

Checklist for Curriculum Proposals

This checklist is required.

1. Are all **signatures on the hard copy of the proposal**?
2. Is the **effective date** correct?
3. Is the **rationale** for the proposal consistent with the changes proposed?
4. Does the proposed **number of credits** match the stated number?
5. Have affected units been identified and contacted? Are required **support letters** attached?
N/A
6. Is a **resolution** necessary? If so, is it attached? NO

(Necessary for: establishing a major; disestablishing a major; a name change to any program with permanent status; a name change to a department or college; a transfer or creation of any department; request for permanent status).
7. Are all **courses (required or referenced)** in the UDSIS Inventory or in the approval process?
courses being proposed Challenge List
8. Are all **university requirements** correctly specified?
N/A
 - A. Breadth requirements.
 - B. Multicultural requirement.
 - C. Writing requirement.
 - D. DLE requirement.

9. Are all **college requirements** correctly specified?

graduate program

10. Is a side-by-side comparison provided?

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

Submitted by: James P. Flynn

Phone: 831-4658

Department: School of Public Policy and Administration **Email:** jflynn@udel.edu

Date: October 25, 2013

Action: Curriculum Revision of Master of Public Administration (MPA) Program

Effective term: 14F (Fall 2014)

Current degree: Master of Public Administration (MPA)

Proposed change leads to the degree of: Master of Public Administration (MPA)

Proposed name: Not Applicable. Name will remain Master of Public Administration (MPA)

Revising or Deleting:

Undergraduate major / Concentration: Not Applicable

Undergraduate minor: Not Applicable

Graduate Program Policy statement change: Revised MPA Program Policy Statement attached

Graduate Program of Study: Curriculum Revision of MPA Program

Graduate minor / concentration: Not Applicable

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

The Master of Public Administration (MPA) Policy Statement has been updated and is being submitted as a separate statement. The previous statement was part of a general Graduate Program Policy Statement for all graduate programs in the School of Public Policy and Administration. That format is no longer practical and the School faculty anticipate moving ahead at a later date with distinct Program Policy Statements for each graduate program. An attachment to this document will note all substantive changes in the MPA Program Policy Statement.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter "None")

There are no new courses. Content of two courses (UAPP 684 and UAPP 860) have been modified re reflect new curriculum. In addition title of UAPP 684 has been changed to better capture course content.

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

N/A

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

None

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

In 2010, the faculty implemented significant revisions to the MPA curriculum. Those changes were prompted, in part, to more closely alignment with the instructional model/practices espoused by our international accrediting

agency, the Network of Schools of Public Policy, Affairs and Administration (NASPAA). Our MPA Program has maintained full NASPAA accreditation since 1982.

Our academic model emphasizes mission-driven curricular design and competency-focused instruction; highlighting the critical links between coordinated course objectives across the curriculum, engaged classroom practices, and learning outcomes anchored in academic rigor coupled with a professional development orientation for our students.

The modifications proposed below reflect three years of experience with the new model and include recommendations from faculty, alumni, and employers. We wish to retain a strong academic experience while streamlining the curriculum to better recognize the most critical components of the MPA program’s educational/professional preparation experience.

The MPA is being reduced from 42 credit hours to 36 credit hours. To meet the new course credit requirements, the following changes are proposed to the existing curriculum:

- Eliminating UAPP 667 International Perspectives or Other Study Abroad Course (1) since students may now enroll in specific study abroad courses with individual MPA faculty;
- Eliminating a distinct 3-6 credit “Focus Area or Elective Course” while maintaining a 9 credit Area of Specialization requirement (i.e. a 3 credit Specialization Threshold Course and 6 credits of Specialization Elective Coursework);
- Modify course content to include materials from UAPP 698 Management Decision-Making (3) and UAPP 684 Performance Management (3) into a retitled UAPP 684 Performance Management & Program Evaluation (3). The retitled UAPP 684 will replace UAPP 698 as a required course in the core curriculum;
- Modify course content to include materials from UAPP 864 Internship Fieldwork (2) in UAPP 860 Internship Seminar (1). Retain the modified UAPP 860 as a required course in the core curriculum and eliminate UAPP 864. A professional-level internship (450-480 hours) is required for any MPA student with less than two years of prior full-time work experience.

We have also realigned our four Areas of Specialization to better reflect student interests and course availability across the other academic programs of the School of Public Policy and Administration (SPPA). The revised areas of specialization are titled: Nonprofit and Community Leadership, Public Policy and Management, Emergency Management, and Student Designed Area (requires approval of the academic advisor and the MPA program director). Each area of specialization has only one required 3 credit ‘threshold course’, and the remaining 6 credits of specialization course work can be drawn from a list of SPPA specialization courses approved by the MPA faculty.

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

Current – Master of Public Administration		Revised – Master of Public Administration	
Overall MPA Credit Distribution		Overall MPA Credit Distribution	
Core Courses and Internship Experience	30	Core Courses and Internship Experience	27
Area of Specialization Required Course	9	Area of Specialization Required Course	3
Focus Area or Elective Courses	3-6	Focus Area or Elective Courses	6
TOTAL CREDITS	42-45	TOTAL CREDITS	36

Core Courses and Internship		Core Courses and Internship	
UAPP658 Contemporary Issues in Public Administration	1	UAPP658 Contemporary Issues in Public Administration	1
UAPP698 Management Decision Making in Public & Nonprofit Sectors	3	UAPP684 Performance Management OR UAPP 702 Research Methods in Urban and Public Policy	3
UAPP689 Information Technology and Management of Public & Nonprofit Organizations	3	UAPP689 Information Technology and Management of Public & Nonprofit Organizations	3
UAPP690 Seminar in Public Administration	3	UAPP690 Seminar in Public Administration	3
UAPP691 Quantitative Analysis in Public & Nonprofit Sectors	3	UAPP691 Quantitative Analysis in Public & Nonprofit Sectors	3
UAPP693 Economics in Public & Nonprofit Sectors	3	UAPP693 Economics in Public & Nonprofit Sectors	3
UAPP694 Financial Management in Public and Nonprofit Sectors	3	UAPP694 Financial Management in Public and Nonprofit Sectors	3
UAPP695 Administrative & Employment Law	1	UAPP695 Administrative & Employment Law	1
UAPP696 Human Resources Management in Public and Nonprofit Organizations	2	UAPP696 Human Resources Management in Public and Nonprofit Organizations	2
UAPP697 Leading Organizations in Public and Nonprofit Sectors	3	UAPP697 Leading Organizations in Public and Nonprofit Sectors	3
UAPP699 Policy/Management Brief	1	UAPP699 Policy/Management Brief	1
UAPP860 Internship Seminar	1	UAPP860 Internship Seminar	1
UAPP 667 International Perspectives or Other Study Abroad Course	1		
Internship Fieldwork	2		
Areas of Specialization		Areas of Specialization	
<i>Non Profit Management</i>		<i>Non Profit Management</i>	
UAPP672 Nonprofit Organizations: Scope, Framework and Dynamics	3	Required Threshold Course: UAPP672 Nonprofit Organizations: Scope, Framework and Dynamics	3
UAPP 673 Governing Nonprofit Organizations	3	At least six additional credits from SPPA courses recommended for the Nonprofit & Community Leadership Specialization.	6
UAPP 674 Strategic Fundraising and Marketing for Nonprofits	3		
<i>Public Management</i>		<i>Public Policy and Management</i>	
UAPP 668 Government Budgets and Fiscal Federalism	3	Required Threshold Course: UAPP701 Public Policy	3
UAPP 684 Performance Management	3	At least six additional credits from SPPA courses recommended for the Public Policy and Management Specialization.	6
UAPP 664 Case Studies	3		
<i>Policy and Program Development (Faculty Coordinated Area)</i>		<i>Emergency Management</i>	
UAPP 701 Public Policy (3)	3	Required Threshold Course: DISA650 Overview of Disaster Science & Management (3)	3
Specialization Course (3)	3	At least six additional credits from SPPA courses recommended for the Emergency Management Specialization.	6
Specialization Course (3)	3		
<i>Student Designed Specialization (With Approval of Faculty Advisor)</i>		<i>Student Designed (Approved by Advisor and MPA Program Director)</i>	
Specialization Course (3)	3	Required SPPA Threshold Course: Determined in consultation with Academic Advisor (3)	3
Specialization Course (3)	3	At least six additional credits from courses relevant to the student's specialization and approved by Academic Advisor.	6
Specialization Course (3)	3		

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson Maia P. Anastasiuta Date 10/29/13

Dean of College _____ Date _____

Chairperson, College Curriculum Committee _____ Date _____

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

Policy Statement for the Master of Public Administration (MPA) Program
School of Public Policy and Administration
University of Delaware

(Revised October, 2013)

Part I: Context and Program History

The School of Public Policy & Administration (SPPA) is an academic unit within the College of Arts and Sciences, University of Delaware, and offers both undergraduate and graduate degrees. The undergraduate programs are the Bachelors in Organizational and Community Leadership, and the Bachelors in Public Policy. The graduate programs are the Doctor of Philosophy in Urban Affairs and Public Policy, the Master of Arts in Urban Affairs and Public Policy, the Master of Science in Disaster Science & Management, the Doctor of Philosophy in Disaster Science & Management, the Master of Arts in Historic Preservation, and the Master of Public Administration (M.P.A.). In addition SPPA offers three accelerated/combined degree (4+1) programs for undergraduate Public Policy majors: the 4 + 1 B.A. in Public Policy and M.A. in Urban Affairs and Public Policy, the 4 + 1 B.A. in Public Policy and Master of Public Administration (MPA), and the 4 + 1 B.A. in Public Policy and M.A. in Historic Preservation.

The M.P.A. program was authorized as a permanent degree by the Board of Trustees in May 1976. It is a mission-driven and competency-focused program grounded in a rich history of research and public service coupled with an instructional philosophy of sustained community engagement, ethical behavior and the development of capable, competent, committed professionals. These same values reflect the expectations and requirements of our international accrediting organization, the Network of Schools of Public Policy, Affairs and Administration (NASPAA).

M.P.A. Program Mission Statement

“The mission of the Master of Public Administration (MPA) Program is to provide, diverse, talented graduate students with specific competencies for leadership and management, including the knowledge, skills and values essential to accountable and effective practice. The MPA program contributes directly to solutions for public challenges of our times through research and public service projects that involve students in experiential learning. The program also seeks to develop relationships with practitioners, fostering a professional focus and approaching public administration and nonprofit management and furthering the values of the field.”

The M.P.A. is the preferred professional degree preparing students for career positions in government and nonprofit organizations and private sector companies that work closely with these agencies.

The M.P.A. program is usually completed in two years of full-time study. There is also a part-time accelerated program known as the Career Enhancement Option (CEO), designed for working professionals with at least three years of experience. CEO students can complete their degree requirements in about three and one-half years.

The M.P.A. program is administered by the M.P.A. director, operating under guidance specified in the documents "M.P.A. Governance" and the "Academic Reorganization of the College of Urban Affairs and Public Policy".

NASPAA ACCREDITATION. NASPAA is the global standard in public service education with 280 members in the U.S. and a dozen countries across the world. It is the membership organization of graduate education programs in public policy, public affairs, public administration, and public & nonprofit management. (See http://www.naspaa.org/about_naspaa/naspaa.asp). Our M.P.A. program has been accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA) since 1982 and conforms to all applicable accreditation requirements and governance provisions. Our 2012 NASPAA re-accreditation review resulted in accreditation through 2017-2018.

Part II: Admissions

The purpose of the admissions criteria is to identify those applicants who can benefit from, and make a distinct contribution to the M.P.A. program. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of his or her graduate program within a reasonable period of time.

Given its mission, the M.P.A. program seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals are research/service in the government or nonprofit sectors, urban affairs and public policy. To meet its academic and research goals, as well as to be responsive to the multicultural backgrounds of prospective students, the M.P.A. program employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision. (Approved by Academic Council 7/30/86).

M.P.A. ADMISSIONS POLICY STATEMENT. The M.P.A. Program's admissions criteria and indicators of these criteria include:

Criteria	Indicators and Sources
Genuine interest and motivation to pursue graduate study in public administration/urban affairs and public policy; personal objectives, aspirations, and plans are well formulated, ethically based and coherent.	Personal statement by candidate in admission application and/or subsequent communications; personal interviews (telephone conversations when personal interviews are not possible) with members of the M.P.A. faculty and the M.P.A. admissions committee.
Expectations of sound academic performance in graduate level work.	Review of undergraduate achievement and any previous graduate level work. Particular emphasis on assessing achievement in the context of the quality of the institutions candidate has attended and the trends or patterns in achievement in the last 1 - 2 years of applicant's program. GRE scores; TOEFL scores, if applicable. Recommendations of faculty, professional associates, community leaders. Reports or research papers written by candidate (published or unpublished).
Ability to apply previously acquired competencies to problem areas, community, or organizational needs.	Contributions in and nature of professional work experience, volunteer service and/or internships. Assessments by faculty, professionals, and/or community leaders.

Given the professional objectives of the M.P.A. program, the goal of serving students from a wide range of ages, backgrounds, and career stages as well as empirical analysis of prior student admissions and performance, the successful candidate for admission will ordinarily have an undergraduate grade point index above 3.0 and an index of 3.3 or better in his/her major field of study. In addition, the quality and extent of previous related work experience and the motivation to pursue a professional career in the public sector are particularly important.

GRE SCORES. Generally, those admitted for graduate study have scores that are distributed equally on the quantitative and verbal aptitude portions of the Graduate Record Examination (GRE) at or above the 69th percentile and analytical scores of 4.0 or better. GRE scores are viewed in the context of the applicant's complete record. The School has established no minimum GRE score required for admission.

TOEFL SCORES. International applicants must demonstrate a satisfactory command of English, particularly if English is not their first language. The TOEFL (Test of English as a Foreign Language) is required of all international applicants. A minimum score of 600 (paper-based

test), or 100 (TOEFL iBT) is usually required for consideration for admission. TOEFL scores are viewed in the context of the applicant's complete record. The School has established no minimum TOEFL score for admission.

The M.P.A. program follows University guidelines that allow waiving of the TOEFL exam for those international students who have earned an undergraduate degree in a country where English is the primary language, or if a degree has already been earned in the United States. (See <http://www.udel.edu/gradoffice/apply/testscores.html>).

CAP PROGRAM. The M.P.A. program participates in the University's Conditional Admissions Program (CAP) offered in conjunction with the English Language Institute (ELI). Through CAP, the University offers admission to otherwise qualified international graduate students with the condition that they must first improve their English language skills by successfully completing the highest levels of oral and written communications skills training offered by the ELI. Once CAP students meet these English language objectives they begin their regular graduate coursework without submitting a TOEFL score. (See <http://sites.udel.edu/eli/programs/cap/>).

Admission to the M.P.A. program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

M.P.A. ADMISSIONS COMMITTEE. Applications to the M.P.A. program are evaluated by the M.P.A. committee on admissions. This committee is appointed by the director of the M.P.A. program from among the faculty and consists of three members. Decisions of the committee are subject to review and modification by the full M.P.A. faculty and are made on behalf of the full faculty.

ESTIMATES OF PROGRAM ADMISSIONS. The M.P.A. program generally admits 20 - 25 candidates (both full- and part-time) each year. While the great majority of new admissions occur in the fall semester, students may also be admitted to begin their studies in the spring semester.

Part III: Degree Requirements

The 36-credit master of public administration degree is designed to provide professional training for public or nonprofit management careers. The curriculum is divided into four areas:

- (1) core subjects,
- (2) specialization courses,
- (3) internship experience, and
- (4) policy/management brief or thesis.

All students are required to attain a grade of B- or better in all courses counted towards the M.P.A. degree. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0.

Consistent with NASPAA accreditation standards, the M.P.A. curriculum is designed to focus on the acquisition and development of five universal competencies:

- (1) to lead and manage in public governance,
- (2) to participate in and contribute to the policy process,
- (3) to analyze, synthesize, think critically, solve problems and make decisions,
- (4) to articulate and apply a public service perspective, and
- (5) to communicate and interact productively with a diverse and changing workforce and citizenry.

REQUIRED COURSES. The MPA core curriculum has been developed to support these five NASPAA universal competencies and includes the following required courses:

- UAPP 658 Contemporary Issues in Public Administration (1)
- UAPP 684 Performance Management & Program Evaluation (3) **OR**
- UAPP 702 Research Methods in Urban and Public Policy (3)
- UAPP 689 Information Technology and Management of Public & NP Orgs (3)
- UAPP 690 Seminar: Public Administration (3)
- UAPP 691 Quantitative Analysis in Public & NP Sectors (3)
- UAPP 693 Economics in Public & NP Sectors (3)
- UAPP 694 Financial Management in Public & NP Sectors (3)
- UAPP 695 Administrative and Employment Law (1)
- UAPP 696 Human Resources in Public & NP Sectors (2)
- UAPP 697 Leading Organizations in the Public & NP Sectors (3)
- UAPP 699 Policy/Management Brief (1).

SPECIALIZATION. A student will choose an area of specialization prior to the third semester of full-time study. There are four specialization options available through the M.P.A. program:

- (1) Nonprofit and Community Leadership,
- (2) Public Policy and Management,
- (3) Emergency Management, or
- (4) Individualized Specialization developed by the student in conjunction with his/her advisor and with the approval of the M.P.A. director.

Each specialization area consists of a minimum of 9 credit hours, including a required three-credit 'entry threshold course' and an additional 6 credits approved by the academic advisor. The M.P.A. faculty have designated the following as required 'threshold courses':

- (1) Nonprofit and Community Leadership - UAPP 672 Nonprofit Organizations: Scope, Framework and Dynamics,
- (2) Public Policy and Management – UAPP 701 Public Policy,
- (3) Emergency Management – DISA 650 Overview of Disaster Science and Management,
- (4) Individualized Specialization –Developed by the student in conjunction with his/her advisor and with the approval of the M.P.A. director.

The additional 6 credits for each specialization are to be selected from SPPA course lists developed by the M.P.A. director in conjunction with the M.P.A. faculty

Information on areas of specialization is available in the School Administration Office and on the School website. (See <http://www.sppa.udel.edu/content/mpa-program-specializations>).

WAIVERS OF REQUIRED COURSES. Courses required in the M.P.A. may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by her or his advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file.

Waivers cannot be used to reduce the total number of credit hours (36) required for the completion of the M.P.A. degree. Students must petition to substitute one course for each one that is waived. The petition must be approved by the student's advisor and a record of the substitution sent to the program director to be included in the student's file.

With the approval of the M.P.A. program director, a maximum of 9 credits may be waived for a matriculating student in the M.P.A. program who has completed comparable graduate level M.P.A. courses with a grade of a B- or higher in a NASPAA accredited (or equivalent graduate program) as part of their undergraduate program.

INTERNSHIP EXPERIENCE. An internship is required for the M.P.A. program unless a student receives permission from the internship coordinator and the M.P.A. director to waive this requirement. The internship requirement is fulfilled through UAPP 860 Internship Seminar (1 credit).

The internship involves a practical experience in an operating agency, generally outside of the academic departments of the University. The internship requires a minimum of 450 hours of full-time, professional level work experience. The major purposes of the internship program are:

- (1) To provide an opportunity for the student to apply knowledge and skills acquired in the academic program,
- (2) To provide an opportunity for the student to develop appropriate skills and experience to enhance chosen fields of specialization,
- (3) To assist the student in developing experience that will assist him/her in securing the best possible full-time employment upon completing the requirements for the degree.

The internship placement must be planned with, and receive the approval of, the internship coordinator. During the internship the student carries out work assignments under the direction of a designated agency supervisor and fulfills academic requirements under the direction of the internship coordinator.

WAIVER OF INTERNSHIP REQUIREMENT. M.P.A. students with substantial prior professional experience may petition to waive the internship requirement. Substantial professional experience is interpreted as at least 2 years of full-time work in a public or nonprofit organization where the individual has responsibility for client service, program administration or policy development and implementation. Students who believe they meet this standard should contact the internship coordinator.

All M.P.A. internship policies, procedures, and evaluations are carried on under the direction and approval of the M.P.A. faculty.

POLICY/MANAGEMENT BRIEF OR OTHER WRITING REQUIREMENT. This requirement may be fulfilled in one of the following ways:

- (1) By writing and defending a 1 credit Policy/Management Brief (UAPP 699) which may be the product of:
 - a) research associated with a student's internship responsibilities,
 - b) research associated with a student's area of specialization,
 - c) research associated with independent study, or
- (2) By writing and defending a master's thesis (UAPP 869) for 6 credits

Detailed policies for the Brief are available on the School's website. (See <http://www.sppa.udel.edu/sites/sppa.udel.edu/files/pdf/PolBrf%20Std%20Expl%20Statmnt%20REV92811.pdf>).

THESIS OPTION FOR THE M.P.A. PROGRAM. Under circumstances deemed appropriate for the student, and with approval of the student's advisor and the appropriate program director, a thesis may be submitted in lieu of the policy/management brief. The thesis is to be written under the supervision of a three-person faculty committee chaired by the student's principal advisor in his/her area of specialization and defended in an oral examination before this three-person faculty committee. The thesis committee should provide guidance throughout the process of topic selection, research, writing, and evaluation. Successful oral defense of the thesis, as certified by the student's advisor to the M.P.A. program director, enables a recommendation to be made that the M.P.A. degree be conferred. General guidelines and regulations governing the format, development, and presentation of the thesis must conform to the University requirements reflected in the Office of Graduate and Professional Education Thesis Manual. Detailed policies for those choosing to write a thesis are available on the School's website. (See <http://www.sppa.udel.edu/content/administrative-matters>).

STUDENT ADVISEMENT IN THE M.P.A. PROGRAM. All students entering the M.P.A. program are assigned a faculty advisor by the M.P.A. program director, or the student may choose his/her advisor if the student has a preference. The faculty advisor is responsible for monitoring the progress and performance of the student throughout their course of study with the M.P.A. program. The faculty academic advisor may, or may not, also serve as the student's advisor for their policy/management brief. A student may request a change of academic advisor at any time by submitting the appropriate form from the School website. (See <http://www.sppa.udel.edu/files/pdf/mpa-change-advisor.pdf>).

OVERALL STUDENT ASSESSMENT. At the end of each semester the grades of M.P.A. students are reviewed by the program director and the M.P.A. faculty. All students are expected to maintain a 3.0 cumulative index (4.0 scale) to remain in good academic standing. Substandard performance may result in a recommendation from the director of the M.P.A. program in consultation with the student's advisor to the full M.P.A. faculty that actions be initiated in accord with general University guidelines regarding probation, warning, and termination.

At the end of each academic year, the M.P.A. program director and the M.P.A. faculty review the performance of all students in the program and, if needed, initiate appropriate corrective actions based on program and University guidelines.

Part IV: Plan of Study

All M.P.A. students, in consultation with their academic advisor, are required to complete and periodically review the attached Plan of Study form (**Attachment 1**). Each successive revised form becomes part of the student's official file.

Part V: Financial Aid

Financial aid is available to M.P.A. students in the form of graduate assistantships, research assistantships, tuition scholarships as well as University graduate scholar awards, assistantships and fellowships. The primary type of aid awarded are research assistantships (RAs) provided to those working on public service or research projects in one of the SPPA affiliated centers, or other University office. Detailed information on financial aid options, along with the applicable application processes and funding policies as approved by the Dean of the College of Arts and Sciences. (See <http://www.sppa.udel.edu/content/financial-aid>.) Awards are competitive and merit-based.

Applications and nominations for financial aid for new students are generated by the M.P.A. admissions committee when reviewing the Supplementary Information Form submitted as part of the application packet. These are transmitted as recommendations to the director of the M.P.A. program and, in turn, to the School director for final disposition. Funding commitments are made through consultation between the M.P.A. director, the School director, the directors of SPPA affiliated centers and faculty who provide graduate stipend support.

Part VI: Program Assessment

The M.P.A. Program is reviewed regularly by the School director, the M.P.A. program director and the M.P.A. faculty to assure that the program is meeting its objectives and effectively serving the students.

OTHER ASSESSMENT ACTIONS: Each spring graduating students are invited to complete an anonymous online Exit Survey to share their views on M.P.A. program admission procedures, course offerings, research assistantships, internship experiences, faculty advisement, diversity matters, student support services, School facilities, financial aid and general climate for learning and professional development. Survey results are reviewed extensively by the faculty before the beginning of the next School term and corrective actions taken, as appropriate, through the regular governance process.

In addition, M.P.A. alumni and employers of M.P.A. graduates are polled every 3 years for their distinct views on the program. Finally, as a NASPAA accredited M.P.A. program, every six years we must participate in a year-long self-study process that culminates in a three-day site visit by a NASPAA-appointed team of academics and professionals. The results of the self-study and the site-visit are consolidated by NASPAA as part of their re-accreditation process. In turn, the NASPAA comments/recommendations are shared with the M.P.A. faculty and strongly influence planning and governance actions impacting the program.

The SPPA Academic Curriculum Coordinating Committee, consisting of all program directors in SPPA, including the M.P.A. director, develops and reviews a three-year course offering plan to meet program curricular needs. The committee also reviews all course and curricular changes.

Attachment 1 – Plan of Study Form (Revised 10/13 for Use Fall 2014)

**SCHOOL OF PUBLIC POLICY & ADMINISTRATION
MPA PLAN OF STUDY**

Name	Email
UD ID#	
Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>
4+1 <input type="checkbox"/>	Entry Term
Expected Date of Completion of Degree	
Academic Advisor	
Career Objectives	

I. Core Curriculum (27 credits)

Designate the semester/year you have taken, or desire to take, these required core courses.

	Semester/Grade
UAPP 658	Contemporary Issues in Public Administration (1)
UAPP 684	Performance Management & Program Evaluation (3) OR
UAPP 702	Research Methods in Urban & Public Policy (3)
UAPP 689	Information Technology Skills for Planning and Administration (3)
UAPP 690	Seminar in Public Administration (3)
UAPP 691	Quantitative Analysis in Public & Nonprofit Sectors (3)
UAPP 693	Economics in Public & Nonprofit Sectors (3)
UAPP 694	Financial Management in Public & Nonprofit Sectors (3)
UAPP 695	Administrative & Employment Law (1)
UAPP 696	Human Resources in Public & Nonprofit Organizations (2)
UAPP 697	Leading Organizations in the Public & Nonprofit Sectors (3)
UAPP 699	Policy/Management Brief (1)
UAPP 860	Internship Seminar (1)

II. Internship Requirement:

An internship is required for anyone with less than two years of fulltime, professional-level work experience. Those with sufficient prior relevant work experience may request a waiver of the internship requirement. See the Internship Coordinator for details.

Do you intend to seek a waiver from the Internship Requirement? ____ Yes ____ No

Waiver approved _____ Date _____

Internship Experience	Semester/Grade
UAPP 860 Internship Seminar (1)	
Internship Placement and Duties	

III. Area of Specialization (Select One):

A specialization should be selected and approved prior to the third semester. Indicate your area of specialization below. In addition to the threshold course listed for your specialization, list other SUAPP course you plan to take in your area of specialization. Every specialization requires at least 9 credits (three credit threshold course plus six additional credits).

Public Policy & Management

Threshold Course: UAPP 701 Public Policy (3)

Nonprofit & Community Leadership

Threshold Course: UAPP 672 Nonprofit Organizations: Scope, Frameworks & Dynamics (3)

Emergency Management

Threshold Course: DISA 650 Overview of Disaster Science & Management (3)

Additional Course Numbers & Titles	Semester/Grade	Credits

Student Designed Specialization



A student-designed specialization must be developed in consultation with your academic advisor and approved by the MPA director. This specialization requires a SPPA Threshold Course determined in consultation with your academic advisor as well as at least six additional credits from approved courses.

Threshold Course Number & Title	Semester/Grade	Credits

Additional Course Numbers & Titles	Semester/Grade	Credits

IV. Capstone Writing Requirement

The capstone writing requirement is normally completed in the final semester of study. Students may choose either UAPP 699 (1) or, for those considering graduate study at the PhD level, UAPP 869 (6). Check School/University policies for thesis guidelines. Your topic should be drawn from your specialization, or another area with your advisor's permission. Indicate your choice below:

UAPP 699 Policy/Management Brief (1) Title/Topic
Policy/Management Brief Advisor
Committee Member(s)

OR

UAPP 869 Thesis (6) Title/Topic
Chair
Committee Members

Academic Advisor's Approval _____