



University of Alaska Southeast: *Learn * Engage * Change*

Masters in Public Administration Program

Academic Advising Handbook

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Table of Contents

Introduction.....	3
Admissions Requirements.....	3-4
Admission Prerequisites.....	5
Course Prerequisites.....	5
MPA Concentrations.....	5-6
MPA “Live” Classroom Distance Delivery.....	6
UAS Online Learning Management System.....	6-7
UAS Egan Library Services.....	7-8
Tuition and Fees.....	8
UAS MPA Degree Requirements.....	9
UAS MPA Degree Plans.....	10
2 Year Plan.....	11
4 Year Plan.....	12
UAS MPA Course Descriptions.....	13-14
Forms for Academic/Professional References.....	15-17

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 various internet technologies (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. Submit an online application and a \$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.
2. 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 School of Management address listed below.
3. Submit a current Professional Resume or Vitae
4. Submit a two page (approximately 1,000 words) statement of professional objectives describing past public and/or non-profit experiences, outlining your professional goals and stating how the MPA program will help you achieve your professional objectives. Please reference all four of the questions below in your statement. Remember the statement is a formal academic essay. You will not just list the questions and respond, you will need to address the questions in the content of a cohesive essay discussing your professional goals.

- a. Please describe your academic background. Make sure that you discuss any course work that would have prepared you for a Master's level course in Public Administration
 - b. Please describe any experience you may have had in public service (including non-profit administration)
 - c. Please explain why you want to pursue an MPA including how the degree would influence your career path.
 - d. How did you hear about the UAS MPA program
5. 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 the end of this packet or at www.uas.alaska.edu/som/mpa/

All materials are to be sent to:
UAS Admissions Office
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801

Or can be submitted electronically at:
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 and electronic library that will be used.

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

Admissions Prerequisites:

Please note that candidates may admit to the MPA degree program conditionally prior to the completion of the following admission prerequisite courses

Statistics:

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

Economics:

Prior to admission to the MPA program students must have successfully completed a course in microeconomics. Students who have not satisfied the microeconomics prerequisite can satisfy this requirement by taking an ECON 202 course from UAS, or an equivalent course from another university. Currently the ECON 202 course is being offered via the web at UAS every spring semester and via the web through the UA system every academic semester.

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 in their communities 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, live messenger, and Elluminate 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 classes are streamed live and delivered through other technologies on the internet. Students can watch and participate in class in real time by accessing either a Real Player or Windows Media webcast. These can all be accessed by links on all individual UAS Online course websites. Students also participate live via text chat rooms.

Some courses are also offered via Elluminate/Webmeeting. This is a web interface that provides for the delivery of courses encompassing a web conferencing, teleconferencing, video conferencing and social networking products. Students will be participating in the classes in real time with the capability of various text and voice communications with the instructor and their fellow students across the region.

There are certain computer system recommendations for participating in classes in the UAS MPA program. For more information please contact your adviser.

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.

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

The main portal to UAS Online can be found at: 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 an archive of 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.

Students can contact the Egan Library Reference Desk with any questions they 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 home 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 please refer to the UAS Academic Catalog for the current academic 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 Alaska and in Whitehorse Canada are considered Resident Distance Students. The link for the current catalog can be found at: <http://www.uas.alaska.edu/catalog/>

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

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 about the availability 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. These prerequisites consist of introductory courses to provide base knowledge for the research methods and economics courses offered in the core curriculum. The research methods and the economics courses also serve as prerequisites for the program evaluation and the financial management courses offered later in the degree sequencing. Students should work closely with their advisor prior to registering for classes each semester to ensure that they are continuing on a timeline that will allow them to successfully persist through the degree.

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 for persistence to graduation. 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 an 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 20XX:

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

Spring 20XX:

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

Summer 20XX:

Elective	3 credits
Elective	3 credits

Fall 20XX:

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

Spring 20XX:

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

Summer 20XX:

PADM 690 – Capstone	3 credits
Elective	3 credits

Example of UAS MPA 4-Year Plan:

Fall 20XX:

PADM 601 – Introduction to Public Administration 3 credits

Spring 20XX:

PADM 618 – Law for Public Mangers 3 credits

Summer 20XX:

Elective 3 credits

Fall 20XX:

PADM 610 – Organizational Theory and Behavior 3 credits

Spring 20XX:

PADM 624 – Human Resources Management 3 credits

Summer 20XX:

Elective 3 credits

Fall 20XX:

PADM 625 – Economics and Public Policy 3 credits

Spring 20XX:

PADM 628 – Public Financial Management 3 credits

Summer 20XX:

Elective 3 credits

Fall 20XX:

PADM 604 – Research Methods in Administration 3 credits

Spring 20XX:

PADM 688 – Program Evaluation 3 credits

Summer 20XX:

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

University of Alaska Southeast
 Masters of Public Administration
 11120 Glacier Highway
 Juneau, Alaska 99801

Candidate's Name: _____ Date: _____

Submitted by: _____ How long have you known the applicant? _____

Occupation: _____ Relationship to the Candidate: _____

I have applied for entrance to the Masters of Public Administration Program at the School of Management, University of Alaska Southeast. I would appreciate your responses to the following statements.

(Rate 1 – 5, with 1 representing the lowest achievement and 5 representing the highest achievement)					
Rate the applicants:	1	2	3	4	5
Ability to demonstrate a high level of ethical and professional behavior					
<i>Comments:</i>					
Ability to become a successful leader and contribute in the field of Public Administration					
<i>Comments:</i>					
Ability to effectively communicate in both written and oral forms					
<i>Comments:</i>					
Ability to demonstrate problem solving skills in a variety of situations					
<i>Comments:</i>					
Ability to work effectively in various roles with diverse individuals and groups to achieve common goals					
<i>Comments:</i>					

Please provide a short comment for each of the 5 questions above in the appropriate comment section below the question.

Please e-mail completed form to valentina.jimmerson@uas.alaska.edu or fax to 877-465-6549

Thank you for your time in helping us to assess the candidate in this important process.

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 Masters of Public Administration
 11120 Glacier Highway
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