

M. P. A. Program Student Handbook*

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*Note: In any discrepancy between this handbook and the Graduate Catalog, the latter will prevail

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Part I: Admission Policies and Procedures

A. Admission Procedures

Admission applications for the M.P.A. program may be obtained from the Department of Public Administration and Policy Analysis or from the Graduate School. Potential students should follow the application procedures described in the Graduate Catalog. A copy of the Graduate Catalog is available at: www.siu.edu/GRADUATE/catalog

1. Applications for admission to the M.P.A. program must be accompanied by a \$30.00 application fee. This fee is valid if the student enrolls within one calendar year of the initial application. The fee is not refundable and is not applicable toward any tuition or fees. Checks should be made payable to "Southern Illinois University Edwardsville". The application is available at the SIUE Service Center in Rendleman Hall Room 1309.

The application is available online at: www.siu.edu/GRADUATE/application

2. Applicants have full responsibility for requesting that official transcripts from the institution granting the baccalaureate degree and from all institutions at which post-baccalaureate coursework has been completed or is in progress be sent to the Office of Graduate Admissions at SIUE.
3. Applicants assume full responsibility for supplying any additional credentials or data required by either the Graduate School or the Department of Public Administration and Policy Analysis.
4. In order to enroll as a classified (degree-seeking) graduate student in the M.P.A. Program, an applicant must have completed all requirements for admission to the Graduate School no later than four weeks preceding the first day of regularly scheduled classes in the term for which admission is requested. This is typically mid-July for admission in the Fall Semester, early December for the Spring Semester, and mid-April for the Summer Term.

B. Admission to the M.P.A. Program

When the admission file is complete, the applicant's record is evaluated in the Graduate Admissions Office. If minimum requirements are met, the file is submitted for review to the Director of the M.P.A. program. The M.P.A. Program Director will review the file and formally communicate the decision of the program faculty to the Graduate Admissions Office on the "Departmental Approval Form".

1. Applicants will be considered for admission to the M.P.A. program based on the following factors:
 - a. A commitment to accept only those students whom the Department feels have a reasonably good chance of successfully completing the program.
 - b. The necessity of maintaining an enrollment which is not too large to be adequately served by the Department's resources. Every effort is made to select the best qualified applicants. As the number of applicants fluctuates and student performance is reevaluated the precise standards applied will change.
2. To facilitate the admissions process, the Department, through the M.P.A. Program Director, will review the following:

- a. The degree to which all admission requirements have been met;
- b. The applicant's undergraduate degree program;
- c. The applicant's professional experience and training; and
- d. The information concerning ability, experience and achievements contained in supplementary material submitted for Departmental review.

C. Category of Admission

1. Regular: A student who has met all criteria for admission into the Graduate School and the M.P.A. program may be accepted under the regular admission category.

Regular admission to the M.P.A. program requires that candidates have a minimum overall undergraduate grade-point average of at least 2.7 (A=4.0), or a grade-point average for the last 60 semester hours in their undergraduate program of at least 3.0. Students with an earned Masters Degree from a regionally accredited U.S. University may also qualify for regular admission to the M.P.A. program. As in any competitive program, these standards reflect minimum admission standards.

2. Conditional: Some students not eligible for regular admission may be admitted upon a "conditional" basis as described in the following section C, "Admission to the M.P.A. Program".

Applicants with an overall undergraduate grade-point average between 2.5 and 2.7 may qualify for Conditional admission. The program faculty may require the student to take a test administered by the Department to evaluate their writing and analytical skills. Applicants may also be required to submit, letters of recommendation from individuals capable of assessing academic potential, scores from standardized examinations such as the Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT) or Miller Analogies Test (MAT); and/or resumes summarizing their work experience over the past ten years.

Students admitted with conditions must not earn a grade lower than a "B" in the first 12 hours of M.P.A. coursework. Other conditions may also be required of students in this category. The M.P.A. Program Director may also specify courses which the student must take during the first 12 hours of study.

D. International Students

An international applicant whose native language is not English and who has not completed a baccalaureate degree from a regionally accredited U.S. college is required to demonstrate proficiency in the English language. The M.P.A. program requires that these students earn a minimum score of 550 on the paper based or 213 on the computer based Test of English as a Foreign Language (TOEFL). Additional information about the TOEFL requirement may be obtained from the Graduate School or from the International Student Advisor at SIUE. International students are strongly encouraged to enroll in the Intensive English Program IEP offered at SIUE if their written or oral command of English may negatively impact on their academic performance.

International Students should contact the Graduate School and the International Student Advisor for information concerning their status while a student in the M.P.A. program. Neither the Department nor the University can guarantee any form of financial aid to any student, domestic or international.

E. Non-Degree, Classification Pending and Unclassified Status

Students should check the Graduate Catalog for specific requirements and limitation in these categories. Students in this category should understand that hours completed in this status require special approval from both the MPA Program Director and the Graduate School before they will be counted as part of the M.P.A. degree program. Students in these categories should understand that course registration preference is granted to students admitted in "Regular" status.

1. Unclassified Graduate Student Status: Under certain circumstances, students may be allowed to register in unclassified status for graduate M.P.A. courses before all admissions materials have been reviewed. There is no guarantee that courses completed in this status will be automatically counted as part of the M.P.A. degree program.

Students should note that all requirements must be completed and evaluated before the beginning of the student's second semester or the student will not be admitted to courses that semester. Should a student continue in this status for second or additional semesters, none of these hours will count toward the M.P.A. degree program without specific approval of the Program Director and of the Graduate School.

Part II: Financial Aid

A. Departmental Graduate Assistantships

Graduate Assistantships in which recipients assist the Department with research, teaching and other tasks are available. Recipients are granted stipends and most fees are remitted by SIUE. Admission to the M.P.A. program is necessary before a student can be considered for an assistantship. Successfully applicants are required to maintain an overall 3.00 grade point average to retain the assistantship. Graduate Assistants are expected to model the attributes of motivated and dedicated graduate students to both the faculty and other graduate students. Additional information concerning assistantships is available from the Department.

B. Other Assistantships

A number of Graduate Assistantships are available in units other than the Department of Public Administration and Policy Analysis. Interested students are encouraged to investigate the availability of these assistantships. Contact the Department Chair for additional information concerning this area.

C. Other Forms of Financial Assistance

From time to time, other forms of financial assistance may be available to students in the M.P.A. program. This information is available from the Department Chair.

D. Financial Aid Available From the Graduate School

The Graduate School administers a number of financial aid programs for graduate students. These may be awarded on the basis of financial need or on a competitive basis. Students should contact the Graduate School for information about the financial aid programs available from that unit. Financial aid for research and travel may also be available to M.P.A. students through the Graduate School.

E. University Student Financial Aid

Students are encouraged to contact the Office of Student Financial Aid for information about other financial aid programs available to students attending SIUE.

F. Student Employment

Students are encouraged to contact the Student Employment Office and the Student Job Locator Office for information concerning part-time employment positions in the greater St. Louis area.

Part III: Registering For Courses

A. Registration New, Continuing, and Returning Students

New and continuing students should contact the M.P.A. Program Director for course registration. The student may contact the Program Director through the M.P.A. office (618-650-3762) or via e-mail at ddolan@siue.edu.

Returning students, after an absence of one year, must apply to the Graduate School to have their status reactivated. After their file has been reactivated, the student should contact the M.P.A. Program Director for course registration.

B. Types and Number of Courses

The 39 semester hours of credit required of M.P.A. students must all be taken in courses providing graduate credit. It is the responsibility of the student to confirm in advance that all elective courses are included in the Graduate Catalog. 500 level courses provide graduate credit and a number of 400 level courses also provide graduate credit. Students should confirm that a course carries graduate credit if they plan to use that course as part of their M.P.A. program of study.

Students are advised to register only for the number of courses each semester that they can successfully complete. The maximum load for an M.P.A. student is 15 semester hours. Students working full time are advised to take no more than one or two courses per semester. Half-time graduate assistants are required to take a minimum of nine semester hours of credit per semester. Quarter-time graduate assistants are required to take a minimum of six semester hours of credit per semester.

C. Change in Registration

Students who fail to attend the first class meeting without prior arrangement with the Department may be dropped from the course to make space for other students. Students have the responsibility to assure that they have been dropped from courses they are no longer attending; otherwise they may qualify for a grade of "F" in the course. Students who leave the University voluntarily before the end of the semester must officially withdraw from all courses in which they have registered or they will receive a grade of "F" in those classes.

Part IV: Coursework

A. M.P.A. Required Courses

The M.P.A. degree is a 39 semester hour program. A student must complete the prescribed curriculum with a minimum grade point of 3.0, within six years to be eligible for the degree. At least one-half of the required credits must be earned in courses numbered 500 or above. Completion of the program is indicated by successfully completing a written comprehensive examination covering coursework. The required M.P.A. core courses are as follows:

PAPA 420 Quantitative Analysis
PAPA 500 Proseminar
PAPA 501 Public Organizations
PAPA 510 Public Information Management
PAPA 530 Public Budgeting
PAPA 540 Public Personnel Administration
PAPA 550 Public Policy: Context, Process and Analysis

B. Special Interest Track

The student is advised by faculty knowledgeable about his/her program to select a block of 18 semester hours from an appropriate collateral area. This Special Interest Track is not a formal minor, but a combination of courses designed to allow the student to specialize in certain areas. The student may create a unique track in concert with the M.P.A. Program Director. For examples of areas have typically used as tracks of special interests, see Part IV:D:2:a-g of this document.

C. Internship

An internship option is available but not required. A student may receive 3 semester hours of credit for the internship experience. Internship credit is available primarily to those students without significant full time work experience in public organizations. In no case will a student who is employed in a permanent position be allowed to use that experience for internship credit.

Students may request consideration for placement as an intern. The Department will evaluate the academic and professional qualifications and may decide that the student does not qualify for placement as an intern.

Student Interns may be placed in either half-time (20 hours per week) or quarter-time (10 hours per week) internships. Paid internships carry compensation equivalent to that of a Graduate Assistant in the Department and also include a waiver of most fees.

The number of internships available varies from semester to semester and the Department does not guarantee placement to all applicants.

During the internship experience, the student will be required to meet with the internship director and with other interns to discuss their experiences. Other written and oral presentations will be required as determined by the internship director.

D. Other Types of Credit

1. Transfer Credits: Courses may be transferred to a student's M.P.A. program from course work taken at other accredited institutions. Such work must have been taken for graduate credit and passed with a grade of "B" or better, and be approved by both the Graduate School and the M.P.A. Program Director. A maximum of 12 semester hours may be transferred into the M.P.A. degree program.

It is the responsibility of the student to complete a "Graduate Student Request Form" to formally request that transfer credit be applied to the M.P.A. degree program. This request must be approved by both the M.P.A. Program Director and the Graduate School. The Graduate Student Request form is available online at: www.siue.edu/GRADUATE/student.

Credit earned by correspondence or by proficiency will not be accepted by either the M.P.A. degree program or the Graduate School. Credit earned in the dissertation, thesis, or any other concluding elements at another university is not accepted for transfer.

2. Credits Earned While in Unclassified Status: Students will be allowed to transfer credits earned while in unclassified status into the M.P.A. program **only** if the student qualified for either "Regular" or "Conditional" admission, as defined in Part I of this handbook, at the time he/she registered for those courses. Transfer of these credits may be requested by the student on the "Graduate Student Request Form" and requires approval of both the M.P.A. Director and the Graduate School.

3. Transfer of other Credits: Students should contact the M.P.A. Program Director and the Graduate School for information concerning the transfer of other credits not covered in 1 or 2 above.

E. Choosing Your Courses

The MPA degree requires 39 semester hours of course work. All MPA students must complete seven core courses (21 semester hours). The seven required core courses are Proseminar in Public Administration, Quantitative Analysis, Public Organizations, Public Personnel Administration, Public Budgeting, Public Policy: Context, Process and Analysis, and Public Information Management. The common core requirements emphasize administrative and managerial knowledge, skills, and abilities associated with day-to-day administration within public and nonprofit organizations; the foundation from which these have emerged, and directions in which they appear headed.

Students must also complete 18 hours of elective credit beyond the core curriculum. This section of the program has been designed to allow students to tailor their MPA program toward their professional needs or interests. Elective courses may be selected from those provided under the PAPA listing or, with the approval of the MPA Program Director, from other graduate level programs.

1. Core Courses (21 hours) – Students in the MPA program are required to take each of the courses listed in this section. Proseminar should be taken as the first core course in the program. The remaining core courses may be taken in any order. However, the student should consider taking core courses specifically related to his or her chosen field of study early in the program of study (i.e., a student interested in the field of human resources should take PAPA 540 in his or her first or second semester).

a. PAPA 420-Quantitative Analysis: This course is designed to provide graduate students with a solid foundation in the application of quantitative statistical analysis. Attention is given to manual computations but emphasis is placed on computer-based solutions to a variety of problems. The course is structured in such a manner so as to provide students with the ability to evaluate and operationalize appropriate statistical procedures in a range of applied problems. The course also provides an introduction to research design issues.

b. PAPA 500-Proseminar in Public Administration: This course is designed to introduce students entering the MPA program to the discipline and profession of public administration. It provides an introductory overview of the field. The student will examine and analyze the application and relationship of management policies to the contemporary economic, political, and social institutions and ethical dilemmas faced in today's society.

c. PAPA 501-Public Organizations: The course seeks to increase the ability of students to identify, diagnose, and deal with organizational problems and opportunities to improve an organization's effectiveness. The student will analyze representative works on public bureaucracy from classical theorists to post modernism. Linkages between theory and practice will be made by studying cases of public management and devising intervention strategies.

d. PAPA 510-Public Information Management: The primary objective of this course is to present information system concepts and applications from a management perspective. At a conceptual level, the student will survey the trends in software development, hardware standards and acquisition issues, challenges of networks, security issues, and ethical/legal questions of privacy, access, and intellectual property rights. At the application level, there are assignment using ACCESS and EXCEL.

Students lacking basic skills in web site construction and data base are encouraged to register for PAPA 410 before taking PAPA 510. Students lacking basic skills in spreadsheets are strongly encouraged to register for PAPA 411 before taking PAPA 510.

e. PAPA 530-Public Budgeting: This course is designed to provide a comprehensive review of aspects of public budgeting. Emphasis is placed on the processes and politics of governmental budgeting. The student will become acquainted with key issues surrounding the budget process in federal, state and local governments with an emphasis on local governments and nonprofit agencies. This course provides a framework for evaluating the economic and social benefits and costs of public budgetary decisions and introduces students to forecasting revenue, administering debt, procurement and budget analysis.

Students lacking basic skills in spreadsheets are strongly recommended to register for PAPA 411 before taking PAPA 530.

f. PAPA 540-Public Personnel Administration: This course is designed to acquaint students with the values and techniques of personnel administration for the public and nonprofit sectors. The course exposes students to the evolution of personnel management in the public sector and the actual practices currently in use in public and nonprofit agencies. Students are exposed to the societal, political and legal environments that affect the personnel function. The course includes a brief historical overview of the

evolution of PPM, addresses unique issues facing public personnel administration, and examines the technical areas of personnel such as recruitment, selection, equal employment opportunity, performance management, training and career development, compensation and benefits and labor relations.

g. PAPA 550-Public Policy: Context, Process and Analysis: This course provides students with an introduction to the area of policy formulation and analysis. It is designed to equip students with some of the basic skills necessary to engage in policy analysis. The course has three general goals: 1) to help the student acquire the habit of being analytical as the problems of policy are encountered, 2) to facilitate the student's ability to use specific analytical concepts and techniques in policy analysis and 3) provide an understanding of the institutional and political context of public policy making.

2. Elective Courses (18 hours) – Each student, in concert with the MPA Program Director, is encouraged to design a program of study that is tailored to his or her professional needs or interests. This portion of the MPA program has been purposively designed to provide great flexibility in course selection. Students may consult the graduate catalog for a listing of PAPA electives. Listed below are a number of examples of professional areas of concentration and electives associated with that interest.

Students entering the MPA program with less than a 3.0 GPA at the undergraduate level or students having minimal academic or professional experience in writing papers, reports, memos, etc., are strongly encouraged to register in one of two electives: ENG 491 – Technical Writing or PAPA 555 – Communication for Administrators. In these classes the student will develop his or her skills in technical communication including professional correspondence, reports, proposals, descriptions, and evaluations.

a. Nonprofit Leadership

PAPA 575 Nonprofits
 PAPA 577 Needs Assessment
 PAPA 578 Fundraising
 PAPA 579 Grantsmanship
 PAPA 555 Board Leadership
 PAPA 555 Development of the Nonprofit Sector
 PAPA 599 Administration of Volunteer Programs
 PAPA 599 Marketing and Public Relations
 PAPA 599 Nonprofits and Government

b. Local Government Administration

PAPA 585 Local Government Administration
 PAPA 506 Administrative Law
 PAPA 507 Values and the Practice of Public Administration
 PAPA 545 Public Sector Labor Relations
 PAPA 546 Performance Appraisal
 PAPA 576 Strategic Planning and Organizational Development
 PAPA 555 Board Leadership
 PAPA 599 Entrepreneurial Leadership
 PAPA 599 Nonprofits and Government

c. Criminal Justice Management

PAPA 506 Public Law
 PAPA 507 Values and the Practice of Public Administration
 PAPA 599 Administration of Criminal Justice
 PSYC 539 Crisis Intervention and Crisis Therapy
 PSCY 578 Psychology of Stress and Stress Management
 SOC 474 Victims and Society
 SOC 574 Seminar in Deviance
 SOC 578 Seminar in Criminology

d. Personnel Administration

PAPA 545 Public Sector Labor Relations
 PAPA 546 Performance Appraisal
 PAPA 548 Public Supervisory Practices
 PAPA 555 Board Leadership
 PAPA 599 Administration of Volunteer Programs
 PAPA 599 Entrepreneurial Leadership
 MGMT 430 Human Resource Management
 MGMT 438 Professional Seminar in HRM
 MGMT 439 Human Resource Selection and Compensation Management
 MGMT 570 Seminar in HRM
 PSYC 421 Psychological Tests and Measurement
 PSCY 473 Personnel Psychology
 PSCY 573 Psychology of Stress and Stress Management
 PSCY 576 Seminar in Organizational Development
 PSCY 578 Psychology of Stress and Stress Management
 SPC 541 Seminar in Organizational Culture

Students may also work with the MPA Program Director to develop a program of electives that targets a specific area of interest offered outside the MPA program, but related to public administration. PAPA electives may be taken along with these courses to create a program of study specifically related to the career interests of the student. Examples of such areas would include:

e. Museum Studies (Certificate Program)

HST/ART 580 Foundations of Museology
 PAPA/HIST/ART 582 Practicum in Exhibition Development
 ART/HST 581 Documentation of Museum Collections
 PAPA 595 or ART/HST 590 Internship in Museum Studies
 Plus 9 hours of elective credit

f. Gerontology (Certificate Program)

PSCY 487 Psychology of Aging
 GRN 587 Interdisciplinary Seminar in Gerontology
 GRN 588 Programs, Services, and Resources in Aging
 GRN 598 Practicum in Gerontology

g. Geographic Information Systems

GEOG 320 Cartography (not for graduate credit)
 GEOG 321 Introduction to GIS (not for graduate credit)
 GEOG 424 Vector Based Geographic Information Systems

GEOG 425 Raster Based Geographic Information Systems
 GEOG 525 Seminar in Geographic Information Systems

3. Supporting Courses - The courses listed in this section are offered to prepare students for graduate work in Public Administration. These are not required, but some students will find the courses helpful as they approach courses in the MPA program.

a. Computer Courses

PAPA 410 Introduction to Microcomputing (1 hour)
 PAPA 411 Spreadsheet Applications (1 hour)

Students unfamiliar with the topics covered in these classes are strongly encouraged to enroll in both PAPA 410 and PAPA 411 before taking PAPA 510.

PAPA 412 Introduction to SPSS for Windows (1 hour)

Students are required to take PAPA 412 along with PAPA 420.

b. Writing Skills

ENG 491 Technical Writing
 PAPA555 Communications for Administrators

Students that have had little training in professional writing should take this course to obtain the basic writing skills required to succeed in the MPA program. Students entering the MPA program with a GPA less than 3.0 are strongly encouraged to take this course.

c. Other Courses

Students have an advantage in the MPA program if they have taken undergraduate courses in areas such as political science, business management, sociology, psychology, economics, or statistics. A student without coursework in these areas may wish to strengthen his or her foundational skills by enrolling in selected courses. The MPA Program Director can assist the student in selecting appropriate courses.

Part V: Grading System

A. Course Grades

The marks of "A", "B", "C", "D", and "F" will be used for final grades in the M.P.A. program. The grade of "A" will be earned by students who reflect outstanding performance in the class. This grade is reserved for truly excellent scholars. The grade of "B" is for superior achievement. It is a quality grade and reflects performance expected of all graduate students. The grade of "C" represents achievement levels below that expected of graduate students. The grade of "D" represents inferior and minimally passing performance. The grade of "F" represents failure and is given for unsatisfactory work. A grade of "AU" (Audit) is given to a student who officially registers in a course for auditing purposes.

See the Graduate Catalog for additional information on the grading system, including designations for withdrawals.

B. M.P.A. Program Grade Standards

M.P.A. students are required to present an overall minimum grade point average of 3.00 in courses taken for graduate credit. Graduate credit is allowed for courses completed with grades of A, B, and C. Grades of D and F are counted in computing the grade point average but carry no credit. Graduate students may repeat a course in order to change their grade. When a student repeats a course previously taken at SIUE, only the grade earned in the more recent attempt will be used in computing the student's grade point average, but both grades will appear on the transcript. See the Graduate Catalog for more information on the Course Repeat Policy.

C. Incompletes

Incompletes will be allowed at the discretion of the instructor. Guidelines for awarding incomplete grades may be established by the instructor or may follow the outline given in the Graduate Catalog. After a period of one year, the grade of "I" will be converted to the failing grade of "F" if the student has not completed all course requirements.

D. Retention

The academic standing of any student whose cumulative grade point average falls below 3.0 will be reviewed by the Graduate Dean and the M.P.A. Program Director. Students with a grade point average of less than 3.0 may be dropped from the M.P.A. degree program.

If after 15 semester hours of work in the M.P.A. degree program, a student's grade point average is below the required 3.0 for retention, the Graduate School requires that the student be dropped from the program and ordinarily will not again be admissible to the M.P.A. degree program. Students in this position may submit a written request to the M.P.A. Program Director and the Graduate School for a one semester extension to raise their grade point average to 3.00. This request will include the plan developed by the student to eliminate the grade deficiency and must be approved by both the M.P.A. Program Director and the Graduate School for the student to be retained in the program.

Students dropped from the M.P.A. degree program revert to unclassified status and may take additional M.P.A. course only with the specific consent of the M.P.A. Program Director. These courses will **not** count as credit toward the M.P.A. degree at a later date.

Part VI: Plagiarism, Writing Standards, and Student Responsibilities

A. Plagiarism

Students must not commit plagiarism in any written work submitted to faculty at Southern Illinois University Edwardsville. The Department will take strong action against students guilty of plagiarism, including the assignment of a failing grade and/or dismissal from the M.P.A. degree program.

Plagiarism is defined as including, without limitation, the act of representing the work of another as one's own. If a student has doubts about whether they may be guilty of committing plagiarism they should contact their instructor before submitting the work for grading.

B. Writing Standards

Students in the MPA program or taking MPA classes are expected to demonstrate professional writing standards. As such, all writing assignments in this course will be expected to meet a minimal standard.

These standards address spelling, punctuation, format, and basic grammar. In certain courses a failure to meet these standards will result in the work being returned to the student without a grade and a loss of points on the final grade for the assignment.

Properly proofreading and correcting the paper before turning the paper into the instructor can avoid such. Using the Spell Checker, Grammar Checker, and writing facilities in the computer and writing labs can assist the editing process, but should not be used in exclusion of individual editing.

Common Errors:

- Lack of conformity with the assignment (i.e., answering questions as posed, structuring the answer properly)
- Misspelling
- Correctly spelled, but inappropriate words (i.e., a word that spell check approves, but is incorrectly used: two for too)
- Run-on sentences
- Lack of capitalization at the beginning of a sentence
- Serious errors in punctuation
- Other serious grammatical errors
- Improper citation or failure to use citations
- Failure to properly use paragraph breaks

C. Student Responsibilities

Students enrolled at Southern Illinois University Edwardsville have responsibility for maintaining an environment which encourages free inquiry and expression, abiding by applicable laws and University policies and procedures, responsibly fulfilling civic duties within their communities, and respecting the rights and responsibilities of faculty and staff members. Students are expected to follow course or class guidelines as set forth in syllabi and as enunciated by their instructors. Students who fail to follow classroom instructions may be involuntarily withdrawn in accordance with University policies.

Acts of academic misconduct for which students are subject to sanctions include, without limitation, plagiarism, cheating, failure or refusal to follow clinical practice standards, falsifying or manufacturing scientific or educational data and/or representing manufactured data to be the result of scientific or scholarly experiment or research, and soliciting, aiding, abetting, concealing, or attempting such acts.

Part VII: Graduation

A. Procedures for Graduation

As an M.P.A. student enters the final phase of study, the student is responsible for completing all procedures for graduation. A graduation calendar and all relevant forms are available from the Graduate School.

- 1. Admission to Candidacy:** Only students formally admitted to the M.P.A. degree program with a minimum grade point average of 3.00 qualify for candidacy for the degree.
- 2. Unclassified Course Work:** It is the obligation of the student to complete a "Graduate Student Request Form" and seek approval from the M.P.A. Program Director and the Graduate School to transfer coursework completed in unclassified status into the M.P.A. degree program. Restrictions previously described in this handbook may prohibit the transfer of such coursework into a student's degree program. Only courses with a grade of "B" or above may be transferred into the M.P.A.

degree program.

3. Application for Graduation: It is the responsibility of each student to file the "Application for Graduation" form with the Graduate School. There is a \$35.00 associated with the application. In order to avoid any delay in graduating the student should apply to graduate at least two semesters prior to the expected date of graduation, no later than the first day of the term preceding the one in which the student plans to graduate. This form is available in the Graduate School.

4. Miscellaneous: No student may graduate who has a grade point average less than 3.00 and/or who has an outstanding financial obligation to the University.

5. Final Examination: Candidates for the Master of Public Administration Degree must pass a "Comprehensive Written Examination" which covers the M.P.A. curriculum. In the Comprehensive Exam the student is required to demonstrate mastery of the concepts of the M.P.A. curriculum and the ability to integrate and apply these concepts.

6. Written Papers: Candidates for the M.P.A. must place a "clean" copy (without written comments) of two of their best papers completed in the M.P.A. program in their student file before they will be allowed to take the M.P.A. Comprehensive Examination. The student's name and the course for which each paper was written must be included.

B. M.P.A. Comprehensive Examination Policy

The M.P.A. Comprehensive Exam will be administered once in the fall semester and once in the spring semester. It is typically scheduled three to four weeks before the final exam week of each semester. The M.P.A. Comprehensive Exam may be administered during the summer term if faculty are available to develop and administer the exam.

The purpose of the Comprehensive Exam is to serve as a final exit requirement in which the student is required to demonstrate a mastery of the concepts of the M.P.A. curriculum and the ability to integrate and apply these concepts. The Comprehensive Exam format may vary from administration to administration.

1. Registration for the Examination: It is the obligation of the student to register with the Department their intent to take the Comprehensive Exam in a given semester. Students who have not registered to take the Comprehensive Exam may be denied the opportunity to participate in the exam for that semester.

2. Permission to Take Examination: Students are allowed to take the exam only if they have completed or are currently enrolled in 10 of the 13 M.P.A. courses and have a minimum Grade Point Average (GPA) of 3.0 in both MPA Core and Elective courses. Students are not allowed to take the M.P.A. Comprehensive Exam if their GPA is below 3.0 in either area.

3. Grading of the Comprehensive Examination: Grading will be determined by two different faculty members. The grade form used for evaluating the exam response is depicted in Figure 1 (see page 16). If both faculty agree on pass or fail, that will be the grade received. If the faculty disagree, a third faculty member will be used as a referee to determine the pass or fail of the exam.

4. Students Failing the Exam: Students who fail the exam after their first attempt may be advised to formally audit PAPA 500 Proseminar and any other courses necessary to prepare for the next administration of the Comprehensive Examination.

A student failing the exam for a second time must petition the M.P.A. Program Director to select at least three PAPA Faculty members to determine the appropriate remediation needed by the student. This Faculty Committee will evaluate the student's performance on the two test administrations and will identify M.P.A. curriculum courses that the student would be advised to

retake before being allowed to register for any subsequent M.P.A. Comprehensive Examinations. The procedure may be repeated if the student fails the comprehensive exam on the third attempt.

FIGURE 1
Evaluation Form for Comprehensive Examination
Comprehensive Examination Grade Sheet
Public Administration and Policy Analysis

Student ID Number: _____ Semester: _____
 Faculty Grader: _____

Please mark the appropriate column indicating the degree to which the response to the question addressed the trait to be measured.

Comprehensive Examination Grade Sheet

Trait to be Measured:	5	4	3	2	1	0
Addressed Question Directly						
Well-Structured and Clearly Written Response						
Made Accurate Comparisons						
Analyzed Information						
Integrated Information						
Knowledge About Field of Study						
Point Total Per Column						

- 5: Exceeds expectations
- 4: Meets expectations
- 3: Sufficient, but deficient in some aspect
- 2: Multiple deficiencies, but some merit
- 1: Serious deficiencies
- 0: Inadequate

0 - 21 points -- Fail
 22-30 points – Pass

Part IX: Obtaining a Job

The nature of the profession is such that no centralized clearinghouse for employment exists. The Department cannot guarantee graduates placement in a position of their choice. Placement is a function of a variety of factors, including: the economy, an ability to relocate to a different geographic area, the student’s academic record, the student’s drive and motivation, and the ability of the student to effectively represent their talents and abilities to prospective employers. The successful job search will be marked by determination and discipline. Students are encouraged to

begin their job search before graduation.

A. Departmental Resources

Although the Department does not conduct a formal “career placement service”, the Department maintains several public employment job listings and announcements as an aid to the student. There are a number of post-graduate internships with large cities (e.g. Kansas City, Phoenix, Dallas), the prestigious Presidential Management Internship Program of the federal government (two students have been selected from our program), and some opportunities with private organizations also exist. The Department also has maintained good working relationships with many of our M.P.A. alumni. Students should consult with Departmental faculty regarding potential contacts in the discipline.

B. University Resources

The University also maintains a number of employment job listings as an aid to students in all degree programs. Students have the opportunity to avail themselves of these services if they so desire.