

MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration degree is a professional course of study for persons in, or preparing for, mid-level or upper-level management positions in public and nonprofit organizations. The program emphasizes the theoretical, practical, and analytical abilities required of persons holding responsible public positions. Centered in the Department of Social Sciences, it also permits the incorporation of specialized fields of interest such as general administration, criminal justice, urban and regional planning, research and evaluation, and health care administration.

Admission Requirements

- A. A baccalaureate degree from an accredited college or university.
- B. A satisfactory score on the Verbal and Quantitative sections of the Graduate Record Examination (GRE). Students who satisfy all requirements except the acceptable GRE score may be admitted under the condition that they obtain grade of "B" or higher on a prescribed set of graduate courses that are approved by the degree.
- C. A minimum grade point average of 3.0 on a 4 point scale on the last 60 hours of upper division coursework leading to the baccalaureate degree.
- D. A minimum grade point average of 3.0 on at least 15 hours of undergraduate and/or graduate coursework in the social sciences
- E. A minimum grade of "C" in an upper division social science research methods course.
- F. Consideration is also given to one or more of the following: the applicant's demonstrated commitment to his or her chosen field of study, socioeconomic background, first generation college graduate, multilingual proficiency, geographic region of residence, and level of responsibility in other matters including extracurricular activities, employment, community service, and family responsibilities.

Degree Requirements

Each candidate for the degree must satisfactorily complete 36 hours of course work as indicated:

A. core curriculum (21 hours required):

- PADM 5330: Survey of Public Administration
- PADM 5331: Information Systems in Public Administration
- PADM 5332: Public Budgeting and Finance
- PADM 5336: Administrative Ethics
- PADM 5337: Administrative Law
- PADM 5350: Seminar in Human Resources Management
- PADM 5396: Research Methods

B. area of concentration (9 hours)

The MPA program offers 5 areas of concentration: general administration, criminal justice, urban and regional planning, research and evaluation, and health care administration.

1. General Administration:
 - a. 3 hours selected from the following courses:
 - PADM 5335: Topics in Policy Analysis
 - PADM 5338: Program Evaluation
 - PADM 5397: Advanced Social Science Methods
 - b. 6 additional hours in appropriate graduate courses in public administration, economics, geography, political science, and sociology. To be decided with the consent of the MPA coordinator.
2. Criminal Justice:

- a. CRIJ 5303: Contemporary Criminological Theory
- b. 6 additional graduate hours in criminal justice

3. Urban and Regional Planning (9 hours from the following courses):

- GEOG 4330/5330: Geographic information Systems
- PADM 5339: Urban and Regional Planning
- SOCI 5307: Seminar in Metropolitan Problems
- SOCI 5385: Studies in Demography

4. Research and Evaluation:

- a. PADM 5335: Topics in Policy Analysis
- b. PADM 5338: Program Evaluation
- c. PADM 5397: Advanced Social Science Analysis

5. Health Care Administration:

- a. PADM 5344: Health Care Policy and Administration
- b. 6 hours to be selected from the following courses:
 - ALHS 5350: Public Health Administration and Practice
 - ECON 5340: Economics of Public Policy (has economics prerequisites)
 - MANA 5320: Management and Organizational Behavior
 - PADM 5338: Program Evaluation
- Either HECC 5370: Ethics in Health Professions or NURS 5308: Contemporary Nursing Ethics

C. Electives (6 hours) are to be chosen with the consent of MPA Coordinator to strengthen students' programs and might emphasize either substantive content or skill development. Students without previous agency experience may elect to take an additional 6 hours of internship. Internship credit must be in addition to the 36 hour degree requirement.

Graduation Requirements

All candidates for the master of public administration degree must also meet the following requirements:

A. A cumulative grade point average of 3.0 (4.0 basis) on all work taken for graduate credit. No course with a grade below "C" may be applied toward this degree.

B. Satisfactory performance on a comprehensive written or oral examination, to be taken during the student's last semester of enrollment, over the work covered in his degree program. Any student who fails the comprehensive examination may, upon recommendation of the Graduate Coordinator, be granted permission to take a second examination. Upon failing the second examination, the student will be dropped from the program.

PUBLIC ADMINISTRATION (PADM)

PADM 5330: Survey of Public Administration

Focuses on the special challenges facing public agencies and administrators. This course emphasizes issues surrounding agency relations with outside constituencies, responsibility

and accountability in public management and administrative ethics. Intended to be taken early in the student's degree program.

PADM 5331: Information Systems in Public Administration

Studies concepts, structures, and applications relevant to information technology and public administration. The focus of the course is on integrating material from the technical and managerial fields to improve the processing of information for decision-making in public administration. **Prerequisite:** Social sciences research methods course.

PADM 5332: Public Budgeting and Finance

The processes and policies used to allocate limited public resources; special attention given to contemporary budgetary approaches and to methods of evaluation. The managerial role in providing fiscal accountability and control is emphasized.

PADM 5335: Topics in Policy Analysis

Research in selected aspects of policy analysis including policy formulation, implementation, and evaluation. May be repeated once for credit when content changes with consent of the graduate coordinator.

PADM 5336: Administrative Ethics

A study of ethical issues facing public administrators. Issues include the development of value systems, the nature of public duty, the formulation of value-based decision making strategies, the importance of professional ethical standards, the dangers of public corruption, and the unique problems facing criminal justice managers.

PADM 5337: Administrative Law

Examines the exercise and control of administrative action. The focus of the course is on how administrative power is exercised through rule making and adjudication and controlled by the legislative, executive and judicial branches of government.

PADM 5338: Program Evaluation

Study of the role and methods of program evaluation. Topics include identification of program goals, research design, measurement, data collection, data analysis, and the consequences of program evaluation. **Prerequisite:** PADM 5396.

PADM 5339: Urban and Regional Planning

Analysis of planning theories and techniques used in shaping the urban environment. Topics include long-range, comprehensive planning; neighborhood adaptations and the environment; planning for rural development and economically depressed regions; and planning for housing, transportation and community facility programs.

PADM 5344: Health Policy and Politics

How health policy in the United States is

initiated, formulated and implemented. The course will provide an understanding of the structure of the political process in the making of health policy and political roles of the President, Congress, and the bureaucracy in shaping health care policy. Major acts in health care development will be discussed along with future demands from the health system. Local health care professionals will be brought in to share their expertise and experience in the local health care industry.

PADM 5350: Seminar in Human Resources Management

(Same as MANA 5350)

Advanced study of public and private personnel management with special emphasis on current topics in the field. Focuses on the technical and legal issues confronting human resource management: employee selection, training, appraisal, compensation, and labor-management relations.

PADM 5380: Topics in Public Administration

Studies in selected aspects of public administration. May be repeated once for credit when content changes with consent of graduate coordinator.

PADM 5396: Research Methods

Focuses on research design and methods as they are employed in administrative settings. Included among the topic areas are sampling, hypothesis testing and estimation, quantitative data analysis and measures of association. Prerequisite: Three hours of upper-level research methods and consent of the graduate coordinator.

PADM 5397: Advanced Social Science Analysis

Examines common methods of data analysis and presentation with attention to computerized applications. Emphasis on the application of statistics in social science research.

Prerequisite: PADM 5396.