### CONTENTS

I. INTRODUCTION .................................................................................................................. 2

II. OBJECTIVES ....................................................................................................................... 3

III. CORE CURRICULUM ......................................................................................................... 4

IV. FUNDING OPPORTUNITIES AND FINANCIAL AID .......................................................... 5

V. PROGRAM SUPPORT AND RESOURCES ........................................................................ 7

VI. APPLICATION AND ADMISSIONS ................................................................................... 9

VII. PROGRAM DESCRIPTIONS ........................................................................................... 13

VIII. GETTING STARTED IN THE PROGRAM ...................................................................... 20

IX. POLICIES AND PROCEDURES ..................................................................................... 23

X. ADDITIONAL GLENN COLLEGE PROGRAM INFORMATION, RESOURCES AND FAQS ........... 28

XI. LIFE OUTSIDE THE CLASSROOM .................................................................................. 31

APPENDIX A: Master of Public Administration (MPA) Advising Sheet .................................. 33

APPENDIX B: In-Career Master of Arts (MA) in Public Policy and Management Advising Sheet .......... 36

APPENDIX C: Graduate Minor in Nonprofit Studies Advising Sheet ........................................... 38

APPENDIX D: Graduate Minor in Public Policy and Management Advising Sheet ......................... 39

APPENDIX E: CAPSTONE REQUIREMENT ............................................................................. 42

APPENDIX F: NASPAA Standards ....................................................................................... 45
I. INTRODUCTION

Welcome to Columbus and to the Glenn College family!

Columbus is not only the state capital but is also the fastest growing large city in Ohio and the proud home of The Ohio State University, a renowned institution of higher education.

In 2015, the John Glenn College of Public Affairs became Ohio State’s 15th college, although our master’s degree programs have existed at Ohio State since 1969. Today, the Glenn College fulfills its motto, “Inspiring Citizenship, Developing Leadership” by equipping students with the skills to become tomorrow’s citizen-leaders and public service professionals.

In addition to the Master of Public Administration (MPA), the In-Career Master of Arts in Public Policy and Management (MA), and various combined, joint, and dual degree programs, the Glenn College also offers a Bachelor of Arts in Management, Leadership and Policy (BA), a Bachelor of Science in Policy Analysis (BS), as well as a Doctor of Philosophy in Public Policy and Management (PhD). Class size generally ranges from 15 to 40 students. The College offers all students regular interaction with public officials and administrators, not only in the classroom, but also through research projects, internship opportunities and special events with our active alumni society.

The John Glenn College of Public Affairs’ core faculty is comprised of 21 core and 11 affiliated faculty experts from diverse backgrounds and experiences. Academic and professional fields represented in the faculty body include public administration, public policy, economics, political science, law, history, geography, engineering, operations research, non-profit management, food, environmental and innovation policy, and quantitative methods. Many faculty members have experience in either government or private research organizations. We invite you to learn more about our faculty on our website.

This handbook provides prospective and current master’s students with information about the programs, policies and procedures in the John Glenn College of Public Affairs. This handbook is a supplement to The Ohio State University Graduate School Handbook, which is necessary for a complete understanding of the rules contained in this handbook. The Graduate School Handbook elaborates on many of the policies and procedures in this handbook and also contains the policies and deadlines that govern graduate study at the university.
II. OBJECTIVES

All Glenn College master's programs are accredited by the National Association of Schools of Public Affairs and Administration (NASPAA) and align with the student learning outcomes below. The master's curriculum is designed to prepare students to be able to perform the following activities upon successful completion of the program:

1. Lead and manage in public governance
2. Participate in and contribute to the policy process
3. Analyze, synthesize, think critically, solve problems and make decisions
4. Articulate and apply a public service perspective
5. Communicate and interact productively with a diverse and changing workforce and citizenry
6. Integrate, synthesize, and apply knowledge across the curriculum in a professional public service context
7. Interact effectively with public policy and administration professionals from a broad range of sectors, using professional competencies common to the field

The above student learning objectives correspond to Standard 5 of the NASPAA accreditation standards.
III. CORE CURRICULUM

All Glenn College master's students embark on the College's core curriculum, which forms the basis of each master's program. Below is a description of the Glenn College's required core coursework. Please see individual program descriptions that follow for more detailed information on additional courses and program requirements, including the capstone course, PUBAFRS 79XX.

Public Policy Stream

PUBAFRS 6000 – Public Policy Formulation and Implementation
Analysis of the operating environment of the public administrator; public policy processes, public organization behavior, and policy formulation in the U.S. federal system.

PUBAFRS 6010 – Legal Environment of Public Organizations
Examination of public administration within the managerial, political and legal traditions of the U.S. Constitution with the goal of teaching public managers how to work with the law through an understanding of legal concepts, jargon, and issues.

Economics Stream

PUBAFRS 6030 – Public Affairs Economics
Economic analysis applied to problems of public policy selection and government management operations; efficiency criteria, market failure, and public choice applied to administrative decision-making.

PUBAFRS 6040 – Public Finance and Budgeting
Comprehensive survey and analysis of the principal fiscal activities of contemporary governments; logic of public-sector activity; taxation principles and practice, intergovernmental relations, and current fiscal problems. Budgeting as analysis of resource allocation, planning evaluation, and control; tools of analysis for program budgeting and measurement of program results; case studies. Pre-requisite: PUBAFRS 6030.

Management Stream

PUBAFRS 6050 – Managing Public Sector Organizations
Analysis of alternative approaches to the management of public agencies. Examination of alternative strategies that managers may use to link the agency to its operating environment.

PUBAFRS 6060 – Leadership and Human Resources in Public Organizations
Development of analytic and interpersonal skills needed for public sector management. Analytical and experiential learning through reading, lecture, discussion, case analysis, in-class presentations, management decision-making simulations and role-playing.

Decisions Support Systems Stream

PUBAFRS 6070 – Public Affairs Statistics
Techniques and statistics used in the analysis of public policy issues and problems.

PUBAFRS 6080 – Public and Nonprofit Program Evaluation
Survey of the conceptual, methodological, bureaucratic, political and organizational issues surrounding evaluation research. Pre-requisite: PUBAFRS 6070

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1 Students who started the program prior to autumn 2012 (quarters) should contact an advisor for degree requirements.
IV. FUNDING OPPORTUNITIES AND FINANCIAL AID

A variety of funding opportunities exist for graduate students. Below is a description of the most common funding opportunities available through the Glenn College and The Ohio State University. In order to be considered for these opportunities, please plan to apply before the priority application deadline of **December 1st** for domestic applicants and **November 1st** for international applicants. Anyone who applies by the priority deadline will automatically be considered for all funding through the Glenn College, and will be given the opportunity to provide an optional diversity statement to assist with Enrichment Fellowship nominations.

*NOTE:* The Glenn College does not fund off-term applicants. If you are interested in funding, please apply for an autumn semester start.

**Fellowships**

*University Fellowship Competition*

Fellowship awards are non-service appointments (e.g. no work requirement) providing a monthly stipend and payment of resident or non-resident tuition and fees. They are regarded as the most prestigious form of support awarded to graduate students, and they are offered on a highly competitive basis. Graduate School Fellowships are limited in number and are awarded through a centralized university-wide competition to those applicants who show outstanding scholarly accomplishment and the most outstanding potential for graduate study.

*Foreign Language and Area Studies (FLAS) Fellowships*

FLAS Fellowships are available for Ohio State graduate and professional school students who are pursuing a course of study which requires advanced foreign language and area studies training. Eligible languages include Arabic, Chinese, Czech, Georgian, (Modern) Greek, Hebrew, Hungarian, Japanese, Korean, Persian, Polish, Portuguese, Quechua, Romanian, Russian, Serbo-Croatian, Tibetan, Turkish, Uzbek, and Yiddish. Students must either be a current student (or admitted) in a graduate program at Ohio State.

**Graduate Administrative Assistantships (GAAs)**

Graduate Administrative Assistantships (GAAs) are awarded competitively to top incoming students each year (the number of awards per year may vary) both within the Glenn College and with a number of off-campus agency partners.

These assistantships provide a monthly stipend and payment of resident or non-resident tuition and most fees. Unlike traditional teaching assistant appointments, the Glenn College structures GAA positions as administrative internships within or outside the College in collaboration with a variety of state, county and/or local agencies, non-profit organizations and private sector organizations that are closely tied to the public sector. GAA partnerships vary from year to year based on partners’ availability. Student Services works with partners and students individually to determine the best match for both based on the pool of positions and students’ interests and qualifications.
Occasionally, GAA opportunities become available mid-year, or for second-year students. Students will be notified by Student Services as these arise. Other GAA positions may also be offered by other units on campus for research, teaching assistant, or administrative work.

**Scholarships**

**Departmental Scholarships**
A limited number of scholarships are available to Glenn College students based on academic merit. Students are encouraged to participate in any open scholarship competitions offered by the Glenn College.

**University Scholarships**
Glenn College students may also apply for any special-eligibility university scholarships for which they meet the criteria. This list is updated periodically.

**External Funding Sources**
**External funding sources** may be awarded in a variety of areas. In addition to those found on this web page, resources available to help you find additional scholarships include libraries, your local chamber of commerce office, college counselors and the Internet. You may also inquire at your current place of employment to determine if financial aid benefits are offered.

**Critical Difference for Women (CDW)**
**CDW** is a scholarship/grant offering program at Ohio State offering financial support to students, faculty, and staff. CDW is comprised of three funds:

- **Re-Entry Scholarships** – Scholarships for women seeking degrees whose education has been interrupted due to unforeseen circumstances such as family responsibilities or financial constraints.
- **Research on Women Grants** – Grants for faculty members and doctoral students (both male and female) who are conducting research on areas of women’s lives, including gender and gender equity.
- **Professional Development Grants** – Designed to facilitate professional development and career mobility of women.

**Student Loans**

Complete the Free Application for Federal Student Aid (FAFSA) if you would like to apply for financial aid through the university (the Ohio State school code is #003090). We recommend that all students complete the FAFSA regardless of whether or not a final decision has been made on the application or before knowing of any funding opportunities. Please consult the university’s **Office of Student Financial Aid website** for current information regarding student loans.
V. PROGRAM SUPPORT AND RESOURCES


The Glenn College Office of Career Services offers a number of different programs to help students with professional development. Examples include the following:

- One-on-one sessions with a career advisor
- Buckeye Careers Network, an online database of jobs and internships
- Networking events and career fairs
- Employer information sessions and on-campus interviews
- Resume and cover letter assistance
- Mock interviews

Additionally, information sessions and workshops are designed to build and sharpen the skills students need in order to prepare for a successful career. Some of these topics include social media branding, job searching, and financial wellness.

Paid Internships and Employment

The Glenn College does not require students to do internships in order to fulfill degree requirements, and internships may not count for graduate credit. However, the opportunity to apply your coursework to an actual work environment is key to future professional success. This is why nearly all Glenn College students complete some type of internship or otherwise relevant work experience prior to graduation. Students regularly succeed in securing jobs and internships (paid and unpaid) via our job databank, Buckeye Careers Network. Please contact glenn-career@osu.edu for more information.

Computer & Technology Information

Computer Labs

The Glenn College has two computer labs for graduate student use, both accessible with a BuckID card swipe. The primary lab in room 030 Page Hall is available to all Glenn College graduate students 24 hours a day. The secondary lab in room 040 Page Hall is a lab/classroom. While it is used chiefly for classroom instruction, it is also available to students for lab use when it is not being used for a class or other scheduled activities (e.g. examinations). When 040 is not otherwise occupied, it is reserved for students as a "quiet lab," while 030 is reserved for students who need to work in groups.

Lab support is available 9:00am – 5:00pm, Monday to Friday. Master's students have exclusive access to these computer labs and must have key-card access to enter. You can have your BuckID programmed for swipe-access by filling out the Lab Access Form with your BuckID information. For any lab-related or technical questions, please email Glenn-Help@osu.edu.

For more comprehensive computer and technology information, please see Section X: Additional Glenn College Resources, Program Information and FAQs.
Office of Disability Services

The Office of Disability Services collaborates with and assists students with documented disabilities in order to coordinate support services and programs that enable equal access to an education and university life. Students with such needs should contact Disability Services upon enrollment to ensure reasonable accommodations can be arranged in a timely manner.

International Student Registration and Orientation

New international students must report to the Office of International Affairs (OIA) in Oxley Hall, Room 100 and attend an orientation session prior to beginning any academic programs.

Section III.1 of the Graduate School Handbook states that international students are required to register for a certain number of credit hours each semester. International students must make sure they are in compliance with minimum credit requirements as they apply to their student status. Contact OIA and/or the Graduate School for current and complete information.

Military Veterans

Assistance for military personnel and veterans is available through the Office of Military and Veterans Services. This office offers information on GI Bill benefits, other types of financial aid, counseling services, resources for friends, family and alumni, and job postings.

Student Advocacy Center

The Office of Student Life’s Student Advocacy Center provides a broad set of academic, financial, health, and emergency resources to empower students to overcome obstacles to their growth inside and outside the classroom.
VI. APPLICATION AND ADMISSIONS

Program Preparation

In order to succeed in the master's programs, the Glenn College strongly recommends the following undergraduate courses be completed as preparation:

- Microeconomics
- Statistics
- American Government or American History

While the courses are not formal prerequisite requirements, the master's programs have strong analytical components and are framed in the context of the American government, and it is expected that entering students will have familiarity with the basic concepts from these courses.

Prospective/admitted students may take the courses at any college or university. Students admitted into the John Glenn College may also contact the Student Services Office prior to starting the program to discuss how to incorporate these undergraduate classes into their program of study.

Admission Criteria

For all Glenn College master’s applicants, the admissions committee considers applications holistically, weighing all components with the student’s potential to succeed in mind. Over the last four years, admitted students’ GRE scores averaged around the 59th percentile on the Quantitative section (154.9), around the 75th percentile on the Verbal section (156.7), and 4.2 on the Analytical Writing section.

Required materials include the following:

- Original Graduate School Online Application
- All undergraduate transcripts and GPA, which must average 3.0 or above
- Any graduate coursework and GPA
- GRE or GMAT scores (exam waived for eligible In-Career MA applicants. Please see below for eligibility) (LSAT scores accepted for JD students admitted to Moritz College of Law)
- Three letters of recommendation
- Personal statement
- Resume describing work experience and/or related activities
- International students must submit TOEFL or IELTS test scores; Scores should be above the equivalent of a TOEFL iBT Total Score of 100 for consideration

In-Career MA Admissions Criteria/Eligibility

To be eligible for the In-Career MA program, an applicant must have at least three years* of significant post-baccalaureate administrative or analytical work experience. Administrative experience may include responsibility for personnel and/or budget decisions within an organization. Analytical experience may include responsibility for researching and/or writing

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2 NOTE: GRE scores are required for all MPA and dual degree applicants; they are also required for In-Career MA applicants if the applicant’s cumulative undergraduate GPA is under 3.0.
reports that inform decision making within an organization. The admissions committee also looks to see whether an applicant had increased responsibility over time.

*An MPA student cannot accrue additional work experience after admission to count toward the work experience requirement for admission to the In-Career MA program.

**How to Apply**

In addition to reviewing the steps below, students are also encouraged to visit the application checklist on the Glenn College website for more detailed information on how to apply.

**Step One**

Complete the online application for Ohio State's Graduate School. The application requires a non-refundable fee of $60 ($70 for international applicants). If a student is interested in switching from one graduate program into a Glenn College master's program, or if a student has completed a graduate degree from Ohio State previously, the student should contact the graduate school for eligibility guidelines and procedures.

If applying to the In-Career Master of Arts program, applicants are encouraged, but not required, to first submit a resume to be reviewed by the Graduate Studies Committee to determine program eligibility. Resumes should be emailed to GlennApply@osu.edu.

**Step Two**

Send official transcripts to Ohio State's Office of Graduate Admissions or upload them to your online application. Transcripts are required for every college/university you have attended aside from Ohio State.

**Step Three**

Submit official test scores if applying to the MPA program or any dual, joint or combined degree program (if student has not already submitted these to Ohio State), or if applying to the In-Career MA if the applicant's cumulative undergraduate GPA is under 3.0. International applicants must submit TOEFL or IELTS test scores.

<table>
<thead>
<tr>
<th>Official GRE and GMAT Codes</th>
<th>TOEFL Test Score Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE Institution Code: 1592</td>
<td>Institution Code: 1592;</td>
</tr>
<tr>
<td>Department Code: 2204</td>
<td>Department Code: 94</td>
</tr>
<tr>
<td>GMAT Program Code: ZLJ-GT-29 Masters in Public Policy</td>
<td></td>
</tr>
</tbody>
</table>

**Ohio State Graduate Admissions Information**

<table>
<thead>
<tr>
<th>Contact Information:</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: (614) 292-9444</td>
<td>Graduate Admissions Office</td>
</tr>
<tr>
<td>Fax: (614) 292-3895</td>
<td>The Ohio State University</td>
</tr>
<tr>
<td>Website: gpadmissions.osu.edu</td>
<td>P.O. Box 182004</td>
</tr>
<tr>
<td>Email: <a href="mailto:gpadmissions@osu.edu">gpadmissions@osu.edu</a></td>
<td>Columbus, OH 43218-2004 US</td>
</tr>
</tbody>
</table>
Step Four

Attach these additional materials to the Online Application, or upload online at a later date:

- Resume
- Personal Statement*
- Three letters of recommendation* (should be requested through your online application)

*Note: the applicant checklist includes information on what is expected for the personal statement and letters of recommendation.

Applicants may check the status of their application online. Application materials may be attached in any order using the online uploader; only complete applications are sent for review by the faculty.

**Deadlines for Autumn Semester Admission**

Continue to check the Admissions Page on the Glenn College website to get up-to-date information on deadlines and requirements.

**Combined, Dual, and Joint Degree Application and Admission Processes**

Combined and dual degree students must be admitted to both programs separately. Admission to one program does not guarantee admission to the other. Dual degree students can apply for admission at any time but are encouraged to contact the Glenn College prior to applying for further instructions.

1. **Combined JD/MA Program**: students in their first year of law who are interested in pursuing a combined degree with the Glenn College must:

   - Submit an online application to the Graduate School and indicate the Public Policy and Management (MA) program- “PUBADM-MA”; students should not attach any materials to their application
   - Request that Moritz send their law school application file to GlennApply@osu.edu. This file should contain items such as personal statement, resume, transcripts and letters of recommendation; for this reason, students do not need to re-submit this information to their online application to the Graduate School.
   - Fill out the Glenn College Dual Degree application form, and submit it to GlennApply@osu.edu. This form will ask you to include a separate document with your name, student ID number, current program (Moritz), the semester you seek admission to the Glenn College, and two short essay questions.
   - Email an updated resume to GlennApply@osu.edu.

2. **Dual Degrees**

   - New/Prospective Students
     i. Applicants who have not yet been admitted into an Ohio State program should apply to the Glenn College using the MPA application instructions
(please see page 8 of the Handbook, or the MPA web page)

ii. After students have been admitted to the Glenn College, it is recommended they meet with an advisor to discuss how to apply to another dual program at Ohio State. Please note: we strongly advise students speak with an admissions staff member with the Glenn College before starting to pursue a dual degree.

• Current Graduate Students at Ohio State
  i. Complete the Glenn College Dual Degree application form. Please email this form to GlennApply@osu.edu.
  ii. Request that your home department send a copy of your application file to GlennApply@osu.edu. You may provide the Glenn College with updated materials if you prefer, or you may use the materials sent over from your home department.
  iii. Submit GRE or GMAT scores (if you submitted test scores when applying to Ohio State, then you do not need to request that your scores be sent again).
  iv. Email an updated resume to GlennApply@osu.edu.

3. Joint Degree in Arts Policy and Administration
  • This degree is administratively housed in the Department of Arts Administration, Education and Policy (AAEP). For all application information, including materials needed, and important deadlines, please visit AAEP’s admissions page, or the centralized Graduate Admissions website.

4. Graduate Minors in Nonprofit Studies and Public Policy and Management
  • Current non-Glenn College graduate students are invited to apply to these minors. To apply, you must be
    i. Already enrolled in a graduate degree program at Ohio State University, and in good standing (3.0 or higher GPA); your home department must not be the Glenn College
    ii. International students must have the equivalent of a minimum TOEFL iBT Total Score of 100 and appropriate undergraduate coursework or equivalent in American Government
  • Students should apply to the minors using GradForms.osu.edu by the end of their first term in a minor-approved course.
    i. Go to GradForms.osu.edu and complete a Minors and Interdisciplinary Specialization Form
    ii. Your Graduation Level/Plan/Degree will belong to your home department
    iii. For the "Designation Name," select PPOLMGT-GM – for the Public Policy and Management Minor, and NONPRFT-GM – for the Nonprofit Studies Minor
VII. PROGRAM DESCRIPTIONS

The Glenn College offers the following master's programs: 3

- Master of Public Administration (MPA)
- In-Career Master of Arts in Public Policy and Management (MA)
- Combined MA and JD with the Moritz College of Law
- Dual MPA/Master of Social Work (MSW) with the College of Social Work
- Dual MPA/Master of City and Regional Planning (MCRP) with the Knowlton School of Architecture
- Dual MPA/Master of Science (MS) or Master of Environment and Natural Resources (MENR) with the School of Environmental and Natural Resources
- Dual MPA/Master of Health Administration (MHA) or Master of Public Health (MPH) with the College of Public Health
- Dual MPA/Master of Arts (MA) in Slavic and Eastern European Studies with the Slavic and East European Studies Program
- Dual MPA/Master of Business Administration (MBA) with the Fisher College of Business
- Dual MPA/Master of Science (MS) with the Department of Agricultural, Environmental, and Development Economics (AEDE) Program
- Dual MPA or MA/Master of Arts (MA) in Latin American Studies
- Joint Master of Arts (MA) in Arts Policy and Administration with the Department of Arts Administration, Education and Policy

Individualized dual degree options may be available; please consult an advisor if you have any questions. Below please find brief descriptions of the Glenn College's 12 established master's degree programs. Advising sheets for each program are available in the appendices at the end of this document with corresponding letters.

A. Master of Public Administration (MPA) Program Description

The MPA program consists of a two-year full-time course of study, which prepares students for leadership and analytical positions in the public and nonprofit sectors. The core curriculum is designed to provide a solid grounding in the study of public policy, economics, data analysis, and management and leadership.

The program requires a minimum of 52 credit hours of coursework made up of 32 hours of core courses, 12 hours of elective courses, 5 hours of skills courses, and a 3-hour capstone. Students who started on the quarter system should contact an advisor in the Student Services Office to ensure they are meeting the proper degree requirements.

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3The information provided in this section is for students starting in autumn 2012 or later. Students starting prior to autumn 2012 (on the quarter system) should contact the Glenn College for more information.
The capstone course is designed as the exit requirement for the program and requires students to receive a grade of B or higher in order to fulfill the requirement. A student who receives a grade below a B or takes an "Incomplete" grade in the capstone course will be required to take another capstone. Students should plan to enroll in the capstone course in their final semester, unless special circumstances merit an earlier enrollment (dual degree or special research interest, for example). All core courses except PUBAFRS 6060 are expected to be complete prior to enrollment in a capstone course in order to best prepare students for success in the class. Please see Appendix L for more information on the capstone requirement.

Graduation requirements include the following:

- Completion of a minimum of 52 credit hours of approved graduate course work within six calendar years
- Achievement of a cumulative GPA of at least 3.0 in all courses taken for graduate credit (see Graduate School Handbook)
- Registration during the final semester of the degree program for a minimum of three graduate credit hours (see Graduate School Handbook)
- Completion of an Application to Graduate with the Graduate School, using GradForms.osu.edu, by the deadline set by the Glenn College. If a student does not meet requirements (i.e. grade below a B in the capstone), a new application to graduate may be filed in a subsequent term. The Graduate School will not accept late applications to graduate.
- Satisfactory completion a capstone course (grade of B or higher required)

Skills Courses

MPA students are required to complete at least 5 credit hours of skills courses. Students must take PUBAFRS 6500: Written and Oral Communications (2 credit hours) and three 1-credit hour skills courses of their choice. See the advising sheets for a variety of topics.

Electives

MPA students are required to take 12 credit hours of elective coursework—usually four, 3-credit hour classes. Students are encouraged to talk with faculty and Student Services staff about ways to tailor elective coursework to suit their interests. Glenn College electives provide opportunities for students to apply skills learned in the core courses to real world policy issues and problems, and serve to transition students’ perspectives from theoretical knowledge to the application of theory to solve problems and address the issues facing society today. Students may also take relevant electives outside the Glenn College to apply towards degree requirements by using the Petition to Count Outside Coursework form. Prior approval is required, and courses must be at least three graduate credit hours in order to be considered. Glenn College advisors are prepared to assist students in identifying relevant elective coursework both within and outside the Glenn College.
B. In-Career Master of Arts (MA) in Public Policy and Management Program Description

The In-Career MA program offers a flexible master’s option for individuals with at least three years of significant post-baccalaureate administrative or analytical work experience. Evening and night course offerings allow students flexibility with regard to work or personal obligations. Students have the option either to maintain a full-time job while taking two classes per term during evening hours to complete the program in two years, or to complete the program as a full-time student in one year.

The In-Career MA program requires a minimum of 38 credit hours of coursework made up of 32 hours of core courses, 3 hours of elective credit, and one, 3-credit hour capstone. Students who started on the quarter system should contact an advisor in the Student Services Office to ensure they are meeting the proper degree requirements.

The capstone course is designed as the exit requirement for the program, and must be taken during the final term of enrollment. Students are required to receive a final grade of B or higher in order to graduate. In-Career MA students also must pass the capstone midterm assessment, which also functions as the Master's Written Examination (graded Pass/Fail). Any student who does not pass the midterm assessment, receives a grade below a B in the class, or takes an incomplete grade in the capstone will be required to take another capstone. Please see Appendix L for more information on the capstone requirement.

Graduation requirements for the In-Career MA program include the following:

- Completion of a minimum of 38 credit hours of approved graduate course work within six calendar years
- Achievement of a cumulative GPA of at least 3.0 in all courses taken for graduate credit (see Graduate School Handbook)
- Registration during the final semester of the degree program for a minimum of three graduate credit hours (see Graduate School Handbook)
- Completion of an Application to Graduate with the Graduate School, using GradForms.osu.edu, by the deadline set by the Glenn College. If a student does not meet requirements (i.e. grade below a B in the capstone), a new application to graduate may be filed in a subsequent term. The Graduate School will not accept late applications to graduate.
- Attaining a “Pass” on the capstone midterm assessment
- Successful completion of the capstone course during the final term of enrollment, with a grade of B or higher

Electives

In-Career MA students are also required to take 3 credit hours of elective coursework—usually one, 3-credit hour class. Students are encouraged to fulfill their elective requirements with Glenn College electives (electives are offered every semester in the Glenn College). Electives provide
opportunities for students to pursue specialized interests or broaden their knowledge as well as to apply skills learned in the core courses to policy issues and problems.

Students may also take relevant electives outside the Glenn College by using the Petition to Count Outside Coursework form. Glenn College advisors are prepared to assist students in identifying relevant elective coursework both within and outside the Glenn College.

C. Combined MA/JD with the Moritz College of Law Program Description

By taking advantage of the Glenn College's combined degree program with the Moritz College of Law, students are able to get their Juris Doctor (JD) and a Master of Arts (MA) in Public Policy and Management in three years. The curriculum of the Moritz College of Law is designed to provide a strong theoretical and analytical foundation, as well as offering multiple opportunities for developing one's skills in this field. Students in the combined degree program have access to all the resources and advising services offered by both departments.

Important Notes for Combined MA/JD Students

- In order to apply, remember to submit an online application through the Graduate Admissions Office, and select the Master of Public Policy and Management Program (MA)
- Taking courses after completion of the law degree is acceptable provided you complete both programs within six years

D. Dual MA/MSW with the College of Social Work Program Description

The John Glenn College of Public Affairs offers a dual degree program with the College of Social Work, where students earn a Master of Arts in Public Policy and Management (MA) and a Master of Social Work (MSW) degree. Graduates of the dual degree program are equipped with the knowledge and skills to inform public policy and manage human service programs in the public and private sectors. Students in the dual degree program have access to all the resources and advising services offered by both departments, and many full-time MA/MSW dual degree students are able to complete both degrees in three years.

E. Dual MA/MCRP with the Knowlton School of Architecture Program Description

The John Glenn College of Public Affairs and the Knowlton School of Architecture have established a dual degree partnership that allows students to earn a Master of Arts in Public Policy and Management (MA) and a Master of City and Regional Planning (MCRP). The dual degree program prepares students for leadership positions in the public, private and nonprofit sectors with a background and interest in City and Regional Planning. Students in the dual degree program have
access to all the resources and advising services offered by both departments and are able to complete both degrees in three years.

F. Dual MA/MS or MENR in Natural Resources with the School of Environmental and Natural Resources Program Description

The John Glenn College of Public Affairs and the School of Environment and Natural Resources have an established dual degree program that allows students to complete a Master of Arts in Public Policy and Management (MA) and a Master of Science in Environment and Natural Resources (MS) or a Master of Environment and Natural Resources (MENR). Graduates of the dual degree program are prepared for leadership positions in the public, private and nonprofit sectors, and can specialize in topics related to environmental policy. Students in the dual degree program have access to all the resources and advising services offered by both departments and are able to complete both degrees in less time than if they pursued them separately.

G. Dual MPA/MHA or MPH with the College of Public Health Program Description

The John Glenn College and the College of Public Health have established a dual degree program that allows students to complete a Master of Public Administration (MPA) and a Master of Health Administration (MHA) or a Master of Public Health (MPH). The MHA and MPH programs offer professional preparation for those who will take leadership roles in the delivery and financing of health services. Career settings range from delivery organization, such as hospitals and clinics, to related parts of the health care industry such as consulting, insurance and related industries. Many health care graduates pursue careers in public agencies and nonprofit organizations as well. Students in the dual degree program have access to all the resources and advising services offered by both departments and are able to complete both degrees in less time than if they pursued them separately.

H. Dual MPA/MA with Slavic and East European Studies Program Description

The John Glenn College and the Center for Slavic and East European Studies have developed a dual degree program that allows students to complete a Master of Public Administration (MPA) and a Master of Arts in Slavic and East European Studies (MA). This unique program of study will provide graduate students with an interest in Slavic and East European countries and cultures with an applied set of skills and tools to add to their professional profile upon graduation. Students in the dual degree program have access to all the resources and advising services offered by both departments and are able to complete both degrees in less than three years.
I. Dual MPA or MA/MA with the Center for Latin American Studies (CLAS)

The Glenn College and the Center for Latin American Studies (CLAS) have developed programs of study that will provide graduate students with an interest in Latin American countries and cultures with an applied set of skills and tools to add to their professional profile upon graduation. As Latin America develops, people with strong skills in policy, economics, leadership, analysis and communication are necessary for development. The dual degree is open to both students at the Glenn College who wish to enhance their public policy degree with the interdisciplinary study of Latin American Studies, and CLAS students who want to augment their area studies knowledge with policy and management skills. Students leave the program with a solid foundation in policy and management theory and knowledge of Latin American countries, cultures, and languages.

Both the dual master’s programs (MA/MA and MPA/MA) can be completed in two years. The smaller dual MA/MA degree is well-suited for students wishing to enter the job market as soon as possible and who have basic workplace skills attained through prior public sector or international career experience.

J. Dual MPA/MBA with Fisher College of Business Program Description

The John Glenn College of Public Affairs has partnered with the Fisher College of Business to develop a dual degree program that allows students to complete a Master of Public Administration (MPA) and a Master of Business Administration (MBA). This program will help students navigate the increasingly complex world of government-business relations and can be completed in three years.

K. Dual MPA/MS with the Department of Agricultural, Environmental, and Development Economics (AEDE) Program Description

The John Glenn College of Public Affairs and the Department of Agriculture, Environmental and Development Economics (AEDE) have established a dual degree program that allows students to complete a Master of Public Administration (MPA) and a Master of Science in Agriculture, Environmental and Development Economics (MS-AEDE). The program prepares students for careers in public finance, management and policy analysis with a focus on environmental, agricultural and development policy issues. The program can be completed in two years and provides students the flexibility to specialize and tailor the programs’ courses and electives.

L. Joint MA in Arts Policy and Administration Program Description

The Master in Arts Policy and Administration (MA) program is a joint degree effort by the John Glenn College of Public Affairs and the Department of Arts Administration, Education and Policy. It is one of the first in the country dedicated to serious research and advanced training in arts policy
and administration. The interdisciplinary program focuses on three components: 1) public policy and the arts and culture, 2) arts management, and 3) arts education policy and program management. Graduates of the program will have the practical skills required to manage an arts or cultural organization and will understand the relationships of art to education, education to government and government to the arts.

The program requires a minimum of 49-51 credit hours, depending on which courses or substitutes are taken. Students are also expected to complete a thesis in Arts Policy and Administration.

Students are strongly recommended to undertake internship experiences. Arrangements should be made in consultation with the Arts Policy and Administration advisor.

M. Graduate Minor in Nonprofit Studies

The Graduate Minor in Nonprofit Studies will equip current graduate students not enrolled in the Glenn College with an understanding of the theories and practices that shape nonprofit organizations.

To earn the Graduate Minor in Nonprofit Studies, students are required to complete a minimum of 10 hours of graded, graduate-level coursework in at least 3 courses offered by the John Glenn College of Public Affairs. Students must attain a grade of B or better in each course. For the list of required and elective courses, refer to Graduate Minor in Nonprofit Studies Course Options.

N. Graduate Minor in Public Policy and Management

The Graduate Minor in Public Policy and Management will equip current graduate students not enrolled in the Glenn College with an understanding of the theories and practices that shape policy and management in the public sector.

To earn the Graduate Minor in Public Policy and Management, students are required to complete a minimum of 10 hours of graded, graduate-level coursework in at least 3 courses offered by the John Glenn College of Public Affairs. Students must attain a grade of B or better in each course. For the list of required and elective courses, refer to Graduate Minor in Public Policy and Management Course Options.
VIII. GETTING STARTED IN THE PROGRAM

There are several items to take care of before classes begin. In addition to finding housing, moving in, and picking up financial aid disbursements (if you have not authorized direct deposit), you should complete the following:

Confirm Enrollment

Please go to your student Applicant Center, and click on Accept/Decline to officially accept your admission to the program. The screen should look like this:

Activate Your Ohio State Email Account

All information from the university will be communicated via email or through a secure website, including grades, fee statements, confirmed class schedules, etc. The Name.# is also the username you will use to access student information online (see page 29 for details.)

Once you have officially accepted enrollment in the program, you will be able to activate your university email account by going to BuckeyeLink. Under the “Future Students” tab, click on the “Ohio State Username” link under the “Email, Username and Technology Support” section. On the next page, click on “Activate Now.” Alternatively, call (614) 688-HELP to set up your account over the phone.

Register for Classes

Program plans are available on the Glenn College Program Plans & Advising Sheets webpage. If necessary, questions about scheduling may be directed to your academic advisor. You can find the name of your assigned advisor on the right-hand side of your Student Center.

Students are responsible to know and observe the registration and payment deadlines, available on the Registrar’s website and the Graduate School website. Students provisionally admitted to Ohio State must submit the final official transcript(s) from the institution(s) where they completed a degree or required coursework. Students should request that the transcripts be sent directly to the Graduate Admissions Office (see full contact information on Page 10). Failure to do so will result in a hold on their account, preventing current and future registration.

The deadlines for course changes, additions and drops are published under “Important Dates” on the web page of the university registrar.
Obtain Student ID

In order to receive a BuckID, you must first be registered (enrolled) in classes. You may obtain your BuckID at the Ohio Union (3040 Ohio Union, 1739 N. High Street). The office is open from 8am-5pm, Monday through Friday. You will need to bring a valid photo ID such as a state ID, passport, or driver's license. Your BuckID is necessary to access the Page Hall computer lab at all times and to access Page Hall after business hours. This card is also necessary to obtain a parking permit.

Obtain Parking Permit

Purchasing without a parking permit is not permitted in any university parking lot. Students may purchase an Ohio State parking permit at the CampusParc Customer Service Center located in the South Campus Gateway at 1650 N. High Street. Customer Service Center Hours are as follows:

**Autumn/Spring Semester:** 7:30 a.m. – 6:00 p.m., weekdays

**Summer Term:** 7:30 a.m. – 5:00 p.m., weekdays

Please refer to CampusParc for full details about permit eligibility and prices. Permits may also be purchased online.

CampusParc also offers discounted garage vouchers, referred to as "Visitor Garage Passes," for students who may not be on campus regularly enough to justify the full cost of an annual pass. The ten-packs of vouchers, providing ten garage-exits, are available for $87.50. Please contact CampusParc for more information.

PAY FEES

To view tuition and fee information for different enrollment types and credit hours, please visit the University Registrar and click on the "Tuition and Fees" link on the left menu. Current tuition costs are located under "Specific Program Tuition and Fee Locator" as "Public Policy and Management."

Along with tuition and general fees, there are several additional mandatory fees each semester:

- [Recreational fee](#) - gives students full member benefits to the various recreational sports facilities, including the RPAC and the Adventure Recreation Center
- [COTA fee](#) - allows students to use their BuckID as a bus pass on city buses
- Student Activity fee - supports on-campus entertainment, cultural and arts events, etc.
- [Student Union](#) fee
- Glenn College Technology Fee

Click here for a full explanation of fees.

In addition, regularly admitted graduate students may be automatically enrolled in student health insurance; if a student chooses to waive his or her health insurance, the student must do so online and enter proof of alternate coverage.

The above fees are not commonly covered by fee authorizations (generally associated with fellowships and graduate assistantships), which only cover instructional and general fees. Students do not receive paper statements of account in the mail; students should check their statement of
account online and observe all payment and registration deadlines. **Tuition and fees must be paid at least seven days prior to the start of each academic term to avoid late penalties.**

To pay fees, please visit BuckeyeLink. Under the “Students” tab, click on “Account Inquiry (Statement of Account).” Students may also visit the Office of Financial Services with the Student Services Center at the Student Academic Services Building [281 West Lane Avenue, or call (614) 292-0300 or (800) 635-8944].

**Buy Textbooks**

You should buy your textbooks prior to your first class. Copies for all Glenn College textbooks are available for purchase through the Ohio State Barnes and Noble Bookstore (1598 N. High Street, (614) 247-2000). To find out which textbooks are required for each course, and to purchase these textbooks, visit ohiostate.bncollege.com. You can pick your books up before the first day of class or have them shipped to a home address.
IX. POLICIES AND PROCEDURES

Graduate Studies Committee
Each academic unit authorized to offer a graduate degree has a Graduate Studies Committee. This committee oversees and administers the graduate programs offered by the academic unit. The members are appointed by the Dean of the College. For the 2016-2017 academic year, the chair of the Graduate Studies Committee is Professor David Landsbergen.

The responsibilities of the Graduate Studies Committee are enumerated in the Graduate School Handbook, Section 1.5. The Committee is responsible for enforcement (and waiver) of stated rules and required procedures.

In the event that special circumstances warrant an exception to any of the guidelines set forth in the Glenn College Handbook, you may petition the Graduate Studies Committee in writing for a waiver of the relevant guideline. The decision of the Committee will be binding.

University Code of Student Conduct
As a student at the John Glenn College of Public Affairs you are a member of the larger Ohio State University community. As such, you are subject to the rules of the university as a whole, which are broadly laid out in the Code of Student Conduct. These rules are designed to foster and protect the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The rules deal with items like academic misconduct, prohibited behavior that endangers the health and safety of others, use of property, and sexual harassment.

Student Classifications

Regular Graduate Students
Students who meet all the Graduate School and Graduate Studies Committee admission criteria and are approved by the Graduate Studies Committee to pursue work toward graduate degrees at The Ohio State University are designated as regular students.

Conditional Graduate Students
Students are admitted in this category for one or more of the following reasons:

- The student holds a bachelor’s degree from a non-accredited institution;
- The student must complete prerequisite work;
- The student has less than a 3.0 GPA in undergraduate or graduate work; or
- The Graduate Studies Committee or the Graduate School has some reservation about the student's probability of success.

Any conditional admission requirement placed upon the student must be satisfied within the specified time limit. See the Graduate School Handbook for specific information regarding conditional admission.
Advising

Students can visit the Glenn College’s Program Plans & Advising Sheets web page to access both advising sheets and sample program plans for their degrees. Please use the scheduling hotline ((614) 292-9633 or glenn-110desk@osu.edu) if you would like to schedule an appointment with an advisor.

Any changes in schedule (i.e. add/drop, section changes, etc.) should be reported to your advisor to avoid any financial repercussions or adding time to degree. Students are encouraged to contact their advisor, a faculty member or a staff member in the Student Services Office (Suite 110) for assistance with situations that may interfere with your academic studies. The Student Services Office provides assistance with degree planning, university policies and deadlines, campus resources, petitions and appeals and graduation requirements. Although it is the student's responsibility to know of university policies, procedures and deadlines, advisors can answer questions and clarify.

Course Load

The course load is determined by the nature of the courses taken, the student’s academic record and employment plans. Course loads for full-time students generally range from 8 to 18 semester hours. A student may not enroll for more than 18 credit hours per semester (for autumn or spring semester), including audited courses, without special permission and additional fees.

Withdrawal from University

Withdrawal early in the semester is done by officially dropping all courses. Requests to withdraw after a certain point in the semester are by petition basis only (please refer to the Graduate School Handbook for specific deadlines). Consult with your advisor if you think you may need to withdraw from class(es). For information on refund of fees, please contact the University’s Bursar office.

Course Credit and Progress

Credit by Exam

A student cannot earn credit by exam for Glenn College graduate courses.

Credit for Internships

A student cannot earn credit for completing an internship. Students are not required to complete an internship as part of the program; however, for professional development purposes, students are encouraged to pursue an internship while in the program. Career Services staff can assist students with locating internship opportunities.
Transfer Credit

Graduate credit earned at another university may be transferred to Ohio State pending review by the College's Graduate Studies Committee (please see the Graduate School Handbook for more information). A graduate student who wishes to transfer credit from another institution should consult with academic advisors. The student should provide copies of the transcript, the catalog description, the syllabi and reading lists. If transfer credit is approved, the student must complete the “Transfer of Graduate Credit” form through the GradForms.osu.edu site, which will require approval from the Graduate Studies Chair and the Graduate School.

Special Notes: 80% of required degree hours must be completed at Ohio State. Transfer credit is listed as credit hours only and is not included in the calculation of the cumulative point-hour ratio. The entire work for a master's degree from the Glenn College, including transfer credit, must be completed within a period of six years. Transfer credit is generally not an option for meeting Glenn College requirements for dual degrees.

Course Waivers

Certain course requirements may be waived if comparable undergraduate or graduate courses were completed satisfactorily. A student requesting such a waiver must submit his/her request in writing to the Chair of the Graduate Studies Committee (if the waiver request is based upon coursework taken elsewhere, the committee will typically want any relevant syllabi). In such cases, the credit hours cannot be counted toward a master's degree. The student will take approved substitute graduate coursework in order to meet the total credit hour requirement for the master's degree.

Independent Study with Glenn College Faculty

Registration for independent study requires the student to submit a form that provides a brief explanation of the work to be done. Please consult with an advisor to complete this form. (Note: this is an internal form used only by the Glenn College. For an independent study that is completed with a faculty member outside the Glenn College, students should submit the Petition to Count Outside Coursework form.) Master's students may only count two credits of independent study work towards the elective requirements for their degree. The supervising faculty member and the Graduate Studies Committee chair must approve the independent study.

Reasonable Progress

Students are expected to maintain reasonable progress toward a degree and meet graduate program requirements as stated in this document and in the Ohio State Graduate School Handbook. A student who has a graduate GPA below a 3.0 will receive an academic warning (if he or she has fewer than nine credit hours). A student who has completed more than nine credit hours and has a GPA below a 3.0 will be placed on academic probation. Two consecutive terms on academic probation will result in dismissal from the program by the Graduate School.
Students must maintain a cumulative GPA of at least 3.0 in all graduate course work and fulfill all course requirements agreed upon by the student and advisor in development of the program plan. Failure to maintain reasonable progress is grounds for denial of further registration in the program.

**Time Limit**

The entire work for a master’s degree from the Glenn College must be completed within a period of six years. Students who have started coursework with the Glenn College and did not finish within the six-year time limit should contact the Graduate Studies Chair to determine necessary steps to re-enroll and also to determine what requirements will be needed in order to finish the degree.

**Re-Entry of Students**

The Graduate Studies Committee will consider petitions to re-enroll from students who were denied further registration or dismissed. Students who wish to re-enroll must submit a letter of request and supply the Committee with any evidence requested to consider re-enrollment. The student should be prepared to supply new evidence of his/her capacity to successfully pursue graduate work. If approved for re-enrollment, the student must comply with all degree requirements as listed at the time of re-enrollment.

**Denial of Further Registration**

A student may be denied further registration in the John Glenn College of Public Affairs for any of the following reasons:

- The student is on academic probation for two consecutive semesters, or was conditionally admitted and does not successfully raise their GPA above a 3.0 by the time indicated by the Graduate School (see Graduate School Handbook regarding academic dismissal)
- The student admits guilt or is determined to be guilty of academic misconduct by the University Committee on Academic Misconduct
- The student fails the capstone course twice
- The student refuses to follow the educational plan developed by his/her advisor and approved by the College’s Graduate Studies Committee
- The student fails to meet the minimum time limits established under the rules of the Committee and/or the Graduate School

**Fresh Start**

Any student who re-enrolls in the Graduate School after an absence of five or more years may petition the Graduate Studies Committee that previous graduate credit not be counted toward the total earned hours and graduate cumulative grade point ratio. After two calendar years, application to re-enroll should be made by addressing a letter to the Chair of the Graduate Studies Committee. If approved, the student must comply with all degree requirements as listed at the time of re-enrollment (see [Graduate School Handbook](#)).
Repetition of Courses

A graduate student who is not dismissed from the university must repeat a required course which the student failed (Grade = “E or EN”) or did not complete (Grade = “I”). When approval is given by the advisor, a graduate student may repeat for credit any elective course in which the student has received a mark of D or E. A student who audited a course may repeat the course for credit with the permission of the advisor or instructor. The credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. However, when a student repeats a course and gets letter grades both times, both grades will be counted in computing the cumulative point hour ratio.

Graduation

A student desiring to graduate with a master’s degree from the Glenn College must submit an application to graduate online through GradForms.osu.edu with the Graduate School no later than the first day of classes of the term in which your degree is sought. This gives your advisor time to review your progress and suggest any changes necessary before the start of your last term. Visit the Glenn College Graduation webpage for detailed steps on how to apply and eligibility.

Dual degree students will be required to complete separate applications to graduate for each program, and each application must be submitted the semester he/she graduates from that specific program.

Students must satisfactorily meet all minimum Graduate School and Glenn College degree requirements in order to graduate.

Courses Taken Outside the Glenn College

Students may take graded graduate-level coursework from other departments to count toward their graduation requirements. Students must first submit a “Petition to Count Outside Coursework” form with a recent course syllabus attached. Petitions for substitution should be turned in to the Page Hall 110 desk for further review by the chair of the Graduate Studies Committee.

If a student opts to complete a graduate minor or graduate interdisciplinary specialization from another department, he/she may petition to overlap up to six credit hours of the minor or specialization coursework toward his or her MPA elective coursework. The student must petition each class via the Petition to Count Outside Coursework form.
X. ADDITIONAL GLENN COLLEGE PROGRAM INFORMATION, RESOURCES AND FAQS

Alumni Services

Each year, the Glenn College offers an alumni mentoring program in which students are matched with an alumnus/alumna of the program. The goal of the mentoring program is to tap into the vast professional experience of Glenn College alumni to help students in their career paths and academic choices by sharing career advice, job-search strategies and other tips. In addition, the Director of Advancement and Alumni Relations plans several networking events each year with Glenn College alumni. For alumni services and networking opportunities, contact the Glenn College’s Director of Advancement and Alumni Relations, Lisa Frericks.

Computers and Technology

Ohio State offers a number of student computer centers across campus, equipped with Windows and/or Macintosh computers and a variety of peripheral equipment. Software includes word processing, desktop publishing, spreadsheet, email, web browsers and more.

Computer Lab User Accounts and File Storage

Each Glenn College Graduate student will also have his/her own personal Glenn College username and password to log into computers in the Glenn College labs (Rooms 030 and 040). These unique Glenn College Computer logins will also give students access to a shared network drive where they can save all school-related files. This secured drive is backed up regularly.

To log on to a Glenn College computer, students will need to enter a username and password that will differ from the usernames used on Ohio State accounts. The username is a student’s first name and last name separated by a period (EX: john.smith). The password will be emailed out to students prior to the start of the semester. Upon initial sign-on, students will be prompted to change their passwords to something of their own choosing.

Technical Support

Computer questions related to Glenn College-issued software and hardware may be answered by contacting the Glenn Help Desk. Our IT staff will do their best to respond to your requests within 24 hours.

Ohio State offers many online resources for IT help and support. Students may also visit the BuckeyeBar in the west wing of the Thompson Library, the BuckeyeBar at the TechHub, or call 614-688-4357 (8-HELP).

Glenn College Librarian

David Lincove, the Glenn College’s librarian, maintains a web page of Public Affairs Resources. Mr. Lincove’s office is 155C Thompson Library, and he can be contacted at 614-292-2393 or lincove.1@osu.edu.
Ohio State Internet Username and Email Address

What is my Ohio State Internet username?

Your Ohio State Internet username is your unique identifier for logging in to secure Ohio State websites, enabling access on university computers, and acquiring access to the wireless network. The username takes the form of lastname.# (i.e. smith.2). Use it to access many campus computing systems, such as BuckeyeLink, where (among other services) you can enroll in and drop classes and receive final grades.

What is my Ohio State email address?

Your Ohio State email address is your lastname.#@buckeyemail.osu.edu. It is formed by adding “@buckeyemail.osu.edu” to your Ohio State Internet username; for example, John Smith’s Ohio State email address would be smith.2@buckeyemail.osu.edu.

Do I need to use Ohio State’s email service?

Yes. Many important university and class mailings (including scheduling and billing information) are only sent to your Ohio State email address, and many classes require email and other Internet activities. The Glenn College will only distribute electronic materials to your Ohio State email address.

How do I start using my Ohio State Internet Username for email and web access?

Visit our Account Management site and select “Activate Now!”

Does Ohio State offer webmail?

Yes. Your BuckeyeMail account allows a convenient and secure way to read and send email using almost any web browser from any active Internet connection.

Can I have messages sent to my Ohio State email address forwarded elsewhere?

Yes, you can have your Ohio State email forwarded to any provider, such as Gmail or Yahoo or to addresses assigned by your off-campus Internet Service Provider. From your MyOSU account, just click on the “Change Email Delivery” link on the left hand side of the screen.

Wireless Network Access

There are more than 190 free wireless hotspots in over 60 campus buildings for use by Ohio State students. You will need your pre-assigned Ohio State Wireless username and password AND a mobile device with a properly installed, internal or external network adapter/card that is WPA Enterprise compatible. Most wireless adaptors/cards that are “Wi-Fi compliant” should work.

Hardware and Software

Ohio State maintains discount agreements with vendors, and students can visit the Tech Hub at Ohio State for significant educational discounts on many technology products, including a variety of computers, iPads, iPods, printers, and accessories.
Ohio State offers a variety of software for free or reduced cost.

**Printing**

All Glenn College graduate students have access to printing in the computer labs (Page Hall 030 and 040). Students are encouraged to conserve paper when possible by only printing what they need, by printing multiple sheets per page, and by printing on both sides of the page. Each student is given a personal printing quota of 7,200 pages a year (or 600 pages a month) that resets at the beginning of each autumn semester. This is generally a much higher limit than is needed for legitimate school work, but if you have any issues with the quota, please contact the Glenn College IT Staff.

**Technology Fee**

Graduate students are assessed a technology fee each semester. The fee covers the cost of computer hardware and software in both Page Hall labs (030 and 040), as well as internal technical support and printing costs. All students pursuing a graduate degree with the Glenn College will be assessed the technology fee. The Glenn College also has a number of laptop computers available for overnight checkout for school-related purposes. Please contact the IT staff for more information.

**Additional Building Amenities**

Page Hall is equipped with multiple study areas, including the Policy Forum on the first floor and the library on the third floor. The third floor also offers standing laptop workspaces. The second floor is home to a shared kitchen with a table, chairs and a TV. Page Hall also has a nursing mother’s room with comfortable and private accommodations.

**Student Listserv**

We maintain an email list of all enrolled students. This list is used by the Student Services Office to send important announcements. Most students will be added to the list automatically and do not need to take any action in order to sign up.

**Social Networking**

The Glenn College has groups created for current students, faculty, staff, and alumni on Facebook, Twitter, LinkedIn, Instagram, Flickr, YouTube, and Google+.
XI. LIFE OUTSIDE THE CLASSROOM

Public Affairs Student Association (PASA)

PASA is a body of elected, appointed, and volunteer graduate student representatives that serve as liaison between the students, faculty, and staff of the John Glenn College of Public Affairs. PASA provides a formal and informal communication network with the College and throughout the university. The association provides educational programming to enhance career exploration and preparation and promotes fellowship and service through social and volunteer activities.

Council of Graduate Students

The Council of Graduate Students (CGS) is the official branch of student government that represents every graduate student on campus and its main purpose is to work towards continual improvement of the graduate student experience at Ohio State. CGS Officers and Delegates serve as advocates during university policy-making decisions. It has competitive funding programs and "graduate-only" social events support the personal and professional development of any graduate student.

The university's most involved and notable students participate in executive level functions of the university by serving as delegates to the Council or as senators to the University Senate. CGS delegates are elected from every graduate program and are responsible for communicating concerns and representing the opinions and interests of their constituents at our monthly meetings. Great delegates serve as key contacts and sources of information for the students within their departments.

University Senators are elected from each of 10 academic areas and are responsible for crafting, debating and voting on legislation that governs the university through committees and regular meetings of the Senate. Senators should strive to be aware of the issues affecting their college and to fully understand the impact of policies that are enacted by the Senate.

There are numerous student clubs and activities available at Ohio State. Please see the links below for more information.

https://ohiou.edu/get_involved/student_organizations

http://ohiou.edu/get_involved/student_organizations/directory

Professional Associations

Students are encouraged to join professional associations in relevant career fields of interest to them. Popular options include Ohio Women in Government (OWIG), International and Ohio City/County Management Association (ICMA, OCMA), National Association of Schools of Public Affairs and Administration (NASPAA), Association for Public Policy Analysis and Management (APPAM), American Society for Public Administration (ASPA), the Central Ohio Chapter of ASPA, American Planning Association (APA), National Association of State Budget Officers (NASBO) and the National League of Cities (NLC).
Ohio State University

Below are links to websites that include opportunities for getting involved on campus:

- Student Activities/Ohio Union (Discount tickets/student organizations, and activities)
- OUAB Grad/Prof Student Committee (Programming specifically for graduate and professional students)
- Wexner Center for the Arts
- Athletic Events and Teams
- Recreation Facility and Sports
- Multicultural Center
- Office of International Affairs (Programs and services)

Experience Columbus

Below are links to various activities and events in Columbus

- Experience Columbus (guide for events)
- Columbus Commons (riverfront park, restaurants and entertainment)
- Downtown Columbus
- The Short North (shopping and restaurants)
- Arena District (sporting events, concerts, restaurants)
- North Market and Farmer’s Markets
- South Campus Gateway (shopping, restaurants, movies)
- Columbus Blue Jackets (Hockey)
- Columbus Clippers (Baseball)
- Columbus Crew SC (Soccer)
- Ohio Machine (Lacrosse)
- Ohio Aviators (Rugby)
- Easton Mall and Polaris Fashion Place (shopping, entertainment and restaurants)
- Columbus Zoo
- COSI (Center of Science and Industry)
- Columbus Metro Parks
APPENDIX A: Master of Public Administration (MPA) Advising Sheet
(For current course listings and syllabi, please see [glenn.osu.edu](http://www.glenn.osu.edu))

**CORE COURSES (8 courses, 4 streams, 32 credit hours total, complete all courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
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<tbody>
<tr>
<td><strong>Policy Stream</strong></td>
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<tr>
<td>PUBAFRS 6000: Public Policy Formulation and Implementation</td>
<td>4</td>
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<tr>
<td>PUBAFRS 6010: Legal Environment of Public Organizations</td>
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<tr>
<td><strong>Economics Stream</strong></td>
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<td>PUBAFRS 6030: Public Sector Economics</td>
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<tr>
<td>PUBAFRS 6040: Public Budgeting and Finance *</td>
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<tr>
<td><strong>Management Stream</strong></td>
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<td>PUBAFRS 6050: Managing Public Sector Organizations</td>
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<td>PUBAFRS 6060: Managing Human Resources in Public Organizations</td>
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<tr>
<td><strong>Quantitative Decision-making Stream</strong></td>
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<tr>
<td>PUBAFRS 6070: Public Affairs Statistics</td>
<td>4</td>
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<td>PUBAFRS 6080: Public Affairs Program Evaluation *</td>
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*PUBAFRS 6030 is a pre-requisite to PUBAFRS 6040 and, as such, must be taken before 6040.
*PUBAFRS 6070 is a pre-requisite to PUBAFRS 6080, and, as such, must be taken before 6080.

**SKILLS COURSES (5 credits hours total, complete PUBAFRS 6500 and 3 other courses)**

<table>
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<th>Sem./Yr. Taken</th>
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<td>PUBAFRS 6513: Excel Basic Skills</td>
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<td>PUBAFRS 6525: Survey Design</td>
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<td>PUBAFRS 6890: Special Topics Skills</td>
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</table>
Advising Sheet for MPA Program (Page 2 of 3)

**ELECTIVE COURSES (12 credit hours total, choose any from the following list)**
Courses below are separated by general area of relevance for the purposes of transparency for students. Not all courses are offered regularly; please check the Course Offerings page on our website for more information. Students are not required take courses from each subcategory and may take multiple courses from any category. Specific courses are not repeatable.

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Policy Related</strong></td>
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<td>PUBAFRS 7503: Higher Education Policy for Public Leaders</td>
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<td>PUBAFRS 7534: Privatization</td>
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<td>PUBAFRS 7535: Regulation and Deregulation</td>
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<td><strong>Management Related</strong></td>
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<td>PUBAFRS 7551/ CRP 7500: Dispute Resolution</td>
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<td>PUBAFRS 7553: Non-Profit Management and Governance</td>
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<td>PUBAFRS 7554: Performance Measurement &amp; Mgmt. in the Public Sector</td>
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<td>PUBAFRS 7555/CRP 6620: Project Management</td>
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PUBAFRS 7557: Strategy for Public Organizations 3

**Advising Sheet for MPA Program (Page 3 of 3)**

<table>
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<th>Course</th>
<th>Hours</th>
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<th>Sem./Yr. Taken</th>
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<tbody>
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<td><strong>Quantitative (Statistics) Related</strong></td>
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<td>PUBAFRS 7571: Multivariate Data Analysis for Public Policy and Mgmt.</td>
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<td>PUBAFRS 7572: Policy Simulation and Modeling</td>
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<td>PUBAFRS 7573: Public Affairs Methods</td>
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<td><strong>Other</strong></td>
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<td>PUBAFRS 5030: Local Government</td>
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<td>PUBAFRS /CRP 5400: Planning for Housing</td>
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<td>PUBAFRS 5590: Fundraising and Philanthropy for NP Orgs.</td>
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<td>PUBAFRS 5591: Lobbying and Government Relations</td>
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<td>PUBAFRS 5592: Marketing for Nonprofit and Public Organizations</td>
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<tr>
<td>PUBAFRS 5700: Rebuilding Failed and Weak States</td>
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<tr>
<td>PUBAFRS 6460: Real Estate Finance for Planners</td>
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</table>

**CAPSTONE COURSE (3 credits total)**

Capstone course options vary by semester; please check the [Course Offerings](#) page on our website for more information. Below are some of the common offerings. In addition, please be sure to check that all prerequisites are in place in order to take the desired capstone. MPA students are required to gain the grade of B or higher in a capstone course in order to graduate. Additional capstone courses may count towards the elective degree requirements. A grade of C or higher is required for a capstone course to be substituted for an elective course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
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</thead>
<tbody>
<tr>
<td>PUBAFRS 7900: Capstone: Research Paper in Public Affairs</td>
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<tr>
<td>PUBAFRS 7910: Capstone: Public Policy Issues</td>
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<tr>
<td>PUBAFRS 7920: Capstone: Public Economics</td>
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<td>PUBAFRS 7930: Capstone: Public Budgeting and Finance</td>
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<td>PUBAFRS 7940: Capstone: Public Management</td>
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<td>PUBAFRS 7950: Capstone: Nonprofit Management</td>
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<td>PUBAFRS 7960: Capstone: Information Management</td>
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<td>PUBAFRS 7970: Capstone: International Issues in Public Affairs</td>
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</table>
APPENDIX B: In-Career Master of Arts (MA) in Public Policy and Management Advising Sheet

(For current course listings and syllabi, please see glenn.osu.edu)

CORE COURSES (8 courses, 4 streams, 32 credit hours total, complete all courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
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<td><strong>Policy Stream</strong></td>
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<td>PUBAFRS 6000: Public Policy Formulation and Implementation</td>
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<td>PUBAFRS 6010: Legal Environment of Public Organizations</td>
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<tr>
<td><strong>Economics Stream</strong></td>
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<tr>
<td>PUBAFRS 6030: Public Sector Economics</td>
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<tr>
<td>PUBAFRS 6040: Public Budgeting and Finance *</td>
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<tr>
<td><strong>Management Stream</strong></td>
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<tr>
<td>PUBAFRS 6050: Managing Public Sector Organizations</td>
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<td>PUBAFRS 6060: Managing Human Resources in Public Organizations</td>
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<td><strong>Quantitative Decision-making Stream</strong></td>
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<td>PUBAFRS 6070: Public Affairs Statistics</td>
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<td>PUBAFRS 6080: Public Affairs Program Evaluation *</td>
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</table>

*PUBAFRS 6030 is a pre-requisite to PUBAFRS 6040 and, as such, must be taken before 6040.
*PUBAFRS 6070 is a pre-requisite to PUBAFRS 6080, and, as such, must be taken before 6080.

ELECTIVE COURSE (3 credit hours total, choose any course from the following list) Courses below are separated by general area of relevance for the purposes of transparency for students. Not all courses are offered regularly; please check the Course Offerings page on our website for more information. Students need not take courses from each subcategory and may take multiple courses from any category. Specific courses are not repeatable.

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
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<tbody>
<tr>
<td><strong>Policy Related</strong></td>
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<td>PUBAFRS 5240: Race and Public Policy in the U.S.</td>
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<td>PUBAFRS 5600: Science, Engineering and Public Policy</td>
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<td>PUBAFRS 5750: The Business Government Relationship</td>
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<td>PUBAFRS 5890: U.S. Food Policy</td>
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<td>PUBAFRS 7503: Higher Education Policy for Public Leaders</td>
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<td>Course</td>
<td>Hours</td>
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<td><strong>Policy Related (Continued)</strong></td>
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<td>PUBAFRS 7506: Workforce Planning Policy</td>
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<td>PUBAFRS 7509: Disasters: Preparedness and Response</td>
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<td>PUBAFRS 7537: Education Policy for Public Leaders</td>
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<td><strong>Economics Related</strong></td>
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<td>PUBAFRS 7531: Economic Development Policy</td>
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<tr>
<td>PUBAFRS 7557: Strategy for Public Organizations</td>
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</table>

**CAPSTONE COURSE (3 credits total)**

Capstone course options vary by semester; please check the [Course Offerings](#) page on our website for more information. In-Career MA students should plan to take the capstone class in the semester they intend to graduate.

Below are some of the common capstone offerings. In addition, please be sure to check that all prerequisites are in place in order to take the desired capstone. In-Career MA students are required to gain a grade of B or higher in a capstone course and pass the course’s midterm exam (graded Pass/Fail) in order to graduate. Additional capstone courses may count towards the elective degree requirements, if passed with a grade of C or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
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<tbody>
<tr>
<td>PUBAFRS 7900: Capstone: Research Paper in Public Affairs</td>
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<td>PUBAFRS 7910: Capstone: Public Policy Issues</td>
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<td>PUBAFRS 7920: Capstone: Public Economics</td>
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</table>
APPENDIX C: Graduate Minor in Nonprofit Studies Advising Sheet

10 credits required – please see advisors for additional information

Not all courses listed are offered every term. For specific course offering schedules by term, please check the Course Offerings page on our website for more information.

CORE COURSE

<table>
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<th>Hours</th>
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<td>PUBAFRS 7553: Nonprofit Management and Governance</td>
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ELECTIVE COURSEWORK

Choose at least 2 courses (minimum of 7 credits) from the approved list of additional coursework.

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<th>Hours</th>
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<th>Sem./Yr. Taken</th>
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<td>PUBAFRS 7525: Policy and Strategy in the Nonprofit Sector</td>
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<td>PUBAFRS 6010: Legal Environment of Public Organizations</td>
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<td>PUBAFRS 7501: Grant Writing in the Public Sector</td>
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<td>PUBAFRS 7533: Non-Profit Financial Management</td>
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<td>PUBAFRS 5590: Fundraising and Philanthropy</td>
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<td>PUBAFRS 7550: Contract Management</td>
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<tr>
<td>PUBAFRS 7552: Managing Innovation and Change</td>
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<td>PUBAFRS 5800: Social Ventures</td>
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<tr>
<td>PUBAFRS 7557: Strategy for Public Organizations</td>
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</tbody>
</table>

SKILLS COURSE

Students may choose a maximum of one Skills course as part of the Graduate Minor in Nonprofit Studies. Students are highly encouraged to consult with an advisor or Glenn College instructor before enrolling in a Skills class to ensure maximum relevance to the minor.
SAMPLE SKILLS CLASSES

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<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
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<td>PUBAFRS 6505: Governmental Accounting</td>
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<td>PUBAFRS 6510: Conveying Quantitative Data in Public Affairs</td>
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<tr>
<td>PUBAFRS 6515: Database Management</td>
<td>1</td>
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<tr>
<td>PUBAFRS 6525: Survey Design</td>
<td>1</td>
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<tr>
<td>PUBAFRS 6890: Special Topics Skills</td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

If a student obtains prior permission from the Glenn College, s/he may substitute a Glenn College course not listed above for an elective within the Graduate Minor if the advisor and student deem the course as appropriate to the student’s main program of study and if the student has the necessary pre-requisite coursework to enter a specific class.

APPENDIX D: Graduate Minor in Public Policy and Management Advising Sheet

10 credits required – please see advisors for additional information

Not all courses listed are offered every term. For specific course offering schedules by term, please check the Course Offerings page on our website for more information.

CORE COURSE

Choose one of the following three courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 6000: Public Policy Formulation and Implementation</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 6050: Managing Public Sector Organizations</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 6060: Managing Human Resources in Public Organizations</td>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

ELECTIVE COURSEWORK

Choose at least 2 courses (minimum of 6 credits) from the approved list of additional coursework.

The groupings below are designed to assist students in choosing thematically-related courses, but they are only suggestions. Students may choose any combination from the coursework listed below.

<table>
<thead>
<tr>
<th>General Policy/Management</th>
<th>Hours</th>
<th>Grade</th>
<th>Sem./Yr. Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 6000: Public Policy Formulation and Implementation</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 6010: Legal Environment of Public Organizations</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 5030: Local Government</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 5240: Race and Public Policy in the United States</td>
<td>3</td>
<td></td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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</tr>
<tr>
<td>PUBAFRS 5591</td>
<td>Lobbying and Government Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 5600</td>
<td>Science, Engineering and Public Policy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 5610</td>
<td>Innovation, Policy and the Global Economy</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 5700</td>
<td>Rebuilding Failed and Weak States</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 5750</td>
<td>The Business Government Relationship</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 5890</td>
<td>US Food Policy</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 5900</td>
<td>Food Systems Planning and the Economy</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 7500</td>
<td>Energy Policy and the Environment</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7501</td>
<td>Grant Writing in the Public Sector</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7503</td>
<td>Higher Education Policy for Public Leaders</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7506</td>
<td>Workforce Planning Policy</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7509</td>
<td>Disasters: Preparedness and Response</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7537</td>
<td>Education Policy for Public Leaders</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7572</td>
<td>Policy Modeling and Simulation</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 8030</td>
<td>Seminar in Public Policy [Doctoral-level Course]</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Management- Related</strong></td>
<td></td>
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<tr>
<td>PUBAFRS 6050</td>
<td>Managing Public Sector Organizations</td>
<td>4</td>
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<tr>
<td>PUBAFRS 6060</td>
<td>Managing Human Resources in Public Organizations</td>
<td>4</td>
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<tr>
<td>PUBAFRS 5590</td>
<td>Fundraising and Philanthropy</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 5592</td>
<td>Marketing for Nonprofit Organizations</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7550</td>
<td>Contract Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 7551</td>
<td>Dispute Resolution</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7553</td>
<td>Nonprofit Management and Governance</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7554</td>
<td>Performance Measurement and Management</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7555</td>
<td>Project Management</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7557</td>
<td>Strategy for Public Organizations</td>
<td>3</td>
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<tr>
<td>PUBAFRS 8000</td>
<td>Public Policy and Mgmt. [Doctoral-level Course]</td>
<td>3</td>
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<tr>
<td>PUBAFRS 8060</td>
<td>Seminar in Public Management [Doctoral-level Course]</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7531</td>
<td>Economic Development Policy</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 7534</td>
<td>Privatization</td>
<td>3</td>
<td></td>
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<tr>
<td>PUBAFRS 7535</td>
<td>Regulation and De-regulation</td>
<td>3</td>
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<tr>
<td><strong>Economic and Statistics-Related</strong></td>
<td></td>
<td></td>
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<tr>
<td>PUBAFRS 6030</td>
<td>Public Sector Economics</td>
<td>4</td>
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<tr>
<td>PUBAFRS 6040</td>
<td>Public Budgeting and Finance</td>
<td>4</td>
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<tr>
<td>PUBAFRS 6070</td>
<td>Public Affairs Statistics</td>
<td>4</td>
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<tr>
<td>PUBAFRS 6080</td>
<td>Public Affairs Program Evaluation</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>PUBAFRS 7530</td>
<td>Strategic Budgeting and Financial Management</td>
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<tr>
<td>PUBAFRS 7531</td>
<td>Economic Development Policy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 7532</td>
<td>Governmental Accounting and Financial Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 7533</td>
<td>Non-Profit Financial Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 7534</td>
<td>Privatization</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7535</td>
<td>Regulation and De-regulation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUBAFRS 7570</td>
<td>Public Management Information Systems</td>
<td>3</td>
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<tr>
<td>PUBAFRS 7571</td>
<td>Multivariate Data Analysis for Public Policy and Mgmt.</td>
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<tr>
<td>PUBAFRS 7573</td>
<td>Public Affairs Methods</td>
<td>3</td>
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</tr>
<tr>
<td>PUBAFRS 8050</td>
<td>Seminar in Public Sector Economics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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APPENDIX E: CAPSTONE REQUIREMENT

Description

The objective of the capstone course is to provide an environment in which students integrate, synthesize and apply the knowledge, skills, and perspectives acquired in the MPA or MA core curriculum to a real world public policy or management problem. The capstone course is a professional experience inside the classroom intended to sharpen problem solving, analytic, and communications skills. By applying theory to practice, the capstone experience serves as an important bridge between the classroom and the professional world.

Objectives

The active use and integration of material from core courses in public policy, public sector economics, public management, and decision support and quantitative methods in the capstone project informs issues faced by public policy analysts and managers. The course also prepares students to critically assess public policy and management analyses and prepares students to produce their own analysis that informs a real world policy or management issue. In preparing the project deliverables, students will be expected to produce high-quality policy or management analysis while operating under tight deadlines.

Components of the Capstone Project

I. Define the Problem, Identify Goals and Objectives, and Assemble Evidence

A. Clearly define the problem using evidence to assess the nature and extent of the problem
B. Assess previous efforts to solve problem
C. Define goals and objectives
D. Identify and describe relevant stakeholders
E. Identify and describe analysis strategies

II. Construct and Analyze Alternatives

A. Identify and describe alternatives
B. Systematically compare alternatives, specifying choice criteria
C. Identify and describe relevant spillovers and externalities associated with alternatives
D. Identify and describe tradeoffs

III. Decide, Conclude, and Recommend

A. Describe the preferred alternative
B. State conclusions
C. Specify political, organizational, and economic conditions that will affect successful implementation of your choice
D. Summarize the monitoring and/or evaluation plan

Final project deliverables will include both a written document and an oral presentation.
**Capstone Course Requirements**

Students are required to earn a grade of “B” or better to successfully fulfill the capstone requirement, which is necessary to graduate from both the MA and MPA programs. Students with a grade lower than B or an incomplete will be required to take a second capstone course. A student has only two chances to achieve a grade of “B” or better in the capstone course. Regardless of grade, students who take an Incomplete in the course are considered not to have successfully fulfilled the capstone requirement and will be required to take a second capstone class.

**When to take the capstone:**

Typically, MPA students will take in the class in their final semester, although exceptions may be made to allow MPA students to take the class in the semester prior to graduating. **MA students are required to take the capstone course in the semester in which they intend to graduate.**

**Options**

Students are encouraged to take capstone classes which focus on a particular topic related to their interests. However, they also have the option of registering for the 7900 Capstone Research Paper in Public Affairs class, in which students may work independently on a topic of their own choosing. Students opting to enroll in the 7900 class must submit for approval the following items at least six weeks prior to the start of the semester (or prior to the end of the Spring semester for students graduating in autumn) in which they will enroll in the class.

The short proposal should contain the following:

A. The proposed topic  
B. Preliminary research questions  
C. Specific data sources, and  
D. A preliminary reading list

**Capstone Assessment**

Approximately halfway into the semester (dates to be announced prior to the start of the academic year), all students will be required to complete this graded take-home assessment, which will comprise 30% of the grade for the course. It is intended to test a student's ability to integrate the knowledge and skills gained throughout her or his graduate program and apply it to practice. **While students may be working in groups on their capstone projects, collaboration with other students on this assessment is strictly prohibited.** The exact wording of the assessment will be provided to students preferably in the syllabus, but no later than two weeks prior to the due date. The questions can be tailored to the specific capstone sections as appropriate and will take the following general form:

1) Clearly define the problem addressed by your capstone project. What evidence is there that this is a significant problem worthy of our attention? Who are the relevant stakeholders and what are their roles? Also, identify any previous policy or management efforts to address the problem.

2) Critically assess previous evaluations of the same or similar topic. Components of this assessment should include design, data, statistical methods, internal and external validity, and the counterfactual.
3) Discuss how you plan to address the problem. Why are you choosing this approach, and why is this preferred over other approaches you examined? Further, discuss the rationale for the outcome measures you have chosen.
4) Discuss the policy or managerial alternatives you are examining. What are the specific criteria you will use to compare the alternatives?
5) Thinking about your recommendations (or choose one of the possible recommendations if you are not yet ready to make a recommendation), address possible spillovers and the political, organizational, legal, and economic conditions that may affect the successful implementation of your choice.

**MA Students**

The Capstone Assessment will also constitute the university’s required master’s examination for the Master of Arts degree. The Capstone Assessment Committee is approved by the College’s Associate Dean for Curriculum and includes at least one core College faculty member plus the instructor of the class, provided that the instructor is a member of the Graduate Faculty of M level or higher. In the event that the instructor is not a graduate faculty member of M level or higher, the instructor may be added to the committee by approval of the graduate studies committee and petition to the Graduate School. While the course instructor assigns the grade for the assignment as part of the grade for the course, the Capstone Assessment Committee evaluates separately whether the student achieves a successful pass (“Pass” or “Marginal Pass”). Students who fail will have the option to stand for an oral examination with the assessment committee, during which they will have the opportunity to expand further on their answers to the written assessment. This should take place immediately (i.e. a day or two) after the committee has determined that the written assessment is insufficient. At the oral examination, the advisor serves as the chair and all members of the assessment committee must be present. MA students failing the oral examination will be required to take a second capstone class in a future semester and also successfully pass the Capstone Assessment. An MA student has only two chances to pass the Capstone Assessment. Students passing the assessment but failing to achieve a “B” or higher in the course will be required to take another capstone class. Both criteria (“B” in the course and passing the assessment) are required to graduate.

**MPA Students**

For MPA students, the completion of a capstone class with a grade of “B” or higher satisfies the College’s capstone exit requirement for the Master of Public Administration degree. All other degree requirements must also be successfully met in order to graduate (See Master's Handbook for full requirements.)

**Dual Degree Students**

Dual degree students should consult their advisors in both programs early on to determine the exit requirements specific to their plans of study. All dual MA students will be required to take their exam during the final semester of their program with the Glenn College.
Commission on Peer Review and Accreditation

National Association of Schools of Public Affairs and Administration

ACCREDITATION STANDARDS for Master’s degree programs

Adopted October 16, 2009 at the NASPAA Annual Business meeting in Arlington, VA
[Excerpts for Students]

2.  **Public Service Values**

The mission, governance, and curriculum of eligible programs shall demonstrably emphasize public service values. Public service values are important and enduring beliefs, ideals and principles shared by members of a community about what is good and desirable and what is not. They include pursuing the public interest with accountability and transparency; serving professionally with competence, efficiency, and objectivity; acting ethically so as to uphold the public trust; and demonstrating respect, equity, and fairness in dealings with citizens and fellow public servants. NASPAA expects an accreditable program to define the boundaries of the public service values it emphasizes, be they procedural or substantive, as the basis for distinguishing itself from other professional degree programs.

3.  **Primary Focus**

The degree program's primary focus shall be that of preparing students to be leaders, managers, and analysts in the professions of public affairs, public administration, and public policy and only master’s degree programs engaged in educating and training professionals for the aforementioned professions are eligible for accreditation. Specifically excluded are programs with a primary mission other than that of educating professionals in public affairs, administration, and policy (for example, programs in which public affairs, administration, and policy are majors or specializations available to students pursuing a degree in a related field).

[...]

**Special Condition: Dual Degrees**  Programs may allow a degree in public affairs, administration, and policy to be earned simultaneously with a degree in another field in less time than required to earn each degree separately. All criteria of an accredited, professional, graduate degree in public affairs, administration, and policy must be met and the electives allowed to satisfy requirements for the other degree must be appropriate as electives for a degree in public affairs, administration, and policy.

[...]

**Standard 4 Matching Operations with the Mission: Serving Students**

4.1  **Student Recruitment: The program will have student recruitment practices appropriate for its mission.**

4.2  **Student Admissions: The program will have and apply well-defined admission criteria appropriate for its mission.**
4.3 Support for Students: The program will ensure the availability of support services, such as curriculum advising, internship placement and supervision, career counseling, and job placement assistance to enable students to progress in careers in public affairs, administration, and policy.

4.4 Student Diversity: The program will promote diversity and a climate of inclusiveness through its recruitment, admissions practices, and student support services.

Rationale:

The outcomes of student recruiting, admissions, and student services should be consistent with the program’s mission. Admitted students should show good potential for success in professional graduate study in public affairs, administration, and policy. The recruitment and service processes should be transparent, accountable, ethical, equitable, diverse, and participatory. A program should encourage diversity in its student body to help prepare students for the workplace of the 21st Century.

Standard 5 Matching Operations with the Mission: Student Learning

5.1 Universal Required Competencies: As the basis for its curriculum, the program will adopt a set of required competencies related to its mission and public service values. The required competencies will include five domains: the ability:

- to lead and manage in public governance;
- to participate in and contribute to the policy process;
- to analyze, synthesize, think critically, solve problems and make decisions;
- to articulate and apply a public service perspective;
- to communicate and interact productively with a diverse and changing workforce and citizenry.

5.2 Mission-specific Required Competencies: The program will identify core competencies in other domains that are necessary and appropriate to implement its mission.

5.3 Mission-specific Elective Competencies: The program will define its objectives and competencies for optional concentrations and specializations.

5.4 Professional Competencies: The program will ensure that students learn to apply their education, such as through experiential exercises and
interactions with practitioners across the broad range of public affairs, administration, and policy professions and sectors.

Rationale:

An accredited program should implement and be accountable for delivering its distinctive, public service mission through the course of study and learning outcomes it expects its graduates to attain. The curriculum should demonstrate consistency and coherence in meeting the program’s mission. While an accredited degree program must meet basic minimal performance criteria, NASPAA recognizes that programs may have different profiles with varying emphases. The program being reviewed should demonstrate how its curricular content matches the profile emphasized in its overall mission. Whatever competencies the program designs, the learning outcomes should reflect public service values. Programs should strive to assure that their students can apply to real world problems the concepts, tools, and knowledge they have learned.

Graduate competencies equip the student to demonstrate knowledge and understanding that is founded upon, extends and enhances that typically associated with the Bachelor’s level, and provides a basis or opportunity for originality in developing and applying ideas. Students should be able to apply their knowledge, understanding and problem solving abilities in new or unfamiliar environments within broader or multidisciplinary contexts related to public affairs, administration, and policy. They have the ability to integrate knowledge and handle complexity. For example, they can formulate judgments with incomplete information, including reflection upon social and ethical responsibilities linked to the application of their knowledge and judgments.