**CHOOSING YOUR COURSES**

**for the SIUE MPA program**

The SIUE MPA program has been designed to be extremely user friendly. The information included here will serve as a guide for you as you prepare your course request forms for the MPA program. However, if at any time you have questions about the courses, offerings, or even what course would best fill a career need, please feel free to contact the MPA Program Director for assistance.

The MPA degree is a 39 semester hour program. Within the 39 hours, a student must complete 21 hours of required core courses and 18 hours of elective credit. The MPA faculty encourage you to investigate what knowledge, skills, and abilities are needed in the position you aspire to or are most needed in the position you know hold. This information can prove extremely helpful as you select electives for your program of study.

**MPA Required Courses**

All MPA students must complete seven core courses (21 semester hours). 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 in the MPA program are required to take each of the courses listed in this section. Fundamentals of Public and Nonprofit Administration 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).

1. PAPA 500-Fundamental of Public and Nonprofit 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.
2. 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.
3. 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.
4. 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.

1. 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.
2. PAPA 540-Public and Nonprofit Human Resources 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.
3. 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.

**Elective Courses**

The student is advised to select a block of 18 semester hours or elective credit that reflects his or her career needs or aspirations. Advising is available to assist the student in determining what collection of electives may most closely provide the knowledge, skills, and abilities needed. 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 PAPA Department, the graduate catalog, the department’s web page or CougarNet for listings of elective offerings. Listed below are electives offered by the PAPA Department. The frequency with which an elective is offered will vary based on demand, instructor availability, and previous offerings.

Courses frequently taken by those interested in nonprofit administration PAPA 575 Nonprofit Administration

PAPA 577 Needs Assessment

PAPA 578 Fundraising

PAPA 579 Grantsmanship

PAPA 555 Leadership in Public and Nonprofit Organizations

PAPA 555 Board Leadership

PAPA 555 Issues in International Nonprofit Organizations PAPA 555 Creating a Nonprofit Organization

PAPA 555 Nonprofits and Civil Society PAPA 555 Development of the Nonprofit Sector PAPA 599 Administration of Volunteer Programs PAPA 599 Marketing and Public Relations PAPA 599 Nonprofits and Government

Courses frequently taken by those interested in general 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 Leadership in Public and Nonprofit Organizations PAPA 555 Board Leadership

PAPA 555 Managing Problem Employees PAPA 599 Topics in Regional Policy PAPA 599 Administration of Volunteers PAPA 599 Entrepreneurial Leadership PAPA 599 Nonprofits and Government

Courses frequently taken by those interested in human resources

PAPA 545 Public Sector Labor Relations PAPA 546 Performance Appraisal

PAPA 548 Public Supervisory Practices PAPA 555 Board Leadership

PAPA 555 Managing Problem Employees PAPA 555 Human Resource Staffing PAPA 599 Training and Development

PAPA 599 Administration of Volunteer Programs PAPA 599 Entrepreneurial Leadership

Courses frequently taken by those interested in public safety

PAPA 506 Public Law

PAPA507 Values and the Practice of Public Administration PAPA 576 Strategic Planning

PAPA 599 Homeland Security I PAPA 599 Homeland Security II

PAPA 599 Public Safety and Emergency Preparedness PAPA 599 Administration of Criminal Justice

Other popular elective offerings

PAPA 565 Introduction to Healthcare Management PAPA 567 Topic in Healthcare Management PAPA 567 Epidemiology

PAPA 599 Issues in Healthcare Policy PAPA 555 Community Regional Planning

PAPA 555 Community and Economic Development

PAPA 599 Livability

**Elective Offerings from Outside PAPA**

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. Electives taken from other departments within the university must be at the graduate level and must have the prior approval of the MPA Program Director.

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:

1. 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

1. 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

3. 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

**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 the courses helpful as they approach courses in the MPA program.

1. Writing Skills

Students that have had little training in professional writing should consider taking a course from those listed below in order to obtain the basic writing skills required to succeed in the MPA program. Students entering the MPA program conditionally are required to take the Communications for Managers course. Students with a regular admission, but having an undergraduate GPA less than 3.0 are strongly encouraged to take this course well.

* 1. PAPA 555 Communications for Administrators
1. PAPA 555 Research Writing and Analysis for Public Administrators
2. ENG491 Technical Writing
3. Undergraduate Foundation Courses

Students may take undergraduate courses in areas such as political science, business management, sociology, psychology, economics, or statistics to build a foundation for their MPA program. Such classes may provide a framework that can assist the student in gaining a better understanding of public administration. The MPA Program Director can assist the student in selecting appropriate courses. These courses will not count toward the MPA degree.

1. Foreign Languages

Many public and nonprofit positions now require or look favorably upon candidates that are proficient in at least one additional language. An increasing number of MPA candidates are taking foreign language courses to supplement their qualifications. Language classes will not count toward the MPA degree, but may prove extremely beneficial.

**Internships**

The professional internship component of the MPA program is highly recommended for all MPA students who lack professional experience.

1. An internship option is available but not required. A student may receive 3 semester hours of credit for the internship experience. The student must register for the course each semester in which they are participating in the internship. The 3 credit hours for the course will count only once toward the MPA degree.
2. 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.
3. Students may request consideration for placement as an intern through the department’s Internship Coordinator. The Department will evaluate the academic and professional qualifications and may decide that the student does not qualify for placement as an intern.
4. 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.
5. The number of internships available varies from semester to semester and the Department does not guarantee placement to all applicants. Al internships are awarded on a competitive basis.
6. 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.

**Other Types of Credit**

1. Transfer Credits: Course credit may be transferred to a student’s MPA program from course work taken at other accredited institutions. Such work must have been taken for graduate credit, 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.](http://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.

1. Credits Earned While in Unclassified Status: Credits earned while in unclassified status may be transferred into the MPA.

The student must have received no grade lower than “B” for the course.

It is in the student’s best interest to consult with the MPA Program Director regarding the courses to be taken prior to registration if he or she intends to request the course be credited toward an MPA degree.

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.

1. 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.