



ASU Online Master of Public Administration

Program Handbook 2024-2025

Revised: May 2024

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Land Acknowledgement

We acknowledge the 22 tribes who are native to the Arizona, whose care and keeping of these lands allow us to be here today. More specifically we honor the Akimel O'odham (PIMA) and Pee Posh (Maricopa) peoples, on whose ancestral homelands ASU's campuses reside.

Program Overview

The **mission of the School of Public Affairs** is to understand and address society's grandest challenges in public management, policy, and governance. We seek to maximize our impact through rigorous transdisciplinary research, project-based education, collaborative and inclusive community engagement, experiential learning, and innovative solutions.

The **Master of Public Administration (MPA)** degree program is a transdisciplinary, professional degree program designed to prepare students for public service, public management, and policy analysis at the local, state, and national levels of government. It is a professional degree, equivalent to an MBA, for people pursuing leadership positions in the public sector. The MPA prepares individuals to serve as managers, executives, and policy analysts in the executive arm of local, state/provincial, and federal/national government, and increasingly in non-governmental organization (NO) and the nonprofit sector. It places a focus on the systematic investigation of executive organization and management. Instruction includes the roles, development, and principles of public administration; public policy management, and implementation. Our MPA is accredited by the National Association of Schools of Public Affairs and Administration and is ranked highly by U.S. News & World Report. It is currently listed as the 12th best MPA program in the country.

ASU's MPA program is fully **accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA)**. The NASPAA Standards are the quality benchmark used by graduate public service programs around the world. NASPAA's accreditation process is mission-based and driven by public service values. Accredited programs must contribute to the knowledge, research, and practice of public service, establish observable goals and outcomes, and use information about their performance to guide program improvement.

Policies

Pre-Admissions

Review the complete [admission requirements and application procedures](#) for the **Master of Public Administration (MPA)** program on the School of Public Affairs' web site. It will provide you with comprehensive information about the admission requirements, application process, including priority deadlines and RE waiver.

Minimum Competencies

Students must demonstrate minimum competency in (1) statistics and (2) American government.

These competencies are demonstrated by having taken a basic statistics course and an American government-related course (earning a B or higher) any time in the past. These competencies are not an admissions requirement, but students admitted to the MPA] program who have not satisfied one or both competencies will be required to take related classes by the end of their first semester of study. These classes can be taken at ASU or another college before starting the graduate program or during the first semester after being admitted. Again, both courses could have been taken any time in the past, however, for statistics, use your best judgment. If it's been 10 years since your statistics course, you may want to take a refresher course or engage in self-study to prepare for your first MPA] research course, PAF 501 - Public Service Research I.

Statistics – Competency in statistics is met with a grade of B or higher in one of the approved ASU courses: PAF 301, POS 401, PSY 230, QBA 221, SWU 321, ECN 221, STP 226 or SOC 390. If you plan to take a course at a local Maricopa Community College, the following course is recommended: PSY 230. Other courses taken at ASU or another college/university may be substituted upon approval of the MPA]. Please e-mail a course description to the School of Public Affairs graduate academic advisor, SPA@asu.edu. A non-credit online module and assessment is also available through the School of Public Affairs. For more information, contact the School of Public Affairs graduate academic advisor, SPA@asu.edu. If requesting approval for a course not listed above, please include the course description and syllabus in your correspondence.

American Government – Competency in American government is a demonstrated understanding of major institutions of modern government and processes of individual and group political activity. This competency is met with a grade of B or higher in one of the approved ASU courses: PAF 200, PAF 300, PAF 340, POS 110, or POS 310. Other courses taken at ASU or another college may be substituted upon approval of the MPA]. A non-credit online module and assessment is also available through the School of Public Affairs. For more information, contact the School of Public Affairs graduate academic advisor, SPA@asu.edu. If requesting approval for a course not listed above, please include the course description and syllabus in your correspondence.

Tuition, Fees and Financial Support

Students can estimate [tuition and fee costs](#) online. In addition to tuition, students are responsible for paying a number of required student fees.

Program Fees: Every ASU graduate degree program has a "program fee" assessed for students in that program. These fees vary for each program. The more competitive/highly ranked a degree program, the higher the fee. These fees cannot be waived.

Financial Aid

Graduate students seeking loans or financial aid counseling should contact the [ASU Student Financial Aid Office](#), the College of Public Service & Community Solutions' Student Financial Resource Coordinator at 602.496.0232. You can also request assistance and service through your MyASU (click on the "Finances" tab).

The School of Public Affairs also offers limited funding opportunities in the form of scholarships, assistantships, and fellowships for MPA students. [Learn more](#).

Useful Links:

- [SPA Scholarships](#)
- [ASU Financial Aid](#)
- [Types of ASU Financial Aid](#)
- [ASU Scholarship Search](#)
- [ASU Spirit of Service Scholar Program](#)
- [Graduate College Fellowships](#)
- [Student Employment](#)
- [ASU Cost of Attendance](#)

Interactive Plan of Study (iPOS)

The [interactive plan of study](#) (iPOS) is the student's official contract with the department and the university. It lists all the classes the student plans to take to complete the degree and indicates who is on the student's supervisory committee. It lists all the classes the student plans to take to complete the degree. Detailed academic requirements for the MPA degree can be found on the School of Public Affairs' web site.

- [MPA Program of Study](#)

In order to graduate, you must submit an **Interactive Program of Study (iPOS)** using an online form, during your first semester. Your academic advisor can assist you in completing the iPOS. Upon approval, students are expected to keep the iPOS up-to-date by checking it at the start of each semester and making changes as needed.

[A tutorial for the iPOS](#) can be found on the SPA website under the "Student Resources" tab.

Mode of Instruction

Classes for the MPA Online degree are taught in the following mode:

- ☐ ASU Online (internet)

Careful class scheduling in consultation with the graduate academic advisor will ensure timely graduation.

Suggested Course Loads

Each 15 week semester at ASU is split into two 7.5 week sessions. The A session is the first 7.5 weeks and the B session is the second 7.5 weeks. Most students take at least one A session and one B session course each semester (slower pace). Some students choose to take two A session and two B session courses each semester (one calendar year).

You should plan to do school work for approximately 18 hours per week for every 3 credits. Online courses are just as rigorous as in-person courses. The 18 hours may differ from week to week and even class to class. This is an estimate and you should plan accordingly. Each session class is a condensed version of a semester class (7.5 weeks vs. the traditional 16 weeks).

Note: All graduate students must be enrolled in at least 1 credit hour for fall and spring semesters as well as the semester they were admitted. Please refer to page 11 for more details about continuous enrollment. Classes do not need to be taken in a specific order, with the exception of the Capstone - PAF 509, which must be taken in your final semester. Not all classes are offered every semester. Register as soon as possible every semester to ensure you are able to take the classes you want to take when you want to take them.

Suggested Course Sequences

If you have questions about which courses to take and in what sequence to take them, please consult our graduate advisor. To schedule an appointment click [here](#).

Program Prerequisites

- You must take PAF 501, Public Service Research I, before taking PAF 502.
- *Please Note: PAF 502, Public Service Research II, should be taken the semester after taking PAF 501 or as soon thereafter as possible.*
- You must take all core courses before taking PAF 509, Public Affairs Capstone. You will be applying the knowledge you learned in your core courses to your capstone project.

Graduate Certificates are available in:

1. Emergency Management

Graduate Certificates consist of only five courses and are a great resume enhancement for current students or previous graduates from any discipline. Certificate coursework may completely overlap with MPA coursework, which means an additional certificate will require no additional classes.

Important: You must apply to certificate programs, much like applying for your MPA program, but the admissions documentation will consist only of an application and personal statement. If you are considering applying for a graduate certificate, apply early during your program rather than waiting closer to graduation. Per Graduate College policy, only two previously taken classes

(classes taken before being admitted to the certificate program) may be counted toward the certificate, unless a petition is submitted. The earlier you are admitted to the certificate, the better. It's always better to apply sooner rather than later.

Internships

Internships are **not** required but highly encouraged for students who have no or little work experience in the public or nonprofit sectors. The School of Public Affairs has a Career Services Manager, Maryjo Douglas-Zunk, who continuously coaches students, builds relationships and networks with local, regional and national employers, and promotes internship, externship and other work-learning opportunities. Should you wish to participate in internship, it is important that you meet with the Career Services Manager before seeking or accepting an offer of internship. Several administrative processes are in place to ensure a quality internship experience for student and our community partners, and the Career Services Manager can assist you in navigating successfully. Visit the School of Public Affairs' [internship](#) page to learn more about identifying, seeking, and securing an internship.

Culminating Experience: PAF 509 Capstone Course

The MPA degree require students to demonstrate competency for public service or public policy by synthesizing and applying core knowledge, skills and abilities to public problems. Typically, a capstone class is split into several groups, assigned a research project, expected to conduct research on a simulated or real-world problem, analyze and interpret the results, prepare a research paper, and present it to the class. Students demonstrate competency by earning an A or B in the program capstone course. The capstone is taken after completing all core courses. Permission must be granted by the SPA academic advisor to enroll in this course. Please ensure you have completed all your core courses and iPOS before asking permission to enroll in the capstone course. An exception may be made for you to take ONE core course along with your capstone.

Graduation Requirements

You are required to apply for graduation the semester in which you will complete all required courses, in accordance with your program of study. Apply via your MyASU portal by clicking on the "Graduation" tab near your degree program. You must also have an approved Interactive Program of Study (iPOS) on file, and have satisfied all other university requirements and financial obligations. In addition, your cumulative, graduate, and iPOS GPAs must all be 3.0 or higher. Definitions of these GPAs can be found on your MyASU by clicking on "GPA" near your degree program.

Students' Rights and Responsibilities

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and the School of Sustainability. All students are required to read and understand the Graduate Handbook and ASU's [Graduate Policies and Procedures](#) and to adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance,

but the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU page for notifications about enrollment, billing and financial aid, and other reminders.

ASU E-mail

All ASU students are required to have an active ASU e-mail address. Students may forward their ASU e-mail to another preferred account. It is important that students check their ASU e-mail frequently, so they do not miss important notices. Arizona State University and the School of Sustainability conduct their business via ASU e-mail only.

Anti-Racism / Diversity, Equity, and Inclusion Statement

The School of Public Affairs in the Watts College of Public Service and Community Solutions at Arizona State University upholds, values, and cherishes student, staff, and faculty diversity, no matter the circumstance. As members of the ASU Community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all School of Public Affairs staff, faculty, and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of inclusive excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of inclusive excellence creates role models, broadens perspectives, combats negative stereotyping, and enables policymakers, public servants, planners, and administrators of the 21st century to think creatively, critically, and above all, compassionately about our impact on the world at large.

Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality, and other diverse identities. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of inclusive excellence.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat peers, teachers, students, staff, and members of the ASU community with respect and to work with them in a professional manner, both in person and online. Public Affairs graduate students are representatives of the School of Public Affairs and the university. SPA expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the school.

Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's

[Sexual Violence Awareness and Response](#) site to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

Student Code of Conduct

The [Arizona Board of Regents \(ABOR\) Student Code of Conduct](#) sets forth the standards of conduct expected of students who join the university community. Students who violate such standards will be subject to disciplinary sanctions in order to promote personal development, protect the university community, and maintain order and stability on campus and in associated learning environments.

Academic Integrity

The School of Public Affairs takes academic integrity seriously and requires students to:

1. have a good understanding of [what academic integrity](#) is and [why it's important](#);
2. understand what types of activities and behaviors violate the [student honor code](#) and [ASU's academic integrity policy](#) as well as have an awareness that [resources](#) exist to help prevent academic integrity violations; and
3. [report all academic integrity violations](#) as soon as they arise.

Each college/school has an [academic integrity officer](#) who can address questions related to academic integrity. If there are questions, students should reach out to officers from the college/school that offers the course students have questions about.

Enrollment

You must complete the following before you will be able to enroll at ASU:

1. Activate your ASURITE ID

MyASU is the University's secure, real-time website that provides you with access to your student records. In order to login to myASU and take advantage of its many uses, including class registration, making payments, and changing your contact information, you must activate your ASURITE ID. You will need your ASURITE ID and activation code, which were provided to you in the first letter sent by ASU Graduate Admissions. If you have discarded or misplaced the letter, please contact computer accounts at 1-855- 278-5080 or help.asu.edu to have a new activation code created for you. With your ASURITE ID and activation code, go to asu.edu/asurite and follow the guided steps.

2. Login to MyASU

When your account is active, you may login to myASU at my.asu.edu and proceed to the next step of enrollment. When you activate your ASURITE, you will be prompted to set up your ASU e-mail account. We require each student to have an active ASU e-mail account - this is the university's primary means of communication with you. You should check your ASU e-mail regularly, or forward it to an account you check frequently.

3. Pay Enrollment Deposit

Confirm your place in ASU by submitting your enrollment deposit via My ASU. Then, be sure to check My ASU often for any Priority Tasks needed to complete your steps to enroll.

- Students admitted to fall 2024 can pay their deposit beginning Feb. 29, 2024
- Students admitted to spring 2025 will be able to pay the deposit in the fall.

3. Register for classes

After activating your ASURITE ID and submitting proof of two MMR immunizations, you will be able to register for classes. To register, go to MyASU (my.asu.edu), login using your ASURITE ID and password. On the left side of your myASU page, there is a box labeled "My Classes." Select the tab for the semester and year for which you wish to register. Click the "Registration" link then the "Add" link. You may search for courses or enter the 5-digit class number for each class you want to add. Be sure to click "Finish Enrolling" to complete your course registration.

Adding, Dropping, and Withdrawing from Classes

You are responsible for your own academic schedule. Each semester, you will enroll and adjust your schedule. Your academic calendar is available to assist you. The "My Classes" section of your MyASU allows you to add, drop, and withdraw from classes. You need to be familiar with the academic calendar, which changes every semester. The [academic calendar](#) contains key dates of when you can make course adjustments, withdraw from classes with a tuition refund, etc. If you must withdraw from a class due to circumstances beyond your control, please review procedures for a [Medical/Compassionate Withdrawal](#).

International Student Class Registration: To maintain your visa status and avoid possible enrollment conflicts, follow the guidance of the International Student and Scholar Center (ISSC), located on the Tempe campus. This office should be your first stop regarding any question you have about visas, financial guarantees, I-20s and other required forms, and other International-related topics. Please visit the [ISSC web site to learn about](#) (1) maintaining a full course of study, (2) international student enrollment requirements, (3) acceptable enrollment session combinations, and (4) important information for government-sponsored students.

Contact Information

International Students and Scholars Center
Student Services Bldg., Room 170
480-727-4776 | issc@asu.edu

Residency Verification

Although not a prerequisite for enrollment, you may also be required to provide evidence of U.S. citizenship, permanent resident status or lawful immigration status in order to be eligible for consideration for in-state tuition or financial assistance funded in whole or part by state monies. If your citizenship status cannot be automatically verified, you will see a Finances item on your student center (below the Priority Tasks section referenced above). You will then need to submit a completed Citizenship Verification Form and a legible copy of acceptable documentation to a

registrar location at any campus.

Transfer Credits (pre-admission credits)

Graduate credits completed at ASU, from another regionally accredited US institution, or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are referred to as pre-admission credits. With the approval of the MPA Director and the graduate College, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Pre-admission credits must have been taken within three years of admission to the ASU degree program to be accepted.

Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour (not audit) of graduate-level course work (500-level courses) during all phases of their graduate education. Courses you enroll in must be taken for a letter grade (no grades of "W" and "X") for continuous enrollment purposes. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the academic unit, must be approved by the Graduate College. This request must be filed and approved before the start of classes for the semester in which a leave is requested.

Leave of Absence

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program.

Students removed for this reason may re-apply for admission to resume their degree program. Original application materials may be used.

Academic Standards

- Dismissal from the MPA program may be recommended by the MPA Committee if a student has received three grades of C+ or lower grades in course work taken after admission to the program. No more than two (2) C grades in core courses can be used on the Interactive Program of Study. A grade of B or higher (not B-) is required for the capstone course, PAF 509.
- Per ASU Graduate College policy: grades of D or E cannot be used to meet the requirements for a graduate degree, although they are used to compute the GPAs. A student receiving a D or E must repeat the course in a regularly scheduled class (not an independent study) if it is to be used on the program of study. A higher grade for a repeated class will not raise the PA or remove the lower grade from the transcript per Graduate College policy.
- The grade of "I" (Incomplete) can be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course because of illness or other conditions beyond the student's control. Unfinished work must be completed with the same instructor

except under extenuating circumstances. Students have one calendar year to complete the course. After one year, the "I" grade becomes permanent on the student's transcript (does not affect GPA) and the student must re-take the course. Students initiate the Incomplete Process by talking to their instructor.

- No student may have more than two (2) incompletes at any one time. A student is barred from taking further course work until one or more of the incompletes is removed.
- 400-level (undergraduate) credits may not be used toward graduation.

Academic Grievance and Appeal

The grade grievance must be started within the regular semester immediately following the course at issue, whether you are enrolled in the university or not. Student academic grievance procedures in the School of Public Affairs normally consider matters where the relief sought impacts the student's final grade. The following steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct or discrimination.

Step 1: An aggrieved student must first confer with the instructor, state the evidence, if any, and reasons for questioning that the grade received was not given in good faith. The instructor must review the matter, explain the grading procedure used and show how the grade in question was determined.

Step 2: If the grading dispute is not resolved in Step 1, the student may appeal to the School of Public Affairs' director or assigned designee. The student should provide a written statement, including:

A heading including

- Your name and ASU ID number
- The course number, title, 5-digit class number, the year and term, and the session in which the course was taught (A, B, or C)
- The instructor's name

Communication with instructor

- Date of discussion with the instructor
- Summary of discussion with the instructor

Your statement should address

- Your reason for questioning the grade
- The remedy you are requesting

The complete grade appeal and any supporting evidence should be e-mailed to the School of Public Affairs Assistant Director of Academic Services, Joe Kaufman, at Joe.Kaufman@asu.edu. The

director or assigned designee may confer with the instructor.

Step 3: If the matter is not resolved after completing Steps 1 and 2, the student may request the Dean to refer the matter to the College Academic and Student Affairs Committee. The Committee will convene for the specific purpose of hearing a student academic grievance as needed. Any students who believe they have a grievance should first utilize the informal process outlined in steps 1 and 2 as listed above.

You can review the complete Watts College of Public Service and Community Solutions [Academic Grievance Process](#) that outlines the steps students must follow in seeking a grade appeal.

School of Public Affairs' Office of Career Services

The SPA Office of Career Services was established to cultivate employer relations, engage alumni, and provide specific career and professional development programming and opportunities for students and graduates seeking entry and advancement in public service administration. Our career services manager works with local, state, national, and international employers, promoting active partnerships and support in identifying and developing internships, fellowships, and employment opportunities for career transitions from student to professional. The SPA Career Services manager offers individual consultation and coaching in all aspects of career development, management and advancement.

The SPA Office of Career Services leverages the school's alumni, professional and community relations to develop specific career and professional development opportunities for students and graduates through campus and virtual workshops and webinars, network building and mentor activities, and leadership opportunities with professional organizations and community partners. The School of Public Affairs hosts a chapter of the International City/County Managers Association (ASU-ICMA) and encourages leadership and professional development of members through interactions with local, state and federal government, nonprofit organizations, community partners, alumni and faculty. The ASU-ICMA Student Chapter provides an additional opportunity for the School to work with ICMA and the Arizona City/County Management Association (ACMA). SPA students and alumni benefit from professional development programming and services offered through these partnerships, and a connection with University Career and Professional Development (UCPD).

Professional Development and Alumni Engagement

The SPA Office of Career Services offers a variety of informational and participatory formats for the professional development of MPA students. By participating, students learn proactive strategies for developing leads and creating a resume, correspondence and social presence, and network-building opportunities for career success pre-and post-graduation. School of Public Affairs alumni, public management professionals, and community leaders collaborate with the office to provide insight and best practices.

The SPA Career Services Manager has developed additional opportunities to enhance

classroom learning with professional development and mentoring activities supported by administration and faculty, and in coordination with professional associations. The SPA website lists the current ASU-ICMA student leadership, along with the mission and goals of the chapter. Social-professional activities and annual coaching events are featured on the SPA website, social media, and sent directly to students via the periodic SPA Career E- Bulletin. Joining the ASU-ICMA Student Chapter connects candidates to professional organizations, specifically ICMA and ACMA, and community partners, mentors, and emerging career opportunities.

Employer Relations/Recruiting

Several resources for building professional networks and learning about pre-and post-graduation internships, fellowships, and other work-learning opportunities are offered to students online and discussed in career coaching sessions. Online resources include occupation indexes, announcements of recruiter information sessions and campus visits, professional development webinars, workshops and recordings, internship and employment listings, and tips for navigating the public and nonprofit application and hiring processes. Make sure your academic advisor has your preferred e-mail, check it, and visit the SPA webpages for the latest information.

We recommend students "register" or create an account for access and learn to use the following valuable resources before meeting with a career coach:

- HANDSHAKE: <https://career.asu.edu/handshake> - Features an employer directory - a valuable resource to identify local, state, federal government, quasi-government and nonprofit organizations and employers, as well as job listings for college students and graduates, announcements for recruiting events and professional development workshops.
- LINKEDIN: [linkedin.com](https://www.linkedin.com) – A valuable resource for researching organizations, people and jobs in the public, nonprofit and private sectors, and gathering information that can be used to position candidates for job search and career success. Students and alumni also benefit by using this tool for professional marketing and network building, with alumni professionals and others affiliated with the School of Public Affairs, Arizona State University and the Watts College of Public Service and Community Solutions, and other professional groups, government agencies and nonprofit organizations.
- USAJOBS: [usajobs.gov](https://www.usajobs.gov) – The starting point for identifying and qualifying for great internships, fellowships, and jobs in the federal government, and preparing a "government resume" and application materials (recognized by local and state agencies as well) for seeking work in the U.S. and internationally.
- NEOGOV: [neogov.com](https://www.neogov.com)– Over 6,000 public sector organizations and educational institutions use NEOGOV HR software to recruit and hire top talent, including local and state government agencies and affiliated organizations.
- International City/County Management Association: [icma.org](https://www.icma.org) - International City/County

Management Association is the leading organization of local government professionals dedicated to creating and sustaining thriving communities throughout the world. As a member of the ASU-ICMA Student Chapter, students can apply for membership in ICMA, FREE, and benefit from the research and publications, professionals, leadership and career development of many local government professionals across the country and the world.

To learn strategic uses of these tools for professional development and career management, check out SPA Office of Career Services' workshops, webinars and recordings for students.

Individual Consultation and Coaching

The Career Services Manager, Maryjo Douglas Zunk, mjdzunk@asu.edu, works with individual students and School of Public Affairs alumni to determine career goals at various stages of professional development and strategies for their achievement.

Appointments are available to discuss career exploration, development, and implementation of best practices for managing internship and post-graduation employment search, tailored to students' talents, experiences, and professional work experience in the public and nonprofit sectors.

The SPA Office of Career Services also offers professional development and recruitment events, activities and workshops in conjunction with professional and student organizations, local, state and federal government, nonprofit affiliates and community partners, and University and School of Public Affairs alumni. Programming may be conducted on campus, at conferences, in-person and through virtual formats.

The SPA Office of Career Services is located in the University Center Building: 411 N. Central Avenue, Suite 400.

Phone: (602) 496-1035

Email: spa_careerservices@asu.edu

For Graduate Coaching Appointments, contact the Career Services Manager via phone or email.

360 Life Services

360 Life Services is a comprehensive support program that offers free, 24/7 counseling and crisis intervention in person or by phone. You can also chat at your convenience with topic specialists in legal, personal finance, childcare, education and more. This confidential resource supports your education, career and personal needs. You can connect by calling 833-223-9883 or visiting <https://goto.asuonline.asu.edu/360lifeservices/>

Career and Professional Development Services

ASU Career and Professional Development Services (CPDS) assist with career exploration,

development and implementation. This provides opportunities for student and alumni to consult with career professionals for advice and resources on self-assessment, career planning, and developing job search strategies or self-marketing tools (i.e. resume, interviewing skills, and social media presence). Online students have access to use all CPDS resources and [Handshake accounts](#) (An online hub to find internships and jobs, schedule career advising appointments, discover events and more) as soon as they are admitted to ASU and continue to have access even after graduation. For more information visit: <https://career.asu.edu/>

Graduate Online Tutoring

University Academic Success Program's academic support for graduate students offers a dynamic, supportive learning environment and programs for ASU students enrolled in any graduate degree program. <https://tutoring.asu.edu/student-services/graduate>

Military/Veteran Resources

ASU is proud to design and deliver quality online programs that meet the needs of military personnel stationed anywhere in the world. For additional information about veteran and military resources available to ASU students, please visit <https://veterans.asu.edu/>.

For newly admitted students, please review the steps provided by the Tillman Center: <https://veterans.asu.edu/benefits/admitted>.

For continuing students, specific steps must be completed prior to the start of each semester to ensure any benefits will continue: <https://veterans.asu.edu/benefits/continuing-transfer-students>.

ASU Online provides military liaisons for support. Please contact ASU Online Student Services at 480-884-1906 or militaryonline@asu.edu if you have any questions.

If a student plans to use VA benefits for any given semester, they may be required to submit forms to the Pat Tillman Veterans Center. Academic advising will not know which forms are required for a specific student. The student can connect with the Pat Tillman Veteran Center with questions. Below are the steps to complete the required PTVC forms.

1. Students are required to fill out their portion of the forms.
2. Students send the completed form to an advisor (if applicable) at spa@asu.edu.
3. Once the advisor has completed their part of the form, they will send it back to the student.
4. It is the responsibility of the student to send the form to the Pat Tillman Veterans Center once completed (see instructions outlined on individual forms).

All Veteran Forms can be found here: <https://veterans.asu.edu/forms>

Useful Websites for University Resources

ASU Online Welcome: <http://online-student-welcome.asu.edu/>

ASU Graduate Policies and Procedures: <https://graduate.asu.edu/policies-procedures>

ASU Cost of Attendance: <https://students.asu.edu/tuition>

ASU Student and Business Services: <https://students.asu.edu/tuitionandbilling>

ASU Financial Aid: <https://students.asu.edu/financialaid>

Types of ASU Financial Aid: <https://students.asu.edu/financialaid/types>

ASU Scholarship and Aid Search: <https://scholarships.asu.edu/scholarship-search>

FinAid Scholarships: <http://www.finaid.org/scholarships/>

CIRCLES Group Mentoring

CIRCLES is a peer-led group mentoring framework that offers space for exploration, discussion, collective problem-solving, co-learning and mentoring connection for graduate students based on shared identities or interests in an informal small-group setting. They offer identity-based groups to support graduate students from traditionally underrepresented communities, including first-generation graduate students, students of shared ethnic or cultural identities, and LGBTQIA+ communities.

You can find more information here: <https://graduate.asu.edu/current-students/enrich-your-experience/mentoring/circles-group-mentoring>

ASU Bookstore

It is recommended that you purchase all textbooks for your SPA classes through the ASU bookstore. Four good reasons to buy all your books through ASU are:

- 1) All the money made from book sales goes back into the University,
- 2) The ASU Bookstore offers a low-price guarantee,
- 3) Books purchased through the ASU bookstore are guaranteed to be correct for your class, and
- 4) It's a one-stop shop for all your ASU textbooks.

Did you know? After enrolling in a class, look under the "My Classes" section of MyASU. You'll see a "Books" link. Click on that link to view textbook information for all your classes.

Student Organizations

Get involved in your community and your university through a variety of student organizations

and clubs.

- ASU-ICMA: [Student Chapter of the International City/County Managers Association](#)
- [Student Involvement](#)
- [Graduate & Professional Student Association](#)

Professional Development

The [International City/County Management Association](#) (ICMA) is *the* professional organization for local government professionals. Arizona State University's ICMA (ASU-ICMA) Student Chapter was founded in 2012, and has organized several events each year, including tours of facilities in the Phoenix Metro Area, discussions with active and retired managers, regional conferences, socials, career-related events, internship seminars, and other learning opportunities. The chapter continues to grow in undergraduate and graduate student members, and seeks opportunities to connect student members with School of Public Affairs (SPA) alumni and local government representatives for career guidance, mentoring, and networking opportunities throughout the academic year.

Student Accessibility and Inclusive Learning Services

ASU Student Accessibility and Inclusive Learning Services provide support and access to students with disabilities for programs and services, consultation and guidance for faculty and staff, and training and engagement opportunities to increase awareness and ensure accessibility. Student Accessibility facilitates access for qualified students with disabilities through the provision of reasonable and effective accommodations. Students are encouraged to visit the Student Accessibility and Inclusive Learning Services office and make it an integral part of their educational pursuits.

[Student Accessibility and Inclusive Learning Services](#) Information:

Post Office (POST), Suite 201

Phone: 480-965-1234

E-mail: Student.Accessibility@asu.edu

Money Matters and Sun Card

View your tuition receipts, charge history, payments, refunds, and more by clicking on the "Finances" tab of your MyASU. Semester-specific payment options and deadlines are described in the University Academic Calendar at: students.asu.edu/academic-calendar. If tuition is not paid or financial aid is not awarded by the deadline, you will automatically be enrolled in the Tuition Installment Plan and charged a nonrefundable fee of \$100 for resident students (\$200 for non-residents). You can pay for your tuition a number of ways. [Learn more](#).

School of Public Affairs Contact Information

Faculty Directory

Contact information for the School of Public Affairs faculty, along with faculty curriculum vitas, research interests, and profiles, can be found on our [faculty page](#).

Program Faculty and Staff

Justin Stritch
Associate Professor & MPA/MPP Director
jstritch@asu.edu
602-496-0450

Margaretha Bentley
Associate Director & Clinical Assistant Professor
Margaretha.Bentley@asu.edu
602-496-0539

Joe Kaufman
Assistant Director, Academic Services
Joe.Kaufman@asu.edu
602-496-0465

Katie Bonnesen
Academic Success Advisor
Katherine.Bonnesen@asu.edu
602-496-0450

Maryjo Douglas Zunk
Program Manager, Career Development & Placement
maryjo.zunk@asu.edu
602-496-0450