

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

PAD 501	Introduction to the Profession *	3
PAD 502	Organization Dynamics	3

PAD 503	Analytical Tools	3
PAD 504	Budget And Finance	3
PAD 505	Human Resource Management	3
PAD 506	Public Policy for Managers (Public Policy for Managers)	3
PAD 507	Information for Decision Making (Information Decision Making)	3

Elective Courses

At least six hours of elective courses must be selected from Public Administration (PAD) courses. Any combination of PAD 400- or 500-level courses may count toward the MPA degree. Only one 400-level elective from a program outside the Department of Public Administration may be counted toward the MPA

Masters Closure

PAD 571	Capstone Seminar	3
Total Hours		36

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.

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. The Graduate Certificate in Management of Nonprofit Organizations and the Graduate Certificate in Community Planning are offered online. In addition, the joint degree in MPA/MPH is available online. Electives may vary. For more information, contact the MPA online coordinator.

Joint Degree Option - MPA/MPH

The MPA Department and the UIS Department of Public Health 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 closure exercise in each of the two degree organizations. Upon completion, one diploma will be granted.

MPA Degree Requirements**Core Requirements****Core Requirements**

PAD 501	Introduction to the Profession	3
PAD 502	Organization Dynamics	3
PAD 504	Budget And Finance	3
PAD 505	Human Resource Management	3
PAD 506	Public Policy for Managers	3
PAD 507	Information for Decision Making	3
Select one of the following:		3
PAD 531	Public Policy Analysis	
PAD 533	Program Evaluation	
PAD 553	Community Planning and Policy	

Electives

Select six hours of 400- or 500- level PAD courses ¹ 6

Closure Exercise

PAD 571	Capstone Seminar	3
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.

MPH Degree Requirements**Core Requirements**

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
MPH 581	Internship	4

Electives

Select eight hours of electives in MPH ² 8

Closure Exercise

MPH Comprehensive Examination ³	0
Total Hours	36

² 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.

³ 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.

Graduate Certificates

- **Community Planning (18 Hours)**
- **Management of Nonprofit Organizations (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.

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.

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

PAD 651	Conduct of Inquiry and Theoretical Foundations	4
PAD 652	Public Management Seminar	4
PAD 653	Public Policy Seminar	4
PAD 654	Research Design	4
PAD 655	Qualitative Research Methods	4
PAD 656	Quantitative Research Methods	4

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.

Closure

PAD 690	Dissertation	12
Total Hours		52

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;
- 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.