

## **Introduction:**

The Masters Degree in Public Administration (MPA) is a professional management degree for those individuals interested in public service careers. The MPA is designed to assist students in developing the skills and techniques used by leaders and managers to implement policies, projects, and programs that promote ethical democratic governance, while addressing organizational, human resource, and budgetary challenges.

The MPA at the University of Alaska Southeast (UAS MPA) is tailored for busy public and non-profit managers who seek to enhance their credentials and broaden their horizons. The UAS MPA program comes to you where you work and live in Alaska and the Yukon. The degree is offered to students in Alaska and the Yukon through live classes broadcast on television (where available) and streamed live over the internet (anywhere students have access to high speed Internet connection). The UAS MPA combines the relationships and structure of the traditional classroom with the accessibility of a distance delivered program to create a stable, supportive and high quality education.

For more information please visit our website at <http://www.uas.alaska.edu/som/mpa>

## **Admission Requirements:**

1. Set up an advising appointment with either Dr. Kathy DiLorenzo, Director of the UAS MPA program ([kathy.dilorenzo@uas.alaska.edu](mailto:kathy.dilorenzo@uas.alaska.edu)) or Valentina Jimmerson, Staff Advisor ([valentina.jimmerson@uas.alaska.edu](mailto:valentina.jimmerson@uas.alaska.edu)) We can also be reached on our toll free department number at 800-478-6049
2. Submit an online application and \$60.00 application fee. The online application can be found at <http://uaonline.alaska.edu>. Upon accessing the UA Online page click on Apply for Admission or Check on Status of Application. From there follow the links for whether you are a Current/Prior Student or New Student.
3. Submit your official academic transcript showing the completion of a baccalaureate degree. (An undergraduate GPA of 3.0 on a 4.0 scale is required.) To obtain your official academic transcript you will need to contact the university from which you were granted your degree and request that they send the documents to the address listed below.
4. Submit a current Professional Resume or Vitae
5. Submit a two page (approximately 1,000 words) statement of professional objectives describing past public and/or non-profit experiences, outlining professional goals and stating how the MPA program will help you achieve your professional objectives. Please note how you heard about the UAS MPA program.
6. Submit three professional or academic references. Individuals providing a reference for a student will log on to the UAS MPA website to access a form that they will be able to fill in to provide the needed information for the reference. The form can be found at [www.uas.alaska.edu/som/mpa/](http://www.uas.alaska.edu/som/mpa/)

All materials are to be sent to:  
MPA Admissions  
C/O Valentina Jimmerson  
University of Alaska Southeast  
11120 Glacier Highway  
Juneau, Alaska 99801

Or can be submitted electronically at:  
[mpa@uas.alaska.edu](mailto:mpa@uas.alaska.edu)

Admission to the program must be completed prior to registering for the **3rd course in the degree**. The Public Administration department feels that it is beneficial for students to be able to take at least two classes to ensure that this degree will apply to their future plans. Students are advised to take PADM 601 – Introduction to Public Administration as one of first 2 classes in the degree. PADM 601 provides a general overview of the core courses offered in the degree as well as an introduction to the technology that will be used.

Students are highly advised to communicate frequently with their advisor in the MPA program concerning their degree plan.

### **Admissions Prerequisites:**

#### **Statistics:**

Prior to admission to the MPA program students must have successfully completed a course in statistics. Students who have not satisfied the statistics prerequisite can do so by taking a Statistics 107 or Statistics 273 course, or an equivalent course from another university. Currently the STAT 107 and the STAT 273 courses are being offered over the web at UAS.

#### **Economics:**

Prior to admission to the MPA program students must have successfully completed a course in micro economics. Students who have not satisfied the economics prerequisite can satisfy this requirement by taking a Micro Economics 202 course, or an equivalent course from another university. Currently the ECON 202 course is being offered over the web at UAS.

### **UAS MPA Course Prerequisites:**

#### **Research Methods:**

PADM 604 – Research Methods in Administration is a prerequisite for PADM 688 – Program Evaluation.

#### **Economics:**

PADM 625 – Economics of Public Policy is a prerequisite for PADM 628 – Public Financial Management

## **MPA Concentration Options:**

In addition to the required core classes, MPA students must take three electives. UAS offers a number of choices for students to fulfill the elective requirement. Students also have the option to use those three electives to earn a concentration in either Rural Development or Criminal Justice.

### **Rural Development:**

The Rural Development concentration is offered in collaboration with the College of Rural Alaska and the Department of Rural Development at University of Alaska Fairbanks.

This concentration has a special focus on needs of indigenous and other rural communities, including management of tribal-governments, community organizations and indigenous-controlled profit and non-profit corporations.

### **Criminal Justice:**

The Criminal Justice concentration is offered in collaboration with the Criminal Justice Department at the University of Alaska Fairbanks.

This concentration emphasizes the alternatives which the University of Alaska has chosen to follow in preparing students to meet the challenges of a modern society and justice professions.

## **The MPA “Live” Classroom Distance Delivery:**

MPA classes at UAS are broadcast and webcast to Alaska and the Yukon through UATV and various internet technologies. Students participate in a live classroom dynamic, interacting with faculty and students from across the regions. Each class meets once a week from 7:00 – 9:45 pm (Fall and Spring semesters) and from 6:00 – 8:45pm (Summer session).

Students are encouraged to meet at the branch campuses for the class if they have access to that option. UAS has agreements with many of the branch campuses that enable students to attend class in a classroom environment with other students in the area and view and participate in the class in real time via the satellite and “live messenger” systems. Please contact your advisor concerning inquiries about access to branch campuses.

For those students who live in communities where there is not access to a branch campus or the satellite delivery, classes are streamed live on the internet. Students can watch and participate in class in real time by accessing either a Real Player or Windows Media webcast. Students also participate live via the “live messenger” system.

There are certain computer system recommendations for participating in classes in the UAS MPA program. For more information please review the UAS MPA Distance Delivery Handbook.

## **UAS Online Learning Management System:**

UAS Online is a collection of course web pages for every class offered at UAS. This is the primary method for instructors in the program to communicate course expectations to their students. Through UAS Online students will be able to access the course syllabus, class assignments, class announcements and a variety of other resources throughout the semester.

Students will be required at the beginning of every semester to access UAS Online and provide their current contact information. The e-mail that is listed on the UAS Online is the primary way that instructors will communicate with students. You are responsible for providing current information in order for instructors to disseminate pertinent course information. Instructions for changing your contact information can be found in the UAS MPA Distance Delivery Handbook.

UAS Online is also the portal where students will access the “live” classroom and participate in weekly discussions with fellow classmates.

The main access to UAS Online can be found at: [www.uas.alaska.edu/online](http://www.uas.alaska.edu/online). This is the page the student should bookmark to access any class they are taking in the UAS MPA program. This webpage will provide a link to all classes the student is registered for in a given semester and also all classes the student has taken in the degree. It should be noted that if the student bookmarks the individual page of the course they may not have full access to all of the changes that take place in that course within a given semester.

The UAS MPA degree provides the unique opportunity of students having access to an archived recording of every class they have taken in their degree. Every class offered in the program is recorded and archived on its respective UAS Online website. This provides the student with the opportunity to access classes and review content as needed. It is understood that UAS MPA students operate in a unique environment. Whether students reside in Alaska or the Yukon they are frequently called upon to travel for their jobs. Given these circumstances it is beneficial for the student to be able to access certain classes that they may have to miss. The archived classes provide for students who may have to miss a class to view the entire class and also provides for an opportunity for students to be responsible for all content of a course even if they have to miss a class. While we understand that this is a convenient way for students to access classes that they will have to miss it is the policy of the MPA program that students attend the majority of their classes in person. If you are going to miss a class for whatever reason you will be responsible for all material covered.

## **UAS Egan Library:**

The Egan Library on the UAS Campus provides a number of different avenues for distance students to access most of the resources provided at the on campus site. Students in the MPA program have access to journals and books through both an online delivery and also through an interlibrary loan program.

The online journal searches provide students access to almost all journals subscribed to by the main UAS Campus library. Also, students have access to over 20,000 books via the Electronic Books program. An interlibrary loan system is a free service provided that allows students to order books or journal articles and have them shipped to the student's home. This vast network of libraries helps to create an environment of open access to hard to find materials and ensures that those students in the distance communities have access to the resources necessary to complete the degree.

For more information please visit the UAS Egan Library website at:  
[www.uas.alaksa.edu/library](http://www.uas.alaksa.edu/library).

Students can contact the Egan Library Reference Desk with any questions you may have concerning resources that are available. The phone numbers for the Reference Desk are:

- 907-796-6502 (Local)
- 877-465-4827 (Toll Free)

Students can also contact Jennifer Ward, Outreach Services Librarian, if you have any questions concerning access to the electronic resources provided by the Egan Library. Jennifer's phone numbers are:

- 907-796-6285 (Local)
- 877-465-4827 (Toll Free)

There is also a quick link provided on the Egan Library site titled "Ask a Librarian." Here you will be able to ask questions that will be answered by one of the Egan Library librarians. The library staff is very good at responding back to students so please access this resource for questions you may have.

The Egan Library website can also be accessed from any MPA UAS Online course website.

### **Tuition and Fees:**

The tuition and fees students will be responsible for will depend on the number of classes taken in a given semester. For a schedule of tuition and fees refer to the UAS Academic Catalog for the current year and reference the Fees and Expenses section. All students in the UAS MPA program are considered Distance Students, whether you reside in Juneau or in an outlying area. Students who reside in the Northwest Territory of Canada are considered Resident Distance Students. The link for the current catalog can be found at:  
[http://www.getcollegecredit.com/04learners\\_a.html#factsheets](http://www.getcollegecredit.com/04learners_a.html#factsheets)

## **UAS MPA Degree Requirements:**

The UAS MPA requires 36 credits consisting of eight core classes, three electives and a final Capstone class.

### Core Classes: (24 credits)

PADM S601 – Introduction of Public Administration	3 credits
PADM S604 – Research Methods in Administration	3 credits
PADM S610 – Organizational Theory and Behavior	3 credits
PADM S618 – Law for Public Mangers	3 credits
PADM S624 – Human Resource Management	3 credits
PADM S625 – Economics and Public Policy	3 credits
PADM S628 – Public Financial Management	3 credits
PADM S688 – Program Evaluation	3 credits

### Capstone: (3 credits)

PADM S690 – Capstone	3 credits
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### Electives: (9 credits)

To be determined by the student and approved by their advisor

### UAS Electives (offered summer session only)

Examples of Electives offered through UAS are listed below. Courses will vary and students are encouraged to consult with their advisor for a current list of Electives offered.

PADM S615 – Intergovernmental Relations	3 credits
PADM S635 – Natural Resource Policy	3 credits
PADM S671 – Selected Topics in Administration (topic varies)	3 credits
PADM S675 – Leadership and Communications	3 credits

### Concentration that can substitute for the 9 Elective credits

#### Rural Development:

RD F601 – Political Economy of the Circumpolar North	3 credits
RD F651 – Management Strategies for Rural Development	3 credits
– Advisor-Approved Course	3 credits

#### Criminal Justice:

JUST F605 – Admin. and Management of Criminal Justice Orgs.	3 credits
JUST F640 – community/Restorative Justice	3 credits
– Advisor-Approved Course	3 credits

\* Students may transfer in Electives from other management/administration programs upon approval from their advisor.

\* Certain UAS Master of Business Administration (MBA) courses may transfer as Electives. Students should consult their advisor concerning the availability and content of the courses.

## **UAS MPA Degree Plans:**

There is no mandatory order of classes that students will take, however there are several prerequisites that students should be aware of. Students should keep in mind that the average amount of time expected to be devoted to a single class per week is between 12 and 15 hours. Depending on family, work and other obligations students may have the MPA program has articulated two tracks to help students plan their degree.

The 2-year and 4-year plans articulated below are suggested as a guideline for students to organize their progression through the degree. While students are allowed to set up their own degree plans that will fit their specific circumstances, the plans below take into consideration prerequisites for existing core courses as well as the sequencing of courses in relation to one another in terms of content.

Students should keep in mind that UAS MPA Core Courses are offered only once a year and two of the courses have prerequisites attached. Due to this it is important that you communicate frequently with your advisor concerning your course schedule. Failure to consult when classes are offered could result in additional time it will take to complete the degree.

Students are strongly encouraged to meet with their advisor to create an individual degree plan that will help to ensure the most productive course of action in determining their degree plan. Upon entering the degree students will meet with their advisor and fill out an Advancement to Candidacy form. This form is structured to enable students to create a individualized roadmap to keep track of what classes students will need to take and to account for course sequencing.

It is recommended that if students are working full time that they create a plan similar to the 4-year plan. Student who are working part-time, or not at all, are encouraged to create a plan that either reflects the 2-year plan or some hybrid of the 2-year and 4-year plans.

## **Example of UAS MPA 2-Year Plan:**

### **Fall 2007:**

PADM 601 – Introduction to Public Administration	3 credits
PADM 610 – Organizational Theory and Behavior	3 credits

### **Spring 2008:**

PADM 618 – Law for Public Managers	3 credits
PADM 624 – Human Resources Management	3 credits

### **Summer 2008:**

Elective	3 credits
Elective	3 credits

### **Fall 2008:**

PADM 604 – Research Methods in Administration	3 credits
PADM 625 – Economics and Public Policy	3 credits

### **Spring 2009:**

PADM 688 – Program Evaluation	3 credits
PADM 628 – Public Financial Management	3 credits

### **Summer 2009:**

PADM 690 – Capstone	3 credits
Elective	3 credits

### **Example of UAS MPA 4-Year Plan:**

#### **Fall 2007:**

PADM 601 – Introduction to Public Administration 3 credits

#### **Spring 2008:**

PADM 618 – Law for Public Mangers 3 credits

#### **Summer 2008:**

Elective 3 credits

#### **Fall 2008:**

PADM 610 – Organizational Theory and Behavior 3 credits

#### **Spring 2009:**

PADM 624 – Human Resources Management 3 credits

#### **Summer 2009:**

Elective 3 credits

#### **Fall 2009:**

PADM 625 – Economics and Public Policy 3 credits

#### **Spring 2010:**

PADM 628 – Public Financial Management 3 credits

#### **Summer 2010:**

Elective 3 credits

#### **Fall 2010:**

PADM 604 – Research Methods in Administration 3 credits

#### **Spring 2011:**

PADM 688 – Program Evaluation 3 credits

#### **Summer 2011:**

PADM 690 – Capstone 3 credits

Students are highly encouraged to discuss their degree plans with their current advisor.

## **UAS MPA Course Descriptions:**

### **PADM S601 Introduction to Public Administration 3 credits**

Introduction to the field of public administration, dealing with the scope, nature, history, current context, and basic tools in the study of public administration. Topics include the social, economic, and political environments of public administration, bureaucratic politics, power and authority, law, ethics, basic models, and comparative administration. This gateway course for the MPA program provides an introduction to graduate studies, library research skills, and a focus on written and oral communication skills.

### **PADM S604 – Research Methods in Administration (3 credits)**

Introduces basic quantitative and qualitative methods of social science research as applied to policy and administrative problems. Addresses research design, data collection and analysis methods, interpretation and evaluation of published research.

Prerequisite: Introductory statistics class.

### **PADM S610 – Organizational Theory and Behavior (3 credits)**

Presents organization theory and builds practical management skills. Develops a working understanding of how organizational structure and environment relate to the success of an organization, and improves skills critical to leading, managing, and working in an organization, including leadership, individual and group decision-making, personal and group communication, motivation and fostering creativity, and conflict resolution.

### **PADM S615 – Intergovernmental Relations (3 credits)**

Explores the complexities of policy and program management in an era of interacting governments and overlapping responsibilities. Examines the interface between levels of government and the nonprofit and private sectors.

### **PADM S618 – Law for Public Managers (3 credits)**

Legal guidelines for adoption, implementation, and adjudication of public agency regulations at federal, state, and local levels. Legislative, executive, and judicial controls on agencies, and the political environment of regulatory action.

### **PADM S624 – Human Resources Management (3 credits)**

Survey of human resource management issues in the public sector, including recruitment, selection, classification, compensation, training and development, discipline and dispute resolution, collective bargaining, performance evaluation, and risk management.

Addresses law and practice of current issues such as affirmative action, discrimination, sexual harassment, disabilities, family medical leave, and pay equity.

### **PADM S625 – Economics of Public Policy (3 credits)**

Examines economics both as a determinant of public policy and as a tool of public administration. Topics include how markets allocate resources, the role of government in a market economy, market failures and responses, problems of efficiency vs. equity, and application of microeconomic tools to analysis of Alaska and national policy issues.

**PADM S628 – Public Financial Management (3 credits)**

Survey of theory, practice, problems and politics of financial management in governmental units, revenue sources, budgetary planning and control, methods of debt financing, and intergovernmental relationships. Addresses federal, state, and local perspectives.

Prerequisite: PADM 625 – Economics of Public Policy

**PADM S635 – Natural Resource Policy (3 credits)**

Analyzes the essentials of public policy, including the policy-making process, institutions and players, historic and current issues and trends, and the relationship of policy to administration. The focus is on natural resource policy (e.g. timber, wildlife, water, recreation) with attention to modern environmental issues (e.g. air and water quality, waste, acid rain, biodiversity). Special attention is given to issues relevant to Alaska.

**PADM S671 – Selected Special Topics in Public Administration (3 credits)**

Examination of selected topics pertinent to public administration. Course may be repeated, provided course content differs.

**PADM S675 – Leadership Communications for Public Managers (3 credits)**

When organizational problems are identified, the most frequently mentioned problem is communications. The purpose of this course is to understand and practice good communications in the public administration setting. This includes not only interpersonal and organizational communications, but also communications with citizens, their representatives and the media.

**PADM S688 – Program Evaluation and Performance Measurement (3 credits)**

Introduces students to the theories, concepts, and analytical tools used in the evaluation of public programs and policies. Examines conceptualization and practicality of measures that accurately evaluate performance. Explores the dynamics of evaluating program process

and structure in a political environment. Prerequisite: PADM S604 – Research Methods in Administration.

**PADM S690 – Public Administration Capstone (3 credits)**

Final course in the MPA curriculum. Students review, synthesize and apply concepts and methods learned during the degree program to the evaluation of a public or nonprofit organization. Intended as a program review and assessment tool.

Prerequisite: Completion of all other MPA core requirements.

**PADM S698 – Directed Research (1 – 6 credits)**

Investigation of an administrative problem which falls within the scope of the student's program. Topic must be approved by student's advisory committee. The investigation and written report is conducted under the auspices of a designated member of the faculty.

Prerequisite: Permission of advisor