

EASTERN WASHINGTON UNIVERSITY

**COLLEGE OF BUSINESS AND
PUBLIC ADMINISTRATION**

**Graduate Program
in**

**PUBLIC
ADMINISTRATION**



Student Handbook

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Numerical Parameters Crucial to the MPA Degree

MAXIMUM CREDITS BEFORE ADMISSION

Whether previously earned credits are from courses in the program, from another EWU program, or from another university, the maximum that a student may bring into the program upon admission is 12. (Dual degree students have an exception to this rule, being allowed to bring in all applicable credits from the other half of the dual degree.)

BACKGROUND COURSES TIME LIMIT

Background courses taken **more than seven years prior** to the date of admission will **not** normally be accepted.

COMPLETION OF DEGREE TIME LIMIT

EWU regulations allow **six years** between beginning coursework and completing a master's degree program. Six years is the time limit for dual degree programs also.

FILING FOR CANDIDACY

Students should file for candidacy after completing at least 15 credits. Students are **required to file for candidacy prior to completing 30 credits.**

INTERNSHIP

Normally an internship should be arranged after finishing at least 20 credits. Internships are not required for the completion of the MPA, but they are recommended for students who have not had significant public sector experience.

FILING FOR GRADUATION

You need to file the Graduate Application for Graduate Degree Form (see Appendix D) by the second Friday of the quarter before the quarter of expected degree completion. So for spring graduation, applications are due in mid-January. Students graduating in a summer quarter who wish to have their names included in that year's commencement bulletin must apply by the deadline for spring quarter.

BEGINNING WORK ON THE PADM601 RESEARCH PROJECT AND PADM602 MPA PORTFOLIO

Students should begin work on their PADM 601 Research Project **at least one quarter prior to the quarter in which they plan to take their oral exam.** (See section 3.6 for further advice regarding successful completion of this project.)

SCHEDULING THE COMPREHENSIVE ORAL EXAM

Early in the quarter in which the student plans to take the oral exam, s/he should tentatively schedule a time and place for the oral exam. **Please call the departmental secretary to schedule a room.** All three members of the committee must agree to the final arrangements. The date and time are not final until the Terminal Research Approval Form is filed (see Appendix E). **EWU regulations require 10 working days between completion of the form and the oral exam.**

1.0 APPLICATION, ADMISSION, AND COUNSELING

1.1 Application

In order to apply for admission to the MPA program, one must fill out EWU's graduate application form and submit the additional materials required by the Graduate Program in Public Administration's (GPPA). The EWU Graduate Studies Office collects a \$50.00 application fee. No additional fee is charged for application to GPPA. (See below for additional requirements for international students.)

The additional materials required by GPPA should be sent directly to the office on the Riverpoint Campus and they are:

- 1) Three letters of recommendation;
- 2) A current resume; and
- 3) A short "career plan" essay or application letter.

1.2 Admission

Based on the standards described below, students are admitted upon the recommendation of the director of GPPA. The director's recommendation will be sent to the Graduate Studies Office. That office will then notify the student, in writing, of his/her admission or rejection.

Applicants may seek admission on the basis of:

- 1) their bachelor's degree work,
- 2) completion of another master's degree, or
- 3) their work experience (if they can demonstrate at least 10 years of progressive responsibility in a related profession).

Admission procedures and requirements are the same for the MPA degree and the certificate programs.

1.21 Admission Based on Undergraduate Academic Performance

Students who have completed a bachelor's degree at an appropriately accredited institution are admitted to the Graduate Program in Public Administration based on the following criteria:

1. Cumulative GPA in the last 90 quarter credits of at least 3.0 (or its equivalent as computed by the Graduate Program Office); or
2. Recommendation of the director based upon a successful appeal by the student. (This appeals process will be utilized only for students who do not have an undergraduate cumulative GPA of at least 3.0.)

Students seeking to utilize this appeals process must directly request reconsideration by the director. In considering that request the director will

review such information as: 1) a biographical sketch or resume listing previous experience; 2) letters of recommendation; 3) a combined verbal, quantitative, and analytical GRE score of at least 1500; 4) a GMAT score of at least 500; and/or 5) successful completion of up to 12 credits in GPPA courses with a minimum GPA in those courses of at least 3.3.

1.22 Admission Based on Another Master's Degree

A student may be admitted to GPPA with proof of possession of another acceptable Master's degree. Non-accredited master's degree programs and international master's degree programs may not be acceptable for this purpose. Consulting with the Graduate Studies Office the director will determine acceptability.

1.23 Admission Based on Work Experience

Applicants with at least ten years of increasingly responsible professional experience public administration can be offered regular admission. Admission is based on the following:

1. Evidence of having obtained a bachelor's degree from an appropriately accredited institution.
2. An essay demonstrating critical thinking skills.
3. A Statement of Intent demonstrating a level of knowledge and intellectual maturity appropriate to the proposed field of graduate study.
4. Evidence of professional success in public administration.

1.24 Additional Requirements for International Student Admissions

In addition to application for admission to graduate studies and the application fee, international applicants are required to submit a course-by-course credential evaluation through World Education Services (WES) or another credential evaluation service recognized by the National Association of Credential Evaluation Services (NACES), which can be found at www.naces.org. The WES application and forms are available at www.wes.org. Graduates of accredited U.S. universities are not required to submit a credential evaluation. One copy of official university transcripts or postsecondary academic records must also be sent directly to Graduate Studies, 206 Showalter Hall, Cheney, WA 99004-2444. International applicants who have already had a credential evaluation completed by WES or another credential service need to have an official copy of that evaluation sent to Eastern, along with a copy of their university transcripts.

All students from countries where English is not the native language must provide evidence of adequate proficiency in the English language before being admitted to graduate study. This requirement may be satisfied by presenting a Test of English as a Foreign Language (TOEFL) score of at least 580 on the paper-based test (PBT), 237 on the computer-based test (CBT), 92 on the Internet-based test (iBT) or its equivalent. A student with a TOEFL score of 550-579 PBT, 213-233 CBT or 79-91 iBT may be admitted conditionally. In such cases, registration for classes is conditional upon having a program of English language study approved by the director of GPPA. A student with conditional admission will be

granted full admission upon presentation of a new TOEFL score (or equivalent) of at least 580 PBT, 237 CBT or 92 iBT or upon the recommendation of the director of the Teaching English as a Second Language Program. Students with TOEFL scores of 525-549 PBT, 197-210 CBT or 71-78 iBT may be admitted to the University as post-baccalaureate students and may take up to 12 pre-admission credits to be counted toward a graduate degree with the recommendation of the program.

Please note: International students who have earned an undergraduate degree from an accredited post-secondary institution in the U.S. are not required to submit a TOEFL score as part of their applications.

Alternative to TOEFL admission requirements: Applicants from countries where English is not the native language who are otherwise admissible to graduate studies may, with the written approval of the director of GPPA, be admitted upon successful completion of a prescribed program of appropriate content course work and English Language Institute (ELI) course work. Said course work will be agreed upon in advance by both the program and ELI. Successful completion is determined by the director of GPPA for the content courses and by ELI in the advanced language level by achieving linguistic proficiency with a “good” rating on the ELI scale (fair/good/excellent).

Up to 12 quarter credits of content-level course work may be applied to the appropriate graduate program with the program’s written approval.

1.3 Counseling

It is the student's responsibility to arrange an appointment and to secure counseling and program advice when needed. In the final analysis, the student is responsible for his/her own decisions and actions regarding coursework, meeting requirements and deadlines, and advancement toward the MPA degree.

The program director serves as the formal advisor. Students may seek informal advice from any of the faculty.

At the initial meeting with the formal advisor, a plan of study should be developed indicating:

- a) the student's plans in relation to full or part-time study;
- b) planned coursework;
- c) any background requirement deficiencies; and
- d) (if appropriate) intended area of specialization or dual degree.

Students may meet with the advisor periodically to review performance, to obtain registration advice, and to revise the plan of study.

Students who are not doing well in their classes or who are receiving an excessive number of incomplete grades may be counseled as to these deficiencies and notified of the possibility of termination from the program. (See Section 7.2.)

2.0 STUDENT FINANCIAL AID

2.1 Graduate Research Assistantships

Applications for Graduate Research Assistantships should be made through the GPPA no later than the June 15 preceding the academic year for which the student is applying.

Graduate Research Assistantships are limited in number and are dependent upon available university funding; therefore, all applicants must also complete an EWU financial aid application. (Please do this as soon as you think you may be interested in applying for an assistantship). The value of the award changes over the years and may include either a tuition waiver, or a stipend, or both. Contact the program office regarding availability and potential value of awards.

A Graduate Research Assistantship obligates its recipient to work 20 hours per week. It is not a scholarship or a fellowship. Usually research assistants are asked to assist faculty members in their research, administrative and/or service obligations.

Graduate Research Assistants are required to enroll on a full-time basis (10 or more credits per quarter) for the entire academic year of the award. The assistantships run Fall through Spring Quarters of the academic year for which they are awarded.

Selection from among the applicants is made by the faculty and is based upon academic qualifications and indications of capability for assisting faculty and/or program administrators. Applicants selected by the faculty must be approved by the Dean of the Graduate School. Notification of the awards will come from the Dean's Office. The director can answer questions regarding availability of these assistantships.

2.2 Graduate Work-Study

State and Federal Work-Study Programs provide part-time employment for students with demonstrated financial need. Work-study is awarded by the Financial Aid Office as part of the financial aid package. The amount awarded is the maximum which may be earned under the program.

Students must contact the Financial Aid Office and the Student Employment Office to obtain a Work-Study placement.

2.3 Scholarships

Scholarships offered by EWU that may be of interest to GPPA students include: Alumni Foundation Scholarship, Fred Johns Scholarship, F. H. Knight Scholarship, and the Weber-Riemcke-Schreiner external scholarship. Interested students should contact the the

Financial Aid Office to obtain information regarding these scholarships as well as scholarships offered by organizations other than EWU.

- a. Alumni Foundation Scholarship, \$1,000 two are awarded each year to a student currently admitted to any graduate program.
- b. Fred Johns Scholarship, \$850 open to a graduate student pursuing a degree in Public Administration.
- c. F. H. Knight Scholarship, resident tuition for Spring Quarter 2002: open to a student currently admitted to any graduate program.
- d. Weber-Riemcke-Schreiner, \$3,000 open to a student in any graduate program.

2.4 Student Loans

Graduate students at EWU are eligible for various loans, including Perkins Loans, PLUS Loans, Federal Direct Loans and short term loans. The Short Term Loan Program provides up to \$400.00, with a \$15 processing fee (that is taken out up front, which means that the loan actually provides \$385 in cash) and must be repaid within 60 days.

Other loans may be available through private lenders such as banks, credit unions, and savings and loans. Students should contact the EWU Financial Aid Office and obtain and complete the Free Application for Federal Student Aid (FAFSA). (apply online at www.fafsa.ed.gov) Priority deadline for financial aid applications is April 1 for the following academic year.

2.5 Employer Based Support Programs

Employees of the state, counties, or cities of Washington may qualify for financial aid support from their employers.

Employees of Eastern Washington University, provided they are working on a full-time basis (past the six month probationary period) and have the consent of their supervisor, are eligible for an employee tuition waiver, which results in a substantial reduction in tuition costs.

A tuition waiver for classified state employees is also available. EWU guidelines allow for registration on a space available basis, with some restrictions; individualized instruction (e.g., directed study, etc.) may not be taken. State employees may be eligible for up to 10 credit hours per quarter. Uniformed and non-uniformed employees of the City of Spokane may receive tuition reimbursement. Uniformed employees must enroll in courses directly related to law enforcement or fire service. Non-uniformed employees must enroll in courses directly related to the employee's current career field, or to the next higher promotional position.

2.6 Travel Grants-In-Aid

Full-time students who have been accepted for candidacy (see section 3.7) may be eligible for travel grants from the Graduate Program Office. These grants are intended to support the presentation of research at professional meetings.

Applications should be sent to the Graduate Program Office (206 SHW; 359-6297) by the 3rd Friday of each quarter. Students need to submit 1) the cover sheet, 2) five copies of the application (including original) and 3) an abstract of the paper to be presented.

Copies of the cover sheet and application forms are in Appendix B. They can also be found at

http://web.ewu.edu/groups/graduateprogs/graduate_travel.pdf

2.7 Other Sources

More information regarding the above-mentioned sources and other potential sources of financial aid may be obtained from the Financial Aid Office.

3.0 BASIC MPA CURRICULUM

3.1 Overview

36 credit hours - Core Courses

20 credit hours - Elective and/or Specialization Courses

2 credit hours - MPA Portfolio (required)

2 credit hours - Research Project (required)

60 credit hours - TOTAL REQUIRED FOR GRADUATION

3.2 Background Requirements

All students taking a program of study in the GPPA must provide evidence of having attained a minimum level of education in two background subjects: US domestic political institutions, and statistical techniques. These courses **do not** count toward the 60 credits required for graduation.

Background requirements should be completed prior to specific courses in the core curriculum. (See Section 3.3.) They need not be completed prior to beginning the program.

All required background courses must be completed in order to graduate from the program. The background requirements will still pertain even if the graduate course requirements have been otherwise fulfilled.

The minimum acceptable grade in any background course is 2.5. For courses taken at an institution that uses a letter grade system, a "C" or better is acceptable. A "Pass" grade will be accepted only if the institution certifies that the "Pass" is equivalent to a "C" or better.

Courses taken more than seven years prior to the date of admission to GPPA will not normally be accepted, but students may appeal this rule on a course-by-course basis.

Appeals should be filed with the director of GPPA. (**NOTE:** *conversance in the subject matter is expected to be necessary for successful performance in the course for which the subject is a recommended background.*)

A student requesting credit for a background course taken at another institution may need to provide the director with either a syllabus or a catalogue description of that course. The director may accept or reject a course on behalf of the program. If the director is not sure whether a course qualifies, other information may be required and/or additional faculty may review the material and assist in making a determination.

The critical factor in evaluating any course submitted to meet background requirements will be the substance of the course, not the level assigned to it (e.g, 100, 200, 300, etc.). It may also be possible to gain credit for a background requirement taking a directed study course with one of the GPPA faculty. (A directed study course taken for this purpose will not count toward the 60 credit degree minimum.)

3.3 Core Courses (36 credit hours)

CORE COURSES

PREREQUISITES

PADM 500 Personal Assessment (1) [Pass/No Credit grading]	none
PADM 501 Research Tools of the Administrator (4)	none
PADM 503 Concepts and Values of Public Service (4)	none
PADM 505 Public Policy Cycles (4)	domestic political institutions
PADM 507 Public Policy Analysis (4)	statistics
PADM 509 Public Sector Management (4)	none
PADM 511 Public Sector Organization Theory (4)	none
PADM 513 Public Planning and Budgeting (4)	none
PADM 515 Administrative Law (4)	domestic political institutions
PADM 517 Professional Employment (1) [Pass/No Credit grading]	none
PADM 519 Public Service Learning (2) [Pass/No Credit grading]	none

3.4 Specializations

Because it is a generalist management degree for people interested in administering public service programs, the EWU MPA degree does not include specializations.

MPA students who gain admission to the Graduate Health Services Administration Certificate Program may use all of those courses (20 credits) to meet their 20 credit electives portion of the MPA degree.

Health Services Administration Graduate Certificate (20 credits)

Standard HSAD Certificate:

HSAD 500 U.S. Health Care Systems	(4)
HSAD 510 Health Law	(4)
HSAD 520 Health Reimbursement Issues	(4)
HSAD 530 Seminar on Business and Health	(4)
HSAD 598 Seminar in Health Services Administration	(4)

Health Information Technology Option:

HSAD 500	(4)
HSAD 510	(4)
HSAD 520	(4)
HSAD 596 Health Infomatics	(4)
HSAD 598 Seminar in Health Info Technology	(4)

3.5 Electives (20 Credits)

All MPA students must complete 20 credit hours in elective courses. Elective courses in the MPA program do not have to be PADM courses.

As was mentioned above, students who are admitted to the Health Services Administration Graduate Certificate program may use 20 credits in HSAD courses to meet that requirement. Dual degree students meet the electives expectation by completing the requirements of the dual degree program.

The following courses may serve as courses in a specialization, or as electives:

- PADM 523 Public Financial Management (4)
- PADM 525 Public Sector Grants-Writing And Administration (4)
- PADM 527 Capital Finance And Bonds (2)
- PADM 531 Intergovernmental Relations (4)
- PADM 533 City Government Administration (4)
- PADM 539 Special Topics Courses [titles vary] (1-5)
- PADM 543 Labor Relations [2]
- PADM 545 Collective Bargaining [2]
- PADM 547 Hiring Right [2]
- PADM 551 Comparative Public Administration (4)
- PADM 553 The Constitution And Public Administration [2]
- PADM 555 The Political Executive [4]
- PADM 561 Public Administration Through Film & Television [2]
- PADM 563 Public Sector Ethics [4]
- PADM 571 Entrepreneurship: Journey Or Destination? [4]
- PADM 596 Experimental Courses [titles vary] (1-4)
- PADM 598 Seminars in Public Administration (1 - 4) titles vary]
- PADM 599 Directed/Independent Study (1 - 4)
- PADM 600 Thesis Research Seminar [1-8]

PADM 601 RESEARCH PROJECT [2]

PADM 602 MPA PORTFOLIO [2]

PADM 603 INTERNSHIPS IN PUBLIC ADMINISTRATION [2-8] (Pass/No

3.6 Research Project (PADM601 – 2 credits)

In this course the student is expected, with the advice and guidance of the chair of his/her comprehensive oral examination chair, to select a paper submitted for a course requirement in any of the PADM courses s/he has completed and revise and enhance that paper for presentation as part of the comprehensive oral exam.

Typical revisions and enhancements include:

- technical writing improvements
 - grammar, spelling and punctuation
 - organization and flow of the paper
 - proper APA style citations
- updating the content of the paper
- enhancing the evidentiary base of the paper
- elaboration on specific points made in the paper
- revising some of the basic elements of the paper

The specific revisions and enhancements required of any student will be established by the chair of the comprehensive oral exam in a meeting with the student.

The student will also be required to prepare a presentation of the paper for the comprehensive oral exam. It is up to the student to decide whether to use PowerPoint, overheads, or any other visual aids in presenting the paper.

3.7 MPA Portfolio (PADM602 – 2 credits)

In this course the student is expected, with the advice and guidance of the chair of his/her comprehensive oral examination chair, to put together a portfolio including the following material.

PowerPoint Presentation of this Portfolio

Resume

Philosophy of Practice [3-5 pages]

Professional Goals [1 page]

Reflective Essay [4-6 pages]

Essay on dealing with diversity and change

Reflections on Your Favorite Course(s) and Least Favorite Course(s)

MPA Course Evaluation Exit Survey [*pending approval of faculty*]

Example of Work You Contributed to as Part of a Group (with comments)

Example of your individual work that provides evidence of your ability to analyze, synthesize, think critically, solve problems and make decisions

Other Work Samples(s) (Optional)

PADM 603 Internship Essay (Optional)

3.8 Candidacy and Oral Exam

In addition to successfully completing the coursework, there are two other steps required to obtain the MPA. The first of these is to file for candidacy. This should be done before completing 30 credit hours of coursework and must be done at least one quarter prior to the quarter in which a student will graduate. It involves listing (on a form available from the GPPA Program Office, Graduate Program Office, or online at

http://web.ewu.edu/groups/graduateprogs/app_candidacy_new.pdf

--see sample in Appendix C) all courses completed, all in progress, and all those yet to be taken to complete the courses required for the degree. Completing the form will also involve choosing two GPPA faculty who will sit on the oral exam committee. The chair of the committee, assigned by the MPA director, will be the primary advisor on a student's Research Project and Portfolio. You will also need to estimate the quarter in which you expect to graduate, but there are no consequences if your estimate is incorrect.

The oral exam is expected to take place during the student's final quarter in the program. Coursework should be arranged so that it will be completed by the end of the quarter that the oral exam is taken. Final copies of the 601 paper and 602 portfolio, approved by both departmental members of the committee, must be submitted to all three committee members at least 10 university class days prior to the exam date. The time and place of the oral exam should be arranged by the student with the advice and consent of the committee members.

For more about the oral exam, see

<http://www.ewu.edu/CBPA/Programs/Public-Administration/Orals.xml>

4.0 SPECIAL COURSEWORK OPPORTUNITIES

4.1 Special Topics Courses (PADM 539)

Special topics courses (PADM 539) are integral components of the MPA Program. They allow introduction of new subject areas into the curriculum, consideration of current issues and/or problems in administration, or experimentation in methodology.

4.2 Short Courses and Workshops (PADM 597)

Workshops (PADM 597) involving less intensive treatment of a topic than is normally found in graduate courses may occasionally be offered by GPPA. In conformance with Graduate

Council rules, credits earned in short courses or workshops will not be applied toward the MPA or any other graduate degree at EWU.

4.3 Directed/Independent Study (PADM 599)

Students may have the option of enrolling in a directed or independent study course (PADM 599). Prior to enrollment, a student must first make arrangements with a member of the GPPA faculty. At that meeting details of the work to be accomplished will be worked out. They should include the topic area to be studied, the amount of work to be done, the criteria upon which the student's work will be judged, and the number of credits (1 - 4) to be earned.

See Appendix A for a copy of the Special Course Approval/Registration Form which must be submitted by the MPA Program office in hard copy to Student Services.

4.4 Internships (PADM 603) [Pass/No Credit grading]

Although internships are not a required part of the MPA curriculum, they are recommended for all MPA students who have not had significant public sector administrative experience. The internship is intended to provide a professional learning experience for the student, including realistic exposure to a complex organizational environment. The intern is expected both to contribute to the agency by assisting in solving problems for the agency and to learn from and about the agency.

The student should consider his/her internship plans in choosing the courses taken prior to the internship. Normally, an internship should be arranged after finishing at least 20 credit hours of coursework in the program. Plans for a specific internship should be brought to the GPPA director at least one month prior to the beginning of the quarter in which academic credit will be sought.

These plans should include a description of the duties involved in the assignment. The standard requirement for a 4 credit internship is 200 hours of work. No more than 8 credits of internship may be counted toward graduation. Academic credit is obtained by registering for PADM 603.

The intern is fully accountable to both his/her on-the-job supervisor and to the GPPA director. During the internship, the student should arrange at least two meetings each quarter with the director. The ultimate responsibility for evaluating the student's learning experience and performance lies with the GPPA director. The director will ordinarily require the following:

- a) the written evaluation of the intern's work by the agency supervisor;
- b) written work (where appropriate) prepared by the intern for the agency; and
- c) a written summary report and/or a journal prepared by the intern for the faculty supervisor.

Internships may or may not include compensation. Programs that will pay are: the Washington State Governor's Internship Program and the Presidential Management Fellows

Program. (For information on these programs, see <http://www.pmf.opm.gov/>) Students are encouraged to watch GPPA notices and other sources for announcements of internship opportunities which may offer compensation or expense reimbursement. Programs that regularly send notices to GPPA include those in New York State, Phoenix, Arizona, and Dade County, Florida. GPPA faculty may be able to assist in placing a student in an internship, but most often students take the lead in making arrangements.

The Eastern Washington University Internship Program also may be helpful in placing interns. Students are encouraged to contact that office when seeking placement.

4.5 Experimental Courses (PADM 596)

GPPA utilizes PADM596 to offer classes not yet approved by the Graduate Affairs Council. They may represent one-time opportunities or may later be added to the list of courses in the university catalog under their own number.

4.6 Special Seminars (PADM 598)

GPPA utilizes PADM598 to offer seminars on timely and important subjects. Like PADM596 courses, they may represent one-time opportunities or may later be added to the list of courses in the university catalog under their own number if the program faculty decide to include them as part of the regular curriculum.

5.0 Dual Degrees

Several dual degree programs are available to Eastern MPA students. In each, students can obtain two degrees for fewer credits of work than would be required if the programs were taken separately. In order to qualify for a dual degree program students must be admitted to both participating programs prior to completion of either program.

5.1 MPA/MBA

A dual-degree program is available through which one can obtain both an MPA degree and an MBA degree. In this program of study, required courses for one degree program serve as elective and specialization courses in the second program, thereby reducing the number of credits required for each of the degrees. Any student interested in this dual degree must apply and be admitted to both the Masters of Public Administration and the Masters in Business Administration Program. Individuals who have already started one of the two masters programs can work toward the MPA/MBA by qualifying for admission to the other program. Students complete 82 hours of coursework in addition to those background courses which are prerequisite to either graduate degree program. The average progress requires about eight quarters of full-time study to complete both degrees. Interested parties should contact the GPPA director Larry Luton, lluton@ewu.edu 509-358-2247 or MBA director Roberta Brooke, rbrooke@ewu.edu 509-828-1248. Physical address for both directors is 668 N. Riverpoint Blvd., Suite A, Spokane, WA 99202-1660. The homepage link for the MBA program is

<http://www.ewu.edu/CBPA/Programs/Masters-Business-Administration.xml>

5.2 MPA/MSW

A dual-degree program is available through which one can obtain both an MPA degree and an MSW degree. In this program of study, required courses for one degree program serve as elective and specialization courses in the second program, thereby reducing the number of credits required for each of the degrees. Any student interested in this dual degree must apply and be admitted to both the Masters of Public Administration and the Masters in Social Work Program. Individuals who have already started one of the two masters programs can work toward the MPA/MSW by qualifying for admission to the other program. The number of credits needed to graduate with the MPA/MSW dual degree is at least 118, which is 40 credits fewer than would be required for the two degrees separately. The dual-degree program can be completed in eight to nine full-time quarters. There is also an advanced standing version of the MPA/MSW. The reduction of MSW credits required in that program results in a total of 79 credits needed for the dual degree. Interested parties should contact the GPPA director Larry Luton, lluton@ewu.edu 509-828-1231, 668 N. Riverpoint Blvd., Suite A, Spokane, WA 99202-1660 or for the MSW program Grace Creasman gcreasman@ewu.edu, 509-359-4762. The homepage link for the MSW program is

<http://www.ewu.edu/CSBSSW/Programs/Social-Work/Social-Work-Degrees/MSW.xml>

5.3 MPA/MURP

A dual-degree program is available through which one can obtain both an MPA degree and a MURP degree. In this program of study, required courses for one degree program serve as elective and specialization courses in the second program, thereby reducing the number of credits required for each of the degrees. Any student interested in this dual degree must apply and be admitted to both the Masters of Public Administration and the Masters in Urban and Regional Planning Program. Individuals who have already started one of the two masters programs can work toward the MPA/MURP by qualifying for admission to the other program. Students complete approximately 91-92 hours of coursework in addition to those background courses which are prerequisite to either graduate degree program. The average progress requires about eight quarters of full-time study to complete both degrees. Interested parties should contact the GPPA director Larry Luton, lluton@ewu.edu, 509-828-1231, 668 N. Riverpoint Blvd., Suite A, Spokane, WA 99202-1660 or the MURP advisor Dr. Gabor M. Zovanyi gzovanyi@ewu.edu, 509-828-1216, RPT235, Cheney, WA 99004-2428. The homepage link for the MURP program is

<http://www.ewu.edu/CBPA/Programs/Urban-Regional-Planning/URP-Degrees/MURP.xml>

6.0 OTHER PROGRAMS OF STUDY

6.1 Certificate Programs

6.11 Public Management Development Certificate Program

The Public Management Development Certificate is available to students who want to study Public Administration but do not want to take on all the work required for a degree program. Both a Basic Certificate (16 credits) and an Advanced Certificate (36 credits) are available. Course offerings within the Basic program provide an introduction to the concepts and skills associated with public service administration. The Advanced Certificate program permits further development in the fundamentals of public sector management. In order to receive either or both of the certificates, the student must maintain at least a 3.0 cumulative GPA in these courses.

Basic Certificate (16 credits)

PADM 501	Research Tools of the Administrator	(4)
PADM 503	Concepts & Values of Public Service	(4)
PADM 509	Public Sector Management	(4)
PADM 511	Public Sector Organization Theory	(4)

Advanced Certificate (36 credits)

All of the Basic Certificate courses	(16)	
PADM 500	Personal Assessment	(1)
PADM 505	Public Policy Cycles	(4)
PADM 507	Public Policy Analysis	(4)
PADM 513	Public Planning and Budgeting	(4)
PADM 515	Administrative Law and Regulations	(4)
PADM 517	Professional Employment	(1)
PADM 519	Public Service Learning	(2)

Admission to these certificate programs is upon the same bases as is admission to the MPA program. (See Section 1.1.)

Upon completion of the courses for any of the certificates, the student must notify the GPPA office and request the issuance of the earned certificate. Following an evaluation of the student's transcript, the student will be sent the appropriate certificate.

6.12 Health Services Administration Certificate Program

HSAD also offers a Health Services Administration Certificate. This Certificate is designed to expand the student's understanding of health care issues in relation to the delivery of services in a managed care environment.

For enrollment into the program, a student must:

- a) Submit two copies of official transcripts for all college coursework;
- b) Be enrolled in a master degree program at EWU; or meet general Graduate Program admission requirements.
- c) Provide a letter describing one's background and experience in the health delivery system and how the health service administration certificate fits into one's professional goals.

The Health Services Administration program accepts beginning students only in the Fall Quarter of each academic year.

Required Courses for Standard Certificate:

HSAD 500 U.S. Health Care Systems	(4)
HSAD 510 Health Law	(4)
HSAD 520 Health Reimbursement Issues	(4)
HSAD 530 Seminar on Business and Health	(4)
HSAD 598 Seminar in Health Services Administration	(4)

Required Courses for Health IT Option:

HSAD 500	(4)
HSAD 510	(4)
HSAD 520	(4)
HSAD 596 Health Infomatics	(4)
HSAD 598 Seminar in Health Info Technology	(4)

Interested students should contact Mary Ann Keogh Hoss at 828-1245 mhoss@ewu.edu, Director of the Health Services Administration Program for more information.

6.13 Advanced Standing MPA Program

Persons who have completed all of the requirements for the undergraduate Public Policy and Administration Certificate offered through the Government Department and the Economics Department of EWU's College of Social and Behavioral Sciences are allowed to obtain the MPA Degree by meeting the following requirements:

Core Courses: (36 credits)

- PADM 500 (1 credits)
- PADM 501 (4 credits)
- PADM 503 (4 credits)
- PADM 505 (4 credits)
- PADM 509 (4 credits)
- PADM 511 (4 credits)
- PADM 513 (4 credits)
- PADM 515 (4 credits)
- PADM 517 (2 credits)
- PADM 519 (2 credits)
- PADM 601 (2 credits)
- PADM 602 (2 credits)

MPA Elective Courses: (10 credits) 10 credits in any of the courses acceptable as electives in the MPA Program.

Total Credits for MPA Degree in the Advanced Standing Program = 46 credits

(Note: For specifics on the requirements for the undergraduate Public Policy and Administration Certificate, see the description in the 2010-11 EWU Catalog on page 196.)

7.0 PROBATION, TERMINATION, AND OTHER UNPLEASANT CIRCUMSTANCES

Students are admitted to the GPPA based primarily on evidence of their ability to successfully complete the coursework. Once admitted, maintaining within the program a 3.0 GPA does not guarantee that the student will be permitted to complete the coursework and receive the degree.

7.1 Time Limits

EWU regulations allow six years between beginning coursework and completion of the Master's Degree. More than six years elapsed time could require application for re-admission to GPPA. It could also could entail losing credit for courses taken over six years prior to completion of the degree. Therefore, students could be required to repeat some courses.

7.2 Incompletes

As a general policy, incompletes shall be discouraged. Courses are organized so that students are expected to complete the work within the same quarter the course is offered.

Incompletes should be granted only in extraordinary circumstances or conditions. When an incomplete is given, a specific time frame will be set by the instructor within which the work is to be completed. If the work is not completed and a new grade submitted by the end of that time frame, the Registrar will convert the incomplete into a 0.0, or to a grade previously submitted by the instructor.

Students who obtain incompletes on a fairly regular basis may be counseled and reminded that the pattern of incompletes raises questions regarding his/her commitment to the program, decision making in regard to course load, and (perhaps) his/her continuation in the program.

7.3 Low Grades

In accordance with EWU graduate school rules, program requirements shall not be satisfied with any course credit in which a grade below 2.0 is received. Only two courses in either the certificate or the master's degree program may have a grade below a 2.5. Repeating courses for which a grade of 2.5 or below was received does not evade this limitation. (Graduate Affairs Council Policies, 6.5)

7.4 Plagiarism and Academic Integrity

PLAGIARISM: *"the act of appropriating the literary composition of another, or parts or passages of his writings or the ideas or language of the same, and passing them off as the product of one's own mind."*

West's Law Dictionary

Although the initial decision regarding what to do about an instance of academic dishonesty or plagiarism is in the hands of the instructor, a student caught in such a violation should expect disciplinary action that can range from an admonition to dismissal from GPPA. (See EWU Academic Integrity Policy at

<http://access.ewu.edu/Academic-Advising/FacultyStaff-Advisor-Support/Academic-Integrity-Policy-and-Information.xml>

It is the general policy of GPPA that plagiarism and other forms of academic dishonesty are serious offenses and are not to be condoned or tolerated.

7.5 Probation

A student must maintain a minimum 3.0 cumulative GPA in all courses to be counted toward the MPA degree. A cumulative GPA below 3.0 at any time during the course of study will result in the student being put on probation by the Graduate School.

EWU Graduate School policy provides that students shall have one quarter within which to raise their cumulative GPA to 3.0 or better, or face dismissal from the program. A second consecutive quarter on probation will normally result in dismissal from the program. (Graduate Affairs Council Policies, 6.4)

7.6 Dismissal

Students may be dismissed from the GPPA for two reasons: 1) failure to raise their cumulative GPA to at least 3.0 (see Section 7.5), or 2) receiving a major disciplinary sanction under the Student Conduct Code (WAC 172-120-050).

7.7 Appeals Procedure

Any student who thinks that he/she has been treated unfairly by a faculty member in connection with the conduct of a class has the right to appeal that faculty member's decision. Likewise, any student who thinks that he/she has been treated unfairly by a decision of the director of the MPA program has the right to appeal that decision.

The appeal processes available are detailed in the Student Conduct Code (WAC 172-120-060 through WAC 172-120-150).

8.0 PROGRAM FACULTY

8.1 Full-time Faculty

All current full-time faculty in GPPA hold the Doctorate Degree. Each has had public and/or private sector experience relevant to preparation of students for careers in public or private not-for-profit organizations

Duties of tenured or tenure-track faculty include:

1. Teaching
 - a. preparing for and presenting courses;
 - b. advising students;
 - c. assisting students in PADM 601 Research Project;
 - d. assisting students in putting together their PADM 602 MPA Portfolio
 - e. serving on Oral Exam Committees.
2. Research
 - a. presenting papers at professional conferences; and
 - b. publishing (professional journals, books, conference papers, grants, contracts, public service research reports)
3. Service
 - a. to GPPA in its administrative needs;
 - b. to the College of Business and Public Administration;
 - c. to EWU;
 - d. to the local community; and/or
 - e. to the professional community.

Because these duties are not limited to classroom teaching, sometimes it is necessary for a faculty member to miss a scheduled class meeting. At such times, it is the responsibility of the faculty to arrange a suitable alternative that considers the educational needs and time constraints of the students.

The duties of term contract faculty are normally limited to instruction and participating in college and department program faculty meetings. They are not usually expected to serve as advisers on research projects or to serve on oral exam committees. Contract specifications may result in overriding these norms.

In order to assure accessibility to students, all faculty are expected to maintain a minimum of five regular, posted office hours per week. Appointments should be scheduled during

those office hours; however, faculty will schedule appointments outside those regular hours when necessary.

8.2 Adjunct Faculty

The program teaching location at Riverpoint facilitates access to the expertise and experiences of academically qualified practitioners. The program utilizes their services in courses that benefit from the synthesis of their training and on-the-job experiences. These practitioners who serve as adjunct faculty may also of assistance in locating internship placements in the Spokane area. (See Section 4.3.)

8.3 Student Evaluation of Faculty

It is the policy of the College of Business and Public Administration that each course must include distribution of a teacher evaluation instrument. The instrument should be distributed during the last two weeks of the quarter in a manner that assures anonymity of the respondents.

Students are also encouraged to use informal channels to express evaluative judgments regarding faculty performance. The formal instrument should not be perceived as the only channel for expressing opinions on this topic.

In addition, comments regarding the evaluation process and suggestions for its improvement are always welcome.

8.4 Minimum Expectations for Course Organization

Every MPA faculty member, for each course they teach, shall develop and implement a course outline that sets forth, at a minimum: 1) course goals; 2) required texts; 3) criteria and methods of evaluation of students for grading purposes; and 4) a schedule of topics and/or issues to be covered in the class.

Further, a copy of the outline shall be provided to students at the beginning of the course, and an additional copy shall be placed in the MPA program files.

9.0 ADDITIONAL POLICIES AND REGULATIONS

9.1 Grading

9.11 Writing Quality

It is the general policy of the MPA program that both content and writing quality are considered in grading.

9.12 Attendance

Any student failing to be in attendance in at least 75% of scheduled class time should expect his/her grade to be adversely affected. The actual decrease in the grade that would have otherwise been assigned for the course will be determined by the instructor.

9.2 Grade Point Average Calculation

When computing GPA grade point averages for the purpose of applying EWU graduate school regulations, all courses taken as post-baccalaureate courses which are part of the degree program are included. Courses that are taken specifically to meet background requirements for the degree program are also included.

9.3 Student Awards

9.31 Honors Graduate

The **Honors Graduate Award** will be given to the person graduating during the current academic year with the highest cumulative GPA (as of the end of Winter Quarter).

9.32 Oral Exam Distinction

When a student is deemed by both MPA faculty members on his/her Oral Exam Committee to have passed his/her oral exam with distinction, a letter of commendation signed by each faculty member is sent to the student

Distinction, as recognized by this award, indicates that the student delivered and defended his/her paper and portfolio in a very professional manner, answered the questions based on the core courses in an exemplary manner, impressed the committee with his/her knowledge, and demonstrated an ability to communicate effectively in a stressful situation.

9.33 GPA Honor Students

Each Spring quarter, the top 10% of MPA students (based on GPA with at least 30 credits completed) shall be honored at a College of Business and Public Administration event.

9.4 Credit for Courses

9.41 Time Limits

For MPA and certificate students, courses must have been taken within six years prior to finishing the entire program of study. (Graduate Affairs Council, 6.12)

Students may petition the director for special consideration.

9.42 Transfer Credits

No more than 15 appropriate quarter credits may be transferred from another university toward the MPA degree. (GAC Policies, 6.8) Students seeking credit for transfer courses must request credit from the MPA director, who shall have authority to accept or reject transfer credits.

9.43 Preadmission Credits

No more than 12 credits obtained in graduate work completed prior to admission to the GPPA may be applied to the MPA degree.

(GAC Policies, 6.3) Requests for exception to this policy are heard by the Academic Appeals Board of the GAC. Dual degree students may apply more than 12 credits from the first of their two programs to the second.

9.5 Job Announcements and Placement

Copies of job announcements received by the MPA program will be made available to students through email, on our Facebook page, and/or at the EWU Riverpoint offices. Listings should be checked regularly because there is often a short lead time between receipt of notification and closing of the application period.

The MPA program cannot guarantee its graduates will obtain employment. Nonetheless, it does attempt to provide assistance in their efforts to secure employment.

9.6 Staff Assistance to Students

The MPA program staff cannot be expected to provide keyboarding, photocopying, telephone, or research assistance to students. Neither can program supplies or equipment be made available. However, the staff will assist students as is feasible and appropriate.

9.7 Course Load

The minimum full-time course load is 10 credit hours. The maximum course load for graduate students is 18 credits per quarter. If the student has a cumulative GPA of 3.5 or better, he/she may exceed these limits with the prior permission of the MPA director or Department Chair. (GAC Policies, 6.13)

9.8 Standards for Papers and Assignments

9.81 Style Manual

The Publication Manual of the American Psychological Association (Washington, DC: American Psychological Association) is used in GPPA as the style manual.

9.82 Faculty-specific Requirements

Students are expected to comply with faculty requirements regarding assignments when they have been properly announced and reasonably set.

9.83 Incidental Costs

Students may be required to submit assignments using appropriate software. Computer labs are available for student use in Cheney and at Riverpoint. Access to the computers and terminals may be subject to a quarterly fee.

Students should also be prepared for copying charges. It is not a good idea to submit one's only copy of an assignment. Single copies have an unnerving propensity to become lost. Retain a copy in your own files.

9.9 Use of University Resources

Students who are using University resources (e.g., faculty consultation, library resources, computer labs) are required by the University to register for a minimum of two (2) credits. In the quarter of their comprehensive oral, students must be registered for a minimum of two (2) credits. (GAC Policies, 10.3 and 10.4)

APPENDICES

All Students Forms can be found @
<http://www.ewu.edu/Grad/Graduate-Student-Forms.xml>

APPENDIX A

Special Course Approval/Registration Form

Special Course Approval/Registration Form

For Office Use Only

INSTRUCTOR: Please work with your department chairperson and college dean to secure permission to offer this course. Only forms with all four signatures below, including the student's signature, will be entered for enrollment by Records and Registration staff. The completed form should be submitted to Records and Registration by the appropriate department/program.

Instructor, please check one:

- The course below is included as part of my approved annual workload.
 Overload compensation for this course has been negotiated with my chair and dean and has been approved.

This course is required in the student's program of study (circle one): yes no

Instructor			
Print last, first, initial	EWU ID #	Signature	Date
Department Chair			
Print last, first, initial		Signature	Date
College Dean			
Print last, first, initial		Signature	Date

For Student/Faculty To Complete

Application for enrollment in internship (x95 or x97), practicum (x95 or x97), independent study (x99), directed study (x99), thesis (600) or research project (601)

Quarter of Study	Fall 20 ____	Winter 20 ____	Spring 20 ____	Summer 20 ____
Course Title (for x99 courses only, limit to 30 characters, including spaces)	Credits	Course Number		
Course Content (briefly describe)				
Student's Name Print last, first, initial	EWU ID #	Signature	Date	

Note: Student signature indicates acceptance of responsibility for academic work and meeting with faculty as well as any financial obligations associated with this course.

Revised 09/16/08

Office of Records and Registration • 201 Sutton Hall • Cheney, WA 99004 • Phone 509.359.2321 • Fax 509.359.6153



APPENDIX B

Travel Grants Forms

EASTERN WASHINGTON UNIVERSITY

GRADUATE STUDENT TRAVEL GRANT-IN-AID

APPLICATION INSTRUCTIONS

The Graduate Studies Office sponsors a Travel Grant-In-Aid to help support graduate students who will be presenting papers or posters at meetings of professional organizations.

- The awards will be for a maximum of \$500 per student or \$1,200 for groups of 3 or more.
- Funding per quarter is very limited. Apply as soon as possible.
- Graduate students who have been accepted for Candidacy, are full-time students, and who have a 3.0 minimum GPA are eligible to apply.
- Applications may be obtained on the Graduate Studies web page at <http://www.ewu.edu/x12976.xml> or from the Office of the Vice Provost, Graduate Education Research in Showalter Hall room 220 or by e-mail from lswannack@ewu.edu
- Applications are due before the travel commences.
- Students may apply more than once; however, priority will be given to first-time applicants.
- Students should submit the application cover sheet, the application and an abstract of the paper by campus mail to 220 SHW or in person to Showalter 220.
- All Graduate Student Travel Grant-in-Aid reviews are anonymous. Do not include the name of the applicant or the applicant's advisor on the application form or supporting documents (Abstract).

PROTOCOL

- The student, the student's advisor and the department chair will be notified by email when the grant-in-aid has been approved.
- Students employed by EWU will coordinate travel through the department secretary and submit a Travel Authorization form. The department secretary will obtain an index number from the Administrative Assistant for the Vice Provost of Graduate Education, Research. Reimbursement will be made upon return.
- Students not employed by EWU will submit receipts upon return of travel to the department secretary. The department secretary will prepare an invoice voucher for reimbursement to the student. Graduate Education Research will prepare the purchase requisition.

Application # _____
(Leave Blank)

GRADUATE STUDENT TRAVEL GRANT-IN-AID

APPLICATION COVER SHEET

Date of Application: ____/____/____

Student's Name: _____

Student's ID #: _____

Mailing Address: _____

Email address: _____

Telephone: (____) _____ -

EWU Employee: __ Yes __ No
(For example, Graduate Service Appointment, GSA)

Department of: _____

Advisor's Name: _____

Advisor's Signature: _____

Amount Requested: \$ _____
(Maximum amount per grant: \$500 or \$1,200 if part of a group of 3 or more)

Chair Approval: _____ Date: _____

Department Funding Committed: _____

Dean Approval: _____ Date: _____

College Funding Committed: _____

Leave this section blank.

Application #: _____

Approved By: _____

Date Approved: ____/____/____

Amount Approved: \$ _____

GRADUATE STUDENT TRAVEL GRANT-IN-AID

INDIVIDUAL APPLICATION

Department: _____ Date of Application: ____/____/____

PURPOSE OF TRAVEL:

Name of Professional Organization: _____

Dates of meeting: _____ Location of meeting: _____

Will you present: Paper _____ Poster _____

External peer review before acceptance? _____ Has paper been accepted? _____

(If no, please notify Graduate Education Research Office when accepted.)

If more than one author, what is your position (e.g., first of three, second of four, etc.) _____

Title of Paper/Poster: _____

PRIOR SUPPORT:

Have you received support from the Graduate Student Travel Grant-in-Aid program? _____ (yes/no)

If yes, give dates and amount. _____

(Please note that

first-time applicants will receive priority.)

PREVIOUS DEGREE(S):

	Degree	Year	Name of Institution
1.	_____	_____	_____
2.	_____	_____	_____

GRADUATE SCHOOL STATUS:

Date entered EWU: _____ Date of Candidacy: _____

Full Time Graduate Student: _____ (yes/no) With at least a 3.0 cumulative GPA: _____ (yes/no)

Tentative date of completion: _____

The decision on your proposal is based primarily on what is presented below. Choose your words carefully and limit your statements to the space provided. Attach the Abstract of your paper that was submitted. Do not identify yourself or your advisor below or in the Abstract.

Description of Research. Summarize the paper in terminology that can be understood by a non-specialist. In your statement, inform the reader of the significance of your research.

Faculty advisor's comment on the proposed travel request. Be explicit about the quality and significance of the paper and detail the significance of the meeting, the relevance of the paper to that meeting, and the relevance of the meeting to your student's graduate career.

APPENDIX C

Application for Degree Candidacy Form

APPENDIX D

Graduate Application for Graduate Degree



Graduate Studies Office, 206 Showalter Hall
Cheney, WA 99004-2444

GRADUATION APPLICATION FOR GRADUATE DEGREE

This form must be submitted to the Graduate Studies Office by the second Friday of the quarter prior to your quarter of degree completion, with the \$35.63 application fee. IF THIS APPLICATION IS ACCEPTED LATE, a \$12.00 FEE WILL BE CHARGED, FOR A TOTAL OF \$47.63.

Please initial here if you do not want your information listed in the commencement bulletin.

Date: EWU ID number:

Last name: First name: MI:

Name as it is to appear on your diploma, if different from above:

Quarter and year in which you expect to complete degree requirements (please choose only ONE):

Winter Spring Summer Fall

Degree: MA MBA MED MFA MN MOT MPA DPT MS MSW MURP
Certificate: Teaching of Writing Teaching of Literature HSAD Cert Public Admin Post Master's School Psych

Graduate degree major (e.g. Literacy Specialist, History, etc.):

Your bachelor's degree: BA BS BAE Other:

Bachelor's institution:

Note: All commencement information will be sent to your local address and the e-mail address below. If you move, you must update these addresses on EagleNet at http://eaglenet.ewu.edu. EVERYTHING mailed by this office after the posting of your degree will be sent to the diploma mailing address, also updatable on EagleNet.

E-mail address:

Local address: Street

City State Zip Code

Diploma mailing address: Street

City State Zip Code

This portion to be filled in by office only:
Fees Received: Graduate Degree - \$35.63 Thesis Binding - \$63 (4 copies) Extra Copies x \$15 =
Total Received \$ Received By Date
Transcripts Sent Diploma Sent Late Fee 8/20/2010

APPENDIX E

Terminal Research Approval Form



Terminal Research Approval Form

Committee approval to schedule comprehensive examination

Graduate Studies
206 Showalter Hall
Cheney WA 99004-2444

This form must be received in the Graduate Studies Office at least **two weeks prior** to the examination.

Note: The student and faculty signatures on this form are verification that there are no outstanding incomplete grades, post examination internships and current classes excluded. Students with incomplete course work one quarter after successful examination will be assessed a late completion fee.

Last Name: _____ First Name: _____

EWU ID Number: _____ Graduation Quarter: _____

Degree: _____ Major: _____

Student Signature Date

Please check the appropriate box and sign:

The candidate's research report thesis* terminal document

has progressed to the point where it is ready to be defended at the comprehensive examination.

Orals Committee Chair Date

Internal Orals Committee Member (2nd) Date

* Thesis students only must provide four (4) final copies with signature page to the Graduate Studies Office within ten (10) working days of the defense, or by the end of the quarter, **whichever comes first.**

.....
Please supply the following information (if known):

Orals Date: _____

Orals Time: _____

Orals Location: _____

IRB Approval Received or Not Applicable: _____

Responses to this form may be e-mailed by the appropriate committee members directly to the Graduate Studies Office at gradprograms@mail.ewu.edu.

9/18/2009