Master of Public Administration
Department of Political Science

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Table of Contents

Program Summary
   Accreditation
   Purpose
   Classes
   In-service
   Pre-service

Outline Changes

Coursework
   Background Courses
   Prerequisite Courses
   Core Courses
   Career Support Areas

Applied Research Project
   Guidelines

Comprehensive Oral Examination

Internship

Degree Outlines (Course of Study)

Career Support Areas
   Administration Of Allied Health Services
   Administration Of Criminal Justice Systems
   General Public Administration
   Government Information Systems
   Human Resources In Public Administration
   International Relations
   Legal And Judicial Administration
   Public Finance Administration
   Social Policy
   Urban And Environmental Planning

Course Substitutions
   Prior Transfer Credit
   Post Transfer Credit

Course Rotation

Non-Degree Seeking Status

MPA Advisory Council

Evaluation of the Program
Course Descriptions

Posi 5303  Political Research and Methodology
Posi 5311  Public Finance Administration
Posi 5312  Public Sector Economics
Posi 5314  Organization Theory
Posi 5315  Problems in Public Personnel Administration
Posi 5316  Labor Management Relations
Posi 5317  Management Practices in Public Personnel Administration
Posi 5318  Public Management and Ethics
Posi 5321  Introduction to Public Policy & Administration
Posi 5330  Problems in Public Law
Posi 5333  Ecology and the Politics of Scarcity
Posi 5334  Problems in Quantitative Analysis
Posi 5335  Problems in Research Methodology
Posi 5340  Problems in American Public Policy
Posi 5341  Seminar in the Policy Process
Posi 5343  Seminar in Program Evaluation
Posi 5345  Conceptual Foundations of Government Information Systems
Posi 5346  Technology of Government Information Systems
Posi 5347  Public Finance Information Systems
Posi 5370  Internship in Government
Posi 5375  Comparative Public Administration
Posi 5397  Applied Research Project

Graduate MPA Faculty

Graduate Political Science Faculty

Directions to Brown Heatly Building Austin

CenTex ASPA Application
Program Summary

Accreditation

The Master of Public Administration Degree (MPA) is offered through the Political Science Department at Texas State University-San Marcos. The MPA Program was originally accredited in 1988 by the National Association of Schools of Public Affairs and Administration, and are re-accredited through September 2017.

Purpose

The MPA Program is divided into three major components. These components consist of coursework, the applied research project and a comprehensive oral examination. Designed to prepare individuals for leadership and management, the MPA Program can either get careers started or aid career advancement.

The MPA degree enables students to develop professional skills and take advantage of the many opportunities in the public or non-profit sector of the economy. The challenges and rewards in government have never been greater than today. Whether an individual is interested in government information systems, public finance, personnel management, international relations, or policy analysis, the MPA Program at Texas State University-San Marcos can help meet current needs and future aspirations.

Classes

Classes consists of 20-25 students and are scheduled with the working student in mind. Students in the MPA Program have varied academic backgrounds and include practitioners at all levels of government, active duty military, private sector professionals, as well as students who recently completed a baccalaureate degree.

Since classes are small, students and instructors have continuing opportunities to take advantage of the diversity represented in each course. Courses meet one night per week from 3:30 pm to 6:20 pm or 6:30 pm to 9:15 pm in the fall and spring semesters and from 6:15 to 10:00pm in the summer sessions. Courses are offered both on the main campus in San Marcos, Austin, and Williamson County.
**In-service**

Students who have previously been or are currently employed in the public sector are classified as **in-service**.

**Pre-service**

Students who have had no public sector experience are classified as **pre-service**. For pre-service students, a public service internship is required in addition to the 39-hour degree program.

**Program Admission**

Admission to the MPA Program requires an undergraduate degree in any discipline and acceptance by the Texas State University-San Marcos Graduate College.

To be admitted to the Graduate College, currently you must have a G.P.A. of 2.75 (4.0 scale). Students may be admitted conditionally on a case by case basis.

The GPA scores are based on the last 60 semester hours of the baccalaureate degree. GRE scores are one measure of student’s ability to succeed in the MPA Program and are for advising purposes.

**Effective Summer I 2011**, to be admitted through regular admission to the MPA program you must have a minimum G.P.A. of 3.0 or better. Students with a G.P.A. between 2.99 and 2.75 (in the last 60 hours) would be considered for conditional admission using the “Admission Justification Form”.

Applicants must have an official GRE General score sent to Texas State University before their application will be considered for admission beginning Fall 2007.

**Conditional Admission**

M.P.A. student: Applications for conditional admission are reviewed by the graduate advisor in consultation with the M.P.A. faculty on a case by case basis. In order to apply for conditional admission, a student must:

   a. Submit a Graduate College Application for Admission;
b. Have completed the General Portion of the GRE (verbal and quantitative combined) and have the official score reported to the Office of the Graduate College;

c. A student may submit a request for consideration of conditional admission to the M.P.A. Director, Public Administration Program, Texas State University-San Marcos, San Marcos, Texas 78666-4616, stating the reasons for consideration of admission.

Students are encouraged to submit supplemental information such as letters of recommendation, evidence of continuing education (training), awards, etc., for consideration by the committee. A meeting with the M.P.A. Director is also advised. The admission decision is made by a faculty committee upon recommendation of the M.P.A. Director.

The graduate advisor will recommend the stipulations and requirements for conditional admission. Students who are admitted conditionally must make a grade of “B” or better in each course for their first 12 hours of course work including background courses. When the conditions have been met the graduate advisor will recommend regular admission status to the Dean of the Graduate College.

Students who do not meet all Graduate College or MPA Program requirements may be admitted on a Conditional basis. Conditional admission usually requires additional support documentation. For international students a score of 550 on the TOEFL and three (3) on the TWE is required. The TOEFL and TWE are required for international students regardless of the location of their baccalaureate degree.

**Program Requirements**

**Degree Audit Reports (DARS)** are the official course of study and include the listing of all courses that must be completed to obtain the MPA degree.

As soon as a student is admitted to the MPA Program, a proposed degree outline is prepared in consultation with the Graduate Advisor. The proposed degree outlines is then submitted by the department to the Dean of Graduate Studies and Research for approval. The DARS is to be used by the student to determine which courses to select for each semester’s registration. **Any course taken prior to the approval of the DARS is taken at the student’s risk as the courses completed may not count toward the degree requirements.**
Outline Changes

Any changes in the degree outline must be requested in writing on the official Degree Audit Change Form, and a justification of the requested change must be stated. Any DARS change request should be completed prior to the student’s registering for a course that is not included in the degree outline. Any courses taken without an approved degree outline change request is taken at the student's own risk and may not count toward the degree.

Coursework

Coursework consists of a core of required courses and Career Support Areas.

Background Courses

Posi 5303 Political Research and Methodology can be waived if a student has taken an undergraduate statistics class within the last the LAST YEAR AND RECEIVED AN “A”.

Students without administrative experience will be required to take Posi 5370, Internship in Government, within the first twenty-four (24) hours of the program. In order for the internship requirement to be waived, a letter from an employer or past employer briefly documenting the student’s administrative experience needs to be sent to the Director of the MPA Program.

Candidates to the MPA Program may take background courses prior to taking the GRE. Courses required as background work may not be substituted at a later date for courses required as part of the MPA degree audit report.

Prerequisite Courses

A number of the courses in the core requirements and the career support areas have prerequisite courses. POSI 5303 or an undergraduate level statistics must be completed as a prerequisite to enrollment in POSI 5343. POSI 5335 must be completed prior to enrollment in POSI 5397 and towards the end of the program.

Core Courses

The MPA core consists of 30 hours of Public Administration courses. Courses range across many different topical areas (Law, Public Finance, Intergovernmental
Relations, Organization Theory, Public Personnel Administration, and Research Theory and Methodology). For a comprehensive listing of courses, review the curriculum outlines contained in these Guidelines and in the Graduate Catalog.

Career Support Areas

The Career Support Areas are designed to allow specialization in a particular area of interest. Students who elect one of the interdepartmental career support areas should check with the Director of the MPA program and with the graduate advisor of the appropriate department regarding course offerings and availability. Not all courses in the curriculum are available in the evenings or in Austin.

- Administration of Allied Health Services
- Administration of Criminal Justice Systems
- General Public Administration
- Government Information Systems
- Human Resources in Public Administration
- International Relations
- Legal and Judicial Administration
- Public Finance Administration
- Social Policy
- Urban & Environmental Planning

Applied Research Project

MPA students are eligible to enroll in POSI 5397 (Applied Research Project) after the completion of 33-36 hours of the MPA degree program.

Before enrolling in POSI 5397, the student should have completed at least 33-36 hours of MPA coursework including both POSI 5334 and POSI 5335. In addition they must submit an acceptable research prospectus before they register for POSI 5397. The prospectus guideline can be found at http://uweb.txstate.edu/~ps07/documents/prosdirect.pdf. The approximate due dates are August 10 (Fall), December 30 (Spring) and May 5 (Summer). The exact prospectus due dates are posted to the POSI 5397 web site http://uweb.txstate.edu/~ps07/documents/sy97fa99.pdf,
Students registering for POSI 5397 will be expected to accomplish a major research paper for the professor supervising their work. The student and the professor will meet at hours to be arranged.

Professors will establish their own deadlines and procedures for submission of the research paper at the beginning of each semester. As a general rule, students should be prepared to turn in their paper in final form by the last day of classes for that semester. If a student fails to turn in an acceptable first draft of the paper, he/she will be advised to drop the course and re-register the following semester. Failure to drop by the required deadline could result in a grade of “F” for the course.

Three copies of the final draft should be prepared for the committee review. If the student submits an acceptable first draft but fails to complete and approved final draft before the established end-of-the-semester deadline, the student may receive a grade of “I” for the course. Students must complete the Applied Research Project in 12 months or the “I” grade will revert to an automatic “F.”

The Applied Research Project (ARP) requires the review and signature of two committee members. The committee is assigned during the semester the student is enrolled in POSI 5397. (See appendix of faculty expertise)

Professors will establish their own individual quality standards for research papers. The paper should contain an extensive bibliography, appropriate citations, and normally be formatted according to The Chicago Manual of Style, 15th edition.

The student must turn in two bound copies of the paper in final form to the supervising professor. Upon approval of the paper, the professor will assign a letter grade to the student. The student will submit one electronic copy and one bound copy that will be catalogued and placed in the Texas State Library. The electronic copy may be included in the Texas State institutional repository also known as ecommons. To view, papers on ecommons see http://ecommons.txstate.edu/arp/

**Comprehensive Oral Examination**

During the semester in which a student expects to graduate, he/she must take and pass a Comprehensive Oral Exam. The exam is based on the student’s Applied Research Project. The exam is conducted by two faculty members and a public administration practitioner with an MPA or equivalent. At least two of the faculty members must be from the Political Science Department.
The Comprehensive Oral Exam must be scheduled at least ten days prior to graduation. The date of the examination will be established by the applied research project director in consultation with the committee and the student. In addition, it is the student’s responsibility to meet all deadlines published in the Graduate School Handout, "Master’s Degree Candidates for (specific semester).” A copy of the Graduate School Handout is published each semester.

**Internship**

The Internship is primarily designed to provide practical experience to pre-service students. The academic component consists of part-time (paid or unpaid) employment in a public service entity or government-related office. A maximum of 3 hours credit can be earned through an internship.

Normally the student will work an average of 20 hours per week for the 3 hours of POSI 5370 credit. The academic component of the public service internship includes a required research paper and completion of assigned readings.

An internship is required for all pre-service students, but is optional for practitioners. The required internship for pre-service students is in addition to the 39-hour MPA curriculum. Internships for practitioners can be useful for individuals wishing to make a career change. Additional details concerning the Internship Program can be obtained by contacting:

**Degree Outlines (Course of Study)**

The Course of Study approved for the MPA degree must be completed within six years of the date of initial enrollment in the program. In certain cases a waiver of the time limit for degree completion may be granted. Students should submit their request for a waiver in writing to the Director of the MPA Program.

Different degree outlines will be prepared depending on the career support area chosen by the student. Degree outlines for MPA students are illustrated below. MPA students will be required to take the following 30 hours of core courses

**Core Courses - 30 Credit Hours**

- POSI 5311 Public Finance Administration
- POSI 5314 Organization Theory
- POSI 5315 Problems in Public Personnel Administration
POSİ 5318  Public Management and Ethics
POSİ 5321  Introduction to Public Policy and Administration
POSİ 5330  Problems in Public Law
POSİ 5334  Problems in Quantitative Analysis
POSİ 5335  Problems in Research Methodology
POSİ 5397  Applied Research Project

One course selected from the following:

POSİ 5340  Problems in American Public Policy
POSİ 5341  Seminar in the Policy Process
POSİ 5343  Seminar in Program Evaluation

** It is advised that POSİ 5334 be taken within the first six hours and POSİ 5321 within the first 12 hours.

Career Support Areas

In addition to the core courses students will select one of the following ten Career Support Areas and complete 9 hours of coursework from the courses listed in the specific Career Support Area.

Administration Of Allied Health Services
Select 9 hours from the following courses:
HA 5304  Healthcare Financial Theory
HA 5321  Healthcare Law
HA 5346  Health Planning; Methods & Practice
HA 5300  Health Care Organization and Delivery *(prerequisites)*
HHR 5307  Trends & Issues in Healthcare Human Resources
HHR 5322  Human Resource Development in the Health Services
HHR 5350  Human Resource Management in the Health Sciences
POSİ 5343  Seminar in Program Evaluation

Administration of Criminal Justice Systems
Select three courses from Criminal Justice curriculum or
POSİ 5343  Seminar in Program Evaluation

General Public Administration
Three Graduate Level Political Science Electives *(effective 9/9/2010)*
Government Information Systems

- **POSI 5345** Conceptual Foundations of Government Information Systems
- **POSI 5346** Technology of Government Information Systems
- **POSI 5347** Public Finance Information System

Human Resources In Public Administration

**Select 9 hours from the following courses:**

- **POSI 5316** Labor Management Relations
- **POSI 5317** Management Practices in Public Personnel Administration
- **SOC 5319** Seminar in Social Psychology
- **POSI 5345** Conceptual Foundation of Government Information Systems
- **POSI 5343** Seminar in Program Evaluation

International Relations

**Select 9 hours from the following courses:**

- **POSI 5301** Problems in American Foreign Relations
- **POSI 5360** Problems in International Politics
- **POSI 5364** Problems in International Organizations
- **POSI 5365** Problems in International Law
- **POSI 5375** International Comparative Public Administration
- **POSI 5380** Problems in International Political Economy
- **POSI 5384** Topics in Modern Democratic Systems
- **POSI 5385** Topics in Third World Politics

Legal And Judicial Administration

**Select 9 hours from the following courses:**

- **POSI 5319** Seminar in Law and Constitutional Theory
- **POSI 5343** Seminar in Program Evaluation
- **POSI 5379** Legal Drafting
- **POSI 5387** Legal Research
- **POSI 5390** Administrative Law
- **POSI 5394** Litigation

Public Finance Administration

- **POSI 5312** Public Sector Economics
- **POSI 5343** Seminar in Program Evaluation
- **POSI 5347** Public Finance Information Systems
Social Policy

Select 9 hours from the following courses:
SOC 5316   Seminar in Deviation and Social Problems
SOC 5320   Seminar in Demography
SOC 5343   Seminar in Criminology
SOC 5353   Seminar in the Community
SOC 5363   Seminar in Medical Sociology
SOC 5370   Seminar in Multi-Cultural Relations
POSI 5343  Seminar in Program Evaluation
COM 5319   Organizational Communication*

Urban And Environmental Planning

Select 9 hours from the following courses:
POSI 5333  Ecology and the Politics of Scarcity
GEO 5312   The Planning Function and Process
GEO 5313   Environmental Management
GEO 5314   Geographic Elements of Environmental Law
GEO 5336   Transportation Systems
GEO 5339   Land Development and Management
GEO 5351   Regional Waste Management
GEO 5408   Applied Cartography (GIS Only)
POSI 5343  Seminar in Program Evaluation

*Requires Communications Studies graduate program director approval

Course Substitutions

Under certain unusual circumstances, students may be unable to take all the courses required by their degree outline or may have a specific career need that is not met by the required curriculum. In such cases, the MPA Graduate Advisor may recommend a substitution of courses. Any degree outline change request must be completed prior to the student’s registering for a course that is not included in the degree outline. All recommended course substitutions must be requested in writing on the appropriate Graduate School form. The form must be signed by the Graduate Advisor and forwarded to the Dean of Graduate Studies and Research for approval. The Dean of Graduate Studies and Research has the final authority to approve or disapprove course substitutions. The goldenrod copy of the Change of Degree Outline form will be mailed to the student. Any course taken without an approved degree outline change request is taken at the student’s own risk and may not count toward the degree.
In some cases up to six hours of credits earned from other universities may be transferred to the MPA degree program. The process varies depending on whether the transfer occurs at the start of the degree program or while the program is in progress.

Prior Transfer Credit

The Director of the MPA Program has the responsibility of evaluating graduate courses taken at other universities to see if they can be applied toward the MPA degree and making a recommendation to the Dean of Graduate Studies and Research. As a rule up to six (6) credit hours may be transferred into Texas State University prior to admission to the Graduate Program. To be eligible for transfer, these courses must have been taken while enrolled and accepted in a graduate program at the institution from which transfer credit is desired. All transfers are subject to the final approval of the Dean of the Graduate School. Courses taken over six years prior to admission to the Graduate School normally cannot be transferred. To request transfer credit, a copy of the official transcript and a copy of the catalog course description must be provided to the Graduate Advisor.

Post Transfer Credit

In order for a course taken on another campus to be accepted toward a graduate degree after admission to the MPA program and to graduate studies at SWT, a Letter of Good Standing must be issued. The student should initiate a written request for a Letter of Good Standing well in advance of the time of planned enrollment. The written request for the Letter of Good Standing is made to the MPA Director for approval. The request must identify the course by name and number, specify the semester the course will be taken and the institution at which the course will be taken. An official catalogue description of the course and a course syllabus must accompany the request for the Letter of Good Standing. The Dean of Graduate Studies and Research has final authority and must approve the request for credits earned to count toward the degree.
Course Rotation

A course rotation is used to schedule classes so students have the opportunity to choose classes that accommodate their schedules. Every effort is made to follow the course rotation. However, unanticipated circumstances may occur that will necessitate altering the schedule for a semester.

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(Course rotation is subject to change periodically)
Non-Degree Seeking Status

Under certain circumstances, prospective students who do not meet Graduate School entrance requirements can be allowed to take MPA courses. These courses must be taken in Special Student Status. The Special Student Status form can be obtained from the Office of Graduate Studies and Research. The form must be signed by the Graduate Advisor and then returned to the Office of Graduate Studies and Research for the approval of the Dean. The student is required to process the form in person. Courses taken in special student status may not be counted toward degree credit.

MPA Advisory Council

The MPA Advisory Council was created in January 1989. It is composed of alumni, practitioners at federal, state, and local levels of government, and current students. The Council meets three times a year. The Council and program faculty serve as an advisory body for program activities including, but not limited to, the following:

- Curriculum development
- Program improvement
- Liaison and networking for program graduates
- Assistance with new student orientation
- Career development

Evaluation of the Program

Evaluation from the students in the MPA program is both desired and solicited. Prior to the close of each semester a MPA course evaluation form will be submitted to each student enrolled in a MPA course. On this form the student is encouraged to analyze and describe strengths and weaknesses of MPA courses, instructors and procedures. Every effort will be made to respond to student critiques. As a final step of the oral comprehensive examination, students are asked to participate in an "exit review" which provides an opportunity for discussion of areas of program strengths and weaknesses and suggestions for improvement.

List-Serves

The MPA list-serves provide MPA students prompt access to program information as well as a connection to other MPA students and faculty.
List-Serve Information

All MPA students are required to be on the MPA List-Serve.

Q: What messages would I get if I subscribed to the Tx State MPA List-Serve?
A: There are several categories of information you would get:

- Urgent class meeting cancellations or relocations
- Upcoming semester class schedules
- Scholarship and award opportunities
- News and meeting minutes from the MPA Advisory Council
- Centex ASPA events announcements

Q: What is a List-Serve?
A: A List-Serve is an e-mail handler that can quickly broadcast a message to all its members at once.

Q: Will everyone else who subscribes see my e-mail address?
A: Only if you sent an e-mail to the List-Serve for broadcast. If all you ever do is subscribe, you can just receive the messages anonymously.

Q: What if I decide I don’t want to be on the List-Serve any more?
A: Then you would send another message to dw29@txstate.edu. This message must say “unsubscribe” in the subject line. When you do this, the List-Serve takes the same e-mail address off its list.

Q: How much e-mail will I get from being on the Tx State MPA List-Serve?
A: Probably less than a dozen e-mails per month. Most mail will be sent by MPA program staff and faculty.

Q: Do you need help finding a job or an internship?
A: Contact the program administrative assistant.
Course Descriptions

Posi 5303  Political Research and Methodology
Topical seminar for the exploration of problems in the scope and the methods of political science and public administration. The course emphasizes quantitative methods.

Posi 5311  Public Finance Administration
Study of the formation, management, and administration of fiscal policy at the levels of government in the United States, particularly budgeting as the ultimate expression of public policy.

Posi 5312  Public Sector Economics.
Advanced study of allocation, tax, and tax incidence theories; distribution policy, fiscal federalism; public debt and debt management. Evaluation of stabilization policy and its impact on unemployment, inflation, and economic growth.

Posi 5314  Organization Theory.
Analysis of the theoretical perspectives of organizations, with particular reference to public organizations and public administration.

Posi 5315  Problems in Public Personnel Administration.
Analyses and evaluations of major personnel management problems in government; employee-management relations; interagency and inter-governmental relationships. Impact of automation. Evaluation of personnel systems.

Posi 5316  Labor Management Relations.
An examination of the historical development of public employee unions and the reaction of public employers and the effect of collective bargaining agreements on personnel policy development. The legal position of public laws concerning collective bargaining arguments as well as analysis of organizing procedures and strategy on the part of public managers will be covered.

Examines recent developments in Public Personnel Administration. Special attention will be paid to the use of the Personnel Office as a center for job assignment, employee development, organizational development, and affirmative action. In addition, students will become familiar with specific personnel practices including the development of pay plans, job classifications, and employee manuals.
Posi 5318  Public Management and Ethics.
Analysis of public management principles and functions in the context of ethics and accountability, including bureaucratic discretion, constitutional values, and professionalism.

Posi 5321  Introduction to Public Policy & Administration.
An introduction to the policy and administration institutional environment with special emphasis on intergovernmental relations in the federal system.

Posi 5330  Problems in Public Law.
Problems in American Public law and judicial processes. Addresses the policy environment in which the American judicial system operates.

Posi 5333  Ecology and the Politics of Scarcity.
An examination of major issues, theoretical, involved in the crisis areas of declining energy resources, arable land, water, and food, amidst increasing population and pollution of the environment.

Posi 5334  Problems in Quantitative Analysis.
Topics in political science and public administration methodology with special emphasis on quantitative techniques.

Posi 5335  Problems in Research Methodology.
A course that emphasizes qualitative and conceptual aspects of research. Topics include: social science research paradigms, defining the research question, linking theory to methods, field research the focus group technique, literature review and research prospectus development.

Posi 5336  Topics in Public Administration.
Contemporary topics in Public Administration policy and Management. May be repeated once with different emphasis and professor for additional credit.

Examines the provision of public services that occur outside the public sector (nonprofit) as well as privatization, Management and policy issues.

Posi 5336b  Ensuring Public Sector Performance and Deterring/Detecting Fraud
Examines issues surrounding governmental performance and problems associated with performance such as fraud deterrence and detection.
Posi 5340  Problems in American Public Policy.
Problems arising in the area of political decision-making, executive-legislative
relationships, functions of government, and regulatory activities of the government.
May be repeated once with different emphasis and professor for additional credit.

Posi 5341  Seminar in the Policy Process.
Critical examination of the policy process with emphasis on analytical applications
in the administrative and management environment

Posi 5343  Seminar in Program Evaluation.
An advanced course in the application of quantitative methods to the evaluation of
public policies and programs with emphasis on the administrative and management
environment.

A study of the theoretical assumptions, conceptual foundations, and design of
government information systems.

Posi 5346  Technology of Government Information Systems.
A study the technological foundations and implications of computer-based
government information systems in government.

Posi 5347  Public Finance Information Systems.
Advanced theory and application of computer-based financial information systems
in government; system analysis and design; hardware configurations and software
attributes.

Posi 5370  Internship in Government.
Practical experience in the on-going work of a selected governmental unit. The
student will be assigned to a unit of federal, state, regional, or local government. A
research paper and a journal dealing with the internship experience must be written
under the direction of a faculty member. Evaluation will be based on the research
paper, journal, and work performance. May be repeated once with different
emphasis for additional credit.

Posi 5375  Comparative Public Administration.
This course studies and compares the public administration systems in countries
through out the world.
Posi 5397 Applied Research Project.
Problem-oriented applied research project for Master of Public Administration degree. Student will prepare a prospectus to include a statement of the problem, research design, specification of data, questions to be answered concerning problem, and a representative bibliography, and submit it to the supervising instructor prior to registration for the course. There will be a hold on registration until an acceptable prospectus has been submitted. Prerequisite: A grade of “B” or better in POSI 5335.

Graduate MPA Faculty


Charles Garofalo, Ph. D. (American Studies, Emory University) Associate Professor. Areas of Expertise: Organization and Management Theory, and Ethics.

Martha Kay Hofer, Ph.D. (Political Science, University of Nebraska at Lincoln) Associate Professor. Areas of Expertise: Public Finance, Budget Management and Capital Budgeting, Public Policy, particularly Health Care Policy and Aging Policy.

Emily Balanoff-Jones, Ph.D. (Communications, University of Texas at Austin) Communications Studies, Nonprofit.


Dianne Rahm, Ph.D. (Public Administration, Syracuse University) Policy Studies, Public Finance, Public Personnel, Policy Formulation, Environmental Policy, Technology, Public Policy.

Nandhini Rangarajan, Ph.D. (Public Administration, State University, NY) Public Sector, Multi-method Assessment.
Patricia M. Shields, Ph.D. (Public Administration, Ohio State University, 1977) Professor and Director of the Masters of Public Administration Program. Areas of Expertise: Public Administration: theory and practice, Economics, Public Finance, Methodology, Military Policy.

Directions to the Brown Heatly Building in Austin

The Brown Heatly Building is located at the corner of 47th & North Lamar. Its physical address is 4800-4900 North Lamar.

It is safer as I am told as you are going NORTH on LAMAR make a PROTECTED LEFT into the parking lot. Parking is available by the South entrance at the building. Students and faculty are asked not to park in reserved spaces. All other slots in the lot may be used as well as in the parking garage. Building doors are locked at 6:00 pm. However, a security guard is posted after 6 pm.

There is a phone on the wall inside the first set of doors. If arriving after 6:00 pm, the phone will contact the guard. Let him know you are there to teach the Con Law class at 6:15 pm. Tx State id or drivers license needs to be shown to the guard for the first couple of classes.

The classroom is numbered 1410, 1420, 1430 & is set up as one large room. It partitions off into smaller rooms with pull curtains. If no other class is being held you may partition off and use the area you choose. Most of the tables are already set up. Comments from other say the chairs are comfortable, easy to move around & that you may need to move students to the front of the room because of the room size.

There is a cafeteria with a soda, snack, postage & atm machines. The break room is room 1635 which has a microwave and refrigerator.

I think this should cover everything about the building that I know or have available. If you have any questions let me know and I will find you the answers if I can.
Welcome Students. We invite you to enter into the dynamic community of people, challenges and information that make public service what it is today. We are advocates for greater effectiveness in government, agents of goodwill and professionalism; publishers of progressive journalism at its very best, purveyors of academic theory and best practices; and providers of global citizenship.

We believe that by embracing new ideas, addressing key public service issues and promoting effective management at both the local and international levels, we can enhance the quality of lives worldwide.

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Agency: __________________________
Address: __________________________
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Work Phone: __________________________ Home Phone: __________________________
e-mail address: __________________________

Select A Chapter
Chapter Number
ASPA members receive free membership in one local chapter. Chapters are listed on the back of this form.
☐ Check here if you prefer to be an at-large member
☐ Exclude any member from any listing of members sold commercially

Please add the membership fee and total optional fees to arrive at a grand total fee.

Grand Total Fee $ __________________________

Payment Information
Cash must be prepaid. Send complete application and payment to: ASPA 1600 Pennsylvania Ave NW, Suite 640, Washington, DC 20004. Checks payable to ASPA. Visa, MasterCard, American Express

Card Number: __________ Expiration Date: __________

Signature: __________________________

Optional Fees
Section Fees
Section membership in addition to ASPA membership fees. Sections and their fees are listed on the back of this form.

Student Composition $ __________________________

Total Section Fees $ __________________________

Additional Chapter Fees
Chapter membership in addition to the fee here presented. ASPA or local chapter composition fees. Chapters are listed on the back of this form.

Additional Composition $ __________________________

Total Chapter Fees $ __________________________

Total Optional Fees: $ __________________________

Code of Ethics
How shall we support the principles contained in the ASPA Code of Ethics? (Please put up to five)
________________________________________

www.aspanet.org • (202) 393-7878 • info@aspanet.org
ASPA • 1301 Pennsylvania Ave NW • Suite 640 • Washington, DC 20004

FALLOW
# MPA Checklist

## Advising

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Appointment Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Dr. Patricia Shields</td>
<td></td>
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<tr>
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<td>Dr. Patricia Shields</td>
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## Background Requirements

<table>
<thead>
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<th>Semester</th>
<th>Course</th>
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<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>POSI 5303</td>
<td>(1st 6 &amp; prior 5334)</td>
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</tr>
<tr>
<td></td>
<td>POSI 5370</td>
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## Core Requirements

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<td>POSI 5314</td>
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<td>POSI 5318</td>
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<tr>
<td></td>
<td>POSI 5321</td>
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<td></td>
<td>POSI 5330</td>
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<tr>
<td></td>
<td>POSI 5334</td>
<td>(post 5303 &amp; prior 5335)</td>
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<tr>
<td></td>
<td>POSI 5335</td>
<td>(2nd last class)</td>
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<td></td>
<td>POSI 5340</td>
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<td>POSI 5341</td>
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<td></td>
<td>POSI 5343</td>
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<tr>
<td></td>
<td>POSI 5397</td>
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## Career Support Area (9hrs Total)

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<tr>
<td>Take In</td>
<td>Title (Geo, Posi)</td>
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## Notes

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9/9/10