UNIVERSITY *of*

DAYTON

MPA Program

Master of Public Administration Program
Student Handbook
2016-2017

Notes

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Web Links

MPA Professional Organizations:

Pi Alpha Alpha

http://pialphaalpha.org/

American Society for Public Administration

http://www.aspanet.org/public/

Network of Schools of Public Policy, Affairs, and Administration

http://naspaa.org/

International City / County Management Association

http://icma.org/en/icma/home

Social Media

University of Dayton MPA

Facebook.com/UDMPA

LinkedIn group: University of Dayton Master of Public Administration

Web Links

Isidore:

Isidore.udayton.edu

Library:

http://www.udayton.edu/libraries/index.php

http://libguides.udayton.edu/polsci

http://libguides.udayton.edu/c.php?g=415161

The Write Place:

https://www.udayton.edu/ltc/writeplace/index.php

Office of Learning Resources:

http://learningsupport.udayton.edu

Flyers First:

http://www.udayton.edu/flyersfirst/

Introduction to the Student Handbook

Welcome to the Master of Public Administration Program at the University of Dayton!

We look forward to being part of your journey in public service. This handbook provides some basic information about the program, curriculum requirements, and other opportunities as you complete your degree.

Please do not hesitate to contact me or any MPA faculty member with questions and concerns.

Best regards,

Michelle Pautz, Ph.D.
MPA Program Director
Associate Professor

Overview of the MPA Program

The Master of Public Administration Program serves students currently employed or seeking employment in the public and nonprofit sectors. The University of Dayton has offered a MPA degree since 1967.

The program emphasizes a core of recognized public management skills, including the development of team-oriented and interpersonal skills, organizational and communication skills, and organizational leadership capabilities.

Accredited by the National Association of Schools of Public Affairs and Administration, the MPA program consists of 39 semester hours with 27 hours of core courses. Students without current employment in the public or non-profit sectors are strongly encouraged to participate in an internship program, while those students currently working in relevant jobs often engage in a public service project to expand their career options. Classes are typically offered during the evening, one night per week. Our MPA program was recently reaccredited through 2020-2021 Academic Year.

Contact	Email	Phone	Office
Richard Ghere, Ph.D *Associate Professor*	Rghere1 @udayton.edu	937-229-4220	Zehler Hall, 3rd Floor, Room 304
Nancy Miller, Ph.D. *Associate Director for Research, UHP*	Nmiller1 @udayton.edu	937-229-4278	Alumni Hall, 1st Floor, Room 125
Steve Neiheisel, Ph.D. *NPCL Executive Director, Lecturer*	Sneiheisel1 @udayton.edu	937-229-3193	Zehler Hall, 3rd Floor, Room 301
Eileen Maloney Administrative Assistant	emaloney1 @udayton.edu	937-229-3626	St. Joseph, 2nd Floor, Room 227
Donald Vermillion *Director of Public Projects, Fitz Center*	Dvermillion1 @udayton.edu	937-229-4915	St. Joseph, 4th Floor, Room 433
Daniel Birdsong *Coordinator of Experiential Learning*	Dbirdsong @udayton.edu	513-885-8479	St. Joseph, 2nd Floor, Room 208

Faculty & Staff Directory

Contact	Email	Phone	Office
Grant Neeley, Ph.D. *Department Chair*	Gneeley1 @udayton.edu	937-229-3648	St. Joseph, 2nd Floor, Room 227B
Michelle Pautz, Ph.D. *MPA Director & Associate Professor*	Mpautz1 @udayton.edu	937-229-3651	Zehler Hall, 3rd Floor, Room 306
Josh Ambrosius, Ph.D. *Assistant Professor*	Jambrosius1 @udayton.edu	937-229-3924	St. Joseph, 2nd Floor, Room 215
Hunter Phillips Goodman, Ph.D. *Executive Director, Fitz Center*	Hgoodman1 @udayton.edu	937-229-4078	St. Joseph, 4th Floor, Room 433
Raymond Fitz S.M *Fr. Ferree Professor of Social Justice*	Rfitz1 @udayton.edu	937-229-5409	St. Joseph, 4th Floor, Room 433
Heidi Gauder *Library Liaison*	Hgauder1 @udayton.edu	937-229-4259	Roesch Library, 1st Floor, Room 105F
Linda Bailey *Lecturer*		937-229-2799	St. Joseph, 2nd Floor, Room 205

Mission

Preparing students to serve the common good as responsible public-servant leaders who value, understand, and apply the ethics, theories, and skills of public management.

Program Goals

(1) Educating students to serve in careers as leaders of public and nonprofit organizations.

(2) Serving the local, regional and state communities through the activities of our students and faculty.

(3) Undertaking applied and academic research endeavors that address issues of concern for the public and nonprofit sectors across all levels of government.

Curriculum

The Master of Public Administration (MPA) degree requires students to satisfactorily complete 39 semester hours of coursework with a cumulative grade point average of 3.0 or higher. The 39 hours of coursework must include:

Core Courses *(required, 21 semester hours)*

MPA 500: Introduction to Public Administration [F]

MPA 510: Quantitative Methods in Public Administration [F]

MPA 511: Applied Research Techniques [S]

MPA 520: Organization Theory [F]

MPA 530: Fiscal Administration [S]

MPA 540: Public Sector Human Resource Management [F]

MPA 599: Public Administration Capstone [S]

Public Policy Course *(required, choose one; 3 semester hours)*

MPA 504: State and Local Government

MPA 551: Introduction to Public Policy

Ethics Course *(required, choose one; 3 semester hours)*

MPA 526: Leadership in Building Community

MPA 524: Ethics in Public Administration

[F] *indicates a course typically offered during the fall semester.*

[S] *indicates a course typically offered during the spring semester*

Write Place

Location: Roesch Library, 1st Floor

The Write Place is a free service available to all UD students that offers peer-to-peer writing support on any writing assignment and at any stage of the writing process. Students can drop-in to the Write Place without making appointment as often as they like.

Office of Learning Resources

Location: Roesch Library, Ground Floor, LTC

The Office of Learning Resources is a learning resource available to all students; and it offers a wide variety of services to assist students in achieving academic success at the university including study skills classes and workshops, tutoring, consultations, disability screenings and websites with many resources.

Flyers First: Academics

Location: St. Mary's Hall, Room 411

Flyers First is the one-stop shop for students needing assistance with financial aid, registration, drop and add forms for classes, graduation, student records or more.

Student Resources, Learning and Writing Support

A wide range of support and resources are available to UD students, who are strongly encouraged to avail themselves of these opportunities.

Library Liaison

Heidi Gauder is the Roesch Research Librarian liaison to the MPA program. She helps students explore the many resources available to support students' research needs.

Library users may borrow books and media materials with a current University-issued ID. If material is not available at Roesch Library, students may use the OhioLINK catalog to request books from other OhioLINK member institutions. Books not found through OhioLINK can be requested through Interlibrary Library Loan.

University of Dayton students have off-campus access for most e-resources. All can be accessed by logging in with their UD username and password.

Web Links:

http://www.udayton.edu/libraries/index.php

http://libguides.udayton.edu/polsci

http://libguides.udayton.edu/c.php?g=415161

Contact Information:

Heidi Gauder, *Coordinator of Instruction and Reference*
(937) 229–4259; Roesch Library 105F
hgauder1@udayton.edu

Elective Courses * *(complete 12 semester hours)*

MPA 508: Contemporary Issues

MPA 514: Government Planning

MPA 515: Emergency Management

MPA 555: Selected Topics in Public Policy

MPA 556: Environmental Policy

MPA 561: Nonprofit and Community Leadership

MPA 562: Strategic Planning for Nonprofit Organizations

MPA 563: NGO Management and Development

MPA 564: Overview of Grant Funding

MPA 565: Grant Writing

MPA 566: Nonprofit Community Relations

MPA 567: Building the Nonprofit Network

MPA 568: The Responsive Nonprofit

MPA 571: Administrative Law

MPA 593: Independent Study

MPA 595: Internship

MPA 597: Public Service Project

- *Students with prior approval from the Program Director, may take graduate level courses up to 6 hours outside of the department to fulfill elective requirements.*
- *It is recommended that students who have a interest in an elective take it that semester as there is no guarantee for when it will be offered again, if at all.*

Additional Course Information

MPA 593: Independent Study

An independent study is an intensive, independent research experience conducted under the direction of a faculty member with a research paper requirement. Students generate a topic of interest and then approach a faculty member to see if s/he is interested in supervising the research. Faculty members typically supervise only in their areas of researching or teaching. Students must submit a formal project proposal to the MPA Director, and the faculty member prior to registration.

MPA 595: Internship

Internships with government agencies or other organizations where students work to gain experience may receive academic credit based on the hours worked and the completion of an academic/research based project. Interested students should work with the Department of Political Science's Internship Coordinator to help identify opportunities—but please note, there is no guarantee of a placement. Instead, the Coordinator assists students in their search for an internship and facilitates the process of earning academic credit. The Program does its best to notify students of local opportunities. Students should also check *Hire a Flyer*, governmental websites, and other job websites, or work with a representative in career services (https://www.udayton.edu/careerservices/).

An internship is not a requirement for graduation, but it is *highly recommended* for students without recent and/or relevant full-time employment.

The Student Portfolio, together with the competency matrix, is a career development and assessment tool that assists public sector students throughout their career progression from entry level to manager and into executive-level positions. Students must upload various artifacts to the Portfolio. Additional directions and guidance are given in courses, such as MPA 500 and MPA 599.

Completion and submission of your Portfolio to the faculty is a requirement for graduation.

Public Service Competencies Matrix

The Public Service Competencies Matrix reveals a common set of public service values integral to the MPA program and a public service career. This Matrix is a component of the Student Portfolio and should guide students considering which artifacts to include in their Portfolio to reflect their educational and professional experience. Although the Matrix is portrayed as two-dimensional, the analogy of a file cabinet drawer may be appropriate.

Student Portfolio and Self-Assessment

Isidore

Isidore is the Course Management System at UD that faculty may use to convey assignments, provide additional readings, post grades, convene discussion forums, and post announcements. Access to Isidore is available through the main website and UD Porches; students' email usernames and passwords should provide access. In addition to individual course sites on Isidore, the MPA Program has a site on Isidore where students can find electronic copies of the student handbook, forms, the MPA Student Portfolio (which is the repository for students' work over their course of study), and their self-assessment that is to be completed throughout the Program.

(http://isidore.udayton.edu)

UD MPA Student Portfolio

The MPA Student Portfolio is designed to help capture students' professional development across their educational experience at UD. It will include a range of components, including artifacts from your courses (e.g. noteworthy assignments, recordings of presentations, etc.) and their professional experience (e.g. reflections on work experiences, work-related projects, etc.). Additional components of the Student Portfolio include self-reflection and assessment exercises, as well as the public service competencies matrix.

MPA 597: Public Service Project

The Public Service Project is an independent, real–world project at public service agencies that can solve public management problems and/or policy issues. Generally, students approach an organization about potential projects. Students must submit a formal project proposal to the MPA Director and the supervising faculty member prior to registration.

MPA 599: Capstone in Public Administration

The summative experience of the MPA program is a capstone to be taken in students' final semester. This course focuses on:

(1) Professional development and preparation for the vocation of public service,

(2) Engagement in current literature on a public service topic or trend,

(3) Completion of the student portfolio,

(4) Reflective writings, and,

(5) A professional presentation to the faculty that integrates academic theory from previous coursework and practice of a professional experience (e.g. internship, work, public service project, etc.).

MPA Plan of Study

Course Name	Semester Planned	Semester Taken	Grade
Core Courses (*required*) 21 semester hours			
MPA 500: Introduction to Public Administration			
MPA 510: Quantitative Methods in Public Administration			
MPA 511: Applied Research Techniques (*pre-requisite MPA 510*)			
MPA 520: Organization Theory			
MPA 530: Fiscal Administration			
MPA 540: Public Sector Human Resource Management			
MPA 599: Capstone in Public Administration (*pre-requisites MPA core courses*)			

Member Benefits

Pi Alpha Alpha membership provides three major benefits:

(1) Acknowledges academic achievement, provides job-searching and networking benefits, and indicates the opportunity to serve others through public service.

(2) Indicates to faculty, employers, and colleagues that members are dedicated and career focused.

(3) Indicates a choice to serve others through ongoing public service activities throughout your career path.

Membership criteria

Membership in PAA is limited to students who demonstrate academic achievement in UD's MPA program. Students must complete at least fifty percent (50%) of the required course work (a minimum of 18 semester hours) and have earned a cumulative GPA of at least 3.7.

Contact Dr. Ambrosius, the PAA faculty advisor, to inquire about additional information.

Pi Alpha Alpha

Pi Alpha Alpha, established in 1974, is the Global Honor Society for Public Affairs and Administration. There are more than 160 chapters located around the world.

The purpose of Pi Alpha Alpha (PAA) is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration. Its objectives, such as fostering integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. Membership in Phi Alpha Alpha replaces the traditional Latin honors associated with Undergraduate degrees.

The University of Dayton Chapter – a founding chapter (1976)

Students become members by joining the Chapter at the University of Dayton. The Pi Alpha Alpha chapter is operated by student officers and their faculty advisor.

New members are inducted every academic year and are members for life. In the process of inducting new members, chapters hold one or more activities each year including their new member induction ceremony. These occasions often feature special award

Course Name	Semester Planned	Semester Taken	Grade
Public Policy Course *(choose one)* 3 semester hours			
MPA 504: State and Local Government			
MPA 551: Introduction to Public Policy			
Ethics Course *(choose one)* 3 semester hours			
MPA 524: Ethics in Public Administration			
MPA 526: Leadership in Building Communities			
Elective Courses 12 semester hours			
1.			
2.			
3.			
4.			

BA+MPA Program

UD undergraduate students within the College of Arts and Sciences with a cumulative GPA of 3.0 or better at the time of application are eligible to participate in the accelerated BA+MPA program leading to a Master of Public Administration degree.

Eligible undergraduate students are required to apply for admission to the accelerated BA+MPA program and to the Graduate School and may do so as early as the second semester of their junior year. At least 75% of the credit hours required for graduation within the student's undergraduate degree program must be completed before graduate admission can be approved.

Although the students in the accelerated BA+MPA program can take several approved graduate courses while enrolled as undergraduates, only two courses (a maximum of six semester hours) may be counted towards both the BA and MPA degrees. These two courses must be explicitly approved in writing by both the student's undergraduate department and the MPA program before they are taken.

Students admitted to the accelerated program will continue to be classified as undergraduate students until they complete all undergraduate degree requirements. These students need to take 12 or more semester hours per term to maintain full-time status, and will be charged the standard tuition and fee rates applicable to undergraduate students.

At the completion of the undergraduate requirements, the accelerated program students may apply for admission into the Graduate School with regular status, after submission of all required admission materials and review by the MPA admission committee.

The Washington Center

The Washington Center provides students with the full experience of living and work in the Washington, DC area. Students participating in the Washington Center will complete:

- An internship arranged by The Washington Center (guided by student preference)

- One academic course (Selected from a list of classes arranged by The Washington Center)

- The Leadership Forum; a series of speakers, career boot camps, and more

- Networking and social activities designed to teach students about living and working in Washington, DC

Statehouse Civic Scholars

This is an eight-week, summer residential internship opportunity in Columbus, OH. The twelve students who are selected as Statehouse Civic Scholars intern in highly desirable offices in state government, including the Ohio Statehouse, executive agencies, judiciary, interest groups, and lobbying firms. Last year's Scholars worked for the Governor, Attorney General, Secretary of State, Speaker of the House, Office of Budget and Management, and other key legislative offices.

Internships and Experiential Learning

Opportunities

Internships for Master of Public Administration Students

Practical work experience is an important part of our MPA students' education. We partner with employers who are interested in providing practical work experiences that take place throughout the year, either on a full-time or part-time basis. MPA students participating in experiential learning opportunities can find the forms and other resources they need from the Related Links section on this page.
Some of the recent internships in which our students have participated are listed below.

Recent MPA Internship

Catholic Social Services	*Good Samaritan Hospital*
City Manager's Office of Forest Park, OH	*Governor's Office of Health Transformation*
City of Riverside	*Mediation Center, City of Dayton*
City of Dayton	*National Aviation Hall of Fame*
The Dayton Foundation	*Office of the City Manager, Centerville*
Dayton International Peace Museum	*Ohio Attorney General*
Goodwill/Easter Seals Foundation	*Ohio EPA*

Accreditation

The University of Dayton MPA program successfully meets the National Association of Schools of Public Affairs and Administration standards.

The NASPAA Standards are the quality benchmark used by graduate public service programs around the world for Professional Master's Degree Programs in Public Affairs, Policy and Administration.

Benefits of graduating from an accredited program when seeking employment are that your prospective employer is assured that your degree has come from a program that is recognized as meeting worldwide standards of quality and that you have been adequately prepared for the profession.

UD's MPA program is reaccredited through the 2020-2021 academic year.

The Nonprofit & Community Leadership Certificate

The NPCL Certificate is designed for students who are considering careers in the nonprofit community sector, interested in developing their leadership capacity, and are generally interested in the community service and public life.

The program emphasizes fundamental knowledge about nonprofit and community-based organizations, current trends, challenges and best practices in nonprofit leadership.

Students should contact the NPCL Certificate Director. Steve Neiheisel, Ph. D. sneiheisel1@udayton.edu; (937) 229–3193

How to apply?

Students enrolled in the MPA program may apply at any time, provided you possess a minimum 3.0 GPA. The MPA 12 semester hours electives should be selected from the pool below:

Required Courses:

MPA 561: Nonprofit and Community Leadership

MPA 562: Strategic Planning for Nonprofit Organizations

Electives (choose two from):

MPA 508: Nonprofit Financial Management

MPA 526: Leadership in Building Community

MPA 563: NGO Management and Development

MPA 565: Grant Writing

MPA 566: Nonprofit Community Relations

The Vincent J. and Mary Jane Neiheisel Scholarship

The Vincent J. and Mary Jane Neiheisel Memorial Scholarship provides financial support to students interested in pursuing careers in the nonprofit and community service sectors. Candidates for this scholarship are enrolled in the University of Dayton's Nonprofit & Community Leadership Graduate Certificate program.

Made possible by their son, Steve Neiheisel, Ph.D., this scholarship honors the community leadership of Vincent J. and Mary Jane Neiheisel of Cincinnati, who dedicated their lives to volunteer leadership in building community, neighborhood, parish, and family, through long-time, devoted work in local civic and Catholic parish organizations.

All students enrolled in the Nonprofit & Community Leadership Graduate Certificate program are eligible to apply. The award pays for the concluding six semester hours of the award recipient's Nonprofit & Community Leadership graduate certificate program. Special consideration will be given to Army veterans and spouses, VFW members, Cub Scout and Boy Scout leaders, Catholic parish volunteers, and/or students with demonstrated financial need.

Deadline for applications to this scholarship is June 1.