

# **STUDENT GUIDE**

## **MASTER OF PUBLIC ADMINISTRATION/MASTER OF URBAN PLANNING DUAL DEGREE PROGRAM**

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### **UNIVERSITY OF LOUISVILLE**

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Urban Studies Institute, Room 118

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## **MASTER OF PUBLIC ADMINISTRATION / MASTER OF URBAN PLANNING DUAL DEGREE**

### **PROGRAM MISSION AND RECOGNITION**

The Master of Public Administration/Master of Urban Planning Program is a professional set of degrees that enables students to move into managerial positions while also being competitive for technical positions. Both the Master of Public Administration and the Master of Urban Planning play integral roles in the University's urban/metropolitan mission. Through its academic curriculum, the joint program provides students with a strong foundation in the techniques of management, the politics of administration, and the theory and practice of urban and regional planning. Practical real world application is achieved through the internship/practicum and hands on projects.

The joint MPA/MUP program is designed to prepare students for career placement and advancement in a wide variety of settings. These include positions in the public sector, the non-profit sector, and various planning organizations.



The MPA Program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

The MUP Program was officially accredited by the Planning Accreditation Board (PAB) in April 2009 and recognized by the Association of Collegiate Schools of Planning, Inc. (ACSP).

The joint MPA/MUP program offers the opportunity to develop proficiency in the following areas: organizational behavior, policy evaluation, public sector budgeting, human resources management, research methods, statistics, land use and environmental planning, urban design, historic preservation, real estate development, economic development planning, and geographic information systems. In addition, students focus their coursework within two specializations – one from each program area. Master of Public Administration specializations include: 1) Public Policy and Administration, 2) Non-Profit Management, and 3) Human Resources and Labor Relations. Master of Urban Planning specializations include: 1) Land Use Planning, 2) Administration of Planning Organizations, 3) Spatial Analysis for Planning, and 4) Housing and Community Development.

Access to instructors in a variety of academic disciplines offers students a great opportunity to pursue interdisciplinary work. The University's location within a large metropolitan area allows the faculty to give the curriculum an urban emphasis.

### **ADMINISTRATION AND ADMISSIONS**

The program's administrative offices are located in the Urban Studies Institute (USI), 426 West Bloom Street, Louisville, KY 40208. Students can obtain an application from the administrative office (USI), the Graduate School (Suite 105, Houchens Building), or online at [http://graduate.louisville.edu/request\\_info/admissions.html](http://graduate.louisville.edu/request_info/admissions.html).

Please note the following credentials must be supplied before a candidate can be considered for admission:

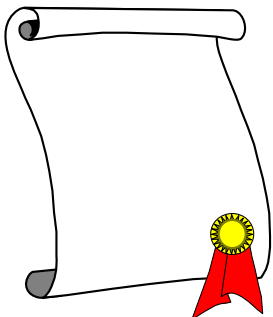
1. A completed graduate application form.
2. A transcript of all undergraduate as well as graduate work completed.
  - Applicants should have earned a bachelor's degree from an accredited institution with a minimum grade point average of 3.0.
3. Scores for the Graduate Record Exam (GRE).
  - Applicants should have a combined score of at least 1,000 on verbal and quantitative sections, and scores must be no more than five years old.
4. A statement of intent to pursue the MPA/MUP joint degree.
  - Applicants may include a resume.
5. Two letters of recommendation.
  - At least one of these should be from someone familiar with the applicant's academic abilities.
6. Those applicants whose native language is not English and who do not hold a degree from an American University must show proficiency in English by scoring 210 or higher on the computer-based TOEFL (Test of English as a Foreign Language) examination or successfully completing the exit examination for the advanced level of the intensive English as a Second Language Program at the University of Louisville.

Other relevant factors such as experience in the field and motivation to enter public service may be considered in evaluating applications.

## **TRANSFER CREDIT**

Policies regarding transfer of credit from other institutions follow the mandates of the Graduate School. Six hours of credit may be transferable upon departmental approval. Up to an additional 6 hours may be transferred with Graduate School approval. A residency requirement of 24 semester hours must be satisfied at the University of Louisville.

## **CAREER PLACEMENT**



Students are advised to check the job bulletin board (first floor, Urban Studies Institute) and the weekly SUPA Star newsletter for position listings in city management, human resources, planning and economic development. Students should also consult the departmental graduate student advisor for career placement (USI, 852-8002).

## **PRACTICAL TRAINING**

The curriculum facilitates practical training for students who have little professional experience. A distinction is made between in-service and pre-service students. In-service students are defined as individuals who are currently employed in an administrative position and who have had at least one year of previous administrative experience. All other students in the program will normally be classified as pre-service. This distinction is of importance in determining whether the Practicum (which is intended for in-service students) or the Internship (which is intended for pre-service students), is pursued. Students should consult the Internship/Practicum Handbook, available from the departmental graduate student advisor (852-8002).

## **STUDENT LIFE AND ORGANIZATIONS**

There are two student organizations, MPAS (Master of Public Administration Society) and PSO (Planning Student Organization), in which students may participate. The organizations host numerous activities during the academic year. Such activities include guest speakers, community service projects, and social events. Students are encouraged to attend professional conferences. In addition, the program has a chapter of the national student honor society, Pi Alpha Alpha. Membership in Pi Alpha Alpha is open to qualified, advanced students that have completed at least 50% of the required course work with a minimum GPA of 3.7.

## **PROFESSIONAL DEVELOPMENT**

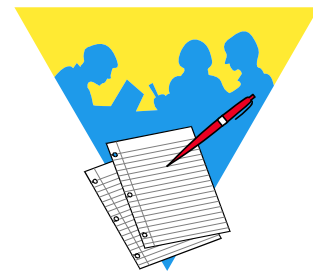
Students are also encouraged to demonstrate their commitment to professionalism in public administration and urban planning by participating in community-wide public service organizations or by registering for membership in professional associations, such as the Metropolitan Louisville Chapter of the American Society for Public Administration and the Kentucky Chapter of the American Planning Association. To ensure receipt of all available discounts and benefits, application should be made through the local student organizations. Contact information for student organization officers is available from the receptionist (room 108) or the student advisor (room 111).

## **FINANCIAL AID**

The School of Urban and Public Affairs offers a number of graduate research assistantships (GRAs). GRAs carry a yearly stipend, health insurance benefits, and are granted tuition remission. In return students are required to carry at least nine hours of courses per semester and assist a faculty member for 20 hours per week over a 10 month period. In order to receive full consideration for an assistantship, applications should be received by March 1<sup>st</sup> for the upcoming school year. Throughout the year, individual professors with outside funding sources may offer additional assistantships. Students interested in a GRA should complete and submit the application form along with a copy of their resume.

## **REQUIREMENTS FOR THE MPA/MUP**

The Master of Public Administration/Master of Urban Planning dual degree is professionally oriented and designed to train public sector leaders. The curriculum covers a diversity of skills that public administrators and planners apply at all levels of government. While the curriculum is flexible and allows students to tailor courses toward specific needs, there are also program requirements that must be met. These requirements ensure consistency, quality, and coverage of essential skills.



## **COURSE SEMESTER HOUR REQUIREMENTS:**

Core	48
MPA Electives	9
MUP Electives	<u>12</u>
TOTAL	69

## **GENERAL COURSEWORK REQUIREMENTS:**

Students are required to complete at least 69 semester hours of graduate work, including 6 semester hours of an internship or practicum (PADM 682 Practicum/Internship) or Thesis (PADM 695). These requirements consist of core and specialty courses that are listed below.

## **CORE COURSE REQUIREMENTS:**

Core Courses are the foundation of the curriculum and should be taken early in the student's program. In particular, students should enroll in PADM 600, PADM 601/PLAN 602, PLAN 600, and PLAN 601/PADM 607 during their first year of study. Students should not take PADM 603 until completing PADM 601. The following courses must be taken by all students in the MPA/MUP program:

### **PADM 600/PLAN 613 PUBLIC ADMINISTRATION AND ORGANIZATIONAL THEORY**

An introduction to concepts and practices in public administration including: the constitutional context, the institutional environment, human resource development, individual and group dynamics, budgeting and finance, ethics, decision-making, and public-private interactions.

### **PADM 601/PLAN 602 STATISTICS FOR PUBLIC AFFAIRS**

Covers descriptive statistics, probability, sampling, tests of significance, correlation, regression analysis and the use of statistical software packages.

### **PADM 602/PLAN 604 APPLIED RESEARCH METHODS**

Provides students with the basic analytical tools commonly used by professional planners and public administrators. The use of computers in applying these tools will be emphasized.

### **PADM 603 POLICY ANALYSIS AND PROGRAM EVALUATION**

The course describes techniques of practical program evaluation as well as the institutional context of policy formulation, adoption, implementation, and evaluation. Process evaluation, qualitative approaches, outcome monitoring, natural experiments, quasi-experiments, expert judgment, surveys, role-playing, and focus group topics are covered. Understanding of research design construction is emphasized.

### **PADM 604/PLAN 609 PUBLIC BUDGETING AND FINANCE**

Examines public budgeting and finance from an applied perspective. Topics include: the political economy, the budget setting, revenues, expenditures, debt management, and reporting.

### **PADM 606 PUBLIC POLICY**

Introduction to public policy, providing an overview of the formulation, implementation, qualitative evaluation, and ethical aspects of public policy. Political, legal and administrative institutions will be examined for their effect on the policy process, as well as, evaluated as to their capabilities to effectively implement and monitor policy.

**PADM 642/PLAN 611 HUMAN RESOURCES MANAGEMENT**

Basic theories, public policies, laws, regulations, problems, and prospects of human resource development and management within the context of the public sector.

**PLAN 500 FOUNDATIONS OF ECONOMICS**

Survey of supply and demand analysis, cost and production, and price determination in different market organizations. Analysis of GDP, unemployment, inflation, and economic growth.

**PLAN 600 PLANNING HISTORY AND ISSUES**

The history of planning and contemporary issues with a special emphasis on the role of planners, zoning, and law.

**PLAN 601/PADM 607 PLANNING THEORY**

In-depth examination of urban and regional planning theory, with special focus on the rational comprehensive model.

**PLAN 603/PADM 640 URBAN ECONOMICS**

Application of economic theory to urban policy issues including metropolitan development and job creation, poverty, crime, transportation, environment, special structure, and other issues.

**PLAN 605/PADM 688 LAND USE AND PLANNING LAW**

Examination of pertinent legal issues, including ordinances, state and federal legislation, and court rulings impinging on planning and land use activities.

**PLAN 606 PROFESSIONAL PRACTICE**

Topics include: government organization; the role of planning in governmental decision making; the planner's relations with citizens, politicians and administrators; strategies for dealing with conflict, pressure, and uncertainty; and ethics.

**PLAN 650 CAPSTONE STUDIO**

This course integrates the various elements of the planning program while providing the opportunity to work on real planning problems.

**SPECIALIZATION, ELECTIVES AND OUTSIDE COURSEWORK:**

The program requires 21 semester hours of coursework to complete two specializations or tracks. Students must choose one specialization from public administration (9 hours) and one from urban planning (9 hours). An additional 3 hours of free elective is to be taken from within the Master of Urban Planning curriculum.

**Public Administration Specializations:** Public Policy and Administration; Non-Profit Management; and Human Resources and Labor Relations.

**Urban Planning Specializations:** Land Use Planning; Administration of Planning Organizations; Spatial Analysis for Planning; and Housing and Community Development.

Students may pursue elective graduate courses (500 or 600 level) from other academic units within the University of Louisville, with permission of one of the two program directors (MPA/MUP Programs).

## **PRACTICUM/INTERNSHIP REQUIREMENT OR THESIS:**

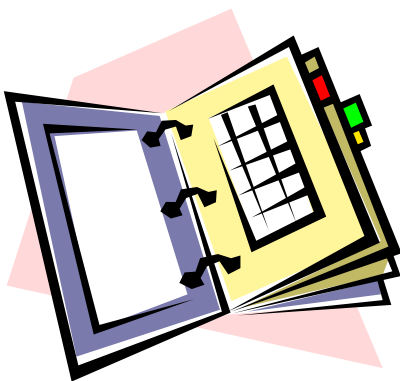
Every student will be expected to complete six semester hours of a Practicum, Internship or Thesis. Students should consult the Internship/Practicum Handbook for detailed guidelines and forms. Handbooks are available from the Graduate Student Advisor or the program receptionist. In order to register for an Internship or Practicum, the student must complete all applicable forms in the Internship/Practicum Handbook and return them to the advisor. Students pursuing a thesis option should select a thesis committee and consult with a faculty advisor, who will serve as the thesis supervisor.

☞ **Practicum.** Normally, the Practicum option will be pursued by in-service students. The Practicum enables students to fulfill requirements at their existing job sites and entails a research project pursued under the supervision of an MPA or MUP faculty member and field supervisor. Content may vary but the project should be relevant to the student's experience and workplace. The final written product will be evaluated by a supervising faculty member. The field supervisor will provide assessment through the MPA/MUP Practicum Evaluation survey.

☞ **Internship.** Normally pursued by pre-service students, the Internship generally includes an assignment to a position in a government or nonprofit organization for a minimum of 400 hours. This is carried out under the direction of both an agency supervisor and a faculty member. Students are required to keep a journal, which will be submitted to the supervising faculty member at the conclusion of the six credit internship. Students also complete a paper that is made available to the sponsoring agency and is evaluated by the faculty supervisor. The field supervisor will provide assessment through the MPA/MUP Internship Evaluation survey.

☞ **Thesis.** This option is normally pursued by students who are interested in research and/or plan to continue their education at the Ph.D. level. The thesis is an extended research project entailing a substantial amount of work. Students pursuing a thesis option should 1) select a faculty supervisor and a three-person thesis committee, 2) submit a prospectus of the research to be done, and 3) have the prospectus approved by the committee. Prior to approval of the thesis, a formal defense is required. Students should consult this guide for faculty specializations.

## **GRADES and ACADEMIC STANDARDS**



Grades of A, B, or C are the only grades to be considered as passing. However, a D or an F will be used in calculating the grade point average. A maximum of six credit hours with a grade of "C" may count towards the completion of degree requirements.

A student must maintain a B average to remain in good standing in the Joint MPA/MUP Program. Students whose graduate grade point averages fall below 3.0 (exclusive of incompletes) are placed on academic probation. Such students must bring the grade point average up to 3.0 within a semester. Students who fail to do this will receive a notice of termination from the program.

A student who accumulates a combination of three or more Incompletes (I) will not normally be permitted to register for more courses. A student who has received a grade of C, D, or F may repeat that course upon the approval of the Graduate School. When a student repeats a course, the grade point average is calculated on the basis of the last grade attained.

## **COURSELOAD**

A typical course load for a full-time graduate student is nine to twelve semester hours. Over twelve hours may be taken with graduate school approval. Part-time students may elect three or six credits a semester. Students have discretion in regard to their pace of study, although GRAs are generally required to complete 24 credit hours per academic year.

## **READING AND INDEPENDENT RESEARCH COURSES**

Under certain circumstances, students wanting to pursue topics in greater depth than is possible in a regular class may arrange with an appropriate faculty member for a readings or independent research course. Prior approval from one of the program directors, a list of readings, and course requirements are required before registering for such courses. Student should complete 18 hours of coursework before pursuing independent study. Students normally should take only one independent study course during the MPA/MUP program.

## **ELECTIVE TRACKS OFFERED THROUGH THE MASTER OF PUBLIC ADMINISTRATION/MASTER OF URBAN PLANNING PROGRAM**

### Abbreviations

- PPA = Public Policy and Administration.  
NPM = Non-Profit Management.  
HRM = Human Resources and Labor Relations.  
LUP = Land Use Planning  
APO = Administration of Planning Organizations  
SAP = Spatial Analysis for Planning  
HCD = Housing and Community Development

In addition to the courses listed for each specialization, students may be permitted to enroll for other relevant elective courses. Students should first seek the approval of the appropriate program director prior to enrolling in courses not listed for their specialization. Some optional electives are listed below:

- |          |                                     |
|----------|-------------------------------------|
| PLAN 628 | Economic Conditions and Forecasting |
| PLAN 635 | Comparative Urban Development       |
| PADM 621 | The Politics of Urban Development   |
| CEE 534  | Industrial Waste Management         |
| CEE 535  | Solid Waste Management              |
| GEOG 578 | Downtown Change & Development       |
| POLS 519 | Urban Poverty & Policy              |
| POLS 602 | Urban Political Economy             |

PPA	NPM	HRM	LUP	APO	SAP	HCD	Class #	Class Name
X	X	X		X			PADM 605/ PLAN 610	Strategic Management & Planning
X	X			X			PADM 608	e-Government
	X						PADM 609	Introduction to Non-Profit Management
X	X	X		X			PADM 610	Administrative Law and Process
X	X			X			PADM 611	Financial Management for Public Administration
	X					X	PADM 612	Non-Profit Grantsmanship
X	X			X			PADM 620	Intergovernmental Relations
X						X	PADM 621	Politics of Urban Development
			X			X	PADM 622/ PLAN 622	Urban Design
X						X	PADM 623	Comparative Urban Development
X	X	X					PADM 624	Ethics in Public Administration
X	X	X		X			PADM 625	Advanced Organizational Behavior
X	X					X	PADM 626/ PLAN 617	Housing and Community Development
X			X				PADM 627/ PLAN 620	Environmental Policy
		X					PADM 644	Collective Bargaining
	X	X					PADM 647	Arbitration
	X	X	X	X		X	PADM 648/ PLAN 612	Mediation & Dispute Resolution
		X					PADM 649	Legal Aspects of Labor Relations
		X					PADM 651	Trade Unions
		X					PADM 652	Equal Opportunity & the Workplace
		X					PADM 654	Topics in Worker-Mgt. Relations
X	X	X					PADM 680	Independent Research in Public Administration
X	X	X					PADM 683	Topical Seminar in Public Administration
	X						POLS 620	Topics in Public Policy
	X						SW 622	Issues in Policy and Service Delivery
			X				PLAN 501	Urban Environmental Quality
			X				PLAN 607	Land Use Planning
			X		X		PLAN 608	Geographic Information Systems
				X			PLAN 610	Strategic Management & Planning
					X	X	PLAN 614	Retail Site Analysis
					X		PLAN 615	Spatial Statistics
					X		PLAN 616	Analytical Urban Geography
					X		PLAN 618	Urban Demography
					X		PLAN 619	Urban Geographic Information Systems Applications
			X			X	PLAN 621	Urban Infrastructure
			X				PLAN 623	Environmental Policy & Natural Hazards
			X		X		PLAN 624	Urban Transportation Planning
						X	PLAN 625	Historic Preservation
						X	PLAN 626	Economic Development
						X	PLAN 631	Real Estate Principles
						X	PLAN 633	Real Estate Development
						X	PLAN 634	Real Estate Investment
			X			X	PLAN 651	Urban Design Studio
			X			X	PLAN 652	Neighborhood Planning Studio

**PROGRAM EXAMPLE**  
(Based on 9 to 12 credit hours per semester)

Year 1

	<u>Fall</u>		<u>Spring</u>
PADM 600	Public Administration & Organizational Theory	PLAN 601/ PADM 607	Planning Theory
PADM 601/ PLAN 602	Statistics for Public Affairs	PADM 602/ PLAN 604	Applied Research Methods
PLAN 600	Planning History & Issues	PLAN 603/ PADM 640	Urban Economics
PLAN 500	Foundations of Economics	PADM 604/ PLAN 609	Public Budgeting & Finance

Year 2

	<u>Fall</u>		<u>Spring</u>
PADM 603	Policy Analysis & Program Evaluation	PADM or PLAN	Specialization Course
PADM 606	Public Policy	PLAN 605	Land Use & Planning Law
PLAN 606	Professional Practice	PADM or PLAN	Specialization Course
PADM or PLAN	Specialization Course	PADM or PLAN	Specialization Course

Year 3

	<u>Fall</u>		<u>Spring</u>
PADM 682 <sup>1</sup>	Practicum/Internship	PLAN 611	Human Resource Management
PADM or PLAN	Specialization Course	PLAN 650	Capstone Studio
PADM or PLAN	Specialization Course	PADM or PLAN	Elective

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<sup>1</sup> Note that the Internship/Practicum may be completed during the summer between Year 2 and Year 3.

**PROGRAM EXAMPLE**  
(Based on 6 credit hours per semester)

Year 1

Fall

PADM 600 Public Administration &  
Organizational Theory

PLAN 600 Planning History & Issues

Spring

PLAN 601/ Planning Theory

PADM 602/ Applied Research Methods  
PLAN 604

Year 2

Fall

PADM 601/  
PLAN 602 Statistics for Public Affairs

PLAN 500 Foundations of Economics

Spring

PLAN 603/  
PADM 640 Urban Economics

PADM 604/  
PLAN 609 Public Budgeting & Finance

Year 3

Fall

PADM 603 Policy Analysis &  
Program Evaluation

PADM 606 Public Policy

Spring

PADM or  
PLAN Specialization Course

PLAN 605 Land Use & Planning Law

Year 4

Fall

PLAN 606  
PLAN Professional Practice

PADM or  
PLAN Specialization Course

Spring

PADM or  
PLAN Human Resource Management

PADM or  
PLAN Specialization Course

Year 5

Fall

PADM or  
PLAN Specialization Course

PADM or  
PLAN Specialization Course

Spring

PLAN 611 Capstone Studio

PADM or  
PLAN Specialization Course

Summer Terms<sup>2</sup>

PADM 682 Practicum/Internship

PADM or  
PLAN Elective

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<sup>2</sup> Electives are offered each summer term

## FULL-TIME FACULTY

Steven C. Bourassa	Ph.D., University of Pennsylvania, Professor and Director, Department of Urban and Public Affairs: housing and land markets and policy
Leonard Bright	Ph.D., Portland State University, Assistant Professor: public policy, policy analysis & program evaluation, public personnel management, organizational behavior
Dewey M. Clayton	Ph.D., University of Missouri-Columbia, Associate Professor: public administration, legislative assemblies and apportionment
Carrie G. Donald	J.D., University of Louisville, Associate Professor and Director, Labor-Management Center: labor law, health care, labor relations, workplace issues of women and minorities
Jasmine L. Farrier	Ph.D., University of Texas, Assistant Professor: American government, organizational theory, public budgeting, Congress
John Gilderbloom	Ph.D., University of California, Santa Barbara, Professor and Director, Center for Sustainable Urban Neighborhoods: historic preservation, housing, research methods
Frank Goetzke	Ph.D., West Virginia University, Assistant Professor: urban economics, spatial analysis, transportation policy
Steven G. Koven	Ph.D., University of Florida, Professor and Director, Master of Public Administration Program: public policy and evaluation, finance and budget
Clara Leuthart	Ph.D., University of Louisville, Associate Professor: urban environmental quality
Wyatt McDowell	L.L.M., Capital University, Associate Professor: nonprofit organizations, accountancy, administrative law
H. V. Savitch	Ph.D., New York University, Brown and Williamson Distinguished Research Professor: public management and planning, urban government, comparative urban systems
David M. Simpson	Ph.D., A.I.C.P., The University of California, Berkeley, Fifth Third Professor of Community Development and Director, Master of Urban Planning Program and Director, Center for Hazards Research and Policy Development: natural hazards, mediation and dispute resolution, land use and environmental planning, qualitative methods
Ronald Vogel	Ph.D., University of Florida, Professor and Director, Ph.D. Program in Urban and Public Affairs: metropolitan and regional governance, urban politics and policy, comparative urban politics, urban economic development
Sherri L. Wallace	Ph.D., Cornell University, Assistant Professor: American government, minority economic development, empowerment zones
Sumei Zhang	Ph.D., The Ohio State University, Assistant Professor: land use planning, planning theory, research methods, statistics