Public Administration

Master of Public Administration
Doctor of Public Administration
Joint Graduate Degree – MPA/MPH
Graduate Certificates

www.uis.edu/publicadministration/ or www.uis.edu/dpa/
Email: mpa@uis.edu or dpa@uis.edu
Office Phone: (217) 206-6310
Office Location: PAC 420

Departmental goals and objectives

The UIS Master’s of Public Administration degree (MPA) strives to advance the public interest and civic engagement. We educate current and future governmental and nonprofit public service professionals through the innovative integration of disciplinary knowledge and skills with practice. Our location in the state capital provides access to a diverse networked community of public affairs scholars, practitioners, and students.

Accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), the MPA degree offers professional graduate education. The MPA degree is offered on campus and online.

MPA curricular requirements are designed to impart knowledge and skills essential to meet pressing public problems and to be successful in professional and administrative employment in public and nonprofit sectors. The knowledge and skills address understanding of legal, political, and administrative processes, organizational structures, the context of public sector and nonprofit organizations; the development of leadership capabilities; and knowledge of the governmental and nonprofit sectors.

Students may elect to pursue a graduate certificate along with their MPA degree. Options include the Graduate Certificate in Public Sector Labor Relations, the Graduate Certificate in Management of Nonprofit Organizations, the Graduate Certificate in Community Planning, or the Professional Certificate in Child Advocacy Studies (CAST). UIS CAST courses are certified by the National Child Protection Training Center and lead to professional certification through the Center.

In addition to the MPA degree, the UIS Public Administration Department and the UIS Public Health Department have established a joint degree, MPA/MPH. Students entering the degree without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their program of study through the UIS Graduate Public Service Internship (GPSI) Program, the Illinois Legislative Staff Internship Program (ILSIP), or departmental internship programs.

Graduates of the MPA degree program will be able to understand and demonstrate knowledge and skills in the following competencies:

- Lead and manage in public governance
  - Communicate in a clear and concise manner
  - Apply relevant theories, knowledge, and skills to effectively manage resources and programs

- Participate in and contribute to the public policy process
  - Describe the public policy process and the role of the various participants and stakeholders
  - Identify problems, frame the issues, and identify and evaluate alternatives for addressing a problem

- Analyze, synthesize, think critically, solve problems, and make decisions
  - Demonstrate the ability to collect, analyze, and interpret data for use in decision making, and drawing conclusions
  - Critically read and apply findings from studies and reports

- Articulate and apply a public service perspective
  - Articulate the importance of and operate in a manner that facilitates democracy, equity, transparency, efficiency, and ethics
  - Communicate and interact productively with a diverse and changing workforce and citizenry.

  - Demonstrate a sensitivity of and respect for differences in culture

The Master’s Degree

Advising

Students will be assigned an advisor upon admission to the program.

Grading Policy

Public Administration students may apply up to six credit hours of C work toward the MPA Degree (grades of C- or lower will not be accepted). A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration. All course work applied toward the MPA under this arrangement must be earned at the University of Illinois at Springfield while the student is enrolled in a graduate degree at UIS.

NOTE: Students also should refer to the campus policy on Grades Acceptable Toward Master’s Degrees section of this catalog.

Writing Competence

Faculty may identify writing deficiencies during courses and refer students to the Learning Hub.

Degree Requirements

The 36-hour curriculum of the MPA degree requires the following courses. Students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA.

Course work

Prerequisites

Introductory U.S. government course or equivalent (PAD 501, PAD 504), microeconomics (PAD 504).

Core Courses

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Organizations and the Graduate Certificate in Community Planning are
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online. Electives may vary. For more information, contact the MPA
online coordinator.

Joint Degree Option - MPA/MPH

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have established a joint degree in accordance with university policy.
Students interested in this joint degree can contact either the MPA
or MPH office. This joint degree requires two separate program
applications. Students must meet entrance requirements for each.
Students may complete a joint degree with a total of 66 credit hours,
compared to a total of 88 for the two degrees separately. Students
pursuing this joint degree will be required to complete an appropriate
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PAD 531</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Policy Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAD 533</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAD 553</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Planning and Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Select six hours of 400- or 500- level PAD courses</td>
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Electives

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<tbody>
<tr>
<td>PAD 571</td>
<td>Capstone Seminar</td>
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Total Hours 36

MPH Degree Requirements

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<tbody>
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<td>MPH 503</td>
<td>Biostatistics for the Health Professional</td>
<td>4</td>
</tr>
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<td>Community Health Research</td>
<td>4</td>
</tr>
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<td>MPH 511</td>
<td>Foundations Of Epidemiology</td>
<td>4</td>
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<td>MPH 521</td>
<td>Environmental and Occupational Health</td>
<td>4</td>
</tr>
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<td>MPH 531</td>
<td>Public Health Policy and Administration</td>
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</tr>
<tr>
<td>MPH 561</td>
<td>Community Health Education</td>
<td>4</td>
</tr>
<tr>
<td>MPH 581</td>
<td>Internship</td>
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</tr>
<tr>
<td></td>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Select eight hours of electives in MPH</td>
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Closure Exercise

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Total Hours 30

1 Note that if PAD 531, PAD 533, or PAD 553 was taken to satisfy
the quantitative core requirement elective, it cannot count in this
elective category.

Online Degree

The online degree allows students to participate in dynamic, diverse,
and interactive online learning communities and to complete their
degrees via the Internet. The online format enables them to complete
course work using the latest networked information technologies for
increased access to educational resources, advisors, and materials
with no on-campus visits required. The 36-hour MPA online degree
follows the same curriculum as the on campus degree, with a few
exceptions.

Elective Courses (12 Hours)

Courses that essentially duplicate or cover prerequisite-level material,
even though such courses may be offered by other programs at the
500-level or higher, do not count. A total of four hours of internship
credits are creditable toward the MPA and are considered inside
elective credits.

Students pursuing the MPA typically follow one of two advanced
professional development patterns. One pattern involves course work
chosen from PAD offerings, often including fields such as personnel,
budgeting, policy analysis/program evaluation, or organizational
change/development. The second pattern involves completing
advanced course work in PAD offerings in conjunction with course
work offered by other UIS academic departments, such as legal
studies (administrative law), management information systems,
environmental studies, accountancy (public financial management), or
human services (social services).

Master’s Closure

MPA degree candidates are expected to fulfill the campus
closure requirements by earning a grade of B- or better
in PAD 571. PAD 571 is open only to MPA majors who have already
completed the degree core courses. The MPA faculty strongly
recommends that majors enroll in the Capstone Seminar after
completing PAD 501-PAD 507; however, majors may enroll in the
Capstone Seminar while simultaneously completing their final core
course. Generally, the capstone course is taken in the last semester of
study.

Campus policy requires that PAD majors who enroll in PAD 571,
but who do not complete the course in one semester, must enroll
in PAD 572 Capstone Seminar Continuing Enrollment (zero credit
hours, one billable hour), each fall and spring semester until the course
work is completed.

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MPA Degree Requirements

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<td>PAD 571</td>
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Total Hours 36

MPH Degree Requirements

Core Requirements

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</tr>
<tr>
<td></td>
<td>Electives</td>
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Total Hours 30

1 Note that if PAD 531, PAD 533, or PAD 553 was taken to satisfy
the quantitative core requirement elective, it cannot count in this
elective category.
Degree Requirements
Each student must complete at least 40 hours of course work, plus a minimum of 12 hours of dissertation credit. Students may submit a Student Petition form for up to 12 hours of transfer credit for post-master's graduate work deemed appropriate for the DPA.

Core Courses
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<td>4</td>
</tr>
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<td>PAD 654</td>
<td>Research Design</td>
<td>4</td>
</tr>
<tr>
<td>PAD 655</td>
<td>Qualitative Research Methods</td>
<td>4</td>
</tr>
<tr>
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Electives
Students must complete 16 hours of elective course work at the 500-level or above approved by the doctoral program faculty. No more than four hours of internship credit may count toward elective credits.

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PAD 690</td>
<td>Dissertation</td>
<td>12</td>
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Since the program admits students in cohorts, the core courses are offered one per semester and do not repeat until the entire cycle has been completed.

Examination
After the student completes the six DPA core courses (24 hours), he or she will be required to complete a qualifying exam to demonstrate competence in the required core fields. The exam contains both oral and written components and each student’s exam will be conducted and evaluated by a committee of faculty members which included core teaching faculty. Students who have not passed the qualifying exam after two attempts will not be allowed to progress toward their degree and future enrollment will not be allowed.

Dissertation Work
Entry into closure will occur after the student has passed qualifying exams, completed all course work, and complied with any other programmatic requirements, thereby permitting the student to enter the proposal and dissertation phases of study. Students must be continuously enrolled from this point forward. Generally, this is accomplished by enrolling in dissertation hours.

Each student’s academic advisor will assist with selection of the dissertation committee from among the full-time graduate faculty at UIS. A written dissertation proposal must be formally approved by the student’s dissertation committee before dissertation work proceeds. An oral examination on the dissertation will be conducted by the dissertation committee. The dissertation advisor will chair the oral dissertation defense, which will be open to the campus community.

For more information on the doctoral closure guidelines, please refer to the Academic Information for Doctoral Students section of this catalog.

Reasonable Progress Standard
Students must maintain reasonable progress toward the completion of the doctoral degree. The DPA program defines reasonable progress as follows:

- Completing at least four credit hours each fall and spring semester during the course work phase of the degree;

Grading Policy
The minimum acceptable grade for each course is a B (courses in which a grade of B- or lower is earned will not count toward the degree). Grades of B- or below, though not counting toward the DPA degree, must be balanced with higher course grades to maintain the required cumulative GPA. All students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA.

NOTE: Students also should refer to the campus policy on Grades Acceptable Toward the Doctoral Degree section of this catalog.

Graduate Certificates
- Community Planning (18 Hours)
- Management of Nonprofit Organizations (18 Hours)
- Public Procurement Management (18 Hours)
- Public Sector Labor Relations (12 Hours)

The Doctorate Degree
The mission of the Doctor of Public Administration Program is to advance the education of experienced practitioners interested in improving their understanding of public management and public policy. These individuals can make a significant contribution, bridging the worlds of practice and scholarship by developing a capacity to bring experience from the practitioner community to the scholarly community and translating the contributions of the scholarly community into the world of the practitioners.

Advising
A doctoral program faculty advisor will be assigned at the time a student is admitted to the DPA program. The advisor will assist the student in creating a formal plan of study. The student’s academic advisor must approve all electives. The academic advisor will provide a formative written evaluation of the student’s progress during the first year of course work, and will assist in the preparation and grading of the student’s qualifying exams at the end of the core courses. The student may choose to switch advisors at the dissertation stage to work with someone who has expertise in a particular subfield.

The eight hours of electives in MPH may be selected from any MPH 500-level course in consultation with and approval by the academic advisor. The student’s career path should be considered for the best selection of these electives.

Students complete the MPH comprehensive examination. No credit hours are awarded for completion of the exam. Students who do not complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam.

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Reasonable Progress Standard
Students must maintain reasonable progress toward the completion of the doctoral degree. The DPA program defines reasonable progress as follows:

- Completing at least four credit hours each fall and spring semester during the course work phase of the degree;
• Completing the dissertation proposal within two semesters of passing qualifying exams and completing all course work; and, from this point forward

• Enrolling in a minimum of one dissertation credit hour (PAD 690) each fall and spring semester until the dissertation is completed, defended, and accepted for a total of at least 12 hours.

In the event that a student is unable to maintain reasonable progress toward the completion of the doctoral degree, the student may request a leave of absence from the program by completing the Student Petition requesting such a leave and submitting it to the student’s advisor and the DPA director for approval.

A leave of absence may be granted for up to one semester. At the end of the leave of absence, the student may apply for an additional leave. If a leave of absence is not approved, degree progress and future enrollment will not be allowed. If, at a later date, the student wishes to resume doctoral studies, the student may reapply and be considered for re-admission during the regular admission decision periods. There is no guarantee, however, that a student whose leave of absence expired will be re-admitted to the program. The requirement for continuous enrollment will result in the assessment of tuition and fees for every fall and spring semester unless a leave of absence has been approved.