

Master of Public Administration Program Student Guide University of Louisville

Program Mission and Recognition

The Master in Public Administration Program is a dynamic, collaborative interdisciplinary degree program committed to preparing students for career success in the public and nonprofit sectors. The program content reflects the urban/metropolitan setting of the University as well as the focus of the Department of Urban and Public Affairs. We are committed to:

- Providing our pre-service and in-service students with a flexible program of study that emphasizes critical thinking, evidence-based problem solving and engaged service learning.
- Encouraging diversity and inclusiveness in the curriculum, in the classroom and by engaging with the community we serve.
- Advancing scholarship, competence and professionalism in program and public service activities.

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 Professional Degrees. 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).

MPA Director:

Dr. Janet Kelly (852-2435)
Urban Studies Institute, Room 101
janet.kelly@louisville.edu

Program Administrator:

Mrs. Patty Sarley (852-7906)
Urban Studies Institute, Room 103
plclea01@louisville.edu

August 2017

Admissions

Students can obtain an application from the Graduate School office (Suite 105, Houchens Building), or online at http://graduate.louisville.edu/request_info/admissions.html. 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) no more than five years old. Applicants should have a verbal GRE score of 153 (verbal) and 144 (quantitative).
4. A statement of intent to pursue the MPA degree. Applicants may include a resume, but it is not required.
5. Two letters of recommendation from someone familiar with the applicant's academic abilities.

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 complete 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

Transfer credit from other institutions will be approved consistent with the policies 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 Program of Study

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 skills necessary to manage people and public policies. The requirements of the program ensure that students have a theoretical understanding and practical awareness of both the techniques of modern management and the politics of administration. Students focus their coursework in

one of three concentrations: 1) Urban Governance 2) Nonprofit Management and 3) Sustainable Urban Development.

Access to instructors from a variety of academic disciplines offers students a great opportunity to pursue interdisciplinary work. Program graduates serve in administrative positions in the public sector, the nonprofit sector, and even private sector organizations.

Students should meet with the program director during their first semester to develop a degree plan. The degree plan helps students know when desired courses are likely to be offered so that anticipated graduate dates can be realized without delay. The degree planning process also provides an opportunity for a study who may not be sure which concentration is right for him/her to talk with the program director about personal interests and career goals.

Work Experience

The curriculum offers work experience for students with little or no experience in the public or nonprofit sectors. A distinction is made between in-service and pre-service students. In-service students are 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 on the program website, for more information about the internship and practicum.

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 strongly 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 (ASPA). Students may join the American Society for Public Administration by contacting ASPA directly at www.aspanet.org.

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 coursework per semester and provide research support to a faculty member for 20 hours per week over a 10 month period.

Requirements for the MPA

The MPA curriculum is flexible and allows students to choose a concentration that meets their interests and career aspirations.

Core Coursework Requirements

Students are required to complete at least 42 semester hours of graduate work, including six semester hours of an internship or practicum (PADM 682 Practicum/Internship) or Thesis (PADM 695).

Required of all Students:

| | |
|--|----|
| PADM 600 Foundations of Public Administration | 3 |
| PADM 601 Statistics for Public Affairs | 3 |
| PADM 603 Policy Analysis and Evaluation or | |
| PADM 606 Urban Policy and Administration | 3 |
| PADM 604 Public Budgeting and Finance or | |
| PADM 611 Nonprofit Financial Management | 3 |
| PADM 621 Urban Demography and GIS or | |
| PADM 623 Urban Data Analysis | 3 |
| PADM 642 Human Resources Management | 3 |
| PADM 682 (internship/practicum) or PADM 685 (thesis) | 6 |
| Four courses within concentration | 12 |
| Two elective courses of the student's choosing | 6 |
| Total | 42 |

All MPA students must take PADM 600 and PADM 601 in their first semester of enrollment in the program (providing they begin their program of study in the fall semester). These two courses are the foundation to all subsequent courses in public administration and are considered prerequisites to the remainder of a student's program of study. Exceptions to taking PADM 600 and PADM 601 in the entering (fall) semester can only be given by the program director.

Concentration Areas

The program requires 12 semester hours of coursework to complete a given concentration. Certain courses within some concentrations are required; most are recommended. The student should consult his/her faculty leader for the concentration to identify a coherent and comprehensive program of study that best fit his/her career interests.

PADM 683, Topical Seminar in Public Administration, may replace a recommended course within a specialty with the approval of the faculty leader.

PADM 680 (Independent Study) may also be counted within a student's concentration depending on content. For example, if a student wants to study a topic independently, the faculty leader will decide if the content of that study is suitable to replace any recommended course within the concentration. Required courses within the core or the concentration cannot be replaced by an independent study course.

Students should complete 18 hours of MPA coursework before pursuing independent study. Students normally take only one independent study course during their program of study.

Students may choose from the following concentrations:

Urban Governance

| | | | |
|------|-----|--|-------------|
| PADM | 605 | Public Management (3) | Required |
| PADM | 606 | Urban Policy and Administration (3) | Recommended |
| PADM | 663 | Social Equity and the Public Sector (3) | Recommended |
| PADM | 624 | Ethics in Public Administration (3) | Recommended |
| PADM | 640 | Urban Economics (3) | Recommended |
| PADM | 645 | Economic Development (3) | Recommended |
| PADM | 648 | Mediation and Dispute Resolution (3) | Recommended |
| PADM | 670 | Sustainable Development and Planning (3) | Recommended |
| PADM | 674 | Sustainable Urbanism (3) | Recommended |

Faculty Leader: Dr. Aaron Rollins

Nonprofit Management

| | | | |
|------|-----|--|-------------|
| PADM | 609 | Management of Nonprofit Organizations (3) | Required |
| PADM | 612 | Nonprofit Grantsmanship and Fundraising (3) | Recommended |
| PADM | 615 | Theories of the Nonprofit and Voluntary Sector (3) | Recommended |
| PADM | 624 | Ethics in Public Administration (3) | Recommended |
| PADM | 625 | Organizational Behavior (3) | Recommended |
| PADM | 648 | Mediation and Dispute Resolution (3) | Recommended |

| | | | |
|------|-----|---|-------------|
| PADM | 663 | Social Equity and the Public Sector (3) | Recommended |
| PADM | 664 | Cultural Competence and Action (3) | Recommended |
| PADM | 675 | Introduction to Sustainability (3) | Recommended |

Faculty Leader: Dr. Janet Kelly

Sustainable Urban Development

| | | | |
|------|-----|--|-------------|
| PADM | 603 | Urban Policy and Administration (3) | Recommended |
| PADM | 607 | Planning Theory and History (3) | Recommended |
| PADM | 626 | Housing and Community Development (3) | Recommended |
| PADM | 628 | Historic Preservation and Sustainable Practice (3) | Recommended |
| PADM | 645 | Economic Development (3) | Recommended |
| PADM | 670 | Sustainable Development and Planning (3) | Recommended |
| PADM | 673 | Behavioral Dimensions of Sustainability (3) | Recommended |
| PADM | 674 | Sustainable Urbanism (3) | Recommended |
| PADM | 675 | Introduction to Sustainability (3) | Required |

Faculty Leader: Dr. Steve Koven

Electives

Students may choose an additional six hours of electives. A list of public administration electives follows:

Elective PADM Courses

| | | |
|------|-----|--|
| PADM | 605 | Public Management (3) |
| PADM | 607 | Planning Theory and History (3) |
| PADM | 609 | Nonprofit Management (3) |
| PADM | 612 | Nonprofit Grantsmanship and Fundraising (3) |
| PADM | 615 | Theories of the Nonprofit and Voluntary Sector (3) |
| PADM | 624 | Ethics in Public Administration (3) |
| PADM | 625 | Organizational Behavior (3) |
| PADM | 626 | Housing and Community Development (3) |
| PADM | 627 | Environmental Policy (3) |
| PADM | 628 | Historic Preservation and Sustainable Practice (3) |
| PADM | 640 | Urban Economics (3) |
| PADM | 645 | Economic Development (3) |
| PADM | 646 | Dogs in Society (3) |
| PADM | 648 | Mediation and Dispute Resolution (3) |
| PADM | 663 | Social Equity and the Public Sector (3) |
| PADM | 664 | Cultural Competency and Action (3) |

| | | |
|------|-----|---|
| PADM | 670 | Sustainable Development and Planning (3) |
| PADM | 673 | Behavioral Dimensions of Sustainability (3) |
| PADM | 674 | Sustainable Urbanism (3) |
| PADM | 675 | Introduction to Sustainability (3) |
| PADM | 676 | Sustainable Social-Ecological Systems (3) |
| PADM | 688 | Land Use and Planning Law (3) |

All PADM, PLAN and UPA courses are eligible electives. Permission of instructor is required for all UPA courses. MPA students do not need the program director's permission to take any PLAN course as an elective. The director's permission is required for any elective taken outside the UPA department.

Practicum/Internship Requirement or Thesis:

Every student will be expected to complete six semester hours of a practicum, an internship or a thesis. Prior to registering for the internship or practicum, read the MPA Internship/Practicum Handbook carefully and complete the application form in the handbook. Arrange a meeting with the program director to discuss the project. Students who are interested in pursuing a thesis option should meet with the program director prior to registering for PADM 695.

The Practicum. The practicum will normally be an option for in-service students. The practicum enables students to fulfill requirements at their existing employer and entails a research project pursued under the supervision of an MPA faculty member and a 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 Mentor Evaluation survey.

The Internship. Pre-service students should choose an internship. The internship involves an assignment to a paid position in a government or nonprofit organization for a minimum of 400 hours. Internships are also available through the Urban Studies Institute when an appropriate project is secured. The internship is carried out under the direction of both an agency supervisor and a faculty member.

Students may approach the program director with an internship opportunity they have pursued independently or ask the program director to assist them in securing an internship in an organization consistent with their career interests. Students who wish to volunteer their time to the organization rather than be paid for it will be accommodated, but no student will be required to perform an unpaid internship in order to complete his/her degree requirements.

Internship students should keep a journal to help in their preparation of their internship paper. The faculty supervisor may ask to see the journal. The internship mentor will evaluate the intern's performance by using the evaluation survey located in the handbook. Students will also evaluate their internship experience and submit that evaluation to the program director. A grade for the internship will be recorded when the program director has 1) the internship paper 2) the mentor evaluation form and 3) the student evaluation form.

The Thesis. This option is open to students who are interested in a research career and/or plan to continue their education at the doctoral level. The thesis is an extended research project entailing a substantial amount of work. Students pursuing a thesis option should 1) discuss their interest in the thesis with the program director, 2) select a faculty supervisor and discuss the thesis topic with him/her, 3) in consultation with the faculty advisor, select a three person thesis committee, 4) submit a prospectus of the research to be done, and 5) have the prospectus approved by the committee. A formal defense of the prospectus is required prior to approval of the thesis. Students should consult this guide for faculty concentrations and speak with the appropriate faculty member prior to making the decision to pursue a thesis. Students should also be aware that a thesis will have to conform to the University's published guidelines (available on the School of Interdisciplinary and Graduate Studies website).

Grades and Academic Standards

Grades of A, B, or C are the only grades 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) grades 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 course load for a full-time graduate student is nine to twelve semester hours. Part-

time students may elect three or six credits a semester. All students have discretion in regard to their pace of study, but GRAs must be enrolled full-time to keep their assistantship.

Faculty

MPA faculty come from a variety of disciplines and are united by their interest in and commitment to urban and public affairs. Full-time faculty are identified below. Additionally, adjunct faculty contribute to the MPA program by bringing their experience into the classroom. Adjunct faculty are community leaders in the public and nonprofit sectors who want to help prepare the next generation of leaders for service.

| | |
|------------------|---|
| Daniel DeCaro | Ph.D., Miami University Sustainability, sustainable socio-ecological systems, environmental governance , cooperative decision-making |
| John Gilderbloom | Ph.D. University of California Housing, environmental policy, green/sustainable development |
| Frank Goetzke | Ph.D., West Virginia University Urban economics, spatial analysis, transportation policy |
| Janet Kelly | Ph.D., Wayne State University Public financial management, nonprofit financial management |
| Kelly Kinahan | Ph.D., AICP, Cleveland State University Urban revitalization, community and economic development |
| Steven Koven | Ph.D., University of Florida Ethics, public policy and evaluation, public budgeting and finance |
| Aaron Rollins | Ph.D., Mississippi State University Public administration theory, organizational behavior, leadership |
| Matthew Ruther | Ph.D., University of Pennsylvania Research methods, urban demography, spatial statistics |
| David M. Simpson | Ph.D., AICP, The University of California, Berkeley Land use planning, emergency planning, environmental policy |
| Sumei Zhang | Ph.D., The Ohio State University Land use planning, planning theory, research methods, statistics |