



master of **public administration**
master of **public policy**
new student guide 2016-2017

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.

Steps to enrollment

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

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 Education. 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. When your account is active, you may logon to myASU at my.asu.edu and proceed to the next step to 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 email account as this is the university's primary means of communication. Students should access their ASU email, or forward it to an account they check frequently, on a regular basis.**

Submit proof of immunization - In order to register for classes, you must have verification of two MMR (measles [rubeola] /mumps/rubella) immunizations on record at ASU. The Immunization Records Submission Form can be found online at students.asu.edu/health/immunization.

To verify that ASU has received and recorded your immunization documentation, go to myASU (my.asu.edu), log in with your ASURITE ID and password, and look under Priority Tasks at the right. If MMR documentation has not been recorded with the Student Health and Wellness Center, you will see a message requesting that you submit documentation. Should you have a notification called MMR Immunization, click on the notification and follow the steps listed. If there is no message, your documentation has been received and recorded. Please be aware that it takes approximately two days from the time ASU receives your documentation to record it in the system. Therefore, you must send/fax your MMR documentation well in advance of when you plan to register for classes. (Please note: If you were born before 1/1/1957, verification is not required.)

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 my ASU page, there is a box called 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.

Citizenship 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.

Academic information

PREREQUISITES

Students enrolling in core MPA/MPP courses must demonstrate minimum competency in statistics and American government. **Courses taken to fulfill competencies do not count toward the 42-hour degree programs.** Completion of prerequisites is not a requirement for admission. Students admitted to the MPA or MPP program who have not satisfied one or both prerequisites will simply be required to do so by the end of their first semester of study.

Statistics - Competency in statistics is met with a grade of B or higher in one of the approved courses (PAF 301, POS 401, PSY 230, QBA 221, SWU 321, ECN 221, STP 226 or SOC 390) within the past two years or by passing a diagnostic test approved by the MPA/P Committee. Other courses taken within the last two years may be substituted upon approval of the MPA/P Director.

American Government - Competency in American government is a demonstrated understanding of American government institutions and processes. Students may be required to take an undergraduate class in American government (PAF 300, PAF 340, POS 110 or POS 310). The CLEP Exam can be used to demonstrate competency in American government. Find out more about the CLEP or about taking it at ASU (including information on costs and test schedules) at: uoeee.asu.edu/exam/clep.

CAPSTONE

The MPA and MPP degrees require students to demonstrate competency for public service or public policy by synthesizing and applying core knowledge, skills, and abilities to public problems. **Students demonstrate competency by earning an A or a B in the program capstone course.** The capstone is an integrative client-based applied project course, and is to be taken after completion of all required core courses.

INTERNSHIP

A public service internship is recommended for students without previous administrative experience in government. The internship is not a required component for any graduate program within the School of Public Affairs. However, students completing a concurrent degree should review all program requirements for all degrees sought. The purpose of the internship is to provide students with practical and professional experience in a specific career area. Students work in and for public organizations applying the knowledge, skills, and abilities acquired in their program of study. During the internship experience, students can develop a professional network that will aid them in their pursuit of a career in government or nonprofit organizations. Students can apply three hours of internship credit to the degree program. For more information on the internship program, see spa.asu.edu/content/advising-faqs.

PROGRAM OF STUDY

The Program of Study is the set of classes that is recognized by ASU, the Graduate College and the School of Public Affairs as sufficient to grant a degree. Programs of Study for the MPA and MPP total 42 hours of graduate credit and include core courses, concentration courses (if applicable) and approved electives.

In order to graduate, each student must submit an Interactive Program of Study (or iPOS) using an online form once 18 credit hours have been scheduled. The advisor for MPA and MPP students will assist students in planning and completing the iPOS: graduate.asu.edu/sites/default/files/cdpm/how-to-ipos.pdf. Credit hours completed at ASU or 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 considered pre-admission credits. With the approval of the MPA/MPP Director and the Graduate Education office, 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. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted. Students have six years from the term of their first MPA or MPP class to complete the degree.

Concurrent Degrees

The School offers multiple concurrent degree options for MPA and MPP students. These include programs with Planning, Sustainability, Criminology and Criminal Justice, Social Work, and American Indian Studies. For admission and program requirements, please see spa.asu.edu/programs/masters/concurrent.

Graduate Certificates

Graduate certificates in Emergency Management, Participatory Governance, Policy Informatics, Public Administration, and Public Policy are available. Certificates consist of only five courses and are a great resume enhancement for current students or previous graduates from any discipline. See spa.asu.edu/programs/graduate-certificates for more information. Certificate coursework may completely overlap with MPA or MPP coursework.

Master of Public Administration (MPA)

MPA students take twenty-seven (27) hours in nine (9) core classes in the School of Public Affairs. Students take fifteen (15) additional hours of approved elective courses which may include courses offered by the School or other academic units in the University. Core and elective courses for the MPA are listed below:

Core Courses 27 hours	PAF 501 Public Service Research I	PAF 505 Public Policy Analysis
	PAF 502 Public Service Research II	PAF 506 Public Budgeting and Finance
	PAF 503 Public Affairs	PAF 507 Public Human Resource Management
	PAF 504 Microeconomics of Public Policy I	PAF 508 Organization Behavior
		PAF 509 Public Affairs Capstone OR PAF 579 Public Policy Capstone
Electives 15 hours	PAF Regular Courses (500-level or above)	
	PAF 584 Internship (3 credit maximum)	
	PAF 590 Readings and Conference (6 credit maximum)	
	Approved Graduate Interdisciplinary Courses	

Master of Public Administration - Emergency Management (MPA-EM)

The Emergency Management concentration provides motivated students with the skills and knowledge to manage and assume positions of leadership within the field of emergency management. More specifically, an all hazards/all-threats orientation provides the student with a generalist perspective which is critically important for today's and tomorrow's disaster managers. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPA-EM are listed below:

MPA-EM Core Courses 27 hours	PAF 501 Public Service Research I	PAF 505 Public Policy Analysis
	PAF 502 Public Service Research II	PAF 506 Public Budgeting and Finance
	PAF 503 Public Affairs	PAF 507 Public Human Resource Management
	PAF 504 Microeconomics of Public Policy I	PAF 508 Organization Behavior
		PAF 509 Public Affairs Capstone
		OR PAF 579 Public Policy Capstone
MPA-EM Concentration Courses 9 hours	PAF 520 Public Management	
	PAF 552 Integrated Emergency Management	
	PAF 555 Information Technology in Emergency Management	
MPA-EM Electives 6 hours	PAF 525 Public Entrepreneurship	PAF 562 Intergovernmental Relations
	PAF 531 Community Conflict Resolution	PAF 571 GIS & Analysis
	PAF 534 Urban Infrastructure	PAF 584 Internship (3 credit maximum)
	PAF 541 Program Evaluation	PAF 591 Introduction to Policy Informatics
	PAF 560 Community Resilience	PAF 591 E-Public Administration
		Approved Graduate Interdisciplinary Courses

Master of Public Administration - Nonprofit Administration (MPA-NP)

MPA students pursuing the Nonprofit Administration Concentration take twenty-four (24) hours in eight (8) core classes in the School of Public Affairs, twelve (12) hours in four concentration classes, and six (6) hours in two approved elective courses. Approved elective hours may include courses offered by the School or other academic units in the University. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPA-NP are listed below:

MPA-NP Core Courses 24 hours	PAF 501 Public Service Research I	PAF 505 Public Policy Analysis
	PAF 502 Public Service Research II	PAF 506 Public Budgeting and Finance
	PAF 503 Public Affairs	PAF 508 Organization Behavior
	PAF 504 Microeconomics of Public Policy I	PAF 509 Public Affairs Capstone
		OR PAF 579 Public Policy Capstone
MPA-NP Concentration Courses 12 hours	NLM 510 The Nonprofit Sector	
	NLM 520 Financial and Resource Management	
	NLM 540 Strategic Human Resources Management	

One additional course chosen below:

- PAF 521** Organizational Theory
- PAF 529** Org Change & Development
- PAF 531** Community Conflict Resolution
- PAF 541** Program Evaluation
- PAF 562** Intergovernmental Relations

- NLM 525** Fundraising & Resource Development
- NLM 530** Program Eval & Information Mngmt
- NLM 545** Volunteer Resources Management
- NLM 555** Strategic Management Nonprofit Orgs
- NLM 560** Leadership & Ethics Nonprofit Sector
- NLM 565** Grant Writing Nonprofit Organizations

**MPA-NP
Electives**
6 hours

- PAF** Regular Courses (500 level or above)
- PAF 584** Internship (3 credit maximum)
- PAF 590** Readings and Conference (6 credit maximum)
- Approved Graduate Interdisciplinary Courses

Master of Public Administration - Public Finance (MPA-PF)

The concentration in Public Finance provides knowledge and skills for students seeking or advancing careers in areas in which financial management plays an integral role in governance. This concentration emphasizes theories and research concerning urban economics and public finance, managing money in the public sector, public budgeting and finance, and capital budgeting and financing. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPA-PF are listed below:

**MPA-PF
Core Courses**
27 hours

- PAF 501** Public Service Research I
- PAF 502** Public Service Research II
- PAF 503** Public Affairs
- PAF 504** Microeconomics of Public Policy I

- PAF 505** Public Policy Analysis
- PAF 506** Public Budgeting and Finance
- PAF 507** Public Human Resource Management
- PAF 508** Organization Behavior
- PAF 509** Public Affairs Capstone
- OR PAF 579** Public Policy Capstone

**MPA-PF
Concentration
Courses**
12 hours

- PAF 521** Managing Public Money
- PAF 522** Advanced Governmental Financial Management
- PAF 570** Microeconomics of the Public Sector II

- One additional course chosen below**
- NLM 520** Financial and Resource Management
 - PAF 584** Internship (3 credit maximum)
 - PAF 590** Readings and Conference

**MPA-PF
Elective
Courses**
3 hours

- PAF** Regular Courses (500 level or above)
- PAF 584** Internship (3 credit maximum)
- PAF 590** Readings and Conference (6 credit maximum)
- Approved Graduate Interdisciplinary Courses

Master of Public Administration - Urban Management (MPA-UM)

MPA students pursuing the Urban Management Concentration take twenty-seven (27) hours in nine (9) core classes in the School of Public Affairs, twelve (12) hours in four concentration classes, and three (3) hours in one approved elective course. Approved elective hours may include courses offered by the School or other academic units in the University. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPA-UM are listed below:

MPA-UM Core Courses 27 hours	PAF 501 Public Service Research I	PAF 505 Public Policy Analysis
	PAF 502 Public Service Research II	PAF 506 Public Budgeting and Finance
	PAF 503 Public Affairs	PAF 507 Public Human Resource Management
	PAF 504 Microeconomics of Public Policy I	PAF 508 Organization Behavior
		PAF 509 Public Affairs Capstone OR PAF 579 Public Policy Capstone
MPA-UM Concentration Courses 12 hours	PAF 523 City & County Manager	
	PAF 525 Public Entrepreneurship	
	PAF 530 Management of Urban Government	
	PAF 534 Urban Infrastructure	
MPA-UM Elective Courses 3 hours	PAF 520 Public Management	PAF 536 Urban Policy Making
	PAF 531 Community Conflict Resolution	PAF 562 Intergovernmental Relations
	PAF 532 Urban Planning Administration	PAF 570 Microeconomics of Public Policy II
	PAF 533 Urban Growth Management	PAF 574 Diversity, Ethics & Leading Public Change
	PAF 535 Urban Housing Policy	PAF 584 Internship (3 credit maximum)
		Approved Graduate Interdisciplinary Courses

Master of Public Policy (MPP)

MPP students take thirty (30) hours in ten (10) core classes in the School of Public Affairs. Students take twelve (12) additional hours of approved elective courses which may include courses offered by the School or other academic units in the University. Core and elective courses for the MPP are listed below:

MPP Core Courses 30 hours	PAF 501 Public Service Research I	PAF 541 Program Evaluation
	PAF 502 Public Service Research II	PAF 570 Microeconomics of Public Policy II
	PAF 504 Microeconomics of Public Policy I	PAF 573 Applied Econometrics
	PAF 505 Public Policy Analysis	PAF 574 Diversity, Ethics & Leading Public Change
	PAF 540 Advanced Policy Analysis	PAF 509 Public Affairs Capstone OR PAF 579 Public Policy Capstone
MPP Elective Courses 12 hours	PAF 523 City & County Manager	PAF 547 Science, Technology & Public Affairs
	PAF 525 Public Entrepreneurship	PAF 548 Women, Politics & Public Policy
	PAF 530 Management of Urban Government	PAF 549 Diversity Issues in Public Policy
	PAF 531 Community Conflict Resolution	PAF 564 Political Economy
	PAF 534 Urban Infrastructure	PAF 591 Seminar Courses
	PAF 546 Environmental Policy & Management	PAF 610 Advanced Qualitative Methods
		Approved Graduate Interdisciplinary Courses

Master of Public Policy - Environmental Policy (MPP-EP)

The concentration in Environmental Policy is designed to prepare master's-level students to apply sustainability principles and approaches to careers in a variety of fields that address environmental and, inevitably, human challenges. Students with a concentration in environmental policy will have the knowledge base and skills to bring sustainability solutions to corporate, government, and nonprofit sectors. The concentration begins by building a foundation in environmental policy and theory through the concentration courses, followed by one elective that develops and deepens student expertise in specific areas and issues. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPP-EP are listed below:

MPP-EP Core Courses 30 hours	PAF 501 Public Service Research I	PAF 541 Program Evaluation
	PAF 502 Public Service Research II	PAF 570 Microeconomics of Public Policy II
	PAF 504 Microeconomics of Public Policy I	PAF 573 Applied Econometrics
	PAF 505 Public Policy Analysis	PAF 574 Diversity, Ethics & Leading Public Change
	PAF 540 Advanced Policy Analysis	PAF 509 Public Affairs Capstone OR PAF 579 Public Policy Capstone
MPP-EP Concentration Courses 9 hours	PAF 545 Organizations, Sustainability & Public Policy	
	PAF 546 Environmental Policy and Management	

One additional course chosen below:

CRD 572 Community & Social Innovations
PAF 584 Internship
PUP 548 Planning for Sustainable Communities
PUP 565 Sustainable Urbanism
SOS 512 Sustainable Resource Allocation
SOS 513 Science for Sustainability
SOS 514 Human Dimensions of Sustainability
SOS 517 Sustainability and Enterprise
SOS 530 International Dev & Sustainability
SOS 532 Sustainable Urban Dynamics

SOS 533 Sustainable Water
SOS 534 Sustainable Energy & Material Use
SOS 536 Food System Sustainability
SOS 553 Ecological Anthropology
SOS 591 Adaptation, Resilience & Transformation
SOS 591 Environmental Ethics and Policy Goals
SOS 598 Urban Ecological Systems
SOS 598 Sustainable Futures Studio
SOS 598 Human & Soc Dimen Glob Climate Chg
SOS 598 US Energy: Pathways to Sustainability
TDM 570 Sustainable Tourism

MPA-EP

Electives

3 hours

PAF Regular Courses (500 level or above)
PAF 590 Readings and Conference (6 credit maximum)
PAF 584 Internship (3 credit maximum)
Approved Graduate Interdisciplinary Courses

Master of Public Policy - Policy Informatics (MPP-PI)

The concentration in Policy Informatics combines mastery of advanced methods for processing information with domain expertise that will help humans understand complex social phenomena and achieve goals within public and governance applications. The program's design responds to the need for professionals with domain knowledge that can take a problem-driven, system-level, user-oriented perspective in developing and applying informatics systems to address societal and governance needs. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPP-PI are listed below:

MPP-PI

Core Courses

30 hours

PAF 501 Public Service Research I
PAF 502 Public Service Research II
PAF 504 Microeconomics of Public Policy I
PAF 505 Public Policy Analysis
PAF 540 Advanced Policy Analysis
PAF 541 Program Evaluation
PAF 570 Microeconomics of Public Policy II
PAF 573 Applied Econometrics
PAF 574 Diversity, Ethics & Leading Public Change
PAF 509 Public Affairs Capstone
OR PAF 579 Public Policy Capstone

MPP-PI

Concentration Courses

9 hours

PAF 591 Introduction to Policy Informatics
PAF 591 e-Public Administration
PAF 591 Complexity in Public Policy & Management

MPA-PI

Electives

3 hours

One additional course shown below:
AML 591 Topic: Agent Based Modeling (3)
ASB 533 or SOS 532 Sustainable Urban Dynamics (3)
ASB 555 Complex Societies (3)
ASM 570 Fundamentals (3)
ASM 591 Dynamic Modeling in Social and Ecological Systems (3)
ASM 591 or BIO 591 Readings in Complexity (3)
CBS 520 Modeling and Computational Biology (3)
CSE 561 Modeling and Simulation Theory and Application (3)
PUP 598 Modeling and Simulating Urban Environments (3)

Master of Public Policy - Science and Technology Policy (MPP-ST)

The concentration in Science and Technology Policy provides knowledge and skills for students seeking or advancing careers in areas where science and technology are guided by public policy or where science and technology play an integral role in the policy process. This concentration emphasizes theories and research concerning the role of science in decision-making, complexity theory, institutional design of knowledge production organizations, national innovation systems, innovation and industrial policy, technology transfer and research evaluation. **It is not required to complete a concentration.** Core, concentration and elective courses for the MPP-ST are listed below:

MPP-ST Core Courses 30 hours	PAF 501 Public Service Research I PAF 502 Public Service Research II PAF 504 Microeconomics of Public Policy I PAF 505 Public Policy Analysis PAF 540 Advanced Policy Analysis	PAF 541 Program Evaluation PAF 570 Microeconomics of Public Policy II PAF 573 Applied Econometrics PAF 574 Diversity, Ethics & Leading Public Change PAF 509 Public Affairs Capstone OR PAF 579 Public Policy Capstone
MPP-ST Concentration Courses 9 hours	HSD 501 Science and Technology Policy PAF 591 Innovation Policy One additional course chosen below: HSD 502 Advanced Science and Technology Policy HSD 598 Disability Technology, Ethics and Policy HSD 598 Policy & Leadership for Systems Innovation PAF 525 Public Entrepreneurship PAF 546 Environmental Policy and Management PAF 547 Science, Technology and Public Affairs	
MPA-ST Electives 3 hours	PAF Regular Courses (500 level or above) PAF 584 Internship (3 credit maximum) PAF 590 Readings and Conference (6 credit maximum) Approved Graduate Interdisciplinary Courses	

Master of Public Policy - Urban Policy (MPP-UP)

The concentration in Urban Policy provides knowledge and skills for students seeking or advancing careers in areas in which urban dynamics and local governance play an integral role in the policy process. This concentration emphasizes theories and research concerning urban policy analysis and economics as well as urban management, urban city government, public budgeting and finance in an urban context. Core, concentration, and elective courses for the MPP-UP are listed below:

MPP-UP Core Courses 30 hours	PAF 501 Public Service Research I	PAF 541 Program Evaluation
	PAF 502 Public Service Research II	PAF 570 Microeconomics of Public Policy II
	PAF 504 Microeconomics of Public Policy Sector I	PAF 573 Applied Econometrics
	PAF 505 Public Policy Analysis	PAF 574 Diversity, Ethics & Leading Public Change
	PAF 540 Advanced Policy Analysis	PAF 509 Public Affairs Capstone OR PAF 579 Public Policy Capstone
MPP-UP Concentration Courses 12 hours	PAF 506 Public Budgeting & Finance	
	PAF 544 Urban Policy	
	Two additional courses shown below:	
	ESS 510 Urban Environments (4)	
	PAF 534 Urban Services Infrastructure (3)	
	PAF 571 Geographic Information Systems (GIS) & Analysis	
	PUP 525 Urban Housing Issues (3)	
PAF 584 Internship (2 or 3 hours)		

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 coursework (500-level courses) during all phases of their graduate education. Courses with grades of “W” and “X” are not considered valid registration 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 dean. This request must be filed and approved before the start of classes for the semester in which a leave is requested.

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; the application will be considered along with all other new applications to the degree program.

ACADEMIC STANDARDS

The faculty in the School of Public Affairs has approved the following academic standards for the MPA and MPP program:

- Dismissal from the MPA/MPP program will be recommended by the MPA/MPP Committee if a student has received three (3) C and/or lower grades in course work taken after admission to the program. No more than two (2) C grades in core courses will be permitted to be used on the Program of Study.
- 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 (not independent study) class if it is to be used on the program of study.”

How to choose classes

You should now have a solid understanding of the steps to enroll, academic requirements and basic timeline to graduate from the School of Public Affairs. Your next step is to choose classes. If your admission letter states that you are required to fulfill a deficiency in statistics or American government, you must do so by the end of your first semester. If you choose to take the fulfillment course through a community college (see approved courses in Prerequisites section, above) you are required to have the transcript transmitted to ASU within 30 days of completing the course.

Most students elect to take 6-12 credit hours per semester (9 credits is full-time). The number of courses you should take in a given semester depends on your schedule and comfort level. Apart from any initial program prerequisites, you may register for the courses of your choice, so long as course prerequisites have been satisfied. Course descriptions can be found at <http://spa.asu.edu/content/course-catalog>.

To choose which classes best fit your schedule, go to http://spa.asu.edu/students/class_information and click on the link for the desired semester. Classes are offered in Downtown Phoenix, and usually meet once per week from 6:00 to 8:45 pm. Several courses are delivered online and in an intensive (weekend) format. Please see the SPA schedule for more information about class dates and times.

Sample course sequences for students completing the MPA or MPP program full-time are shown below. Any required prerequisite coursework must be completed by the end of the first semester in addition to the coursework listed on page 11.

SAMPLE COURSE SEQUENCE - MPA

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 506	PAF 509
PAF 503	PAF 505	PAF 508	MPA Elective
PAF 504	PAF 507	MPA Elective	MPA Elective
		MPA Elective	MPA Elective

SAMPLE COURSE SEQUENCE - MPA EMERGENCY MANAGEMENT

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 505	PAF 509
PAF 503	PAF 507	PAF 506	PAF 520
PAF 504	PAF 508	PAF 552	MPA-EM Elective
		PAF 555	MPA-EM Elective

SAMPLE COURSE SEQUENCE - MPA NONPROFIT

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 505	PAF 509
PAF 503	PAF 504	PAF 506	NLM 520
NLM 510	PAF 508	NLM 540	MPA-NP Elective
		MPA-NP Elective	MPA-NP Elective

SAMPLE COURSE SEQUENCE - MPA PUBLIC FINANCE

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 506	PAF 502	PAF 509
PAF 503	PAF 508	PAF 505	PAF 521
PAF 504	PAF 570	PAF 507	MPA-PF Elective
		PAF 522	MPA-PF Elective

SAMPLE COURSE SEQUENCE - MPA URBAN MANAGEMENT

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 506	PAF 509
PAF 503	PAF 505	PAF 507	PAF 525
PAF 504	PAF 508	PAF 523	PAF 530
		PAF 534	MPA-UM Elective

SAMPLE COURSE SEQUENCE - MPP

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 540	PAF 509 or PAF 579
PAF 504	PAF 505	PAF 541	PAF 573
PAF 574	PAF 570	MPP Elective	MPP Elective
		MPP Elective	MPP Elective

SAMPLE COURSE SEQUENCE - MPP ENVIRONMENTAL POLICY

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 540	PAF 509 or PAF 579
PAF 504	PAF 505	PAF 545	PAF 546
PAF 574	PAF 570	PAF 541	PAF 573
		MPP-EP Elective	MPP-EP Elective

SAMPLE COURSE SEQUENCE - MPP POLICY IMFORMATICS

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 540	PAF 509 or PAF 579
PAF 504	PAF 505	PAF 541	PAF 573
PAF 574	PAF 570	MPP-PI Elective	MPP-PI Elective
		MPP-PI Elective	MPP-PI Elective

SAMPLE COURSE SEQUENCE - MPP SCIENCE & TECHNOLOGY POLICY

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 540	HSD 501
PAF 504	PAF 505	PAF 591	PAF 509 or PAF 579
PAF 574	PAF 570	PAF 541	PAF 573
		MPP-ST Elective	MPP-ST Elective

SAMPLE COURSE SEQUENCE - MPP URBAN POLICY

Semester 1	Semester 2	Semester 3	Semester 4
PAF 501	PAF 502	PAF 506	PAF 509 or PAF 579
PAF 504	PAF 505	PAF 540	PAF 573
PAF 574	PAF 570	PAF 541	MPP-UP Elective
		PAF 544	MPP-UP Elective

Graduate certificates

Participatory Governance

The graduate certificate in Participatory Governance at Arizona State University is the first of its kind in the world. It provides students with the knowledge and skills to develop, implement and evaluate participatory governance and public engagement programs. This interdisciplinary program combines academic rigor with practical skills. Students examine the main theories and research findings on participatory governance and public engagement, and familiarize themselves with past and current democratic innovations in the USA and around the world. Students also acquire the capacity to design, carry out and examine processes of participatory governance and public engagement. The certificate, administered by the School of Public Affairs, can be pursued as a specialization within an existing ASU graduate program, or as a stand-alone, 15-credit-hour program (5 courses).

Policy Informatics

Policy Informatics provides knowledge and skills for students seeking careers that will use informatics tools, models, and simulations to help individuals and groups deliberate and evaluate policy decisions as well as explore new governance infrastructures. The Policy Informatics certificate emphasizes theories and research concerning decision-making, complexity theory, and visualization of quantitative and qualitative information, collective intelligence, behavioral economics, and persuasive technologies.

This certificate helps us advance evidence-driven policy design, wherein scientific models and analyses drive decision-making for resolution of complex policy challenges, dilemmas, and problems. Policy informatics is both an emerging field of research and a community of practice focusing on: 1) advancing decision-making in the public sector through information-centric analysis of evidence that leverages computational and technological advances; and 2) designing, managing, and evaluating information systems and infrastructures for policy construction, analysis, and implementation.

Policy informatics advances the multi-disciplinary nature of the public administration discipline by infusing it with the advances of information technology, management of information systems, and computational and informational science perspectives.

Public Administration

The Graduate Certificate in Public Administration prepares students for work in government at all levels and nonprofit organizations through comprehensive coverage of topics in public administration, management and policy. Students discover the challenges of management, learn how to lead a public organization, and understand the process of policy development. The certificate is designed to give students a solid foundational understanding of administration, leadership and policy analysis in the service of public goods.

Public Policy

This certificate prepares students for professional careers as policy analysts and leaders in public service involved in the formulation, approval, implementation, and evaluation of public policy at all levels of government and in the private and non-profit sectors. The program is designed to give students analytical techniques and conceptual frameworks for understanding policy issues, as well as identifying potential solutions and applying these skills to real-world issues.

Student resources

ASU BOOKSTORE

It is recommended that you purchase all textbooks for your SPA classes through the ASU bookstore. Four great 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. For more information, visit: asu.edu/bookstore.

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.

It houses the DPC library, a computing site with over 45 laptops for student, faculty, and staff use, and several types of study spaces (including common, quiet and silent study zones and private and group study rooms). The Downtown Phoenix Campus Library provides access to books and other research resources focusing on materials of particular interest to majors in the anchor fields taught at the Downtown campus.

More details about the Information Commons can be found on the Downtown Phoenix Campus website at lib.asu.edu/downtown.

SCHOOL OF PUBLIC AFFAIRS OFFICE OF CAREER SERVICES

The SPA Office of Career Services was established to cultivate employer relations, leverage alumni, and provide specific career and professional development opportunities for students and graduates seeking entry and advancement in public service administration. The manager works with local, state, national and international employers, promoting active partnerships and support in identifying and developing internship, fellowship, and job openings for entry, mid and executive-level management and analysis.

The Office of Career Services leverages the school's alumni relations to develop specific career and professional development opportunities for students and graduates through seminars, campus workshops, network building activities and community events. The School of Public Affairs hosts an active Alumni Advisory Council, with alumni representation from local, state and federal government and nonprofit community partners. Establishing the Council provides an additional opportunity for the School to work with the ASU Alumni Association, as an academic affiliate, and SPA students and alumni benefit from professional development programming and services offered through this partnership and a newly established alumni and University Career Services connection. The SPA Career Services manager offers individual consultation and coaching in all aspects of career development, management and advancement.

Employer Relations/Recruiting

Several resources for building professional networks and learning about pre- and post- graduation internship, fellowship and other work-learning opportunities are offered to students online at spa.asu.edu/content/about-career-services. These include occupation indexes, announcements of recruiter information sessions, webinars, campus visits, internship and employment listings and tips for navigating the public and nonprofit application and hiring processes. Visit often for the latest updates.

We recommend students “register” or create an account for the following valuable resources:

- USAJOBS: usajobs.gov – The starting point for identifying and qualifying for great internship, fellowship and job opportunities within the federal government for work in the U.S. and internationally.
- NACE/Sun Devil CAREER LINK: eoss.asu.edu/cs/sdc – Features an employer directory - a valuable resource to identify local, state and federal employers and nonprofit organizations, as well as, job listings for college students and graduates, and announcements for recruiting events and development workshops.
- LINKEDIN: linkedin.com – A valuable resource for researching organizations, people and jobs with in the public sector, and gathering information that can be used to position candidates for job search and career success.

Workshops and webinars are offered on how to strategically use these tools for professional development and career management.

Professional Development

The SPA Office of Career Services offers a variety of informational and participatory formats for MPA and MPP graduate students’ professional development. By participating, students learn proactive strategies for developing leads and creating resume and network-building opportunities to get on track for career success pre- and post- graduation.

The SPA Career Services Manager has developed additional opportunities to enhance classroom learning with professional development and mentoring activities supported by the SPA Alumni Advisory Council and in coordination with the ASU Student ICMA Chapter leadership. A list of Council Members and ICMA student leadership is posted on the SPA website, along with the mission and goals of both. Monthly programming social-professional activities and annual coaching events are featured on the SPA website, the College's CONNECT student newsletter and social media, and sent directly to students via the periodic SPA Career Bulletin.

Individual Consultation and Coaching

The Career Services manager works with individual students and alumni to determine career goals and strategies for achievement. Appointments are available to discuss career exploration, development and implementation tailored to the individual’s talents, experiences and professional work in the public and nonprofit sectors.

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

Web: spa.asu.edu/career-services

Phone: 602.496.0450

Email: spa_careerservices@asu.edu

UNIVERSITY CAREER SERVICES

ASU Career Services partners with the School of Public Affairs Career Services Office to assist with career exploration, development and implementation. This partnership provides additional opportunities for students 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, social media presence) in the exciting urban environment of the Downtown Phoenix campus.

Contact Information

The Downtown Career Services Center is located in the historic post office, on the southwest corner of Fillmore St. and Central Ave.

Web: eoss.asu.edu/cs/hours

Phone: 602.496.1213

Email: dpccareerservices@asu.edu

FINANCIAL AID

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office at students.asu.edu/contact/financialaid or the College of Public Service & Community Solutions Student Financial Resource Coordinator at 602.496.0232.

The School of Public Affairs also offers the Marvin Andrews Fellowship for MPA students. Application information can be found at spa.asu.edu/programs/masters/andrews. In addition, the School of Public Affairs offers various scholarships for graduate students. See spa.asu.edu/content/scholarships for more information.

Useful Links:

ASU Financial Aid: students.asu.edu/financialaid

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

ASU Scholarship Search: students.asu.edu/scholarships/search

ASU Spirit of Service Scholar Program: publicservice.asu.edu/soss

Graduate College Fellowships: graduate.asu.edu/pay-for-college

Student Employment: students.asu.edu/employment

ASU Cost of Attendance: students.asu.edu/costs

FinAid Scholarships: finaid.org/scholarships

Student life

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 - thesundevils.com

ASU Fitness - fitness.asu.edu

STUDENT ORGANIZATIONS

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

Student Involvement - eoss.asu.edu/student_involvement

Downtown Devil - downtowndevil.com

Graduate & Professional Student Association - gpsa.asu.edu

International City/County Management Association (ICMA) ASU Student Chapter - spa.asu.edu/content/involvement-opportunities

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

Web: eoss.asu.edu/drc

Phone: 480-965-1234

Email: drc@asu.edu

DOWNTOWN PHOENIX STUDENT LIFE

Explore all the downtown campus has to offer: asu.edu/tour/downtown. A one-stop information source for everything that's happening in Downtown Phoenix — from events and hot deals to the latest news. This site provides additional useful resources for you, such as maps, and light rail and parking information, as well as urban living options: dtpnx.org

Business services

PARKING & TRANSIT

ASU Parking Decals - You can purchase a decal to park in any of ASU's parking lots in Downtown Phoenix or Tempe. Decal purchases can be made online at cfo.asu.edu/pts-parking-downtown, or in person at the Parking office in the University Center, Suite 116, between 8:00 am – 4:30 pm.

If you elect to buy only 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 ASU Parking and Transit Services website: asu.edu/parking.

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 cfo.asu.edu/pts-shuttles for schedule.

U-Pass - The ASU U-Pass offers unlimited access on Valley Metro bus routes and the METRO light rail. For more information on public transportation options, see cfo.asu.edu/pts-services.

TUITION & FEES PAYMENT

A tuition billing statement may be viewed on myASU by selecting the option “View/Print Tuition Bill/Receipt”. A tuition billing statement will not be mailed. 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 and \$200 for non-residents.

You can pay for your tuition a number of ways - see also students.asu.edu/tuitionandbilling:

eCheck - eChecks are ASU's preferred payment method and are accepted online with no service charge. eChecks are a fast and simple payment method that can be made from regular U.S. checking and savings accounts. You will need your bank's routing number and your account number, which are available on the bottom of your check or from your financial institution. See students.asu.edu/faq/227

Credit card - ASU does not directly accept credit or debit card payments for tuition and student account charges, but has arranged for a third-party processor to accept MasterCard, Discover, and American Express payments online through QuikPAY. The processor charges a 2.5% service charge for credit and debit card payments. Tuition and student account credit/debit card payments are only accepted online and are not accepted by mail, over the phone, or in person. (Major credit cards are accepted without a service charge at the ASU Bookstore, Intercollegiate Athletics Ticket Office, SunCard Office, and other ASU departments.) Read the Credit Card FAQs for additional information at students.asu.edu/faq/226.

By mail - Mail check payments only. Include your ASU ID number. Make checks payable to Arizona State University. Read ASU's returned check policy at students.asu.edu/returnedcheck.

Cashiering Services
Arizona State University
PO Box 870303
Tempe, AZ 85287-0303

In-person - Make in-person check and cash payments only:

Downtown Phoenix campus, University Center Building, Suite 112, 602-496-2274
Polytechnic campus, Student Affairs Complex Quad 2, Building 350, 480-727-1081
Tempe campus, Student Services Building, 2nd floor, 480-965-6341
West campus, University Center Building, (UCB) Room 101, 602-543-6708

SUN CARD

The Sun Card is the official photo ID of all Arizona State University students, faculty and staff. The card is \$25. You may pay by cash, check, Visa, Mastercard, or you can have the charge posted to your university student account and a bill will be mailed. Students receive a Sun Card at a Sun Card office. To get a Sun Card, do the following:

- 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. View list of Sun Card locations at: asu.edu/cardservices.



About Arizona State University

ASU is a vanguard knowledge and discovery enterprise advancing transdisciplinary teaching and research focused on the major questions of our time and the most pressing challenges that confront global society. The New American University now emerging at ASU represents a pioneering effort to redefine the American research university, and to provide for the region an institution that addresses its unique demands and dynamics while leveraging its competitive advantage through strategic global engagement.

A comprehensive public metropolitan research university enrolling more than 70,000 undergraduate, graduate, and professional students on multiple campuses, ASU is a federation of unique colleges, schools, departments, and research institutes that comprise close-knit but diverse academic communities that are international in scope. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU has been moving at an accelerated pace to establish itself as one of the leading centers for cutting edge interdisciplinary research in selected areas, both fundamental and applied. Consistent with the vision of the research university as a catalyst for societal transformation, ASU favors a research enterprise dedicated to societal relevance and socially optimal outcomes of research. But ASU is also a community of poets, artists, and musicians, a place where the expression of a personal vision is valued as highly as the design of a new molecule.

The transformation of ASU from a territorial teachers college to a world-class research institution parallels the transformation of metropolitan Phoenix from a frontier settlement to a dynamic and emerging world city. ASU seeks to set a new standard for public service, and is an active partner with the private sector in initiatives to enhance the social well-being, economic competitiveness, cultural depth, and quality of life of metropolitan Phoenix and the state.

contact information

FACULTY DIRECTORY

Contact informations for the School of Public Affairs faculty, along with curriculum vitas and profiles, can be found on our faculty page at spa.asu.edu/about_directory_tenure. School of Public Affairs MPA and MPP administrative faculty and staff information is below.

Karen Mossberger

Director, School of Public Affairs
Email: karen.mossberger@asu.edu
Office: UCENT 400

Shawn Novak

Associate Director, School of Public Affairs
Email: shawn.novak@asu.edu
Office: UCENT 400

Stuart Bretschneider

Director, MPA and MPP programs
Email: Stuart.Bretschneider@asu.edu
Office: UCENT 480F

STAFF DIRECTORY

Charlene Becher

Academic Programs Manager
Email: charlene.stapleton@asu.edu
Office UCENT 433

Melissa Bryant

Academic Success Specialist, Undergraduate
Email: melissa.bryant@asu.edu
Office: UCENT 414

Maryjo Douglas Zunk

Manager, Career Services
Email: maryjo.zunk@asu.edu
Office: UCENT 419

Mark Reed

Academic Success Specialist, Graduate
Email: mbreed@asu.edu
Office: UCENT 435



