

STUDENT GUIDE

MASTER OF PUBLIC ADMINISTRATION PROGRAM

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UNIVERSITY OF LOUISVILLE

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MASTER OF PUBLIC ADMINISTRATION

PROGRAM MISSION AND RECOGNITION

The Master in Public Administration Program at the University of Louisville plays an integral part in the University's urban/metropolitan mission. Through its academic curriculum, the Program will provide students with a solid foundation in public administration and prepare its graduates for career placement and advancement in a wide variety of settings. The Faculty will also advance the state of knowledge in the field of public administration through its theoretical and applied research. The Program is offered in cooperation with the Department of Political Science to achieve broad interdisciplinary preparation.

The University of Louisville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Master's, Doctoral, and First Professional Degrees (D.M.D., J.D., M.D.).

The MPA Program is registered with the Council on Postsecondary Education of the Commonwealth of Kentucky and professionally accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

ADMINISTRATION AND ADMISSIONS

The program's administrative offices are located in the Urban Studies Institute (USI), 426 West Bloom Street. Students can obtain an application from the administrative office (USI), the Graduate School office (Suite 105, Houchens Building), or online at 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.

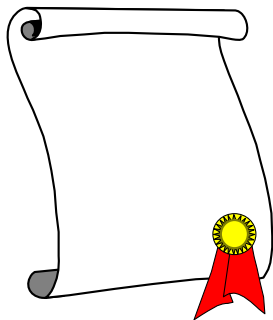
-At least one of these should be from someone familiar with the applicant's academic abilities.

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.

Students not able to satisfy one or more criteria may appeal to the MPA Faculty Admissions Committee.

TRANSFER CREDIT

Policies regarding transfer of credit from other institutions are consistent with regulations of the Graduate School. Six hours are 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.



THE MPA

The Master of Public Administration (MPA) is a professional degree for students pursuing administrative careers in government, nonprofit organizations and community service. It also provides excellent training for careers in private foundations and professional organizations as well as labor-management relations. MPA students are advised to consult the job bulletin board (first floor, Urban Studies Institute) for positions. Students should also consult the departmental graduate student advisor for career placement (USI Rm. 104, 852-8002).

The MPA is designed to develop competent, professional administrators who can deal with the myriad demands that are placed upon problem-solvers. The degree also develops the talents and skills necessary to manage people and public policies. The requirements of the program ensure that the student will have a theoretical understanding and practical awareness of both the techniques of modern management and the politics of administration. It is designed to develop proficiency in the following areas: organizational behavior, policy evaluation, public sector budgeting, human resources management, research methods, and statistics. In addition, students focus their coursework within one of three specializations: 1) Public Policy and Administration, 2) Non-Profit Management, and 3) Human Resources and Labor Relations.

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. The program has helped its graduates occupy prominent positions in the public sector, the nonprofit sector, and within other organizations.

PRACTICAL TRAINING

The curriculum facilitates practical training for students with little on the job 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 a responsible administrative position with a governmental agency or a nonprofit organization, and who have had at least one year of previous experience. All other students in the MPA 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 MPA Internship/Practicum Handbook, available from the departmental graduate student advisor.

STUDENT LIFE AND ORGANIZATIONS

The student organization, MPAS, hosts activities during the academic year. 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 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. Students may join the American Society for Public Administration by contacting the ASPA directly at:

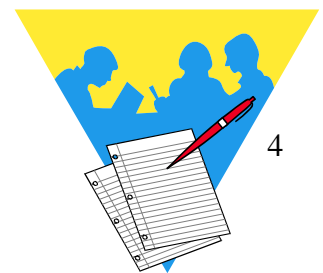
American Society for Public Administration
1120 G Street, NW, Suite 700
Washington, DC 20005
Phone: (202) 393-7878
FAX: (202) 638-4952
Website: www.aspanet.org

Students may also join ASPA through the local student organization MPAS.

FINANCIAL AID

A limited number of graduate research assistantships (GRAs) are available to MPA students. GRAs carry a yearly stipend 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. GRAs are required to carry at least 9 hours of courses per semester. Students interested in a GRA should consult the program director.

REQUIREMENTS FOR THE MPA



The Master of Public Administration degree is professionally oriented, designed to train public sector leaders. The curriculum covers a diversity of skills that public administrators 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 HOUR REQUIREMENTS:

| | |
|-----------|-----------|
| Core | 27 |
| Electives | <u>15</u> |
| TOTAL | 42 |

GENERAL COURSEWORK REQUIREMENTS:

Students are required to complete at least 42 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, as well as PADM 601 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 program:

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.

PADM 600 PUBLIC ADMINISTRATION & 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 STATISTICS FOR PUBLIC AFFAIRS

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

PADM 603 POLICY ANALYSIS AND 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 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 HUMAN RESOURCES AND LABOR RELATIONS

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

SPECIALIZATION, ELECTIVES AND OUTSIDE COURSEWORK:

The program requires 15 semester hours of coursework to complete a given specialization or track. Students may choose from the following specializations: Public Policy and Administration; Non-profit Management; and Human Resources and Labor Relations. Students may pursue elective graduate courses (500 or 600 level) from other academic units within the University of Louisville, with permission of the MPA Director.

PRACTICUM/INTERNSHIP REQUIREMENT OR THESIS: *

Every student will be expected to complete six semester hours of either a Practicum or Internship or Thesis. In order to register for an Internship or Practicum, the student must complete an application form available in the Internship/Practicum Handbook or from the Graduate Student Advisor. Students pursuing a thesis option should select a thesis committee and consult with a faculty advisor, who will serve as the thesis supervisor.



The 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 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 the supervising faculty member. The field supervisor will provide assessment through the MPA/MUP Practicum Evaluation survey.



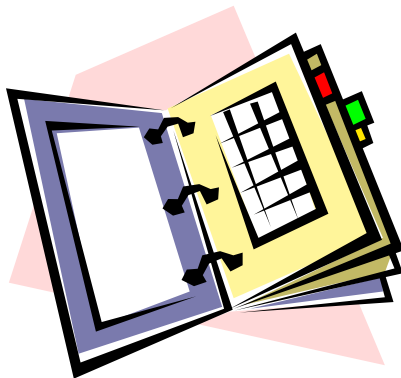
The Internship. Normally pursued by pre-service students, the Internship generally includes an assignment to a position in a government or nonprofit organization for a minimum of 400 hours. This is carried out under the direction of both an agency supervisor and a faculty member. Students are required to keep a journal, and submit the journal to the supervising faculty member at the conclusion of the semester when the six credits were fully attained. 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.

☞ **The 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.

* Students should consult the MPA Internship/Practicum Handbook.

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 MPA program. Students whose graduate grade point falls 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 Incomplete (I) reports will not be permitted to register for more courses.

A student who has received a grade of C, D, or F may repeat that course upon approval of the MPA Director and Graduate School. When a student repeats a course, the grade point average is calculated on the basis of the last grade attempted.

COURSELOAD

The normal courseload for a full-time graduate student is nine to twelve semester hours. Part-time students may elect three or six credits a semester. Students have discretion in regard to their pace of study.

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 the MPA Director and a statement of the topic to be studied is required before registering for such courses. Students should complete 18 hours of MPA coursework before pursuing independent study. Students normally take only one readings or independent research course during their program.

**CORE COURSES AND ELECTIVE TRACKS OFFERED THROUGH THE
MASTERS OF PUBLIC ADMINISTRATION PROGRAM**

CORE = Core Course requirements (27 semester hours including a practicum, internship or thesis).

PPA = Public Policy and Administration.

NPM = Non-Profit Management.

HRM = Human Resources and Labor Relations.

| Core | PPA | NPM | HRM | Class # | Class Name |
|-------------|------------|------------|------------|----------------|---|
| X | | | | PADM 600 | Public Administration & Organizational Behavior |
| X | | | | PADM 601 | Statistics for Public Affairs |
| X | | | | PADM 602 | Applied Research Methods |
| X | | | | PADM 603 | Policy Analysis & Program Evaluation |
| X | | | | PADM 604 | Public Budgeting & Finance |
| | X | X | X | PADM 605 | Strategic Management & Planning |
| X | | | | PADM 606 | Public Policy |
| X | | | | PADM 607 | Planning Theory |
| | X | X | | PADM 608 | e-Government |
| | | X | | PADM 609 | Introduction to Non-Profit Management |
| | X | X | X | PADM 610 | Administrative Law and Process |
| | X | X | | PADM 611 | Financial Management for Public Administration |
| | | X | | PADM 612 | Non-Profit Grantsmanship |
| | X | X | | PADM 620 | Intergovernmental Relations |
| | X | | | PADM 621 | Politics of Urban Development |
| | X | | | PADM 623 | Comparative Urban Development |
| | X | X | X | PADM 624 | Ethics in Public Administration |
| | X | X | X | PADM 625 | Advanced Organizational Behavior |
| | X | X | | PADM 626 | Housing and Community Development |
| | X | | | PADM 627 | Environmental Policy |
| | X | X | X | PADM 640 | Urban Economics |
| X | | | | PADM 642 | Human Resources Management |
| | | | X | PADM 644 | Collective Bargaining |
| | X | X | | PADM 645 | Economic Development |
| | | X | X | PADM 647 | Arbitration |
| | | X | X | PADM 648 | 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 | | | | PADM 682 | Practicum/Internship |
| | X | X | X | PADM 683 | Topical Seminar in Public Administration |
| | X | | | PADM 688 | Land Use & Planning Law |
| X | | | | PADM 695 | Thesis |
| | | X | | POLS 620 | Topics in Public Policy |

| | | | | | |
|--|--|---|--|--------|---------------------------------------|
| | | X | | SW 622 | Issues in Policy and Service Delivery |
|--|--|---|--|--------|---------------------------------------|

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

| | <u>Fall</u> | <u>Spring</u> | |
|---------------|-------------------------------|---------------|----------------------------|
| <u>Year 1</u> | | | |
| PADM 600 | Public Administration | PADM | Specialization Course |
| PADM 601 | Statistics for Public Affairs | PADM 604 | Public Budgeting & Finance |
| PADM 606 | Public Policy | PADM 642 | Human Resource Mgt |
| PADM 500 | Foundations of Economics | | |

| <u>Year 2</u> | <u>Fall & Spring</u> |
|---------------|---|
| PADM 603 | Policy Analysis & Program Evaluation |
| *PADM 682 | Practicum/Internship <i>or</i> PADM 695 Thesis |
| | <i>(*Can also be completed in Year 1 summer.)</i> |
| | Remaining Specialization courses |

PROGRAM EXAMPLE
(Based on 6 to 9 credit hours per semester)

| | <u>Fall</u> | <u>Spring</u> | |
|---------------|-------------------------------|---------------|----------------------------|
| <u>Year 1</u> | | | |
| PADM 500 | Foundations of Economics | PADM | Specialization Course |
| PADM 600 | Public Administration | PADM 604 | Public Budgeting & Finance |
| <u>Year 2</u> | | | |
| PADM 601 | Statistics for Public Affairs | PADM 642 | Human Resource Management |
| PADM 606 | Public Policy | PADM | Specialization Course |

| <u>Year 3</u> | <u>Fall & Spring</u> |
|---------------|---|
| PADM 603 | Policy Analysis/Program Eval |
| PADM | Specialization Course |
| | PADM Specialization Course |
| | PADM Specialization Course |
| *PADM 682 | Practicum/Internship or PADM 695 Thesis |
| | May be completed in summer |

FULL-TIME FACULTY

| | |
|-------------------------|---|
| 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: labor management relations, law, human resources management and policy |
| 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: 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, Associate Professor: public policy and evaluation, finance & budget |
| Wyatt McDowell | J.D. L.L.M., Capital University, Associate Professor: nonprofit organizations, accountancy, administrative law |
| H. V. Savitch | Ph.D., New York University, Professor: public administration and organizational behavior, comparative planning and development, regional and city governance |
| 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: land use planning, emergency and disaster planning and management, environmental policy |
| Ronald Vogel | Ph.D., University of Florida, Professor: city and regional governance, urban policy, comparative development |
| Sherri L. Wallace | Ph.D., Cornell University, Assistant Professor: American government, minority economic development, empowerment zones |
| Sumei Zhang planning | Ph.D., The Ohio State University, Assistant Professor: land use planning, theory, research methods, statistics |