



**Master of Public Administration Program**  
**Student Handbook**  
**2014-2015**

## **Table of Contents**

---

Introduction to the Student Handbook

Mission & Program Goals

Curriculum

The Nonprofit and Community Leadership Certificate

Accreditation

Pi Alpha Alpha

Student Portfolio and Self-Assessment

Student Resources, Learning and Writing Support

Faculty & Staff Directory

Social Media

WebLinks

## 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

## **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**

---

- Educating students to serve in careers as leaders of public and nonprofit organizations.
- Serving the local, regional and state communities through the activities of our students and faculty.
- 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 <sup>F</sup>  
MPA 510: Quantitative Methods in Public Administration <sup>F</sup>  
MPA 511: Applied Research Techniques <sup>S</sup>  
MPA 520: Organization Theory  
MPA 530: Fiscal Administration <sup>S</sup>  
MPA 540: Public Sector Human Resource Management <sup>F</sup>  
MPA 599: Public Administration Capstone <sup>S</sup>

### 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

<sup>F</sup> indicates a course typically offered during the fall semester.

<sup>S</sup> indicates a course typically offered during the spring semester.

### 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: Introduction to Nonprofit and Community Organizations  
MPA 562: Strategic Planning for Nonprofit and Community 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 outside of the department to fulfill elective requirements.

## 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.

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

**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.).

## The Nonprofit and community Leadership (NPCL) 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.*

### **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:

#### Core

MPA 561: Introduction to Nonprofit and Community Organizations

MPA 562: Strategic Planning and Marketing for Nonprofit Organizations

#### Electives

MPA 562: Leadership in Building Community

MPA 563: NGO Management and Development

MPA 565: Grant Writing

MPA 566: Nonprofit Community

## 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*

## 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.

### 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 presentations and a talk by a respected leader in our field.

### 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 a 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. Pautz, the PAA faculty advisor, to inquire about additional information.

## **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.

### **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.

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 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.

LibGuide provides a generic overview of library resources specifically geared to political science research topics.

### Write Place

*Location: Roesch Library, 1<sup>st</sup> 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 website 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, graduation, student records or more.

## Faculty & Staff Directory

---

Contact	Email	Phone	Office
Grant Neeley, Ph.D. <i>Interim Department Chair</i>	Gneeley1 @udayton.edu	937-229-3648	St. Joseph, 2 <sup>nd</sup> Floor, Room 227
Michelle Pautz, Ph.D. <i>MPA Director &amp; Associate Professor</i>	Mpautz1 @udayton.edu	937-229-3651	St. Joseph, 2 <sup>nd</sup> Floor, Room 204
Josh Ambrosius, Ph.D. <i>Assistant Professor</i>	Jambrosius1 @udayton.edu	937-229-3924	St. Joseph, 2 <sup>nd</sup> Floor, Room 223
Angela Busby- Blackburn, J.D. <i>Internship Coordinator</i>	Busbyblackburna1 @udayton.edu	937-229-3688	St. Joseph, 2 <sup>nd</sup> Floor, Room 219
Richard Ferguson <i>Director of the Fitz Center</i>	Rfurguson1 @udayton.edu	937-229-2152	St. Joseph, 4 <sup>th</sup> Floor, Room 433
Raymond Fitz S.M Fr. Ferree Professor of Social Justice	Rfitz1 @udayton.edu	937-229-5409	St. Joseph, 4 <sup>th</sup> Floor, Room 433
Heidi Gauder <i>Library Liaison</i>	Hgauder1 @udayton.edu	937-229-4259	Roesch Library, 1 <sup>st</sup> Floor, Room 105F
Richard Ghere, Ph.D <i>Associate Professor</i>	Rghere1 @udayton.edu	937-229-4220	Zehler Hall, 3 <sup>rd</sup> Floor, Room 304
Nancy Miller, Ph.D. <i>Associate Professor</i>	Nmiller1 @udayton.edu	937-229-3650	St. Joseph, 2 <sup>nd</sup> Floor, Room 215
Steven Neiheisel, Ph.D. <i>NPCL Director &amp; Lecturer</i>	Sneiheisel1 @udayton.edu	937-229-3193	Zehler Hall, 3 <sup>rd</sup> Floor, Room 301
Jean Poindexter <i>Administrative Assistant</i>	Jpoindexter1 @udayton.edu	937-229-3626	St. Joseph, 2 <sup>nd</sup> Floor, Room 227
Donald Vermillion <i>Director of Public Projects, Fitz Center</i>	Dvermillion1 @udayton.edu	937-229-4915	St. Joseph, 4 <sup>th</sup> Floor, Room 433

## Social Media

---



University of Dayton MPA

[Fb.com/groups/UDMPA](https://fb.com/groups/UDMPA)



[Linkedin.com/groups/UDMPA](https://linkedin.com/groups/UDMPA)

## Web Links

---

### Isidore

<http://isidore.udayton.edu/>

### Library

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

<http://libguides.udayton.edu/polsci>

### 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/>

## Notes

---