



Master of Public Administration
Master of Public Policy

New Student Guide
2020-2021

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do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program.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 reapply for admission to resume their degree program. Original application materials may be used.

Academic Standards

- Dismissal from the MPA/MPP program will be recommended by the MPA/MPP 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 PAs. 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 GPA 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.
- 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's 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 instructor
- Summary of discussion with 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 emailed to the School of Public Affairs Academic Manager, Maria Willis, at maria.willis@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.

Resources

On-Campus

State-of-the-art living and learning facilities are found in the heart of Arizona's capital city. Woven into the downtown business and professional community, ASU's downtown Phoenix campus creates strong learning and career connections for more than 14,000 students with media, health care, corporate and government organizations. The School of Public Affairs (SPA) administrative and faculty offices are on the 4th floor of the University Center (UCENT) building. Each PAF course you take will be either taught at the downtown campus or online.

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 and MPP students. By participating, students learn proactive strategies for developing leads and creating 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 email, 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://eoss.asu.edu/cs/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> – 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> – 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: <neo.gov> – 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> - 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. Additionally, the SPA Office of Career Services provides an opportunity for growth in public speaking via a 4-week Toastmasters Speechcraft Workshop offered during the academic year. A Master Toastmaster and the Career Services Manager facilitates professional networking and presentation skills through both prepared and extemporaneous speaking activities.

Individual Consultation and Coaching

The Career Services Manager, Maryjo Douglas Zunk, mjdzunk@asu.edu, works with individual students and alumni to determine career goals 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 is located in the University Center Building: 411 N. Central Avenue, Suite 400.

Web: spa.asu.edu/career-services

Phone: (602) 496-1035

Email: spa_careerservices@asu.edu

Appointments: <https://calendly.com/maryjo-zunk>

University Career and Professional Development (UCPD)

The University Career and Professional Development Center partners with the School of Public Affairs Office of Career Services to assist undergraduate candidates with career exploration, development and implementation of internship and post-graduation job search best practices. This partnership provides additional opportunities for undergraduate students and alumni to consult with career professionals and peer advisors for guidance and resources on self-assessment, career planning, and developing job search strategies and self-marketing tools (i.e., resume, interviewing skills, social media presence) in the exciting urban environment of the Downtown Phoenix campus. Graduate students are encouraged to meet with the SPA Career Services Manager to identify professional development challenges for those entering, mid-career, or re-careering as a public service professional.

The ASU Downtown campus' branch of University Career and Professional Development is located in the historic post office, on the southwest corner of Fillmore Street and Central Avenue.

Web: asu.edu/career

Phone: (480) 965-2350

Email: careerservices@asu.edu

UCPD provides a liaison to the four Schools in the Watts College of Public Service and Community Solutions. The liaison assists public service candidates pursuing studies and ultimately careers in government administration and nonprofit management. Currently, Hannah McIntyre is the UCPD Liaison for the School of Public Affairs. Hannah works with the SPA Career Manager to offer career-related programming appropriate to the career exploration and preparation needs of public service students in their first through senior years of study, including transfer, online and veteran students.

Phone: (602) 496-1210
Email: hannah.mcintyre@asu.edu

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.

Textbooks for SPA courses can easily be purchased at the Downtown Phoenix campus [bookstores](#).

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.

Information Commons

The Information Commons is located on the lower level of the University Center Building, and serves as the central site for multiple academic and student support services at the Downtown Phoenix campus. The Information Commons houses the Downtown Phoenix Campus (DPC) library, a computing site with over 45 laptops, and several types of study spaces, including common, quiet and silent study zones and private and group study rooms. The DPC Library provides access to books and other research resources focusing on materials of particular interest to majors in the degree programs taught at the Downtown campus.

More details about the Information Commons can be found on the [downtown Phoenix campus library web site](#).

Sports & Recreation

At ASU, you can participate in sports and recreational activities by cheering on the Sun Devils to another victory or playing toward victory on your own team through intramurals or sport clubs. For the fitness minded, ASU offers recreation centers at each campus.

- [ASU Athletics](#)
- [ASU Fitness](#)

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](#)
- [Downtown Devil](#)

- [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.

Disability Resource Center

The Disability Resource Center (DRC) facilitates access for qualified students with disabilities through the provision of reasonable and effective accommodations, and serves as an information hub for ASU and the community. Students are encouraged to visit the DRC and make it an integral part of their educational pursuits.

[DRC Contact Information:](#)

Post Office (POST), Suite 104

Phone: 480-965-1234

Email: drc@asu.edu

Parking and Transit Services

You can purchase a decal to park in any of ASU's parking lots. There are several parking lots to choose from at the Downtown campus, lots vary in price. Decal purchases can be made online or in person at the [Parking office](#) in the Downtown campus' University Center, suite 116, between 8:00am – 4:30pm.

If you elect to buy a Downtown Phoenix Campus parking permit, you may also park on the Tempe Campus in the Reciprocal Parking Lots north of Rio Salado and Packard Drive (Lot 59 North) and on Rural Road between Rio Salado and University Drive (Lot 59 East). If you already have an ASU Tempe parking permit, you may use it to park in the Reciprocal Parking Lot for the Downtown Phoenix Campus, located at 320 N. 4th Ave. Rates, lot locations, and much more information can be found on the [Parking and Transit Services web site](#).

Pay Lots - Hourly parking is available in the lot north of the Cronkite Building.

Metered Parking - Visitors to ASU who need short-term parking can use one of the many-metered parking areas.

Intercampus options - For travel between the Tempe and Downtown Phoenix campuses, ASU students and employees are encouraged to take the METRO light rail. Students and employees

can ride the light rail for deeply discounted rates by obtaining an ASU U-Pass. Additionally, the West-Tempe intercampus shuttle makes a stop at the Downtown Phoenix Campus. [See schedule.](#)

U-Pass - The [ASU U-Pass](#) offers unlimited access on Valley Metro bus routes and the METRO light rail.

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.](#)

Sun Card

The [Sun Card](#) is the official photo ID of all Arizona State University students, faculty and staff.

- Present a legal photo identification, including U.S. driver’s license, passport, military identification or high school ID card, to verify who you are when your Sun Card is created.
- Fill out a card with your name, 10-digit ASU ID number and classification. Afterward, your picture is taken and your Sun Card produced on the spot.
- The process takes 3-5 minutes, and you will walk away with your new Sun Card.

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



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