

The University of Texas at San Antonio

UTSA Public Administration

**Master of Public Administration
Student Handbook**

Revised Fall 2018

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INTRODUCTION

Welcome to the Master of Public Administration program at the University of Texas at San Antonio!

UTSA's Master of Public Administration (MPA) program prepares students for public service careers and leadership roles in government, public and nonprofit realms. The MPA Faculty works to nurture a student's commitment to ethical public service in their respective communities.

The Department of Public Administration's Master of Public Administration (MPA) program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). As stated on NASPAA's website, "Accreditation is a sign that a program has met a set of standards regarding curriculum, administration, program mission, student admissions, faculty quality, student services and placement, and facilities. It means the program has gone through a rigorous process of self study, an accreditation commission review, and an extensive on-site campus visit by a team of experts. In brief, accreditation is one of many signs of quality that a student can use when considering graduate programs."

The MPA Handbook is provided as a supplement to the general UTSA Graduate Catalog and is directed specifically to MPA students. Information in the current Graduate Catalog is relevant to all graduate students at UTSA and students should become familiar with the Graduate Catalog as it can greatly assist you as you progress through the program. MPA students should also read this MPA Student Handbook in its entirety as they begin their graduate experience in the program, keeping it as a reference for the future. This handbook is not designed to address all questions unique to all students – any questions not adequately addressed here should be directed to the Graduate Advisor of Record (GAR).

Additional and updated information about the MPA program is available on the MPA website [<http://copp.utsa.edu/public-administration>].

The MPA program is housed in the Department of Public Administration (PAD), one of the departments under the College of Public Policy. The PAD Office is located in the Durango Building, room 4.114. Office personnel and faculty can be reached at the department's main number, 210.458.2533.

Faculty mailboxes are located in the PAD Office. Faculty offices are located on the fourth floor of the Durango Building.

MPA PROGRAM'S MISSION

The Master of Public Administration (MPA) Program at The University of Texas at San Antonio educates responsible leaders and ethical public servants through a curriculum incorporating original research and practice. The program's diverse graduates, representing a wide range of professional and community backgrounds, serve the public locally, regionally, nationally, and internationally. Bridging research and practice, MPA graduates demonstrate the decision making, management, communication and analytical skills necessary to sustain a responsive and effective public sector.

MPA Competencies

Required competencies will include five domains:

The ability

- to lead and manage in public governance
- to participate in and contribute to the public 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.

MPA Learning Assessments

Required competencies are assessed and demonstrated within the MPA's course offerings. These learning assessments are:

- MPA Applications
 - Students will demonstrate the ability to analyze the policy process from different theoretical perspectives.
 - Students will demonstrate an understanding of the core managerial knowledge to public and nonprofit organizations.
- MPA Skills
 - Students will demonstrate their understanding of, and the ability to apply the principles of effective and responsible leadership, and to communicate effectively in an oral exam/presentation of independent research conducted for their exit papers.
- MPA Values
 - Students will demonstrate the ability to recognize the ethical dimensions of decision making in public and nonprofit settings.

Progress on these objectives is assessed through students' comprehensive oral exams, an exit student survey, alumni surveys, and assessment rubric within select courses.

ORGANIZATIONAL OVERVIEW

The Master of Public Administration program at the University of Texas at San Antonio is housed within the Department of Public Administration. The Department Chair reports to the Dean of the College of Public Policy, who reports to the Provost and Vice President of Academic Affairs. The University of Texas at San Antonio is headed by the President, who reports to the Chancellor of the University of Texas System and the Board of Regents.

Full-time faculty have primary teaching and governing responsibility for the MPA program, determining its curriculum, serving as advisors, teaching courses, evaluating comprehensive evaluations, and other duties related to the program. In addition, adjunct faculty members with particular expertise and educational backgrounds teach courses on a part-time basis, providing unique applied professional experience to the academic experience of students.

Graduate Program Committee

The Master of Public Administration program is headed by the Graduate Program Committee (GPC), which reports to the full-time faculty in the Department. The GPC is chaired by the Graduate Advisor, and has two subcommittees: the Admissions Subcommittee and the Curriculum Credit Subcommittee. The Admissions Subcommittee reviews graduate applicants and decides admissions. The Curriculum Credit Subcommittee reviews all student petitions, including credit transfer, course substitutions, internships, and other waivers.

Graduate Advisor of Record

The Graduate Advisor of Record's (GAR) role includes: advising prospective students about the MPA program, its admission criteria, and program expectations; conducting degree audits for graduating students, maintaining all relevant documentation for enrolled students. The GAR also serves as the default advisor for MPA students. While the department office can assist with any of your registration questions, the GAR is an important resource in helping to map out your schedule for the following semester, your degree progress, and any concerns you may have.

Professional Organizations

The MPA program faculty encourages students to become members of the American Society for Public Administration (ASPA) and other professional organizations, to participate at local chapter meetings, and to attend regional and national conferences. Students can receive many of the benefits from membership at a greatly reduced price

while in student status. Further information is available at the ASPA website [www.aspanet.org/public/]. Additional information for students is also available at the NASPAA website [www.naspaa.org/students/students.asp].

UTSA also has a student organization, Public Administration Student Organization (PASO), which meets regularly. For more information visit <https://utsa.collegiatelink.net/organization/paso>

Pi Alpha Alpha Honor Society

Pi Alpha Alpha is the national honor society for the field of public affairs and administration. All memberships are national memberships with local chapter affiliation. Information about Pi Alpha Alpha (PAA) is available at the NASPAA website. The department chair serves as the PAA advisor for UTSA.

MPA students are selected for membership annually based on the following criteria:

1. GPA of at least 3.7 on a scale of 4.0 for all MPA coursework;
2. Completion of at least 50% of the required coursework for the MPA

Eligible students who are nominated or who self-apply, and accept membership pay a one-time membership fee. New members are honored at a special induction ceremony annually, receiving a certificate and PAA pin. Admission into PAA is a prestigious designation and serves as a mark of excellence.

PROGRAM REQUIREMENTS

Admission

Students may begin the program in any semester (Fall, Spring, or Summer). The deadlines for application for a particular term are as follows:

Domestic Master's		International Master's	
Term	Deadline	Term	Deadline
Fall	June 15	Fall	March 1
Spring	October 15	Spring	September 15
Summer	April 15	Summer	February 15

Minimum requirements for admission to full standing in the Master of Public Administration (MPA) Degree Program are as follows:

1. Satisfy University-wide graduate admission requirements (see *2017-2019 Graduate Catalog*).

2. A 500-word letter of intent stating reasons for pursuing the MPA, how the applicant's educational and/or professional experience has prepared them for the MPA program, and how the degree will help achieve their goals. This letter will be assessed in regard to how well it indicates the applicant's likelihood of success in the MPA program, as demonstrated by appropriate grammar and structure, clarity of writing, and substantive content.
3. Complete undergraduate course in U.S. Government with a "C" or better. (Students lacking this requirement may be admitted on a conditional basis, with a requirement that they complete the course in their first active semester, with a grade of "B" or better.)
4. Two letters of recommendation from persons familiar with the applicant's academic and/or work abilities, preferably from professors or work supervisors.

The recommended GPA requirements for admission into the MPA program are as follows:

1. For "Unconditional Admission" a 3.0 GPA or greater in the last 60 hours of undergraduate courses.
2. Applicants can be admitted on probation if their GPA falls below 3.0 if they have a demonstrated level of significant professional experience in the public/nonprofit sector.

The "Special Graduate Student" designation is for students who do not intend to complete the MPA degree. To be considered for this designation a student's GPA in the last 30 undergraduate hours must equal to a 3.0 or greater. Acceptance under this designation does not imply acceptance as a degree-seeking student. No more than 12 semester credit hours earned under the "Special Graduate Student" designation can be applied toward the graduate degree if the student is subsequently admitted as a degree-seeking student, meeting *all* of the requirements outlined previously.

Admissions Process

Once the Graduate School has received all the materials associated with the application, the completed packet is sent to the MPA Admissions Subcommittee, which reviews the materials and makes a recommendation regarding admission to the Chair of the Graduate Program Committee who, in turn, recommends to the Chair of the Department whether to accept (and under what conditions) or deny admission to the MPA program. The Graduate Advisor of Record and the Graduate School then send letters to applicants regarding the final decision of admission and any associated conditions. MPA Student Orientation takes place each Fall and Spring semester within the PAD 5003 Introduction to Public Service Leadership & Management class first meeting.

Regarding admissions conditions, Students admitted with the condition to take 3 hours of an undergraduate American Government course in their first semester will have a hold placed on their record requiring they contact the department for assistance in registering for the undergraduate course. The hold will not be removed until the student registers for the undergraduate course at UTSA or provides evidence of registration at another college.

If completed elsewhere, an official transcript must be forwarded to the Graduate School and the Department will petition to permanently lift the hold.

Degree Requirements

The minimum number of semester credit hours required for the degree, exclusive of coursework or other study required to remove deficiencies, is 40.

Degree candidates entering during the 2017-2019 academic year must complete the following requirements:

- A. Eight core courses (25 semester credit hours)
 - PAD 5003 Introduction to Public Service Leadership & Management
 - PAD 5023 Research Design and Methods
 - PAD 5033 Theories of Public Organizations
 - PAD 5233 Applied Research I
 - PAD 5323 Public Policy Process
 - PAD 5363 Public Budgeting and Finance
 - PAD 5393 Economics for Public Affairs
 - PAD 6001 Leadership and Communication Skills Development Seminar
 - PAD 6923 Applied Research II

Students should plan to enroll in PAD 5003 and PAD 6001 during their initial semester.

- B. 15 semester credit hours of Public Administration electives, chosen in consultation with the student's advisor.
- C. Comprehensive examination. Degree candidates are required to pass an oral comprehensive examination. The examination is administered in the form of a presentation to a faculty committee of the exit paper written by the student in the required PAD 6923 Applied Research II course.

In addition to these basic degree requirements, students without previous public service employment must complete an additional 6 semester credit hours of the internship (PAD 6963 or 6966), for a total of 46 credit hours.

Internships

Students without previous public service employment must complete (6) semester hours of internship credit. Students have the option of enrolling in PAD 6963 (3 credit hours) in two separate semesters, or PAD 6966 (6 credit hours) in one semester to meet the six (6) hour requirement. Students are expected to complete 300 work hours for 6 internship credit hours or 150 work hours for 3 internship credit hours.

Prerequisites: Good academic standing, consent of the instructor of record in the course's intended semester and 18 semester credits of graduate work.

The Department of Public Administration helps to connect students with internship opportunities in order to further the student's academic study while gaining professional work experience. Internships allow students to gain insights about their career goals, develop their professional network, and to learn about the skills needed in the public, private and nonprofit sectors.

For Employers – Hosting an Intern

Potential internship host sites should speak with Department staff or the Internship Coordinator for assistance in determining eligibility. Internship sites must be willing to complete University required Affiliation Agreements.

For questions about internship processing or information concerning internship opportunities please contact Karen Metz at 210-458-2533 or karen.metz@utsa.edu.

For Students – How to Enroll in the Internship Course

Students interested in enrolling in an internship course should follow these steps:

- 1) **Get ready to apply:** Students will need to prepare a resume and cover letters in order to apply for internship opportunities. We strongly encourage students to use the resources available from [UTSA Career Services](#) to ensure that you have a competitive application. Make an appointment with a Career Services Counselor to get valuable feedback on your resume.
- 2) **Identify and apply for internships:** Students can learn of internship opportunities by reviewing the department's list of internship sites, or visiting [UTSA Career Services](#) website or registering for an account with [Handshake](#), UTSA's job and internship database.

Students are responsible for making contact with the agency, applying and interviewing for internship positions.

Our Internship Coordinator works with students to help identify placements that match your interests. Contact Gina Amatangelo at gina.amatangelo@utsa.edu.

- 3) **Seek approval to enroll in the class:** Once you have been offered an internship position by an agency, students should follow these instructions to request approval to register for the course via Handshake:
 - a) Click here request your Internship [Handshake](#)
 - b) Select Request an Experience
 - c) Experience Type:
 - a. Select: Public Administration (For-Credit Internship)
 - d) Complete all sections
 - e) Click "Request Experience"

- f) Download and print timesheet to keep accurate time records
- g) Inform supervisor that they will be getting an Internship/Experience Approval from handshake and will need to approve it in order to confirm your Internship. Your supervisor must complete this step in order for this experience to be fully approved.

Once your internship has been approved, your advisor will be notified to enroll you in the course.

All students interested in completing an internship must work with their agency site before the semester when they want to complete their internship. See the deadlines listed below:

Deadlines for Declaring Internship Interest

Internship approval forms should be turned in the semester prior to the intended semester, no later than:

Spring Semester internship – October 31

Fall Semester internship – July 15

Summer Semester internship – April 30

No work can begin until all necessary paperwork is approved.

Previous Internship Sites:

Students in the Public Administration program have interned with the City of San Antonio, Members of Congress and the Texas Legislature as well as a range of state and federal agencies and nonprofit organizations.

Forms for the Internship Site:

[Internship Agency Information Sheet](#) (required to begin the affiliation agreements)

[Site Supervisor Mid-Term Evaluation](#)

[Site Supervisor Final Evaluation](#)

Do I need to do an internship?

If you have a strong work experience and background, you may submit a resume and cover letter to demonstrate the attainment of leadership roles and practices to the GAR for review. Satisfactory submissions result in a waiver for the internship requirement. These waiver requests should be submitted no later than the semester prior to your planned graduation date.

During the Internship:

1. Student will receive a course syllabus with internship course expectations and responsibilities. All course assignments will be completed remotely and submitted via Blackboard.
2. Students must complete responsibilities prior to the last exam date in order to be awarded a grade.

3. Department staff and the Internship Coordinator will work with the intern and the intern's direct supervisor to ensure the internship continues to be beneficial for both students and the organization.

Internship Waivers

Students who can demonstrate *work experience that supports attainment of career and leadership roles in public and non-profit organizations, or other organizations where knowledge of public affairs is essential*, may petition to have the internship requirement waived. This petition, submitted to the GAR, should include a current résumé and a detailed cover letter explaining the nature of their *relevant* work experience within the scope of public administration, public policy and/or nonprofit management. Students must show at least **two** years of full-time work experience to be considered **for an internship waiver**.

The GAR will report back to students as to whether or not their petition has been approved. **NOTE:** Students requesting a waiver of the internship should submit it no later than the semester prior to the semester of their planned graduation. Earlier submissions are suggested, especially so that those whose petitions aren't accepted can complete a required internship without adversely affecting their course load.

Internship waiver requests for 3 out of the 6 required hours (for students who have completed 3 hours of their internship requirement) are not allowable. Additionally, undergraduate internships, where credit was previously received toward the bachelor's degree, are also not allowable.

Exit Paper

As part of the MPA curriculum, students are required to enroll in PAD 6923 Applied Research II to complete an exit paper. The exit paper will demonstrate the knowledge and skills a student has acquired in the MPA program. Specifically, students will apply acquired knowledge of research design; analytic and critical writing (in the form of a cogent literature review); demonstrate independent and critical thinking; and present evidence based on statistical or other research methods.

This course is unique from other courses students will face while in the MPA program, serving as a culmination of the program. It is organized to guide students progressively through the development of the exit paper. Seminar participants will produce an exit paper that makes an *original* or *novel* contribution to the discipline of public administration by setting up and answering a research question that incorporates theory and/or practice of public administration. This is an opportunity for students to demonstrate their mastery of theoretical and research skills in the production of knowledge in public administration.

When the paper is completed, students will present the major findings of their paper in an oral defense. The student will present to their instructor as well as another faculty member to determine if the student has passed the comprehensive examination. A final letter grade will be assigned by the instructor of record.

Students who have not completed work on their exit paper are required to enroll in PAD 6961, Comprehensive Exam, in the semester of intended graduation, if no other courses are being taken in order to remain active in the system. Please confer with your PAD 6923 professor before enrolling in PAD 6961 to make sure you can complete the requirements. The department office will assist you with registration.

REINSTATEMENT

A student who has been academically dismissed may petition for reinstatement. Normally, such reinstatement is requested after a student has remained out of school for one long semester; however, under exceptional circumstances, a petition may be considered earlier. A detailed letter with any explanations, recommendations, or doctors' statements in support of the student's request for reinstatement should be submitted to the Dean of the Graduate School, through the Department, on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate Program Committee (GPC) will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester. If the Petition for Reinstatement is approved, the GPC recommends students returning to the program limit their classes to 3 hours but may take a maximum of 6 hours. The GPC further recommends students utilize the services provided by the Tomás Rivera Center to improve a student's writing and time management skills. If a second Petition for Reinstatement is approved, the GPC requires students returning to the program limit their classes to 6 hours for the first two semesters subsequent to the student's return, and mandatory attendance at the Graduate Student Workshops.

ACADEMIC HONESTY

The University can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, or practice these principles. Consequently, alleged cases of academic dishonesty involving UTSA students will inevitably occur. Cases of academic dishonesty may be referred to the Office of Student Conduct & Community Standards.

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Standards of Conduct and is addressed in Section 203 of the Student Code of Conduct.

PROGRAM ADMINISTRATION

Course Load

Nine semester hours constitute a full-time course load in long semesters (Fall and Spring). In the summer a full course load is six credit hours. Since there are both part-time and full-time students in the MPA program it is up to the student to decide for themselves how many courses to take each semester. It is recommended that part-time students take at least six semester credit hours per semester in order to finish the program in a reasonable amount of time. Full-time students should take at least nine semester credit hours. It is not recommended to take any more than 12 semester credits hours per semester. Formally, the University recognizes full-time status as nine credit hours each semester and five credit hours for summers. Part-time status is recognized as four-five credit hours each semester and three-four credit hours for summers.

Time Limit for Degree Completion

According to the Graduate Catalog, all master's programs must be completed within six years. The Department of Public Administration allows courses taken between six and eight years old as part of a program of study if petitioned through the GAR for revalidation. Courses older than eight years are never eligible for inclusion. Courses older than eight years must be retaken.

Students seeking revalidation of a course or courses taken between six and eight years ago must submit a written request to the GAR for revalidation (with justification and, if possible, supporting materials) for why the lapsed course(s) should be considered current and thus revalidated. The Department will then submit a petition for Courses Exceeding the Time Limitation.

Substitutions

In some cases students will be allowed to substitute another UTSA graduate level course for a required/core MPA course (e.g., this might happen if a student needs a course that is not being offered in a given semester in order to graduate in that semester). Students requesting such a substitution should send a formal petition to the GPC Chair. Petitions are reviewed by the GPC's Curriculum Credit Subcommittee. The GPC Chair will convey their final decision to the Graduate Advisor of Record, who will relay that decision to the student and record that decision in the student's file. Students who need to complete a core course in the MPA program through an Independent Study (IS) also need to follow these steps to obtain approval. Normally, an IS is allowed to act as a substitute for a core class only when an extreme situation precludes the student taking the core course.

Traditionally, an IS allows a student to, with the assistance of a faculty member, study a topic or idea in depth.

Students interested in taking a graduate course outside of the Public Administration Department, usually in another graduate program at UTSA, to count toward the MPA's elective requirements, must first notify and receive permission from the MPA Graduate Program Committees prior to registering. The student's file is updated to show the outside course has received approval as a substitution for an elective only. No more than two courses taken outside of the Department may count toward program credit.

When submitting a petition for substitution students must include a written request stating the course name and number, its catalog description, as well as a justification for the necessity of this course toward degree/career goals or needs. This request may be submitted electronically to the GPC Chair. Please include an e-mail address to be notified of the GPC's decision. *Please know: Courses taken outside of the PAD Department without prior approval from the GPC will not be credited toward the MPA degree's completion.*

Transfers

Students who have completed a course(s) from another graduate school, which have not been used for the completion of another degree, may petition the GPC committee to have these courses transferred into their program of study as either core or elective classes. Ordinarily, no more than 6 credit hours may be transferred, but the GPC has the discretion of transferring up to 12 credit hours (if deemed appropriate). In order to have a course considered for transfer credit students should submit a petition to the GPC Chair detailing the course(s) a student wishes to be transferred either as core or elective courses. Students must also provide syllabi for all requested transfer credits. These petitions will be reviewed by the GPC's Curriculum Credit Subcommittee. The Graduate Advisor of Record will relay the decision to the student and record the decision in the student's file. An official transcript must be provided in order to make the transfer at the time of graduation.

Successful Progress

It is up to the MPA student to approach the Graduate Advisor to work out a program of study (see Appendix for this form) as needed, at least once each long semester, to develop and continue a plan to successfully complete the program.

CERTIFICATE PROGRAMS

Certificate programs provide opportunities for post-graduate training to those with undergraduate degrees. Certificate programs are narrower in scope and shorter in duration than Master's degrees. Certificate programs are not "degree" programs.

Admission Requirements

Both students who are currently enrolled in a graduate degree program and students who are not currently enrolled in a graduate degree program are eligible for admission to a certificate program.

Students who are admitted into a certificate program while also pursuing a graduate degree are classified as degree-seeking students. Students who are currently enrolled in a graduate degree program have already met University requirements for admission. In this case, students are required to complete the [UTSA Graduate Certificate Form](#) declaring their intent to complete the certificate program.

We advise all students who are interested in pursuing the certificate program, to complete the UTSA Graduate Certificate Form early in the program. The Graduate School has deadlines for adding the graduate certificate to a student's record, especially if they will be graduating soon:

Fall – August 1
Spring – December 1
Summer – May 1

Return the form to the PAD Department, where it will be signed by the GAR, and the Associate Dean of the College. A copy of this form will be sent to the Graduate Advisor of Record for the student's degree program and to the Graduate School.

Students not currently enrolled in a graduate degree program are required to apply for admission to UTSA as a special graduate student and must indicate their intent to seek admission into a certificate program. Applicants will be required to meet the University admission requirements for special graduate students. Certificate programs each have their own admission requirements. Visit The Graduate School for exact requirements. Once admitted, special graduate students should contact the Certificate Program Advisor for course guidance and complete the intent form.

If it is determined by the Certificate Program Advisor that a student requires prerequisite background courses to adequately prepare for the certificate's required courses, this will be noted in the student's file. The student will be notified of any necessary prerequisite courses that must be taken.

Special graduate students are not enrolled or accepted into any graduate degree program. If a special graduate student wishes to enter a degree program they must apply to that program with a completed application through The Graduate School. Admittance into or completion of a certificate program is not considered to be qualification for entry into a graduate degree program. Students who are pursuing a certificate program as special graduate students will not be eligible for financial aid from the Department.

Certificate Programs Administered or Supported by the Department

The Department offers a certificate program in [Nonprofit Administration and Leadership](#) and also offers support for the College of Architecture's [Urban and Regional Planning](#) graduate certificate. Graduate certificates allow a student to delve within key interest areas within the study of public administration.

Graduate Certificate in Nonprofit Administration and Leadership

According to The Urban Institute's National Center for Charitable Statistics, registered nonprofit organizations have increased their numbers by 60% in the last ten years both statewide and nationally. This growth demands qualified leaders who hold the capacity, education and management skills to make a difference within their communities. Currently, UTSA is the only university in South Texas offering this unique certificate.

The Nonprofit Administration and Leadership Certificate provides essential technical and analytical skills needed by those who are leading or who hope to lead and manage nonprofit organizations. Skills attained include fundraising, grant writing, financial management, strategic planning, collaboration, and advocacy.

The NPAL Certificate's focus is on the importance of leadership in preserving the unique role and purpose of the nonprofit sector in American society, while enhancing student employment opportunities with nonprofit and public agencies to meet the growing complexity and demand of the nonprofit sector.

Course material for this 15-hour certificate emphasizes exploration and application of best practices and key theories of nonprofit leadership and administration.

Required Courses (9 credit hours):

PAD 5033 Theories of Public Organizations

PAD 5913 Nonprofit Organizations

PAD 5923 Nonprofit Leadership and Management

Two elective courses from these options (6 credit hours):

PAD 5333 Program Evaluation

PAD 5343 Human Resource Management in the Public Sector

PAD 5933 Fiscal Resource Development in Nonprofit Organizations

PAD 5943 Strategic Planning/Management for Public/Nonprofit Organizations

PAD 5953 Grant Development and Proposal Writing

PAD 5963 Nonprofit Financial Management

PAD 6973 Special Topics (*with permission from Advisor*)

Note: Students enrolled in the graduate certificate program are not allowed to substitute courses. Students are encouraged to plan ahead in order to complete the certificate's requirements.

For those already pursuing a graduate degree at UTSA, the addition of the NPAL Certificate can enhance their current program of study. Current students must be in good standing, with a cumulative GPA of 3.0 in their last 30 hours. Special graduate students can complete the certificate but must apply through the Graduate School's online application process.

The completion of the Certificate program will be recorded on the student's transcript after you have submitted an [Application for Graduation for the certificate program](#) (and officially graduated) to One Stop Enrollment no later than September 15th for the Fall Semester, February 15th for the Spring Semester or June 15th for the Summer Semester.

For specifics on the NPAL Certificate Program or to complete an intent form, contact Dr. Patricia Jaramillo, Graduate Advisor, at Patricia.Jaramillo@utsa.edu or (210) 458-2716.

GRADUATION

Students apply for graduation through ASAP (<http://asap.utsa.edu/>). Students intending to graduate should consult the Office of the Registrar's website for specific deadlines to apply for graduation. Questions should be directed to the Graduation Coordination Office at (210) 458-8000.

For general information regarding graduation and commencement procedures, students should visit www.utsa.edu/registrar/graduation.cfm.

Graduation attire and rings can be purchased through the UTSA Bookstore. For more information on deadlines, the UTSA Alumni Office is a second resource, as they hold an event each long semester to aid students in purchasing commencement attire.

Checklist for MPA Graduating Students

For graduation, students are responsible for completing the following:

- Develop a Program of Study (POS) with the GAR, ensuring they've fulfilled all course requirements.
- Fulfill all the requirements of the catalogue for the MPA program in effect at time of admission, or changed to another catalog and fulfilled those requirements.
- Apply for graduation online through ASAP, careful to keep within the posted deadlines.
- For students completing the Nonprofit Administration and Leadership Certificate, apply for graduation at: www.utsa.edu/registrar/forms/appforgradcert.pdf
- Petition to have the internship requirement waived if there is significant public or nonprofit work experience.
- Fulfill admissions conditions such as undergraduate prerequisites, etc., stated in the initial admission letter. If unclear, students should consult the GAR.

- Obtain approval from the GPC for any transfer credit(s) from other institutions.
- Maintain an overall GPA of 3.0 or higher (if not students cannot graduate from UTSA).
- Successfully complete the exit paper course and accompanying oral exam requirement.

IMPORTANT: Petitions and waivers should be submitted one semester prior to the students' expected graduation date to ensure processing and avoid delaying graduation.

PROGRAM SUPPORT

Scholarships

There are a limited number of competitive scholarships available to MPA students. Generally, scholarship announcements are advertised beginning in November each year, including postings on the Department of Public Administration website, through emails and fliers in the Department Office.

Department scholarships include:

- Dominion Rotary Club Past President's Fund
- Rubén Munguía Scholarship in Public Administration
- Public Administration Graduate Student (GIT) Scholarship

Individual scholarships carry their own prerequisites and applications. Completed applications are due on or near **April 15th** each year. Students should verify deadlines and requirements of each through the Department Office.

The Department's Scholarship Committee reviews each eligible applicant and makes final award decisions. All students who have applied are notified in writing of their receipt or non-receipt of scholarship funds. Recipients are required to sign an official acceptance form verifying their understanding that the scholarship they receive may have an impact on additional financial aid they may receive. Awarded recipients must complete a biographical form and submit thank you letters to scholarship donors in addition to remaining in compliance with the scholarship's requirements to receive funding.

Additional scholarships are available through the College and the University. The Financial Aid Office offers up-to-date information on these and regional and national scholarships for which students may be eligible.

Graduate Research Assistantships

Funding is normally available for a limited number of Graduate Research Assistants (GRA). GRAs assist faculty members on their research projects. The GRAs can work a maximum of 19 hours per week but generally work between 10 and 19 hours in any given week.

GRA openings are generally announced near or at a semester's start by email or within the classroom. Students interested in working as a GRA may email the following to the Department's administrative staff: (1) a cover letter specifying your interest and background and, (2) a current resume.

IN CONCLUSION

The MPA's program of study offers the tools for those making new roads or advancing in their careers within the public sector. Our graduates hold a variety of nonprofit management of government positions at the local, state and federal levels. Some of our graduates pursue new or alternate careers once graduating. Others pursue law school, post graduate fellowships and continue to a Ph.D.

We are glad you've chosen to pursue your MPA with The University of Texas at San Antonio. Please consider the faculty and staff of the Department of Public Administration your resources as you strive toward attaining your greater career and educational goals.

USEFUL WEB LINKS

The University of Texas at San Antonio main page

www.utsa.edu

College of Public Policy—UTSA main page

<http://copp.utsa.edu>

Department of Public Administration Website

<http://copp.utsa.edu/public-administration>

Nonprofit Administration and Leadership

<http://copp.utsa.edu/department/Graduate-Certificate-Program/>

2017-2019 Graduate Catalog

<http://www.utsa.edu/gcat/index.html>

Office of the Registrar

[Scholarships, Student Forms, Registration Information and Graduation Coordination]

www.utsa.edu/registrar/

Registering for Classes, Checking Class Offerings
<https://asap.utsa.edu/>

Library
<http://lib.utsa.edu/>

National Association of Schools of Public Affairs and Administration (NASPAA),
[Our MPA national accrediting body.]
<http://www.naspaa.org/> and <http://www.naspaa.org/students/students.asp>

Looking for job opportunities with an MPA?
<http://www.publicservicecareers.org/>

UTSA Career Services
www.utsa.edu/jobbank/

PASO
<http://www.facebook.com/paso.utsa/>

USEFUL PHONE NUMBERS

Department of Public Administration: (210) 458-2533
Downtown Bookstore: (210) 458-2865
Downtown Campus Recreation: (210) 458-2735
Enrollment Services: (210) 458-8000
The Graduate School: (210) 458-4331
To verify closed courses due to weather or emergency: 458-SNOW. (7669)
Tomás Rivera Center for Student Success (TRC): (210) 458-2838
University Career Center: (210) 458-2910
University Health and Counseling: (210) 458-2930
UTSA Parking & Transportation: (210) 458-PARK (7275)
UTSA Police: (210) 458-4242 (non-emergency) or (210) 458-4911 (emergency)

MPA KEY CONTACT INFORMATION

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APPENDIX

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO
PROGRAM OF STUDY FOR THE MASTER'S DEGREE***

STUDENT'S NAME: _____
Last
First
Middle

ID#_NUMBER: @ _____

PROGRAM OF STUDY FOR THE DEGREE MASTER OF PUBLIC ADMINISTRATION

CATALOG 2017-2019 MAJOR Master of Public Administration

The following courses are required for the degree indicated above:

Discipline and Number	Course Title	Sem. Hr. Credit	Grade	When and Where Completed if not UTSA
<i>Core Courses (25)</i>				
PAD 5003	Intro to Public Service Leadership and Management	3		
PAD 5023	Research Design and Methods	3		
PAD 5033	Theories of Public Organizations	3		
PAD 5233	Applied Research I	3		
PAD 5323	Public Policy Process	3		
PAD 5363	Public Budgeting & Finance	3		
PAD 5393	Economics for Public Affairs	3		
PAD 6001	Leadership and Communication Skills Dev Seminar	1		
PAD 6923	Applied Research II	3		
<i>Prescribed Electives (15)</i>				
PAD xxxx		3		
PAD xxxx		3		
PAD xxxx		3		
PAD xxxx		3		
PAD xxxx		3		
PAD 6966	Public Administration Internship	6		
TOTAL		40 or 46		

Upon completion of the above requirements, in addition to meeting the University-wide requirements for all Master's degrees, the above named student will have satisfied all requirements for the Masters' degree.

Comments by Faculty Advisor:

Admission Conditions:

Petitions Needed:

Substitutions:

Transfer Credit:

FACULTY ADVISOR'S SIGNATURE _____ Date _____

**for earlier degree plans visit the Department website or call the Department Office.*

The University of Texas at San Antonio
Department of Public Administration
Internship Course Approval Form

Students' Name: _____
Last First Middle

Student I.D. #: _____ Contact Phone #: _____

Email Address: _____

Course to be taken: (Check one of the following)

___ PAD 4933, crn# _____ (3 credit hours) ___ PAD 4936, crn# _____ (3 credit hours)
___ PAD 6963, crn# _____ (6 credit hours) ___ PAD 6966, crn# _____ (6 credit hours)

Semester/Year _____ Instructor of Record _____

Internship organization or placement: _____

Address, City, State, Zip code: _____

Telephone Number: _____ Fax Number: _____

Workplace Supervisor: _____
Name Title Direct Number

Email address: _____

Date internship expected to begin: _____ Date internship is expected to end: _____

Please attach an outline of internship duties and responsibilities. Outlines should be detailed and provide the following information:

- General job description/work expected in the position.
- General nature of work (Here, focus on the core mission of your workplace, and how your work fits into that; mention any special projects/policy issues you will be working on)
- Connection to Program (What skills/knowledge will this internship build? How does that complement or supplement your current coursework?)

NOTE: No intern may be placed where he/she might interfere with or affect the result of an election or nomination of a candidate, or to achieve any other political purpose.

Student's signature _____

----- DO NOT WRITE BELOW THIS LINE - FOR DEPARTMENT USE ONLY -----

Approved:

Internship Coordinator

Date

