



2011-2012 MPA HANDBOOK

SCHOOL OF PUBLIC ADMINISTRATION

College of Public Affairs and Community Service

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UNIVERSITY OF
Nebraska
Omaha

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PREFACE

The MPA Handbook is produced once each academic year to provide details on program requirements and expectations. The handbook addresses important information necessary for the successful pursuit of the MPA degree. For more general information on the school's mission, history, research, teaching, and public service initiatives, please visit our website at <http://www.mpa.unomaha.edu>.

Please note that the curriculum requirements provided in the edition of this handbook apply to all students admitted as of the Fall semester 2011. This MPA Handbook should be used in conjunction with the UNO Graduate Catalog, available at <http://www.unomaha.edu/graduate/programs/prevprogs.php>, which describes policies and procedures for graduate study at the University of Nebraska at Omaha. Applicable UNO policies are incorporated in this handbook by reference.

No handbook or website can answer all students' questions, and certainly cannot replace contact with the faculty advisors who are ready, able, and willing to provide assistance in dealing with the MPA program and its requirements. Your assigned faculty advisor is always your best source for information; however, the following faculty/staff and University personnel may be helpful in answering student questions or providing assistance:

Meagan Van Gelder, Academic Program Coordinator	402-554-3480
Rhonda Sheibal-Carver, Staff Assistant	402-554-2625
Linda Parker, MPA Reference Librarian	402-554-3207
Office of Graduate Studies	402-554-2341
Registrar's Office	402-554-2314

Note: This student guide is subject to revision; updates will be attached as an addendum, with a full revision issued at the start of each new academic year.

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NATIONAL ASSOCIATION OF SCHOOLS OF PUBLIC AFFAIRS & ADMINISTRATION (NASPAA)

The University of Nebraska at Omaha's Master of Public Administration program has received national acclaim for its design and content. The program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

NASPAA is an institutional membership organization that exists to promote excellence in public service education. NASPAA is a specialized accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation to accredit master's level degree programs in public affairs and administration. The membership includes more than 164 accredited programs.

NASPAA serves as the national center for information about educational programs and developments in public affairs and administration. Further, NASPAA represents the concerns and interests of its member institutions in national policy on public affairs and administration education and research. NASPAA accomplishes these purposes through direct services and by:

- Representing to government and other institutions the objectives and needs of education for public affairs and administration;
- Encouraging curriculum development and innovation and providing a forum for discussion of educational issues;
- Developing appropriate standards for educational programs and reviewing the quality of programs against the standards;
- Undertaking surveys that provide members and the public with information on key educational issues;
- Providing a clearinghouse on graduate education for public affairs and administration in the U.S. and throughout the world; and
- Providing technical assistance on the design and content of graduate programs to its members and foreign universities and institutes.

www.naspaa.org



Welcome to the UNO Master of Public Administration program! We hope you will take full advantage of the opportunities afforded you during your time with us to strengthen your skills, knowledge and enthusiasm for a public service-oriented career. You are entering a community of scholars and practitioners who share a deep commitment to effective teaching and rigorous research on public administration. We seek to strengthen the public service sector in a democratic and diverse society by educating students to manage and lead public and nonprofit institutions effectively, ethically, and democratically.

Please be an active participant in our community. I urge you to take advantage of the diverse opportunities open to you:

- You will initially work with our Academic Program Coordinator, Meagan Van Gelder, to plan your course of study. Once you have started completing your core courses, you will then work more closely with a faculty member - feel free to select one or more of our faculty members to consult about courses and career choices.
- Participate in the events organized by the department and the MPA student association. Don't simply attend events and activities – help organize them! There are a variety of activities in which even part-time students/full-time workers can participate.
- Attend School conferences and symposia, faculty-student research forums, research/topical luncheons, alumni networking sessions, and other events planned to supplement students' course work. The events we organize not only provide forums for faculty and students to learn about cutting-edge research and new developments in practice; they also give you opportunities to get to know what public administration issues faculty members and your student colleagues are passionate about.
- Keep informed through email ("Rhonda mail"), the program's website, and our facebook and twitter accounts. You will learn about upcoming academic and social events, administrative issues meriting your action, and employment opportunities.
- Let us know how we can improve student services or academic programs. Please email or call me (cebdon@unomaha.edu or 402-554-2152), and drop by my office if you have any suggestions or questions. I thoroughly enjoy working directly with students, so please visit anytime.

I am confident that you will enjoy and benefit from your choice to study with us. But the education you receive will be especially enriched by the time you spend outside of the classroom at UNO. Your semesters here will fly by, so please seize the opportunities now. The more involved you are with our faculty and students, the better off we all are.

Welcome!



Carol Ebdon, Ph.D.
Director,
Master of Public Administration Program

MPA PROGRAM MISSION

The mission of the Master of Public Administration program is to strengthen the public service in a democratic and diverse society by educating students to manage and lead public and nonprofit institutions effectively, ethically, and democratically.

The School of Public Administration is a member of the National Association of Schools of Public Affairs and Administration (NASPAA). UNO's MPA program is among the longest continuously accredited programs in the country. Initially, NASPAA identified programs which were "in substantial conformity" with Standards for Professional Master Degree Programs in Public Affairs and Administration. Starting in 1980, the MPA Program was placed on the National Roster of Programs found to be in substantial conformity with NASPAA standards. In 1992, NASPAA began a formal accreditation process. The School's MPA program was accredited in 1992 through 1997-98. In 2005, the program was reviewed and accredited through 2011-2012.

DEGREE REQUIREMENTS

- I. *Maintain a GPA of 3.2 or above during the first 12 hours of public administration course work.* Provisional students can earn no grade below a "B" in the first 12 hours of course work or the student is subject to administrative withdrawal from the program.

- II. *Successfully Complete the Beginning Core Classes:*
 - **PA 8050** Public Administration and Democracy
 - **PA 8010** The Public Economy
 - **PA 8090** Seminar in Organization Theory & Behavior
 - **PA 8120** Research Methods or equivalent (PSCI 8000 at UNO or POLS 800 at UNL)
 - Beginning core classes *must* be taken prior to the concentration courses. Concentration courses may be taken in the same semester as beginning core classes as long as the beginning core is completed at the end of that semester.

- III. *Successfully Complete Ending Core Classes:*
 - **PA 8300** Policy Design and Implementation (pre-requisites: PA 8010, PA 8050, PA 8090)
 - **PA 8440** Organizational Development or **PA 8530** Strategic Planning and Management (pre-requisites: 24 credit hours completed)
 - **PA 8320** Policy Evaluation or **PA 8330** Policy Analysis or **PA 8450** Advanced Management Analysis (Note: POLS 836 at UNL is an accepted substitute) (pre-requisites: 24 credit hours completed)
 - **PA 8990** Capstone Project (pre-requisites: 30 credit hours completed)

Note: The ending core requires the completion of the beginning core, including Research Methods and except for PA 8300, also requires the completion of at least 24 hours in the MPA program.

Please visit the MPA website for detailed course descriptions and sample syllabi:

www.unomaha.edu/mpa/mpadegree.php

- IV. *Complete a specified number of hours within an area of concentration/specialization in conjunction with the assigned faculty advisor. Before completing 15 hours, students should discuss their prospective concentration/specialization. Students admitted prior to Fall 2011, and who elect to take the Capstone Project should reduce the number of elective hours in their specialization or concentration by three; all students are required to complete 39 credit hours. (Dual degree students should refer to the dual degree section of this Guide for number of required hours.) See sections describing specializations and concentrations later in this handbook.*
- V. *Complete 39 hours included in approved plan of study.*
- VI. *Complete a Capstone Project.*

Students admitted Fall 2011 (and beyond) will not have the option of taking comprehensive exams; instead, they will be required to complete a Capstone Project or Thesis to graduate.

- VII. *Apply for graduation.*
- VIII. *Comply with all rules and regulations of the Graduate College.*

QUALITY OF WORK STANDARDS

Graduate students are expected to do work of high caliber. Failure to do so will result in probation or dismissal from the program or from graduate standing. Provisional students will be dismissed from the program or placed on probation if they receive a grade of “C+” or below in any course during the first 12 hours of graduate study. Students with unconditional or provisional admission will automatically be dismissed from the program if they receive a grade of “C-” or below in any course in the plan of study. Also, any of the following will result in either dismissal or probation:

- Failure to maintain a 3.2 GPA in graduate public administration courses for the first 12 hours of the MPA program.
- Failure to maintain a 3.0 GPA in all graduate work taken as part of the degree program beyond 12 hours.
- Receiving at least nine hours of graduate credit with the grade of “C+” or “C” regardless of the overall GPA.

A student who has been dismissed for failure to meet Quality of Work Standards may petition the MPA Graduate Program Committee for any of the following:

- Unconditional reinstatement to the degree program (if appropriate)
- Reinstatement with Unclassified status in order to retake specific courses, with possible readmission to the MPA degree program

The recommendation of the MPA Graduate Program Committee will be forwarded to the Dean of Graduate Studies and Research; only the Dean can readmit the student. The student will be informed by the Office of Graduate Studies of the Dean’s decision on the reinstatement petition.

DEGREE AUDIT

When a student is admitted to the MPA program and receives official notification of this admission from the Dean of Graduate Studies, the student's individual degree plan will also be included in the admission packet. This plan is based on the concentration identified by the student during the application process and includes any provisions of admission, as well as requirements for graduation. Students who did not indicate an area of concentration will automatically be placed in the Public Management concentration. The degree plan is integrated with the UNO mavlink student information system. The plan is updated as students enroll and complete degree requirements. This individual degree plan can be accessed at any time by the student, the Academic Program Coordinator, the MPA Program Director, and the Graduate Studies Office.

Students desiring to change concentrations or courses within their concentration must have changes approved by the MPA Graduate Program Committee. Once the changes are approved an updated plan of study will be reflected on the student's mavlink degree plan.

TRANSFER OF CREDITS

A student **may** transfer up to nine (9) hours of graduate credit from outside the University of Nebraska and use those credits toward the MPA degree requirements. Courses transferred in may count as electives only. Core courses may **not** be transferred. Transferred courses require approval of the MPA Graduate Program Committee. Students should discuss potential transfer courses with the School's Academic Program Advisor or the MPA Director. The request for a transfer of credit should be made as soon as possible. The request to transfer credits requires a letter of explanation from the student and a copy of the course syllabus. Twelve hours **may** be transferred in exceptional cases but requires MPA Graduate Program Committee approval.

WAIVER REQUESTS: ADJUSTMENTS OF REQUIREMENTS

A student may request a waiver of particular degree requirements by showing the requirement is fulfilled in a manner other than that specified in the program description. Typical requests include waiver of electives due to previous course work. A waiver request should be submitted in writing with appropriate documents (e.g. course syllabus) to the director of the MPA Graduate Program Committee for appropriate action.

ADVISEMENT

Graduate students will find that they need guidance at many points and that they can benefit from faculty advice. Each student is assigned a faculty advisor after s/he has been admitted to the graduate school. After the beginning core requirements are completed (prior to the completion of 15 hours), the student should make an appointment with his/her advisor to discuss their degree plan. Students may request a change in advisor at any time during their program, and should feel free to seek advice from other MPA faculty as appropriate. The School of Public Administration's Academic Program Coordinator is also available to help you with advising questions and issues, and is usually the initial point of contact for informal advising.

LINCOLN MPA PROGRAM

As an integral part of the MPA Program, the School offers courses and provides services for students in Lincoln and the surrounding area. The School offers the Public Management and Public Policy concentrations in Lincoln. Omaha faculty or professionals teach courses in Lincoln. In addition, the Lincoln

MPA program offers the opportunity to take some regularly scheduled courses in various Lincoln departments, particularly Political Science and Community and Regional Planning. MPA students can be enrolled in any Lincoln course approved for their program, subject to completion of prerequisites normally required for the course and instructor approval. Lincoln students can also enroll in Omaha courses. If there is room in online MPA courses, Lincoln students can enroll. Similarly, Omaha program students can enroll in offerings on the Lincoln campus.

The Lincoln MPA program is designed for students who work in public service careers in the Lincoln area. Students will make best progress taking two courses each semester. Students may take a single course at a time, but may encounter some delays in their progress as the sequence of courses available is based on taking two courses per semester.

MPA students should register for all Lincoln MPA courses through UNO's mavlink Internet registration system. This should be completed as far in advance as possible to guarantee admission to the class at the beginning of each semester. Students may enroll for all UNL courses through UNL's My Red online registration system. Students should complete an intercampus registration form before enrolling for UNL graduate courses. Additional information is available on the MPA web page at spa.unomaha.edu.

ONLINE MPA PROGRAM

The Online MPA Program is designed so students living beyond 50 miles of either Omaha or Lincoln can pursue the degree. Students are expected to meet all the requirements that currently exist for Omaha and Lincoln MPA students. Concentrations available to students in the Online MPA Program include: Public Management, Local Government, Nonprofit, Public Works, and Aviation. One specialization available to students is Criminology and Criminal Justice.

Students are admitted based on the same criteria that exist for on-campus students. Support services (e.g. library, computer support, advising) are the same as those provided to students on campus.

Students will make best progress taking two courses during the Fall and Spring semesters. Occasionally, two courses will be available during Summer semester. It is advised that students make use of this opportunity. Students may take a single course at a time, but may encounter some delays in their progress as the sequence of courses available is based on taking two courses per semester. Students admitted Spring semester may not have courses available during the first Summer semester. They can resume taking courses in the Fall semester and continue with their program taking two courses each semester, year-round.

THE CORE COURSES

The core courses are required of all MPA students. The UNO faculty feels that all of the School's MPA graduates should have at least a basic familiarity with the subjects covered in the core courses. All core courses are listed in the Degree Requirements section of this Guide

THE CONCENTRATION

Program concentrations make it possible for students to focus on distinctive areas in which they would like to pursue professional careers. The number of concentrations and the flexibility within concentrations require that students plan course work in consultation with their faculty advisor. The courses listed for

concentrations below are representative but may be adjusted or altered in consultation with your advisor and the approval of the MPA Graduate Program Committee. Other courses may be taken as part of a concentration, *but all courses require the approval of the MPA Graduate Program Committee* and must be included in the plan of study. In no instance can a student take more courses in their concentration area from departments outside of Public Administration than they do within the School. (NOTE: Not all concentrations will be available to students who are taking their MPA courses outside of the Omaha metropolitan area.) Areas of Concentrations will be noted on your UNO transcript.

AREAS OF CONCENTRATION

AVIATION CONCENTRATION (Advisor: David Byers)

This concentration is primarily for students in Aviation.

Required courses (9 hours)

- AVN 8020 Survey of Aviation Administration and Transportation Policy
- AVN 8095 Airport Administration and Planning
- AVN 8480 Seminar in Public Finance Administration

Elective courses (6 hours)

- AVN 8045 Human Factors in Aviation Safety
- AVN 8055 Air Transportation and Intermodal Systems
- AVN 8070 Case Research
- AVN 8100 Seminar in Public Administration
- AVN 8315 Aviation Law
- AVN 8510 Aerospace Education
- AVN 8706 Marketing
- AVN 8750 Aviation Fiscal Administration
- AVN 8896 Critical Issues in Aviation
- AVN 8906 Special Topics in Aviation Administration
- AVN 8920 Readings in Aviation
- AVN 8940 Research in Aviation
- AVN 8030 Internship in Aviation
- AVN 8040 Internship in Aviation
- CIVE 8620 Airport Planning and Design
- AVN 9980 Directed Readings in Public Administration
- PA 8106 Marketing in Aviation, Public and Nonprofit Organizations

HEALTH CARE ADMINISTRATION CONCENTRATION (Advisor: Bryce Hoflund)

Required courses (9 hours)

- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- PA 8760 Health Care Delivery Systems

Elective courses (6 hours)

- PA 8730 Health Care Administration
- GERO 8516/PA 8516 Long Term Care Administration
- GERO 8556/HED 8556 Health Aspects of Aging
- GERO 8676 Programs and Services for the Aging
- GERO 8696/SOWK 8046 Working With Minority Elderly
- HED 8850 Health Aspects of Stress Management
- HED 8700 Women's Health Issues
- HED 8600 Health Behavior
- PSM 806 Biostatistics I
- PSM 820 Epidemiology: Theory and Applications
- PSM 802/825 Ethics in Health Care
- PSM 810 U.S. Health Care Delivery Systems

LOCAL GOVERNMENT CONCENTRATION (Advisor: Robert Blair)**Required courses (9 hours)**

- PA 8436 Municipal Administration
- PA 8480 Seminar in Public Finance Administration
- PA 8410 Public Human Resource Management

Elective courses (6 hours)

- PA 8030 Internship
- PA 8040 Internship
- UBNS 8060 Introduction to Urban Planning
- PA 8110 Management Information Systems
- PA 8400 Public Budgeting
- PA 8470 Administrative Ethics and Leadership
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8616 Municipal Law
- UBNS 8020 Race, Ethnicity, and American Urban Culture
- AVN 8020 Survey of Aviation Administration and Transportation Policy
- AVN 8095 Airport Administration and Planning
- AVN 8100 Seminar in Public Administration
- CIVE 8610 Urban Transportation Planning
- CRP 8006 Introduction to Planning
- GEOG 8126 Urban Geography
- ECON 8850 Seminar in Urban Economics

NONPROFIT CONCENTRATION (Advisor: Angela Eikenberry)

Required courses (6 hours)

- PA 8550 Introduction to the Non-Profit Sector
- PA 8896 Nonprofit Budgeting and Financial Management or PA 8480 Public Finance Administration

Elective courses (9 hours)

- PA 8106 Marketing for Aviation, Public and Nonprofit Organizations
- PA 8710 Fundraising for Nonprofit Organizations
- PA 8580 Management and Administration of Nonprofit Organizations
- PA 8596 Techniques and Topics in Nonprofit Management
- PA 8930 Negotiation Skills Management
- PA 8206 Community Organizing and Social Change
- PA 8520 Grant Writing
- PA 8110 Management Information Systems

Other courses from other fields of study where nonprofit organizations are active may be included for elective credits. Examples include health specializations courses, courses in fine arts, administration, museum studies, and social work. Check with your Academic Advisor to determine if a class offered outside the department can be included in your degree program.

PUBLIC MANAGEMENT CONCENTRATION

The Public Management concentration is for students seeking administrative generalist careers in the public sector.

Required courses (6 hours)

- PA 8400 Public Budgeting
- PA 8410 Public Human Resource Management

Elective courses (9 hours)

- PA 8110 Managing Information in the Public Sector
- PA 8320 Policy Evaluation
- PA 8330 Policy Analysis
- PA 8440 Organization Development
- PA 8450 Advanced Management Analysis
- PA 8470 Administrative Ethics and Leadership
- PA 8480 Public Finance Administration
- PA 8500 Issues in Public-Private Cooperation
- PA 8530 Strategic Planning
- PA 8550 Introduction to the Nonprofit Sector
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8930 Negotiation Skills in General Management
- PA 8896 Special Topics in Public Administration

PUBLIC POLICY CONCENTRATION (Advisors: Robert Blair or Dale Krane)

Required Courses (12 hours)

- PA 8330 Policy Analysis
- PA 8400 Public Budgeting
- PA 8600 Administrative Law
- PA 8320 Policy Evaluation

Elective Courses (6 hours)

- PA 8450 Advanced Management Analysis
- Other approved methods course
- Advanced course in a policy area

PUBLIC WORKS (Advisor: Robert Blair)

Required Courses (12 hours)

- PA 8420 Public Works Administration
- PA 8480 Seminar in Public Finance Administration
- PA 8410 Public Human Resource Management
- UBNS 8060 Introduction to Urban Planning

Electives (6 hours)

- PA 8030 Internship
- PA 8040 Internship
- P 8436 Municipal Administration
- PA 8110 Management Information Systems
- PA 8400 Public Budgeting
- PA 8470 Administrative Ethics and Leadership
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8616 Municipal Law
- UBNS 8020 Race, Ethnicity, and American Urban Culture
- AVN 8020 Survey of Aviation Administration and Transportation Policy
- AVN 8095 Airport Administration and Planning
- AVN 8100 Seminar in Public Administration
- CIVE 8610 Urban Transportation Planning
- CRP 8006 Introduction to Planning
- GEOG 8126 Urban Geography
- ECN 8850 Seminar in Urban Economics

TRANSPORTATION CONCENTRATION (Advisors: Ken Kriz or David Byers)

Required Courses (9 credit hours)

- PA/AVN 8020 Survey of Aviation Administration
- PA 8400 Public Budgeting or PA 8750 Aviation Fiscal Administration
- CIVE 866 Transportation Planning and Economics

Electives (6 credit hours)

- AVN 8055 Air Transportation and Inter-modal Systems
- PA 8480 Public Finance Administration
- UBNS 8060 Introduction to Urban Planning
- CIVE 861 Urban Transportation Planning
- CIVE 862 Airport Planning and Design

AREAS OF SPECIALIZATION

Areas of specialization are interdisciplinary in nature. They require students to choose from courses within other academic areas. Students should work closely with both their MPA and specialization advisors to develop a plan of study. Please note that areas of specialization will not be noted as such on UNO transcripts.

CRIMINOLOGY AND CRIMINAL JUSTICE SPECIALIZATION (Advisor: Robbin Ogle)

Students should have a background in criminal justice.

Required Courses (6 hours)

- PA 8400 Public Budgeting or PA 8480 Public Finance Administration
- PA 8410 Public Human Resource Management

Elective Courses (9 hours)

- CJ 8010 The Nature of Crime
- CJ 8020 Seminar in Administration of Justice
- CJ 8040 Seminar in Police and Society
- CJ 8050 Seminar in Corrections
- CJ 8060 Seminar in the Criminal Court
- CJ 8100 Criminal Justice Organization, Administration & Management or CJ 8110 Criminal Justice Planning and Change
- CJ 9110 Seminar in Police Organization and Management

Other graduate courses in Criminal Justice may be appropriate depending upon student's interests and background. CJ 8090 (Independent Study) is not recommended.

INFORMATION MANAGEMENT SPECIALIZATION (Advisor: Peter Wolcott)

Required Courses (6 hours)

The first two courses must be taken prior to enrolling in the rest of the specialization:

- PA 8110 Managing Information in the Public Sector
- PA 8400 Public Budgeting or PA 8480 Public Finance Administration

Elective Courses (9 hours)

- ISQA 8196 Process Reengineering with IT
- ISQA 8230 Telecommunications Management
- ISQA 8420 Managing the IS Function
- ISQA 8736 Decision Support Systems
- ISQA 8570 Information Security Policy and Ethics
- ISQA 8810 Information Technology Project Fundamentals

Other Areas of Specialization

Students may design a specialization to fit their career and vocational goals. These courses contain a definable substantive area, are congruent with the MPA Program, and provide a cohesive set of educational objectives. The specialization should also include a minimum of 12 hours in public or non-profit management, and receive the approval of the MPA Graduate Program Committee.

DUAL DEGREE PROGRAMS

MSW/MPA DUAL DEGREE PROGRAM

The School of Public Administration and the School of Social Work at UNO collaborate to offer prospective candidates the option to receive both the MPA and MSW degrees through the Dual Degree Program.

NOTE: Students who have already graduated with an MPA or MSW degree are ineligible for a dual degree.

Admission Requirements

Students who identify the MPA/MSW dual degree option prior to admission will complete a single application which includes:

- Graduate Application for Admission
- Graduate Application Fee
- Two official transcripts from each college/university attended
- GRE Scores
- 2 Letters of Recommendation for MPA
- 3 Letters of Recommendation for MSW (forms)
- Social Work essay
- MPA essay
- Updated resume or work history

The completed application will be electronically sent to both the School of Public Administration and the School of Social Work for review.

Students who decide after admission to either the Master of Public Administration or the Master of Social Work Program that they want to pursue the dual degree program will need to submit a new application, application fee, and additional application materials to the appropriate department/school for review. The public administration advisor will assist public administration students and the social work advisor will assist social work students with this process.

There are two options for students entering the dual degree program, a 57 credit program and a 81 credit program. The 54 credit program is for students who have completed an accredited BSW degree. The 78 credit program is for all other students; it includes foundation course work in social work.

MSW/MPA Dual Degree Requirements

For both options, students must choose the "Integrated Practice" concentration in social work and be willing to take a minimum of two courses per semester, excluding the summer semesters.

57 Credit Program

- PA 8050 Public Administration & Democracy
- PA 8010 Public Economy
- PA 8090 Organizational Theory and Behavior
- PA 8300 Policy Design & Implementation
- PA 8400 Public Budgeting or PA 8480 Public Finance Administration or PA 8720 Health Care Finance

- PA 8530 Strategic Planning & Implementation or PA 8440 Organizational Development & Change
- PA 8320 Policy Evaluation or SOWK 8940 Evaluation of Social Work Programs
- PA 8990 Capstone Project
- SOWK 8190 Research Skills in Social Work Practice
- SOWK 8220 Micro Practice I
- SOWK 8230 Micro Practice II
- SOWK 8510 Macro Practice I
- SOWK 8530 Macro Practice II
- SOWK 8400 Advanced Practicum I
- SOWK 8410 Advanced Practicum II
- SOWK 8540 Social Welfare Planning
- SOWK 8570 Social Work Administration
- SOWK 8240 – 8300 Any one advanced Micro Practice course
- SOWK 8--- Any one social problem/condition Social Work course

81 Credit Program

Students must complete the courses listed in the 57 credit program, plus the following 24 credit hours:

- SOWK 8070 Human Behavior & Social Environment I
- SOWK 8080 Human Behavior & Social Environment II
- SOWK 8090 Social Policy I
- SOWK 8110 Social Policy II
- SOWK 8130 Generalist Practice I
- SOWK 8150 Generalist Practice II
- SOWK 8160 Generalist Practicum I
- SOWK 8170 Generalist Practicum II

MIS/MPA DUAL DEGREE PROGRAM

The School of Public Administration and the College of Information Science and Technology offer the option to complete both the MPA and the MS in MIS degrees jointly and by completing 54 to 57 hours of course work beyond foundation requirements.

NOTE: Students who have already graduated with an MPA or MIS degree are ineligible for a dual degree.

Admission Requirements

Students who identify the MIS/MPA dual degree option prior to admission will complete a single application which includes:

- Graduate Application for Admission
- Graduate Application Fee
- Two official transcripts from each college/university attended
- GRE Scores
- 2 Letters of Recommendation for MPA
- 3 Letters of Recommendation for MIS
- MIS/MPA essay
- Updated resume or work history

MIS/MPA Dual Degree Requirements

The degree requirements for the dual MPA and MS in MIS program include the completion of 54 or 57 semester hours of graduate credit beyond foundation courses identified at the time of admission. These hours will be completed as follows. Please note that in case a core course is waived, students will be required to take an elective course to replace those credits.

Core Courses

- PA 8010 The Public Economy
- PA 8050 Introduction to Public Administration
- PA 8090 Organization Theory and Behavior
- ISQA 8210 Management of Software Development
- ISQA 8220 Advanced Systems Analysis and Design
- ISQA 8310 Data Communications
- ISQA 8380 Managing the Distributed Computing Environment
- ISQA 8410 Database Management
- ISQA 8420 Managing the IS Function
- PA 8120 Research Methods for Public Administration or ISQA 8060 Research in Management Information Systems.
- PA 8300 Policy Design and Implementation
- PA 8320 Public Policy Evaluation or PA 8330 Policy Analysis or PA 8450 Seminar in Advanced Management Analysis in Public Agencies
- PA 8440 Organization Development or PA 8530 Strategic Planning & Mgmt in Public & Non-Profit Organizations

Electives

Students will take a minimum of 6 hours each of ISQA elective courses and PA elective courses. Students may choose to specialize in the following areas, or in another area with the approval of their faculty advisor. In any case, one of these courses must be PA 8400, PA 8480, PA 8720, or PA 8896 (Non-Profit Financial Management); and all courses must be at the 8000-level.

Program Management

PA 8450 Seminar in Advanced Management Analysis in Public Agencies
PA 8400 Public Budgeting
ISQA 8810 IT Project Fundamentals
ISQA 8820 Project Risk Management

Financial Management Information Systems

PA 8480 Seminar in Public Financial Administration
PA 8400 Public Budgeting
ISQA 8596 IT Audit and Control
ISQA 8570 Information Security Policy and Ethics

Health Care Information Systems

PA 8720 Health Care Finance
PA 8740 Health Care Policy
ISQA 8570 Information Security Policy and Ethics
ISQA 8400 Clinical Systems Architecture and Function

Integrative Experience (Required): 3-6 credit hours

Capstone/Comprehensive Exam Option: Students will take the MPA program capstone course (PA 8990). Students will also take the MS in MIS comprehensive exam.

Thesis Option: To take this option, a student will be required to enroll in six hours of thesis credit either in the MPA program (PA 8980) or in the MS in MIS program (ISQA 8990). The thesis must be in an area that relates to both the public administration and information systems domains.

Foundation Courses: A student must have completed some basic courses either as an undergraduate student or prior to enrolling in the first MS in MIS course. Students may start MPA courses while completing the MIS foundation courses. More information on specific foundation requirements are available on the IS&T/ISQA web site at: www.isqa.unomaha.edu for the MS in MIS program.

GRADUATE CERTIFICATE IN PUBLIC MANAGEMENT

The purpose of the Certificate in Public Management is to serve those professionals and students (not students accepted into the MPA Program) who desire an understanding of public management theory and practice. Course work in the certificate program may be applied to the MPA Program if the student gains admission to the MPA Program.

INDEPENDENT READINGS (PA 8920) AND RESEARCH (PA 8940)

These are independent courses of study designed for advanced graduate students who want to pursue a specialized aspect of a core or concentration course. Generally, students need to have completed 18 hours in the program to qualify for PA 8920 and 24 hours for PA 8940.

Students wanting to take either course should contact their advisor, a faculty member who has expertise in the area, or a faculty member with whom they are interested in working. This process may take some time, so students must start early. Working with the faculty supervisor/mentor, students will define an area of reading/research. Once the work is outlined, the student must complete an Independent Study/Reading Contract that will be signed by both the student and the supervising instructor. The contract may be obtained from the School's Academic Program Coordinator, but is also available online at: <http://spa.unomaha.edu/resources/Readings&Research%20Contract.pdf>. Only after a completed and signed contract is returned to the Academic Program Coordinator will the student be permitted to register for the course.

No more than 6 hours of independent readings and research may be included in the MPA Program of Study, unless permission is granted by the MPA Graduate Program Committee.

INTERNSHIP COURSES

The internship course(s) is strongly recommended for students with little or no exposure to public administration practice. Internships are half-time positions completed over the course of a semester, and count as three course credits toward the degree. The purpose of an internship is to offer students a structured learning experience in a public or nonprofit organization. Students must complete all beginning core courses in the program before enrolling in an internship course. A maximum of six credit hours may be taken for internship credit (PA 8030 and PA 8040).

Before a student will be permitted to enroll in the internship course, s/he must meet with the School of Public Administration Internship Coordinator. In addition, an internship application and up-to-date resume must be submitted to the Internship Coordinator. Students will be notified of scheduled times to meet with the Internship Coordinator to discuss other requirements and procedures.

Students taking an internship for credit will meet during the semester with their advisor and the Internship Coordinator. Students are required to submit a paper by the middle of finals week which analyzes a significant aspect of the internship experience. (Students should consult the syllabus for further details.) In unusual circumstances, students may be approved to take PA8040 for an additional 3 hours of internship credit. The course grade will be a Pass/Fail basis. Internships are not granted during the summer unless outside the Omaha area or with express permission of the Internship Coordinator.

E-MAIL ACCOUNTS

Upon enrollment, MPA students are assigned a gnav e-mail account by UNO's Information Technology Services (ITS). This account is used by the University and the School of Public Administration for all official correspondence. Students must check and maintain their gnav e-mail account to ensure timely delivery and receipt of all e-mail.

Each semester the School of Public Administration asks students to provide updated student information. Students can indicate an alternate e-mail account for notification. In such cases, the School and MPA program will use both accounts when contacting students.

PROFICIENCY IN COMPUTERS

Students must have proficiency in basic computer applications (e.g. Internet, spreadsheet applications and word processing).

APPEALS

Students or faculty members may notify the Director of MPA Graduate Program Committee if a dispute occurs. Both parties are urged to resolve the difference before an appeal occurs.

Should an appeal be made, the student must do so in writing to the MPA Graduate Program Committee Director. The appeal must be based on the criteria listed in the Graduate Catalog. Grade appeals should be based on criteria such as the following:

- Was the grade given in the course arbitrary or handled differently than for other students?
- Were the criteria used to evaluate the student's work different from criteria used to evaluate other students' work in the course?
- Were any assignments for course credit made outside the syllabus?
- Were the criteria used to evaluate the student's work clearly explained in the syllabus or orally during the course?

Both faculty and students affected by the appeal are asked to document their position. Where possible, written material used to evaluate the student's work is also requested.

Based on the above information the MPA Graduate Program Committee either recommends a change or sustains the decision of the faculty member. Both faculty and students have the right to appeal this decision to the UNO Graduate Council. The decision is binding if not appealed. Students should consult the UNO Graduate Catalog for further information.

ETHICS

As a University unit dedicated to the pursuit and advancement of knowledge, the School of Public Administration expects that each student is worthy of trust and that each student has the right to study in an environment free from the inconveniences and injustices caused by dishonorable conduct. As a part of this belief, the School of Public Administration expects that each student will submit only his/her own work and that no student will knowingly aid another student in any act of academic dishonesty as defined in the UNO Student Handbook.

Any student found guilty of academic dishonesty is subject to disciplinary action. Acts of academic dishonesty include, but are not limited to:

- Cheating. Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination, or exercise.
- Fabrication and falsification. Falsifying or fabricating any information or citation in any academic exercise, work, speech, test, or examination. Falsification is alteration of information, while fabrication is the invention or counterfeiting of information.
- Plagiarism. Presenting the work of another as one's own (i.e. without proper acknowledgement of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.
- Abuse of academic materials and/or equipment. Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
- Complicity in academic dishonesty. Helping or attempting to help another student to commit an act of academic dishonesty.
- Falsifying grade reports. Changing or destroying grades, scores or marking on an examination or in an instructor's records.
- Misrepresentation to avoid academic work. Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.
- Other. Academic units or members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under Sanctionable Conduct and the University Disciplinary Procedures.

In cases of accused academic dishonesty, the policies and procedures of the University as stated in the UNO Student Handbook will be utilized.

In cases where guilt is established, or admitted, the instructor may take action as severe as giving the offending student a grade of "F" for the course. A graduate student who receives a failing grade is automatically expelled from the program. A student who is expelled may petition for reinstatement. In no case, however, does the School of Public Administration have the obligation to readmit a student who has been expelled from the program for academic dishonesty.

GRADUATION REQUIREMENTS

In addition to degree requirements listed elsewhere, students enrolled in the MPA program must complete either a Comprehensive Exam or the Capstone Project Course prior to being awarded their degree.

Comprehensive Exams

Students admitted Fall 2011 (and beyond) will not have the option of taking comprehensive exams; instead, they will be required to complete a Capstone Project or Thesis to graduate.

Comprehensive exams may be taken upon completion of at least one ending core class and 30 credit hours. The exam will cover the areas included within the core and other concentration areas as well. The School will rotate three faculty members on a periodic basis to serve as the comprehensive exam committee. This committee will develop questions and grade the exams. The exam itself will be conducted over the course of one day. Questions to the extent possible will be structured in the form of case analysis, scenarios, or hypothetical situations so that students can integrate knowledge from one or more core areas into their answers.

The school web site contains files of sample and actual questions for student review.

The School of Public Administration allows a student to take comprehensive exams twice. No more than one retake of a comprehensive exam will be allowed. If a student fails the comprehensive exam twice, the student would be automatically dropped from the program. In no instance will a student be allowed to take an exam more than twice. A student failing the comprehensive exam has the opportunity to submit a proposal to take the Capstone Project Course rather than retake the exam.

Capstone Project Course

Students admitted Fall 2011 (and beyond) will not have the option of taking comprehensive exams; instead, they will be required to complete a Capstone Project or Thesis to graduate.

The Capstone Project Course option requires the student to complete the 21 hour core, 15 additional hours of graduate elective courses in an area of concentration and a 3 hour graduate Capstone Project Course (taken as part of a specialization/concentration). The course may be taken upon completion of 30 credit hours and requires permission of the instructor. The project can focus on any of a variety of applied public and nonprofit management issues, but it must address a significant public or nonprofit management concern and incorporate significant field work, observation, or data collection. It may be developed in conjunction with one or more of the capstone core courses and must represent an integration of the concerns of public management with those of the concentration area. The student will work under the supervision of the Capstone Project Course instructor and will be expected to work with other faculty teaching in their area of focus. Upon completion, the Capstone Project paper will be read by faculty and presented as a part of a day-long public service colloquium.

JOB PLACEMENT

The School of Public Administration and MPA Program work closely with UNO Career Planning and Placement. Please consult the School web page, especially the Internship, Professional and Career Development section of the MPA web page at: www.spa.unomaha.edu.

Numerous professional workshops, conferences and other development experiences are made available to the MPA community each year. In addition, internship experiences, job shadowing and mentoring experiences are available to UNO MPA students. Involvement in these activities, student organization activities, and professional networks in your own community of practice will assist you in advancing your public service career and service to society.

FINANCIAL AID

There are a variety of sources of financial aid available to graduate students. Most students utilize FASFA. One possibility is a tuition waiver administered by the Graduate Studies Office. In addition, graduate students have previously been awarded fellowships or have received foundation support. Further information is available at the Office of Graduate Studies and the Office of Financial Aid. Government employees should check with their personnel office for possible financial support. The NASA Space Grant Program, located within the Aviation Institute of the School, also provides research fellowship opportunities.

notes.

2011-2012 MPA HANDBOOK

SCHOOL OF PUBLIC ADMINISTRATION

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