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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
- MPA 510: Quantitative Methods in Public Administration
- MPA 511: Applied Research Techniques
- MPA 520: Organization Theory
- MPA 530: Fiscal Administration
- MPA 540: Public Sector Human Resource Management
- MPA 599: Public Administration Capstone

**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

**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, 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 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, 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 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.
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<tr>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Neeley, Ph.D.</td>
<td><a href="mailto:Gneeley1@udayton.edu">Gneeley1@udayton.edu</a></td>
<td>937-229-3648</td>
<td>St. Joseph, 2nd Floor, Room 227</td>
</tr>
<tr>
<td>Interim Department Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelle Pautz, Ph.D.</td>
<td><a href="mailto:Mpautz1@udayton.edu">Mpautz1@udayton.edu</a></td>
<td>937-229-3651</td>
<td>St. Joseph, 2nd Floor, Room 204</td>
</tr>
<tr>
<td>MPA Director &amp; Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josh Ambrosius, Ph.D.</td>
<td><a href="mailto:Jambrosiust@udayton.edu">Jambrosiust@udayton.edu</a></td>
<td>937-229-3924</td>
<td>St. Joseph, 2nd Floor, Room 223</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angela Busby-Blackburn, J.D.</td>
<td><a href="mailto:Busbyblackburna1@udayton.edu">Busbyblackburna1@udayton.edu</a></td>
<td>937-229-3688</td>
<td>St. Joseph, 2nd Floor, Room 219</td>
</tr>
<tr>
<td>Internship Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Ferguson</td>
<td><a href="mailto:Rfurguson1@udayton.edu">Rfurguson1@udayton.edu</a></td>
<td>937-229-2152</td>
<td>St. Joseph, 4th Floor, Room 433</td>
</tr>
<tr>
<td>Director of the Fitz Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raymond Fitz S.M Fr. Ferree Professor of Social Justice</td>
<td><a href="mailto:Rfitz1@udayton.edu">Rfitz1@udayton.edu</a></td>
<td>937-229-5409</td>
<td>St. Joseph, 4th Floor, Room 433</td>
</tr>
<tr>
<td>Heidi Gauder</td>
<td><a href="mailto:Hgauder1@udayton.edu">Hgauder1@udayton.edu</a></td>
<td>937-229-4259</td>
<td>Roesch Library, 1st Floor, Room 105F</td>
</tr>
<tr>
<td>Library Liaison</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Ghere, Ph.D.</td>
<td><a href="mailto:Rghere1@udayton.edu">Rghere1@udayton.edu</a></td>
<td>937-229-4220</td>
<td>Zehler Hall, 3rd Floor, Room 304</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nancy Miller, Ph.D.</td>
<td><a href="mailto:Nmiller1@udayton.edu">Nmiller1@udayton.edu</a></td>
<td>937-229-3650</td>
<td>St. Joseph, 2nd Floor, Room 215</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steven Neiheisel, Ph.D.</td>
<td>S <a href="mailto:neiheisel1@udayton.edu">neiheisel1@udayton.edu</a></td>
<td>937-229-3193</td>
<td>Zehler Hall, 3rd Floor, Room 301</td>
</tr>
<tr>
<td>NPCL Director &amp; Lecturer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jean Poindexter</td>
<td><a href="mailto:Jpoindexter1@udayton.edu">Jpoindexter1@udayton.edu</a></td>
<td>937-229-3626</td>
<td>St. Joseph, 2nd Floor, Room 227</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donald Vermillion</td>
<td><a href="mailto:Dvermillion1@udayton.edu">Dvermillion1@udayton.edu</a></td>
<td>937-229-4915</td>
<td>St. Joseph, 4th Floor, Room 433</td>
</tr>
<tr>
<td>Director of Public Projects, Fitz Center</td>
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Social Media

University of Dayton MPA
Fb.com/groups/UDMPA
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/