



2019-2020 MPA Handbook

School of Public Administration

College of Public Affairs and Community Service

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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 spa.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 2019 and Spring semester 2020. This MPA Handbook should be used in conjunction with the UNO Graduate Catalog, 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 MPA Academic Program Coordinator, Dr. Meagan Van Gelder, who is ready, able, and willing to provide assistance for students in the MPA program. Below you will find the contact information for the faculty and staff responsible for administering the MPA program:

SCHOOL OF PUBLIC ADMINISTRATION (CPACS BUILDING, SUITE 111)

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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.

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, rigorous research, and service to the field of public administration.

Our mission is to strengthen public service in a democratic and diverse society by educating students to manage and lead public and nonprofit institutions effectively, ethically, and democratically. A set of values guide everything we do, and reflect our commitments to our students and to each other. Our core values are to be student-centered, inclusive, innovative, collaborative, ethical, service-oriented and to strive for excellence. It is my hope that you see these values lived out in the classroom, and in your interactions with faculty, staff and your fellow students.

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

- Participate in the events organized by the School of Public Administration. 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 the MPA Hub, email, the program's website, and our Facebook and Twitter accounts. You will learn about upcoming academic and social events, administrative issues meriting your attention, and employment opportunities.
- Let us know how we can improve student services or academic programs. Please email or call me (tbryan@unomaha.edu or 402-554-2751), 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!

Tara Kolar Bryan, Ph.D.
Chair, MPA 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.

DEGREE REQUIREMENTS (39 Credit Hours)

- 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 will be dismissed or placed on probation. A grade of "C-" or below in any course will result in automatic dismissal.*

- II. *Successfully Complete the Core Classes (24 credit hours):*
 - **PA 8050** Foundations of Public Service (should be taken in the first semester)
 - **PA 8090** Organization Theory & Behavior
 - **PA 8100** Public Management & Leadership (prerequisite: PA 8090)
 - **PA 8120** Analysis and Decision Making
 - **PA 8300** Policy Design & Implementation (prerequisite: PA 8120)
 - **PA 8400** Public & Nonprofit Budgeting
 - **PA 8530** Planning & Evaluation
 - **PA 8990** Capstone Project (final class; prereq: 30 credits + completion of core curriculum). The instructor must approve a student's capstone project proposal prior to enrollment in this course.

- III. *Successfully Complete the Concentration/Specialization Courses (9 credit hours):*
 - *See details about requirements for each concentration and specialization later in the Handbook. Dual degree students should refer to the dual degree section of the Handbook for number of required hours.*

- IV. *Successfully Complete Elective Classes (6 credit hours):*
 - Students may take any 8000-level Public Administration or Emergency Management or Aviation course as an elective. Permission may be granted to take a graduate level course outside the School of Public Administration; prior approval of your advisor should be obtained.

- V. *Apply for graduation.*

- VI. *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 MPA Graduate Program Committee makes recommendations to the Dean of Graduate Studies regarding probation and reinstatement. The Dean of Graduate Studies makes the final decision. The student will be informed by the Office of Graduate Studies of the Dean’s decision.

INCOMPLETE GRADE

The grade “I” (Incomplete) is used by an instructor at the end of a semester or summer session to designate incomplete registered credit coursework, by a student due to:

- Illness
- Military service
- Hardship
- Death in the immediate family

An "Incomplete" should only be given if the student has already substantially completed (defined as 80%) the major requirements of the course. Instructors must judge each situation as to whether an "I" is appropriate.

Removal of an Incomplete

Normally there is no time limit for graduate students to remove a grade of “Incomplete”. However, the instructor does have the option of determining the requirements for completing the course and requisite date for removal of incompletes. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and student.

DEGREE AUDIT

When a student receives official notification of admission to the MPA program from the Dean of Graduate Studies, the student’s individual degree plan will 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 (mavlink.nebraska.edu). The plan is updated as students complete degree requirements. This individual degree plan can be accessed at any time by the student by

viewing DegreeWorks through the Mavlink system. Each student reviews their degree audit to ensure that they are on track to complete the degree requirements for their concentration.

Students desiring to change concentrations can notify the Academic Program Coordinator to have the change made in the Mavlink system. Any deviation from the concentration requirements identified in the Handbook must be approved by the MPA Graduate Program Committee.

TRANSFER OF CREDITS

A student may transfer up to six (6) hours of graduate credit from outside the University of Nebraska and use those credits toward the MPA degree requirements. 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 Coordinator or the MPA Director as soon as possible. The request for a transfer of credit should be made to the MPA Director, and must include a letter of explanation from the student and a copy of the course syllabus.

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 MPA Chair for appropriate action.

ADVISEMENT

The academic advisor for the Masters of Public Administration Program is Dr. Meagan Van Gelder. The role of the academic advisor is two-fold: (1) to be the point of contact for all MPA, Graduate Certificate, and Dual Degree students in the MPA program. Dr. Van Gelder is the connector for students to faculty, staff, and university resources; and (2) to provide academic support for students as they progress through their program. Together, the academic advisor and the student clarify required courses and electives while mapping the course sequence towards graduation.

1. All students are **required** to meet with Dr. Van Gelder once during the Fall semester and once during the Spring semester, prior to enrolling in courses for the upcoming semester. Students will not be able to enroll in courses if they have not had an advising meeting with Dr. Van Gelder. **These meetings will take place in October (during Fall semester) and in March (during the Spring semester).** Each meeting should last approximately 20 minutes.
2. There are multiple goals for these meetings:
 - a. To review the student's program of study, and when necessary to amend it to reflect changes. The program of study is important because it offers students a roadmap to graduation by setting a plan for course selection and course scheduling. In their first semester, students will receive an email message asking them to complete their program of study online. Students must complete this prior to their scheduled meeting with Dr. Van Gelder, as the completed program of study will be reviewed at this meeting.
 - b. To discuss career goals and professional interests, and to best match electives, concentration selection, and Capstone projects to these goals.
 - c. To connect students with relevant university resources, SPA staff and faculty

- d. To provide permission numbers to remove advising holds on student accounts, and to correct any Fall Through courses in the student's DegreeWorks.
3. To schedule a meeting with Dr. Van Gelder, please email her at mvangelder@unomaha.edu or go to MavTRACKS to find a time that works for you to meet. Meetings can take place face-to-face, by phone or by video conference through Zoom. To prepare for this meeting, students should review their program of study and check the upcoming semester schedule.

ONLINE MPA PROGRAM

The Online MPA Program allows students to obtain the MPA degree fully through an internet-mediated format, rather than attending classes on campus. Concentrations available to students in the Online MPA Program include: Public Management, Local Government, Nonprofit, Emergency Management, and Public Policy. The specialization available to online students is Criminology and Criminal Justice.

Students are admitted to the Online MPA Program 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. A limited number of classes is typically offered in the 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 in the 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.

Students enrolled in the Omaha Program may also take online courses. However, preference for these courses is given to students enrolled in the Online Program/Reside beyond Omaha.

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 Handbook.

ELECTIVE COURSES

Each student will select six credit hours of elective courses. Any 8000-level (master's) course in the School of Public Administration is eligible, including Public Administration (PA), Emergency Management (EMGT) and Urban Studies (UBNS) courses. Courses outside the School of Public Administration may be permitted, with prior approval of the student's advisor or the MPA Director.

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 on 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

EMERGENCY MANAGEMENT CONCENTRATION (Faculty: Tom Jamieson, Njoki Mwarumba)

Required courses (9 hours)

- PA 8566 Intergovernmental Management
- EMGT 8060 Planning, Preparedness & Mitigation
- EMGT 8430 Response, Recovery & Resilience

HEALTHCARE ADMINISTRATION CONCENTRATION (Faculty: Bryce Hoflund)

Required courses (9 hours)

- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- PA 8760 U.S. Health Care Systems

LOCAL GOVERNMENT CONCENTRATION (Faculty: Robert Blair)

Required courses (9 hours)

- PA 8410 Public Human Resource Management
- PA 8436 Municipal Administration
- PA 8470 Administrative Ethics

NONPROFIT CONCENTRATION (Faculty: Angela Eikenberry, Tara Bryan, Jodi Benenson)

Required courses (9 hours)

- PA 8550 Introduction to the Non-Profit Sector
- PA 8710 Fundraising
- Choose One: PA 8410 Human Resource Management or PA 8480 Public & Nonprofit Finance

PUBLIC MANAGEMENT CONCENTRATION (Yu-Che Chen, Carol Ebdon, Johoo Lee, Gary Marshall)

Required courses (9 hours)

- PA 8410 Public Human Resource Management
- PA 8600 Administrative Law
- The third course can be selected from the following:
 - PA 8110 Managing Information in the Public Sector
 - PA 8450 Advanced Management Analysis
 - PA 8566 Intergovernmental Management
 - PA 8740 Administrative Ethics

PUBLIC POLICY CONCENTRATION (Faculty: Robert Blair, Jodi Benenson)

Required Courses (9 hours)

- PA 8320 Policy Evaluation
- PA 8330 Policy Analysis
- PA 8600 Administrative Law

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 on UNO transcripts.

CRIMINOLOGY AND CRIMINAL JUSTICE SPECIALIZATION (Faculty: Lisa Sample)

Students should have a background in criminal justice.

Required Courses (9 hours)

- PA 8410 Public Human Resource Management
- The other two required courses can be selected from the following:
 - CRCJ 8010 The Nature of Crime
 - CRCJ 8020 Seminar in Administration of Justice
 - CRCJ 8040 Seminar in Police and Society
 - CRCJ 8050 Seminar in Corrections
 - CRCJ 8060 Seminar in the Criminal Court
 - CRCJ 8080 Seminar in Juvenile Justice
 - CRCJ 8130 Seminar in Women and Criminal Justice
 - CRCJ 8230 Terrorism
 - CRCJ 9030 Seminar on Minorities and the Criminal Justice System
 - CRCJ 9040 Comparative Criminology and Criminal Justice Systems

- CRCJ 9090 Special Problems in Research Methods
- CRCJ 9150 Special Topics in Criminology and Criminal Justice
- CRCJ 9160 Seminar in Community-Based Corrections
- CRCJ 9170 Seminar in Institutional Corrections

Other Areas of Specialization

Students may design a specialization to fit their career and vocational goals. These courses must contain a definable substantive area, be congruent with the MPA Program, and provide a cohesive set of educational objectives. The specialization should also include a minimum of 6 hours in public or non-profit management, and receive the approval of the 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 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 an 81 credit program. The 57 credit program is for students who have completed an accredited BSW degree. The 81 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 Foundations of Public Service
- PA 8100 Public Management & Leadership
- PA 8090 Organizational Theory and Behavior
- PA 8300 Policy Design & Implementation
- PA 8400 Public & Nonprofit Budgeting
- PA 8530 Planning & Evaluation
- 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 Clinical Social Work with Individuals
- SOWK 8250 Social Work Practice with Families
- SOWK 8510 Supervision and Personnel Administration
- SOWK 8540 Social Welfare Planning
- SOWK 8560 Advanced Community Practice
- SOWK 8570 Social Work Administration
- SOWK 8400 Advanced Social Work Practicum I
- SOWK 8410 Advanced Social Work Practicum II
- SOWK Any one approved social work social issues/policies/service delivery courses
- SOWK Any one approved social work elective

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 8050 Foundations of Public Service
- PA 8100 Public Management & Leadership
- 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 Analysis & Decision Making or ISQA 8060 Research in Management Information Systems.
- PA 8300 Policy Design & Implementation
- PA 8400 Public & Nonprofit Budgeting
- PA 8530 Planning & Evaluation

Electives

Students will take a minimum of 6 hours each of ISQA elective courses and PA elective courses (at the 8000-level). Students may choose to specialize in the following areas, or in another area with the approval of their faculty advisor.

Program Management

PA 8450 Seminar in Advanced Management Analysis in Public Agencies
ISQA 8810 IT Project Fundamentals

ISQA 8820 Project Risk Management

Financial Management Information Systems

PA 8480 Seminar in Public Financial Administration

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 Project Option: Most students complete the Capstone Project course in the MPA program (3 credit hours). The course may be taken upon completion of 30 credit hours and requires permission of the instructor. The capstone project must be in an area that relates to both the public administration and information systems domains.

Thesis Option: Students have the option to complete a thesis rather than the Capstone Project. 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. Additional details about the Graduate Certificate can be found on the School's website: spa.unomaha.edu.

Required Courses:

- PA 8050 Foundations of Public Service
- PA 8090 Organization Theory & Behavior
- PA 8100 Public Management & Leadership

Electives: 6 credits

GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT

The purpose of the Certificate in Nonprofit Management is to serve those professionals and students (not students accepted into the MPA Program) who desire an understanding of nonprofit 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. Additional details about the Graduate Certificate can be found on the School's website: spa.unomaha.edu.

Required Courses:

- PA 8550 Introduction to the Nonprofit Sector
- PA 8710 Fundraising in Public & Nonprofit Organizations
- Choose Either: PA 8410 Human Resource Management or PA 8480 Public & Nonprofit Finance

Electives: 6 credits

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. Only after a completed and signed contract is returned to the Academic Program Coordinator will the student be permitted to register for the course.

INTERNSHIP COURSES

The internship course 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, Nicki Allen. In addition, a workplace agreement and up-to-date resume must be submitted to the internship coordinator. Students will be notified of scheduled times to meet with the internship advisor to discuss other requirements and procedures.

Students taking an internship for credit will meet during the semester with the internship coordinator, Nicki Allen. Students are required to submit a paper within the last two weeks of the semester which analyzes a significant aspect of the internship experience. (Students should consult the syllabus for further details.) The course grade will be a Pass/Fail basis.

E-MAIL ACCOUNTS

Upon enrollment, MPA students are assigned a gmav email 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 gmav email account to ensure timely delivery and receipt of all email.

MPA HUB (IN CANVAS)

Students have access to the MPA Hub. This is a portal for information about your degree. Student resources and processes are included here as well as announcements. New students read and watch their Orientation information here. Log in via Canvas.

PROFICIENCY IN COMPUTERS

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

APPEALS

Students or faculty members may notify the MPA Chair 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 Chair. The student is strongly encouraged to discuss the issue with the MPA Chair prior to making a formal appeal to make sure that they understand the process. 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 not 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 will either recommend a change or sustain 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.

CAPSTONE PROJECT COURSE

In addition to degree requirements listed elsewhere, students enrolled in the MPA program must complete the Capstone Project Course prior to being awarded their degree. (Students admitted prior to Fall 2011

have the option of taking a comprehensive exam instead of the Capstone Project; these students should see the MPA Director for further details).

The course may be taken as a final course and upon completion of 30 credit hours + the core curriculum, 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 file work, observation, and/or data collection. It may be developed in conjunction with one or more of the 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 public service colloquium.

Students should work with their advisor or another faculty member in developing a proposal for the Capstone Project course, well in advance of the semester in which they would like to enroll for the course. Additional information regarding this course is available on the School web site.

Students are advised to attend capstone presentations and attend one of the question and answer sessions for Capstone (offered twice a year).

CAREER SERVICES

The School of Public Administration and MPA Program work closely with the UNO Academic and Career Development Center. 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. Ciera Mosley coordinates our career services.

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.

NETWORK OF SCHOOLS OF PUBLIC POLICY, AFFAIRS, & ADMINISTRATION (NASPAA)

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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 with the Network of Schools of Public Policy,

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 policy, public affairs, and public administration. The membership includes more than 166 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 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.

UNO's MPA program is among the longest continuously accredited programs in the country. Starting in 1980, the MPA Program was placed on the National Roster of Programs found to be in substantial conformity with NASPAA standards. Our MPA program has been continuously accredited since NASPAA began a formal accreditation process in 1992. The program is currently accredited through 2025-2026.

www.naspaa.org

