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**Master of Public Administration**  
**Department of Political Science/Criminal Justice**  
**College of Arts and Sciences**

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<http://www.mpa.appstate.edu/>

The Department of Political Science/Criminal Justice offers the Master of Public Administration (MPA) (Major Code: 279\*/44.0401), with five concentrations:

- Administration of Justice (279D)
- Emergency Management (279E)
- Not-for-Profit Management (279F)
- Public Management (279B)
- Town, City and County Management (279C)

The Department of Political Science/Criminal Justice also offers programs in Criminal Justice and Criminology (MS) and Political Science (MA), described under those headings in this bulletin. Graduate programs in Political Science/Criminal Justice are supervised by the departmental chair, the individual graduate program directors, and the graduate committee.

Courses in the following disciplines are offered by the Department of Political Science/Criminal Justice:

- PA: public administration courses
- PS: political science courses (see the Political Science program for course descriptions)
- CJ: criminal justice courses (see the Criminal Justice program for course descriptions)

In addition, the Public Administration program includes coursework offered by other departments as follows:

- COM: communication courses (see the Communication Department for course descriptions)
- GHY: geography courses (see the Geography and Planning program for course descriptions)
- MBA: business administration courses (see the Business Administration program for course descriptions)
- MGT: management (see the Management Department for course descriptions)
- PLN: planning courses (see the Geography and Planning program for course descriptions)
- SOC: sociology (see the Gerontology program for course descriptions)

**Location of Program:** This program is offered on campus in Boone in the format described in this Bulletin. Off-campus cohorts are started periodically, and follow a part-time extended program format. For information on upcoming off-campus cohorts, please contact the Office of Extension and Distance Education: <http://www.ext-dl.appstate.edu>.

The Department of Political Science/Criminal Justice prepares students for professional and academic careers. The Public Administration program is designed to prepare individuals for management and policy positions in governmental and non-profit organizations. Students are required to choose one of the following concentrations:

- Administration of Justice Concentration (279D): This concentration is designed to prepare persons for administrative/management positions in a variety of law enforcement, court, and correctional agencies at the local, state and federal levels.
- Emergency Management Concentration (279E): This concentration is designed to prepare individuals to assume leadership positions in emergency management and disaster preparedness.
- Not-for-Profit Management Concentration (279F): This concentration is designed to prepare individuals for management and policy positions in governmental and not-for-profit organizations.
- Public Management Concentration: (279B): This concentration is designed to allow individuals to develop a program to suit specific needs in such areas as budget analyst, personnel administration, etc., or to prepare students with a generalist background in public administration.
- Town, City and County Management Concentration (279C): This concentration is designed to prepare persons for managerial roles in towns, cities, and county governments or in organizations and agencies related to towns and counties.

**MASTER OF PUBLIC ADMINISTRATION (MPA) (Major code: 279\*/44.0401)**

**Admission Requirements:** Baccalaureate degree from an accredited college or university; complete application to the Cratis Williams Graduate School (<http://www.graduate.appstate.edu>), including resume, three letters of recommendation, official GRE general test scores, and official transcripts from all colleges attended.

**Basic Criteria for Consideration:** (Undergraduate GPA X 400) + GRE Verbal + GRE Quantitative = 2000.

**Hours:** 42 semester hours

**Location:** On Campus and Off Campus; Off-Campus cohorts begin periodically, and follow a part-time extended format.

**Required Courses:** (21 s.h.)

PA	5000	Research Methods.....	3
PA	5060	Seminar in Public Administration.....	3
PA	5180	Public Policy Analysis and Program Evaluation.....	3
PA	5260	Organization Theory and Behavior.....	3
PA	5360	Public Personnel Administration.....	3
PA	5460	Budgeting and Fiscal Administration.....	3
PA	5558	Capstone Research.....	2
PA	5559	Capstone in Public Administration.....	2

**REQUIRED HOURS** ..... 21

**Concentrations (CHOOSE ONE):** (15 s.h. required)

**ADMINISTRATION OF JUSTICE CONCENTRATION (279D)**

Select 9 s.h. from the following courses:

CJ/PS 5050	Seminar in Public Law & Judicial Behavior (3 s.h.)
CJ 5060	Administration of Justice (3 s.h.)
CJ 5150	The American Justice System and Social Justice (3 s.h.)
CJ 5625	Seminar in Police and Society (3 s.h.)
CJ 5660	Crime, Theory and Policy (3 s.h.)

One required elective (5000 level or above) outside the PSCJ Dept (3 s.h.)

Choose one of the following 3 s.h. electives:

CJ 5500	Independent Study (3 s.h.)
CJ/PS 5661	Court Administration (3 s.h.)
CJ 5670	Crime Analysis and Criminal Justice Planning (3 s.h.)
CJ 5680	Organized Crime (3 s.h.)
CJ 5805	Directed Research (3 s.h.)

**EMERGENCY MANAGEMENT CONCENTRATION (279E)**

GHY	5100	Seminar in Physical Geography.....	3
PA	5140	Emergency Management Systems.....	3
PA	5560	Local Government Administration.....	3

Choose one 3 s.h. course from: ..... 3

GHY 5400	Planning Process (3 s.h.)
PLN/COM 5425	Task-Oriented Group Facilitation Methods (3 s.h.)

Select 3 additional s.h. in consultation with the MPA Program Director ..... 3

**NOT-FOR-PROFIT MANAGEMENT CONCENTRATION (279F)**

PA	5270	Not-for-Profit Organizations.....	3
PA	5271	Grants Strategies and Preparation.....	3
PA	5665	Public Management.....	3

Choose two 3 s.h. courses from: ..... 6

MBA 5420	Marketing Strategy and Applications (3 s.h.)
MGT 5770	Social Responsibilities of Management (3 s.h.)
PLN/COM 5425	Task-Oriented Group Facilitation Methods (3 s.h.)
PLN 5700	Project Management (3 s.h.)

**PUBLIC MANAGEMENT CONCENTRATION (279B)**

Select 15 s.h. in consultation with the MPA Director ..... 15

**TOWN, CITY, AND COUNTY MANAGEMENT CONCENTRATION (279C)**

Select 9 s.h. from the following courses: ..... 9

- GHY5400 Planning Process (3 s.h.)
- PLN 5700 Project Management (3 s.h.)
- PS 5330 Problems in State and Local Government (3 s.h.)
- PA 5560 Local Government Administration (3 s.h.)
- PA 5665 Public Management (3 s.h.)

Select 6 s.h. in consultation with the MPA Director ..... 6

**CONCENTRATION HOURS..... 15**

**Field Work/Internship Options (CHOOSE ONE):**

**INTERNSHIP FOR PRESERVICE STUDENTS (6 s.h.)**

PA 5900 Internship in Public Affairs ..... 6

**FIELD RESEARCH OPTION FOR INSERVICE STUDENTS: (6 s.h.)**

PA 5010 Field-Based Research ..... 3  
 One Additional course (5000 level or above)..... 3

**INTERNSHIP/FIELD RESEARCH OPTION HOURS ..... 6**

**TOTAL HOURS FOR THE MPA DEGREE ..... 42**

**Thesis:** None required

**Proficiency:** Students must demonstrate a proficiency in reading a foreign language or quantitative analysis as a research tool. The department may determine the proficiency required.

**Comprehensive:** Successful completion of a capstone experience (PS 5558 plus PS 5559) fulfills the requirement for a comprehensive examination.

**Product of Learning:** None required

**GRADUATE COURSES IN PUBLIC ADMINISTRATION (PA)**

**PA 5000. Research Methods/(3).F.** The goal of this course is the development of the analytical abilities that will be needed by the student as a practicing public administrator. The foundations of inquiry, the various approaches to the study of social phenomena, and several analytical techniques are presented, discussed, and practiced. Prerequisite: an undergraduate statistics course.

**PA 5010. Field-Based Research/(3).On Demand.** Intensive research is conducted under faculty supervision on a topic related to the student’s current or prospective employment and/or professional experience.

**PA 5060. Seminar in Public Administration/(3).F.** History and development of the field of public administration with focus on the role of the administrator in the political process. Analysis of public agencies in a political context. Consideration of contemporary issues related to the field such as administrative ethics, decision making, and strategic planning.

**PA 5140. Emergency Management Systems/(3).F. Alternate years.** This course covers the roles and responsibilities of local, state and federal government agencies in times of disaster. Four key actions (planning, response, recovery and mitigation) are highlighted in understanding the changing role of government vis-a-vis individuals and businesses in minimizing loss of life and property due to natural, technological and terrorist actions. This course focuses on preparedness planning issues, intergovernmental relations, financial support for affected communities, and the changing requirements for professional development in Emergency Management in the 21st Century.

**PA 5160. Topics in Public Administration/(3).S.** An examination of selected problems in public administration with emphasis on analytical case studies.

**PA 5180. Public Policy Analysis and Program Evaluation/(3).S.** An examination of the major forces that influence the formation, implementation and administration of public policy and methodological approaches to assess the impact of public policies. Prerequisite: PA 5000. (Same as CJ 5180.)

**PA 5260. Organization Theory and Behavior/(3).F.** An examination of the basic theoretical approaches and issues in organizations and organizational behavior and the dynamics of human interactions within public bureaucracies.

**PA 5270. Not-for-Profit Organizations/(3).S. Alternate years.** An overview of the voluntary sector with emphasis on the administration and management of not-for-profit organizations. Areas of study will include theories on the development of not-for-profit organizations, government-nonprofit relationships, and advocacy efforts. Techniques of nonprofit management will include emphasis on ethics, board/volunteer recruitment, and marketing as well as grants and other funding sources.

**PA 5271. Grant Strategies and Preparation/(3).F. Alternate years.** Overview of the grants arena in the U.S., with emphasis on the techniques of proposal preparation. Topics include the history of the grants system, types of grants, sources of funding, application process, and contract administration. Practical exercises in identifying funding opportunities, preparing elements of a grant application, and scoring completed proposals are incorporated.

**PA 5360. Public Personnel Administration/(3).S.** Overview of public personnel practices with a focus on methods of employee recruitment selection, evaluation, and related aspects. Analysis of issue areas such as fair employment practices, affirmative action, and comparable worth.

**PA 5460. Budgeting and Fiscal Administration/(3). S.** The politics of budgeting, budgetary process, and fiscal administration in public and non-profit agencies.

**PA 5500. Independent Study/(1-3).F;S.**

**PA 5530-5549. Selected Topics/(1-4).On Demand.**

**PA 5558. Capstone Research/(1).S.** Capstone Research is a course which involves the completion of a significant research paper under the direction of a major professor selected by the student from among the Master of Public Administration faculty. Corequisite: PA 5559. Graded on an S/U basis.

**PA 5559. Capstone in Public Administration/(2).S.** This seminar integrates the theoretical and practical perspectives of public administration as a discipline. The capstone course involves students in management problem-solving as well as the following activities: development of executive skills; refinement of presentation skills; discussions of likely ethical situations; and securing public sector employment. Corequisite: PA 5558. Students present findings from their Capstone Research project at a capstone conference. Successful completion of the course fulfills the requirement for a comprehensive examination

**PA 5560. Local Government Administration/(3).S.** Administrative process, management, personnel, budget and finance, and intergovernmental relations in local government. Prerequisite: approval by the instructor. [Dual-listed with PA 4560.]

**PA 5665. Public Management/(3).S.** A study of the organization and operation of government agencies and their role in policy making and implementation and an examination of the various concepts and theories pertaining to administrative behavior and to the performance of the basic tasks of management. [Dual-listed with PA 4665.]

**PA 5800. Directed Research/(3).On Demand.** Directed research on a topic selected by the student in consultation with the instructor. Student is expected to write a major research paper on this topic. May not be repeated for credit. Prerequisite: PA 5000.

**PA 5900. Internship in Public Administration/(3-6).F;S.** Field work in government, community, professional offices, and agencies; and involvement in problem solving in these offices and agencies. Graded on an S/U basis.

**PA 5989. Graduate Research/(1-9).F;S.** This course is designed to provide access to University facilities for continuing graduate research at the master's and specialist's levels. Graded on an S/U basis. PA 5989 does not count toward a degree.