Master of Public Administration
and
Master of Public Policy
New Student Guide
2017-2018
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 taught at either the downtown campus or online.

Steps to 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 email account - this is the university’s primary means of communication with you. You should check your ASU email regularly, or forward it to an account you check frequently.

3. **Submit proof of immunization** - In order to register for classes, you must have verification of two MMR (measles [rubella] /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. 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.)

4. **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.

**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.

**Academic information**

**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 American government-related course (earning a B or higher) any time in the past. **These competencies do not need to be met to be admitted**, but students admitted to the MPA or MPP 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/MPP 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/MPP Director. Please email a course description to the School of Public Affairs graduate academic advisor, Mark Reed - mbreed@asu.edu

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. If you plan to take a course at a local Maricopa community college, the following course is recommended: POS 110. Other courses taken at ASU or another college may be substituted upon approval of the MPA/MPP Director. Please email a course description to the School of Public Affairs graduate academic advisor, Mark Reed - mbreed@asu.edu

The CLEP Exam can be used to demonstrate competency in American government. Find out more about the CLEP or about taking the test at ASU.

Capstone Course

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 B in the program capstone course. The capstone is a group/applied project course and 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 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. Typically, students take the capstone course along with electives.
Internship

A public service internship is recommended for students without previous work experience in the government or non-profit sector, however, an internship is not required to graduate with an MPA or MPP. The purpose of the internship is to provide students with practical and professional experience in a specific career area. Students work for public organizations applying the skills and knowledge acquired in their program of study. During an internship, students can develop a professional network that will aid them in their career endeavors. Students can use three hours of internship credit to the degree program by taking PAF 584.

Modes of instruction

Classes for the MPA degree are taught in three modes:

- In-person: one evening per week, 6 - 8:45pm
- iCourses (internet)
- weekend-intensive format

Each semester, MPA courses are taught in one or more of these formats. The MPA degree is not an ASU Online degree, but students seeking an online experience will find most core courses offered online each semester, and all core courses will be offered in an online format at least one semester each year. Careful class scheduling in consultation with the graduate academic advisor will ensure timely graduation.

Cost

Approximate cost per semester for tuition and fees (full-time) is:

**Full-time (9 or more credits)**

- $7.2 – Arizona resident
- $12.4 - Nonresident
- $14.1K – International

**Part-time (6 credits/two classes)**

- $6.2 – Arizona resident
- $8.7 - Nonresident
- $10.5K – International
To view the source of this cost information, and to inquire about the cost of part-time status and summer tuition rates, use the ASU tuition estimator - [https://students.asu.edu/tuition](https://students.asu.edu/tuition) - with the following values:

- My Student Status: Graduate
- My Location: Downtown Phoenix
- My College: Public Service and Community Solutions
- Academic Programs with Differential or Program Tuition: Public Administration, Master of; OR Public Policy, Master of

**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. The MPA/MPP degrees charge a fee of $1,250 for four fall/spring semesters, regardless of the number of credits taken per semester. Summers are excluded. These fees cannot be waived.

**Program of Study**

Your Program of Study is the set of classes for your degree that are 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. Students have six years from the term of their first MPA or MPP class to complete the degree. In order to graduate, each student must submit an Interactive Program of Study (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: [https://spa.asu.edu/content/interactive-program-study-how](https://spa.asu.edu/content/interactive-program-study-how)

**Transfer Credits (aka pre-admission credits)**

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 referred to as pre-admission credits. With the approval of the MPA/MPP 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. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
Suggested Course Loads

Each 3-credit class = about 12 hours of homework and class time per week. So:

One class (3 credits) = 12 hours of work per week
Two classes (6 credits) = 24 hours of work per week
Three classes (9 credits) = 36 hours of work per week
Four classes (12 credits) = 48 hours of work per week

Three classes (nine credit hours) is full-time status for a graduate student.

If you don’t work or work 20 hours per week or less: Take 3-4 classes. Four classes is a heavy load even for someone who’s not working. Use your best judgment, you know your capabilities. Students with undergrad GPAs of 3.5 and higher can usually handle four classes just fine.

If you work 20 – 40 hours per week: Take 2-3 classes. Use your best judgment, you know your capabilities.

If you work 40 or more hours per week. Students normally take 2 classes. Three classes is a heavy load and not recommended. If you’re returning to school after an extended absence, you might want to start with just one class. If you’re challenged by quantitative/analytical courses (PAF 501, PAF 502, PAF 504), consider taking these courses by themselves and in an in-person format.

Concurrent Degrees

The School of Public Affairs offers multiple concurrent degree options for MPA and MPP students. In essence, you can earn two Masters degrees and share up to 20% of the course work. These include programs with Planning, Sustainability, Criminology and Criminal Justice, Social Work, and American Indian Studies. A concurrent degree can be arranged with ANY graduate program as long as both programs agree on the shared course work. If you have an idea for a concurrent degree, talk to the graduate academic advisor in the
School of Public Affairs. For admission and program requirements, please see spa.asu.edu/programs/masters/concurrent

**Graduate Certificates**

Graduate certificates are available in:

1. Emergency Management
2. American Indian Studies/Participatory Governance
3. Policy Informatics
4. Public Administration
5. Public Policy

Certificates consist of only five courses and are a great resume enhancement for current students or previous graduates from any discipline. See [https://spa.asu.edu/gradcertificates](https://spa.asu.edu/gradcertificates) for more information. Certificate coursework may completely overlap with MPA or MPP coursework, which means an additional certificate might mean just 2-3 additional classes.

**Graduate Student Standards and Policies**

**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 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 will be permitted to be used on the Interactive 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.
Programs of Study
Master of Public Administration, including concentrations

Master of Public Administration (MPA) with no concentration

42 credits required:

- 27 hours in nine core classes in the School of Public Affairs.
- 15 hours of elective courses
  - Any 500-level PAF course
  - 500-level or higher courses offered by the University. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor, Mark Reed, mbreedl@asu.edu

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

Electives (15 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

Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505 and PAF 506
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

Note: Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
Master of Public Administration (MPA)
MPA with concentration in Urban Management

The Urban Management concentration provides knowledge and skills for students seeking careers in local urban government management and enables students to develop the skills and techniques used by city and urban leaders and managers.

- 27 hours of core courses
- 12 hours of concentration courses
- 3 hours - approved elective course

An approved elective course may be:

- Any 500-level PAF course
- 500-level or higher courses offered by the University. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor.

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

Concentration Courses (12 hours)

- PAF 523 The City and County Manager
- PAF 525 Public Entrepreneurship
- PAF 530 Management of Urban Government
- PAF 534 Urban Services Infrastructure

Suggested Elective Courses (3 hours)

- PAF 520 Public Management
- PAF 531 Community Conflict Resolution
- PAF 532 Urban Planning Administration
- PAF 533 Urban Growth Management
- PAF 535 Urban Housing Policy
- PAF 536 Urban Policy Making
- PAF 532 Intergovernmental Relations
- PAF 570 Microeconomics of Public Policy II
- PAF 574 Diversity, Ethics & Leading Public Change
- PAF 584 Internship (3 credit maximum)
- Approved Graduate Interdisciplinary Courses. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor, Mark Reed, mbreed@asu.edu

Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505 and PAF 506
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below

Note: Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
**MPA with concentration in Nonprofit Administration**

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:

<table>
<thead>
<tr>
<th>MPA-NP Core Courses</th>
<th>MPA-NP Concentration Courses</th>
<th>MPA-NP Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hours</td>
<td>12 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>PAF 501 Public Service Research I</td>
<td>NLM 510 The Nonprofit Sector</td>
<td>PAF Regular Courses (500 level or above)</td>
</tr>
<tr>
<td>PAF 502 Public Service Research II</td>
<td>NLM 520 Financial and Resource Management</td>
<td>PAF 584 Internship (3 credit maximum)</td>
</tr>
<tr>
<td>PAF 503 Public Affairs</td>
<td>NLM 540 Strategic Human Resources Management</td>
<td>PAF 590 Readings and Conference (6 credit maximum)</td>
</tr>
<tr>
<td>PAF 504 Microeconomics of Public Policy I</td>
<td>One additional course chosen below:</td>
<td>Approved Graduate Interdisciplinary Courses</td>
</tr>
<tr>
<td></td>
<td>PAF 521 Organizational Theory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 529 Org Change &amp; Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 531 Community Conflict Resolution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 541 Program Evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 562 Intergovernmental Relations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 505 Public Policy Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 506 Public Budgeting and Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 508 Organization Behavior</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAF 509 Public Affairs Capstone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR PAF 579 Public Policy Capstone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NLM 525 Fundraising &amp; Resource Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NLM 530 Program Eval &amp; Information Mgmt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NLM 545 Volunteer Resources Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NLM 555 Strategic Management Nonprofit Orgs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NLM 560 Leadership &amp; Ethics Nonprofit Sector</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NLM 565 Grant Writing Nonprofit Organizations</td>
<td></td>
</tr>
</tbody>
</table>

**Sequences of Course Prerequisites**

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505 and PAF 506
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

**Note:** Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
# MPA with concentration in Emergency Management

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:

<table>
<thead>
<tr>
<th>MPA-EM Core Courses</th>
<th>PAF 501 Public Service Research I</th>
<th>PAF 505 Public Policy Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAF 502 Public Service Research II</td>
<td>PAF 506 Public Budgeting and Finance</td>
</tr>
<tr>
<td></td>
<td>PAF 503 Public Affairs</td>
<td>PAF 507 Public Human Resource Management</td>
</tr>
<tr>
<td></td>
<td>PAF 504 Microeconomics of Public Policy I</td>
<td>PAF 508 Organization Behavior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PAF 509 Public Affairs Capstone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR PAF 579 Public Policy Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MPA-EM Concentration Courses</th>
<th>PAF 520 Public Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAF 552 Integrated Emergency Management</td>
</tr>
<tr>
<td></td>
<td>PAF 555 Information Technology in Emergency Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MPA-EM Electives</th>
<th>PAF 525 Public Entrepreneurship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAF 531 Community Conflict Resolution</td>
</tr>
<tr>
<td></td>
<td>PAF 534 Urban Infrastructure</td>
</tr>
<tr>
<td></td>
<td>PAF 541 Program Evaluation</td>
</tr>
<tr>
<td></td>
<td>PAF 560 Community Resilience</td>
</tr>
<tr>
<td></td>
<td>PAF 562 Intergovernmental Relations</td>
</tr>
<tr>
<td></td>
<td>PAF 571 GIS &amp; Analysis</td>
</tr>
<tr>
<td></td>
<td>PAF 584 Internship (3 credit maximum)</td>
</tr>
<tr>
<td></td>
<td>PAF 591 Introduction to Policy Informatics</td>
</tr>
<tr>
<td></td>
<td>PAF 591 E-Public Administration</td>
</tr>
<tr>
<td></td>
<td>Approved Graduate Interdisciplinary Courses</td>
</tr>
</tbody>
</table>

### Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505 and PAF 506
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

**Note:** Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
MPA with concentration in Public Finance

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.

- 27 hours of core courses
- 12 hours of concentration courses
- 3 hours - approved elective course

An approved elective course may be:

- Any 500-level PAF course
- 500-level or higher courses offered by the University. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor, Mark Reed, mbreed@asu.edu

Core Courses (27 hours)

- PAF 501 Public Service Research I
- PAF 502 Public Service Research II *(must be taken the semester after completing PAF 501)*
- 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

Concentration Courses (12 hours)

- PAF 521 Managing Public Money *(Spring-only)*
- PAF 522 Advanced Governmental Financial Management *(Fall-only)*
- 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

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. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor, Mark Reed, mbreed@asu.edu

Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505 and PAF 506
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

Note: Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)

Note: Suggested course sequences for full-time and part-time status are listed below.
MPA with concentration in Urban Management

The Urban Management concentration provides knowledge and skills for students seeking careers in local urban government management and enables students to develop the skills and techniques used by city and urban leaders and managers.

- 27 hours of core courses
- 12 hours of concentration courses
- 3 hours - approved elective course

An approved elective course may be:

- Any 500-level PAF course
- 500-level or higher courses offered by the University. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor, Mark Reed, mbreed@asu.edu

Core Courses (27 hours)

- PAF 501 Public Service Research I
- PAF 502 Public Service Research II (must be taken the semester after completing PAF 501)
- 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 609 Public Affairs Capstone OR PAF 579 Public Policy Capstone

Concentration Courses (12 hours)

- PAF 523 The City and County Manager (fall only)
- PAF 525 Public Entrepreneurship (spring only)
- PAF 530 Management of Urban Government (spring only)
- PAF 534 Urban Services Infrastructure (fall only)

Suggested Elective Courses (3 hours)

- PAF 520 Public Management
- PAF 531 Community Conflict Resolution
- PAF 532 Urban Planning Administration
- PAF 533 Urban Growth Management
- PAF 535 Urban Housing Policy
- PAF 536 Urban Policy Making
- PAF 532 Intergovernmental Relations
- PAF 570 Microeconomics of Public Policy II
- PAF 574 Diversity, Ethics & Leading Public Change
- PAF 584 Internship (3 credit maximum)
- Approved Graduate Interdisciplinary Courses. Approval of all non-PAF courses must be granted by the School of Public Affairs academic advisor, Mark Reed, mbreed@asu.edu

Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505 and PAF 506
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

Note: Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)

Note: Suggested course sequences for full-time and part-time status are at the bottom of this page.
Suggested course sequences for the MPA

MPA full-time, fall, spring, or summer start

First Semester
PAF 501, PAF 503, PAF 504

Second Semester
PAF 502, PAF 505, PAF 506, PAF 507

Third Semester
PAF 508, elective, elective, elective

Fourth Semester
PAF 509, elective, elective

Note: Taking summer classes could lighten spring and/or fall loads and decrease time to graduation.

MPA part-time, fall, spring, or summer start

First Semester
PAF 501, PAF 503

Second Semester
PAF 502, PAF 504

Third Semester
PAF 505, PAF 506

Fourth Semester
PAF 507, PAF 508

Fifth Semester
Elective, elective

Sixth Semester
Elective, elective

Seventh Semester
PAF 509, elective

Note: Taking summer classes could lighten spring and/or fall loads and decrease time to graduation.
Programs of Study

Master of Public Policy (MPP), including concentrations

Master of Public Policy (MPP) with no concentration

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF 501</td>
<td>Public Service Research I</td>
</tr>
<tr>
<td>PAF 502</td>
<td>Public Service Research II</td>
</tr>
<tr>
<td>PAF 504</td>
<td>Microeconomics of Public Policy I</td>
</tr>
<tr>
<td>PAF 505</td>
<td>Public Policy Analysis</td>
</tr>
<tr>
<td>PAF 540</td>
<td>Advanced Policy Analysis</td>
</tr>
<tr>
<td>PAF 541</td>
<td>Program Evaluation</td>
</tr>
<tr>
<td>PAF 570</td>
<td>Microeconomics of Public Policy II</td>
</tr>
<tr>
<td>PAF 573</td>
<td>Applied Econometrics</td>
</tr>
<tr>
<td>PAF 574</td>
<td>Diversity, Ethics &amp; Leading Public Change</td>
</tr>
<tr>
<td>PAF 509</td>
<td>Public Affairs Capstone</td>
</tr>
<tr>
<td>OR PAF 579</td>
<td>Public Policy Capstone</td>
</tr>
</tbody>
</table>

**MPP Elective Courses**
- 12 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF 523</td>
<td>City &amp; County Manager</td>
</tr>
<tr>
<td>PAF 525</td>
<td>Public Entrepreneurship</td>
</tr>
<tr>
<td>PAF 530</td>
<td>Management of Urban Government</td>
</tr>
<tr>
<td>PAF 531</td>
<td>Community Conflict Resolution</td>
</tr>
<tr>
<td>PAF 534</td>
<td>Urban Infrastructure</td>
</tr>
<tr>
<td>PAF 546</td>
<td>Environmental Policy &amp; Management</td>
</tr>
<tr>
<td>PAF 547</td>
<td>Science, Technology &amp; Public Affairs</td>
</tr>
<tr>
<td>PAF 548</td>
<td>Women, Politics &amp; Public Policy</td>
</tr>
<tr>
<td>PAF 549</td>
<td>Diversity Issues in Public Policy</td>
</tr>
<tr>
<td>PAF 564</td>
<td>Political Economy</td>
</tr>
<tr>
<td>PAF 581</td>
<td>Seminar Courses</td>
</tr>
<tr>
<td>PAF 610</td>
<td>Advanced Qualitative Methods</td>
</tr>
<tr>
<td>Approved Graduate Interdisciplinary Courses</td>
<td></td>
</tr>
</tbody>
</table>

**Sequences of Course Prerequisites**

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505
- PAF 504 is a pre-req for PAF 505; PAF 505 is a pre-req for PAF 540
- PAF 501 is a pre-req for PAF 541
- PAF 504 is a pre-req for PAF 570
- PAF 502 is a pre-req for PAF 573
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

**Note:** Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
MPP with concentration in Policy Informatics

42 credits required.

- 30 hours in ten core classes in the School of Public Affairs.
- 9 hours of concentration courses
- 3 hours of approved elective courses which may include courses offered by the School or other academic units in the University.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF 501</td>
<td>Public Service Research I</td>
</tr>
<tr>
<td>PAF 502</td>
<td>Public Service Research II</td>
</tr>
<tr>
<td>PAF 504</td>
<td>Microeconomics of Public Policy I</td>
</tr>
<tr>
<td>PAF 505</td>
<td>Public Policy Analysis</td>
</tr>
<tr>
<td>PAF 540</td>
<td>Advanced Policy Analysis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF 541</td>
<td>Program Evaluation</td>
</tr>
<tr>
<td>PAF 570</td>
<td>Microeconomics of Public Policy II</td>
</tr>
<tr>
<td>PAF 573</td>
<td>Applied Econometrics</td>
</tr>
<tr>
<td>PAF 574</td>
<td>Diversity, Ethics &amp; Leading Public Change</td>
</tr>
<tr>
<td>PAF 509</td>
<td>Public Affairs Capstone</td>
</tr>
<tr>
<td>OR PAF 579</td>
<td>Public Policy Capstone</td>
</tr>
</tbody>
</table>

### MPP-PI Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF 591</td>
<td>Introduction to Policy Informatics</td>
</tr>
<tr>
<td>PAF 591</td>
<td>e-Public Administration</td>
</tr>
<tr>
<td>PAF 591</td>
<td>Complexity in Public Policy &amp; Management</td>
</tr>
</tbody>
</table>

### MPA-PI Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 591</td>
<td>Topic: Agent Based Modeling (3)</td>
</tr>
<tr>
<td>ASB 533 or SOS 532</td>
<td>Sustainable Urban Dynamics (3)</td>
</tr>
<tr>
<td>ASB 555</td>
<td>Complex Societies (3)</td>
</tr>
<tr>
<td>ASM 570</td>
<td>Fundamentals (3)</td>
</tr>
<tr>
<td>ASM 591</td>
<td>Dynamic Modeling in Social and Ecological Systems (3)</td>
</tr>
<tr>
<td>ASM 591 or BIO 591</td>
<td>Readings in Complexity (3)</td>
</tr>
<tr>
<td>CBS 520</td>
<td>Modeling and Computational Biology (3)</td>
</tr>
<tr>
<td>CBS 561</td>
<td>Modeling and Simulation Theory and Application (3)</td>
</tr>
<tr>
<td>PUP 598</td>
<td>Modeling and Simulating Urban Environments (3)</td>
</tr>
</tbody>
</table>

### Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505
- PAF 504 is a pre-req for PAF 505; PAF 505 is a pre-req for PAF 540
- PAF 501 is a pre-req for PAF 541
- PAF 504 is a pre-req for PAF 570
- PAF 502 is a pre-req for PAF 573
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

### Note

Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579).
Master of Public Policy (MPP)

MPP with concentration in Environmental Policy

42 credits required.
- 30 hours in ten core classes in the School of Public Affairs.
- 9 hours of concentration courses
- 3 hours of approved elective courses which may include courses offered by the School or other academic units in the University.

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 502 Public Service Research II
- PAF 504 Microeconomics of Public Policy I
- PAF 505 Public Policy Analysis
- PAF 540 Advanced Policy Analysis

### 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 Dinnen Glob Climate Chg
- SOS 598 Urban Ecological Systems
- TDM 570 Sustainable Tourism

### MPA-EP Electives

3 hours

- PAF Regular Courses (500 level or above)
- PAF 580 Readings and Conference (6 credit maximum)
- PAF 584 Internship (3 credit maximum)
- Approved Graduate Interdisciplinary Courses

Sequences of Course Prerequisites

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505
- PAF 504 is a pre-req for PAF 505, PAF 505 is a pre-req for PAF 540
- PAF 501 is a pre-req for PAF 541
- PAF 504 is a pre-req for PAF 570
- PAF 502 is a pre-req for PAF 573
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

Note: Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579).
Master of Public Policy (MPP)
MPP with concentration in Science & Technology

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

Sequences of Course Prerequisites
- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505
- PAF 504 is a pre-req for PAF 505, PAF 505 is a pre-req for PAF 540
- PAF 501 is a pre-req for PAF 541
- PAF 504 is a pre-req for PAF 570
- PAF 502 is a pre-req for PAF 573
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

Note: Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
MPP with concentration in Urban Policy

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 502 Public Service Research II
- PAF 504 Microeconomics of Public Policy Sector 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-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)

**Sequences of Course Prerequisites**

- Undergrad statistics/research course is a pre-req for PAF 501
- PAF 501 is a pre-req for PAF 502
- PAF 504 is a pre-req for PAF 505
- PAF 504 is a pre-req for PAF 505, PAF 505 is a pre-req for PAF 540
- PAF 501 is a pre-req for PAF 541
- PAF 504 is a pre-req for PAF 570
- PAF 502 is a pre-req for PAF 573
- PAF 501 through PAF 508 are pre-reqs for PAF 509 or 579. See note below.

**Note:** Knowledge gained in the first eight core courses (PAF 501 through 508) will be needed for the Capstone course (PAF 509 or 579)
Suggested Course Sequences for the MPP

MPP full-time, fall start

Fall
PAF 501, PAF 504, PAF 574

Spring
PAF 502, PAF 505, elective, elective

Fall
PAF 540 (fall only), PAF 541 (fall only), PAF 570 (fall only)

Spring
PAF 509 or 579, PAF 573 (spring only), elective, elective

Note: Taking summer classes could lighten spring or fall loads but will not decrease time to graduation because of the fall- and spring-only classes.

MPP full-time, spring start

Spring
PAF 501, PAF 504, PAF 574

Fall
PAF 502, PAF 541 (fall only), PAF 570 (fall only), elective

Spring
PAF 573 (spring only), PAF 505, elective, elective

Fall
PAF 540 (fall only), PAF 509 OR 579, elective

See next page for part-time schedules
MPP part-time, fall start

Fall
PAF 501, PAF 504

Spring
PAF 502, PAF 505

Fall
PAF 540 (fall only), PAF 541 (fall only)

Spring
PAF 573 (spring only), elective

Fall
PAF 570 (fall only), PAF 574

Spring
Elective, elective

Fall
PAF 509 OR 579, elective

Note: Taking summer classes can decrease time to graduation

MPP part-time, spring start

Spring
PAF 501, PAF 504

Fall
PAF 502, PAF 505

Spring
PAF 573 (spring only), elective

Fall
PAF 540 (fall only), PAF 541 (fall only)

Spring
Elective, elective

Fall
PAF 570 (fall only), PAF 574

Spring
PAF 509 OR 579, elective

Note: Taking summer classes can decrease time to graduation
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 an active Alumni Advisory Council, with alumni representation from local, state and federal government and nonprofit community partners. Both the ASU-ICMA Student Chapter and the Council provide an additional opportunity for the School to work with ICMA/ACMA and the ASU Alumni Association. SPA students and alumni benefit from professional development programming and services offered through these partnerships, and a connection with the University Career and Professional Development Center (UCPDC).

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 partner 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 the SPA Alumni Advisory Council and in coordination with the ASU-ICMA Student 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, promoted on related social media, and sent directly to students via the periodic SPA Career Bulletin. Joining the ASU-ICMA Student Chapter connects candidates to professional organizations and community partners, mentors, and future 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. Visit often 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](https://eoss.asu.edu/cs/handshake) – Features an employer directory - a valuable resource to identify local, state, federal, and nonprofit employers/organizations as well as job listings for college students and graduates, announcements for recruiting events, professional development workshops, and a mentoring directory, where alumni and other community leaders have expressed interest in connecting formally and informally with students.

- **LINKEDIN**: linkedin.com – A valuable resource for researching organizations, people and jobs in the public sector, and gathering information that can be used to position candidates for job search and career success.

- **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.

Workshops, webinars and recordings are available to learn how to strategically use these tools for professional development and career management.

**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 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](http://spa.asu.edu/career-services)
- Phone: 602.496.0450
- Email: [spa_careerservices@asu.edu](mailto:spa_careerservices@asu.edu)

**University Career and Professional Development Center (UCPDC)**

The University Career and Professional Development Center partners with the School of Public Affairs Career Services Office 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.
Contact Information

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

Web:  eoss.asu.edu/cs/hours  
Phone:  480-965-2350  
Email:  careerservices@asu.edu

The UCPDC provides a liaison to the four Schools in the 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, Jasmine Dean is the UCPDC Liaison for the School of Public Affairs. Jasmine 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:  602-496-0562  
Email:  Jasmine.Dean@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. For more information, visit  http://www.bkstr.com/arizonastatetstore/home/en
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 website at [https://lib.asu.edu/downtown](https://lib.asu.edu/downtown)

**FINANCIAL AID**

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office at [students.asu.edu/contact/financialaid](https://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 other funding opportunities for MPA/MPP students.

**Useful Links:**

- SPA Scholarships: [https://spa.asu.edu/content/scholarships](https://spa.asu.edu/content/scholarships)
- 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
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.

- ASU-ICMA: Student Chapter of the International City/County Managers Association - https://spa.asu.edu/content/involvement-opportunities
- Student Involvement - eoss.asu.edu/student_involvement
- Downtown Devil - downtowndevil.com
- Graduate & Professional Student Association - gpsa.asu.edu

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. 

[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](https://eoss.asu.edu/drc)
- Phone: 480-965-1234
- Email: drc@asu.edu

**Parking and Transit Services**

**ASU Parking Decals** - 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 at [cfo.asu.edu/pts-parking-downtown](https://cfo.asu.edu/pts-parking-downtown), or in person at the Parking office in the Downtown campus’ University Center, Suite 116, between 8:00 am – 4:30 pm.

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 at [https://cfo.asu.edu/parking](https://cfo.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 https://cfo.asu.edu/transit

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 - students.asu.edu/tuitionandbilling

SUN CARD
The Sun Card is the official photo ID of all Arizona State University students, faculty and staff. Learn more at https://cfo.asu.edu/cardservices

- 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
Contact Information

FACULTY DIRECTORY

Contact information for the School of Public Affairs faculty, along with faculty curriculum vitae, research interests, and profiles, can be found on our faculty page at https://spa.asu.edu/asu_directory_tenure

KEY FACULTY

Don Siegel
Director, School of Public Affairs
Email: donald.siegel1@asu.edu
Office: UCENT 400

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

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

KEY STAFF

Charlene Becher
Academic Programs Manager
charlene.stapleton@asu.edu
Office: UCENT 400
602.496.0450

Maryjo Douglas Zunk
Manager, Career Services
maryjo.zunk@asu.edu
Office: UCENT 400
602.496.0450

Melissa Bryant
Undergraduate Academic Advisor
melissa.bryant@asu.edu
Office: UCENT 400
602.496.0450

Mark Reed
Graduate Academic Advisor
Email: mbreed@asu.edu
Office: UCENT 400
602.496.0450