
2. A (summer) internship, and
3. A Graduate Assistantship.

The purpose of the internship experience is two-fold. First, it provides the student with a high quality work assignment that can serve as an introduction to a full-time position upon graduation and second, it provides the student with practical experience relating to course work and provides knowledge to be successful in a job search.

Students will be placed in one of three categories with regard to the requirement of an internship.

1. The student's background and full-time professional work experience justifies exemption from the internship requirement. Given that significant portion of our students are working professions, the expectation is that most MPA students will fall into this category. For such students the credits needed for the MPA will be 39.
2. The student's whose current part-time work experience justifies a partial waiver in the form of an exemption from the work experience portion of the internship, but not the classroom portion. For example, a student who continues in a work assignment derived from an assistantship would not be pulled out of that work assignment for placement in a summer internship, but would still need the classroom instruction portion of the requirement. For these students, the credit hours for the degree are increased to 42.
3. The student has very limited work experience and is otherwise not employed and, therefore, is free to pursue a position for the summer. This student would

seek the assistance of the department with a placement to address the requirement of the internship. In addition the student is required to register for and successfully complete the internship course offered in the summer. For these students, the credit hours for the degree are increased to 42.

The Summer Internship Program

1. Overview

The summer internship program is designed to provide a more limited work experience. The department has two groups of students involved in the summer internship. First are what we call “pre-service” students; those with less than two years of *professional* work experience in the public or non-profit sectors. As stated above, these students are required to take the internship class as part of the MPA curriculum. Second are international students who, because of US visa restrictions, can only be employed in an educationally-related activity. This second group includes both individuals with limited and individuals with extensive work backgrounds. This second group also includes both masters and doctoral students. The program is built around the minimum work requirements of the internship course. Thus students must be employed for a minimum of 200 hours (generally 20 hours/week for ten weeks, but it can be full-time for five weeks). Subject to available funding, the number of hours per week can exceed the minimum.

The process for selecting and supervising interns is no different than the requirements specified for the assistantship program. We want you to treat the summer intern, including the quality and depth of the work experience, much as you would the graduate assistant (in some instances it is your contract assistant). The internship program uses the same model contract. The only difference is that the student is not eligible for tuition remission through this program.

1. Student Obligations

The masters’ students in the summer internship program register for an internship class. This class focuses on the skills needed to begin a career--- resume writing, interview skills, etc. The class is scheduled in the evenings (class begins at 6PM), so it should not represent a conflict, but please remember that the student’s academic obligations limit their work schedules.

2. Terms of Employment

This is a contract arrangement. We have a standard contract which outlines the responsibilities of the student and the agency (see attached model contract). As a contract through the department, the personnel and payroll processing costs and paperwork are borne by the University.

The program usually provides that:

- We recommend students to get paid-internship.
- Students work whatever hours are specified, though typically 20 hours each week. The contract period cannot be earlier than the first day of the

summer session (approximately May 15th) and end at the end of the summer term (no later than approximately August 25th). Because of the length of the summer term, the maximum contract period is fifteen weeks. The student is obligated to complete 200 hours of work, therefore, the minimum contract period is five weeks at 40/hours a week.

- If it is a paid internship position, the stipend for a student is set by the contracting agency (it is often \$10/hr, but has been as high as \$15/hr).
- When an employing agency decides to participate in this program, a written agreement is executed between the agency and the University, setting forth the terms and obligations as outlined above.

Employers are required to follow customary procedures regarding time-keeping. A biweekly time card, signed by the supervisor and the student, must be mailed to the Department of Public Administration and Urban Studies on alternate Fridays. Employers are also asked to give students frank oral evaluations of their work upon completion of employment. The employer is also asked to give the University a written evaluation of the student's performance.

4. Components

Work Experience Component: The "external" work experience component of the internship requires a minimum of 260 hours of work, which is coupled with the 40 hours of classroom work for a total of 300 hours. Ideally this experience will be in a paid position with a government or non-profit agency. The department will attempt to place in appropriate positions students who request assistance.

Since MPA students who are working as graduate assistants, or student workers on university-related projects, will have accumulated 600+ hours of work experience in that assignment that experience will serve as the external work component of the internship requirement. These MPA students are required to complete the Internship Placement/Waiver Form to indicate they do not seek a placement. These students must register for and successfully complete the Internship course.

Class Component: The classroom portion of the course involves understanding how this work experience relates to the profession and practice of public administration; class assignments also include workshops and group activities focused on job search and job acquisition skills. This is a graded course, so participation and engagement in the lessons to be learned are critical to evaluating whether the course has been completed successfully.

5. Work Supervision

All internships are a formal work experience. As such the students will be evaluated on their performance. To insure that this experience is comparable to those for other students the same performance evaluation form given to the supervisor of a graduate assistant will be used for the internships. An evaluation will be requested of the intern's supervisor early enough in the summer semester to

permit that evaluation to be included as part of the student's grade in the internship class.

6. Procedures

Procedure for Work Placement: During the spring semester the Internship Coordinator will notify all MPA students of the upcoming summer internship course. This notice will request information from all students whether they need assistance with a summer internship, or they wish a graduate assistantship, student worker assignment, or other employment to be considered as meeting the work experience portion of the internship. It is also required of students who believe that their work experience justifies a waiver of the internship requirement. All students need to complete the Internship Placement-Waiver Form along with a current resume. This form and attachment are due to the Internship Coordinator no later than the Friday before spring break. The Internship Coordinator will review the forms and resumes and notify students of the expectations of them to meet the internship requirements.

Procedure for Waiver: The determination of which of the three categories a student falls rests with the Internship Coordinator and is based upon documentation submitted by the student. The basic documentation is two-fold; the completion of an Internship Placement/Waiver form, and a current resume submitted with that form. At any time a student who believes he or she meets the two-year full-time professional public or non-profit work experience and, is therefore, eligible for the waiver/exemption of the internship requirement may apply to the Internship Coordinator by completing the Internship Placement/Waiver form and attaching a current resume. For students who are granted a full waiver of the internship then the required credit hours need to complete the degree is 45 credit hours.

Contract Assistantships

1. Overview

The students we are seeking to place in assistantships are graduate students in Public Administration or Urban Studies. The idea is very simple. We seek placements for students in lieu of working as a graduate research or teaching assistant in the department. Ideally students will be placed with agencies, which will provide opportunities for furthering students' career objectives. These may be at any level of government, in human services, in a non-profit, or in the private sector. Their function may be managerial, service delivery, planning, evaluation, research, or a combination of these, and may be either specialized or generalized in their nature. While there is no rigidly fixed pattern either for the type of agency or the precise nature of the work to be performed by students, the following criteria tend to make the experience most useful:

- Students should be assigned to roles and tasks typically expected of entry-level management or professional personnel in the employing agency.
- Students should be assigned to tasks, which the agency considers important and necessary.

- Students should be treated as though they were part-time employees, including the requirement that the students compete for positions. Generally several candidates are referred for pre-employment interviews for each available position. Each applicant should be screened and interviewed the same as any “employee.” An agency may reject any specific candidate who, in its judgment, would not benefit from placement at that agency.
- Those who supervise graduate assistants should think of themselves as both supervisors and mentors, offering advice and instruction freely. Although many students will have some work experience and may have as much as a year of graduate-level study, they come to the agency as learners, and welcome any instruction and advice that can be given.
- Students should have “observational opportunities ” from time to time and gain a sense of agencies’ larger purpose, through attendance in staff meetings, board meetings, or by accompanying agency personnel in field work, even though such activities may not be directly related to the interns’ own tasks.

One final note; the individuals under contract are first and foremost students. As with the university-funded assistantships, the student is obligated to register for a full-load of courses (3 or 4 courses) while working. We regard the students work assignment as complementary, but nonetheless secondary to success in the classroom. Therefore, they cannot work more than the hours in the contract (except during the winter break, or in the summer). We believe we can provide you with an invaluable employee, but a part-time employee.

2. Terms of Employment

This is a contract arrangement. We have a standard contract which outlines the responsibilities of the student and the agency (see attached model contract). As a contract through the department, the personnel and payroll processing costs and paperwork are borne by the University.

The program is usually provides that:

- A. The student is defined by the University as a graduate assistant making them eligible for a full remission of tuition.
- B. Students work 20 hours each week, for the duration of the two academic semesters from late August through early May (616 hours in total). The students do not work during the winter holidays between semesters, though we can amend the contract to hire the student as a “student worker” during that period.
- C. The stipend for a student is the same as other graduate assistants; currently that is \$10,300 for a masters’ student and \$11,845 for a PhD student. Typically the only other cost is a small Medicaid payment (approximately \$52-58 per student), but some students may opt to enter the State retirement system which will increase the cost by approximately 14%.
- D. When an employing agency decides to participate in this program, a written agreement is executed between the agency and the University, setting forth

the terms and obligations as outlined above.

Variations on these terms are possible, where all parties agree. For example, an agency may wish to keep a student on for twelve months (the cost increases by slightly less than 50%). Or an agency may wish to hire the student as a part-time or full-time employee during the winter break or during the summer. If the student has not completed his or her coursework and, therefore, remains eligible for the assistantship, the student, if acceptable to all parties, may return at the end of the summer on a contract assistantship.

Employers are required to follow customary procedures regarding time-keeping. A biweekly time card, signed by the supervisor and the student, must be mailed to the Department of Public Administration and Urban Studies on alternate Fridays. Employers are also asked to give students frank oral evaluations of their work upon completion of employment. The employer is also asked to give the University a written evaluation of the student's performance. An evaluation form will be sent to the employing agency shortly before the end of each semester.

APPENDIX B

DEPARTMENT OF PUBLIC ADMINISTRATION AND URBAN STUDIES

MPA INTERNSHIP PLACEMENT/ INTERNSHIP WAIVER FORM

An Internship is required of all MPA students who have less than two years of full-time, professional, work experience in the public or non-profit sectors. The Internship requirement includes two components, work experience and enrollment in the Internship class (3980:695). This class is offered only in the summer semester each year. Based upon their work experience students may seek a full or partial waiver of this requirement.

All students must complete this form and attach a resume. This form and attachment are due to the Internship Coordinator no later than the Friday before spring break. The Internship Coordinator will review the forms and resumes and notify students of the expectations of them to meet the internship requirements.

DEFINITIONS

Students seeking work experience placement: The “external” work experience component of the internship requires a minimum of 260 hours of work. Ideally this experience will be in a paid position with a government or non-profit agency during the summer when the student takes the Internship course. The department will attempt to place students who request assistance in appropriate positions. Students may also locate their own internship placement, but they need to provide information to the department about this position, including where they are working and who is their supervisor.

Students seeking a partial waiver (for whom no work placement is required): MPA students who are working as graduate assistants, or student workers on university-related projects, may have this experience serve as the external work component of the internship. These MPA students need to complete the Internship Placement/Waiver Form to indicate they do not seek a placement. Even though these students are not seeking a work placement, they nevertheless must register for and successfully complete the Internship course.

Students requesting waiver of internship requirement: At any time a student who believes he or she meets the two-year full-time professional public or non-profit work experience and, is therefore, eligible for the waiver/exemption of the internship requirement may apply to the Internship Coordinator by completing the Internship Placement/Waiver form and attaching a current resume. The Internship Coordinator will determine, based upon resumes submitted whether or not those who seek a waiver are exempted from the internship requirement. For students who are granted a waiver for internship then the required credit hours need to complete the degree is 45 credit hours, rather than 48 credit hours.

INTERNSHIP PLACEMENT - INTERNSHIP WAIVER FORM

NAME _____ STUDENT ID _____

E-MAIL _____

PHONE _____ Expected graduation date _____

_____ RESUME ATTACHED

_____ REQUEST A WAIVER OF INTERNSHIP REQUIREMENT

_____ TAKING INTERNSHIP CLASS, BUT DO NOT NEED A PLACEMENT

Work Position: _____

Name of Organization _____

Name of Supervisor _____

e-mail or phone number of supervisor _____

_____ TAKING INTERNSHIP CLASS AND NEED WORK PLACEMENT

Area of Interest (e.g. housing, health, emergency management, non-profit)

_____ Type of Position Preferred (e.g. research, service, administrative)

Do you have a car? Yes _____ No _____ Where do you live? _____

Preferred location for placement (City or agency) _____

DEPARTMENT ACTION

Reviewer's Name: _____

FULL Waiver Granted / Denied (circle) Date _____

Reason:

PARTIAL Waiver (Placement Not Required) Granted / Denied (circle) Date _____

_____ GA or University Employment approved

_____ Student Find own Placement

INTERNSHIP PLACEMENT

Location _____

Supervisor _____

APPENDIX C

The University of Akron
Department of Public Administration & Urban Studies
**MASTER OF PUBLIC ADMINISTRATION
PROGRAM OF STUDY**

Effective Spring 2015

Required Core (27 credit hours)

**42 or 39 Credit Hour
Semester Taken**

605 Orientation to Master of Public Administration (0 credit)	_____
606 Foundations of Urban Public Administration and Policy	_____
600 Basic Quantitative Methods	_____
516 Personnel Management in the Public Sector	_____
610 Legal Foundations of Public Administration	_____
615 Public Organization Theory	_____
642 Public Budgeting	_____
614 Ethics and Public Service	_____

Take One of the Following Three Classes :

601 Advanced Research Methods	_____
671 Program Evaluation	_____
640 Fiscal Analysis	_____

688 Capstone Seminar in Public Administration
(Take this in last semester or with permission of the instructor) _____

Elective Courses 12 credits

_____	_____
_____	_____
_____	_____
_____	_____

Internship Requirement (3 credits)

695 Internship _____
(Students either take this class, unless they have at least two years of full-time, professional work experience in which case they should petition their advisor and ask that this requirement and class be waived. If waived, then students need only complete 39 hours for the degree.)

STUDENT NAME _____

ADVISOR _____

APPENDIX D

The University of Akron
Department of Public Administration & Urban Studies
JD/ MASTER OF PUBLIC ADMINISTRATION
PROGRAM OF STUDY

Effective Spring 2015

Required Core (24 credit hours)

30/33 MPA credit hours
Semester Taken

605 Orientation to Master of Public Administration (0 credit)	_____
606 Foundations of Urban Public Administration and Policy	_____
600 Basic Quantitative Methods	_____
516 Personnel Management in the Public Sector	_____
615 Public Organization Theory	_____
642 Public Budgeting	_____
614 Ethics and Public Service	_____

Take One of the Following Three Classes :

601 Advanced Research Methods	_____
671 Program Evaluation in Urban Studies	_____
640 Fiscal Analysis	_____

688 Capstone Seminar in Public Administration (Take this in last semester or with permission of the instructor)	_____
--	-------

Elective Courses 6 credits

_____	_____
_____	_____

Internship Requirement (3 credits)

695 Internship or a 3 credit 9200 Clinical Class
This internship/clinical requirement cannot be waived for JD/MPA students. Please consult your MPA advisor before making this choice, and inform your advisor should you choose the Law School course.

Important: Be sure to work with your Law School advisor for law classes and to check how many on-line courses you can take.

STUDENT NAME _____

ADVISOR _____

APPENDIX E

The University of Akron
Department of Public Administration & Urban Studies

EXECUTIVE MPA PROGRAM OF STUDY

Effective Spring 2015

39 Credit Hours

Required Core (27 credit hours)

605 Orientation to Master of Public Administration (0 credit)	_____
600 Basic Quantitative Research	_____
610 Legal Foundations of Public Administration	_____
613 Intergovernmental Relations	_____
614 Ethics and Public Service	_____
615 Public Organization Theory	_____
516 Personnel Management in the Public Sector	_____
642 Public Budgeting	_____
673 Computer Applications	_____
688 Capstone Seminar in Public Administration	_____

Elective Courses 12 credits

STUDENT NAME _____

ADVISOR _____

APPENDIX F

NEW STUDENT INSTRUCTIONS

If you are not currently a University of Akron student, the first thing you need to do is call 330-972-6888 (Help Center). Tell them that you are a new student and you need a User ID and Password. They will ask you for your student ID number – which is **123456**. Once you get your ID and password, you will be able to log onto the University of Akron “My Akron” to register for classes. Go to the home page at www.uakron.edu and at the top you will see “My Akron”. Go into “My Akron” and click on students and then academics. The rest is pretty much self-explanatory.

You may choose a class you want to enroll in – use the class number in parentheses as the class you are enrolling in. Don’t forget to check the option that you are a Graduate student.

Also, don’t forget you will need to get a Zipcard and a parking pass. You may get your Zipcard in the Student Union. You may request a parking pass online or go to Parking Services (in the parking deck next to Simmons Hall near the corner of Buchtel and College Streets).

If you have any other questions, please e-mail me at tnaska@uakron.edu or call me at 330-972-7616.

Theresa Naska
Administrative Assistant
Public Administration and Urban Studies