Master of Public Administration

and

Master of Public Policy

New Student Guide

2018-2019

Be the change you want to see!
Yes! But also know how to impact change via policy formulation and execution!
Program Overview

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

The **Master of Public Administration (MPA)** degree program is a transdisciplinary, professional degree program designed to prepare students for public service, public management, and policy analysis at the local, state and national levels of government. It is a professional degree, equivalent to an MBA for people pursuing leadership positions in the public sector. The MPA prepares individuals to serve as managers, executives, and policy analysts in the executive arm of local, state/provincial, and federal/national government, and increasingly in non-governmental organization (NGO) and the nonprofit sector; it places a focus on the systematic investigation of executive organization and management. Instruction includes the roles, development, and principles of public administration; public policy management and implementation. Our MPA is accredited by the National Association of Schools of Public Affairs and Administration and is ranked highly by U.S. News & World Report. It is currently listed as the 9th best MPA program in the country.

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

Students may choose a concentration in one of the four approved Master of Public Administration concentrations: (1) urban management, (2) nonprofit administration, (3) emergency management or (4) public finance. Choosing a concentration is **not** required. Many students do not choose a concentration so they can have more flexibility when choosing elective courses.
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. This includes a focus on the city manager’s roles and resources in the multi-faceted forms administrative, legislative, and community sectors. This concentration also emphasizes administrative practices and behavior within the urban political administrative environment. Functional areas such as citizen participation, urban planning, urban infrastructure, transportation, and the conflicts between urban politics and administrative efficiency.

The **nonprofit administration concentration** is intended for professionals who desire to work in the nonprofit sector and wish to explore research, theory, and management and leadership in the nonprofit sector. It provides grounding in scope, function and philosophical foundations of the nonprofit sector in American society, including civic engagement, service delivery, reproduction of values, and entrepreneurship. This concentration also provides a baseline understanding of key financial management and budgeting issues and practices for nonprofit organizations.

The **emergency management concentration** prepares graduates for a challenging career as a professional emergency manager. An all-hazards and all-threats orientation provides the student with a generalist perspective, which is critically important for the disaster managers of today and tomorrow. In addition, this program examines community resilience from a systems perspective, embracing government, private, nonprofit and civic roles.

The **public finance concentration** 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.

The **Master of Public Policy (MPP)** degree program allows students to approach the study of public policy with a focus on public policy in the urban setting. The MPP 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 nonprofit sectors. It can also serve as a preparation platform for doctoral studies in public policy, public administration, urban studies and other related programs. Students learn analytical techniques and conceptual frameworks for
understanding policy issues and identifying potential solutions, and about applying these skills to real-world issues—especially to the needs of cities and towns in the Greater Phoenix area. Students also gain an understanding of policies addressing issues such as poverty, education, the environment, and public safety. ASU’s MPP degree prepares people to lead by making positive policy decisions, addressing the difficult questions associated with public policy, and managing the process of policy creation, approval, implementation and evaluation. At the conclusion of the program, students will be able to identify, analyze and interpret the challenges and dilemmas of public policies, especially those of urban areas. Students will also be able to approach policy analysis with a variety of quantitative and qualitative methods and be prepared to develop innovative processes and tools to deal with changing realities of public policy and address issues on a global, regional and local scale.

Students may choose an MPP concentration in Environmental Policy. The concentration in environmental policy prepares students at the master’s degree level to apply sustainability principles and approaches to careers in a variety of fields that address environmental and, inevitably, human challenges. Students pursuing the concentration in environmental policy will acquire the knowledge base and skills to bring sustainability solutions to corporate, government and nonprofit sectors. The concentration program begins by building a foundation in environmental policy and theory through the core coursework, followed by electives that develop and deepen student expertise in specific areas and issues.

**General Admissions, Cost, and Contact Information**

Detailed admission requirements and application procedures can be found on the School of Public Affairs’ web site at [https://spa.asu.edu/content/admissions-information](https://spa.asu.edu/content/admissions-information). This web page provides comprehensive information about the admissions process and application components.

**Admissions-Related 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.

The **cost of the MPA or MPP** for the 2018-2019 academic year is:

**Full-time status (9 or more credits/semester):**
Arizona resident: $7,734 per semester
Nonresident: $13,353 per semester
International: $15,500 per semester

**Part-time status (6 credits/semester):**
Arizona resident: $6,775 per semester
Nonresident: $9,439 per semester
International students must be in a full-time status

**One 3-credit class**
Arizona resident: $4,333
Nonresident: $5,665
International students must be in a full-time status

* Source: ASU Tuition and Fees Estimator - https://students.asu.edu/tuition

Contact Information
Mark Reed, Graduate Academic Advisor
School of Public Affairs
mbreed@asu.edu | 602.496.0450
spa.asu.edu | 602.496.0450
411 N. Central Ave. #400
Phoenix, AZ 85004

Degree Program Requirements

Program of Study
A Program of Study (POS) is the set of classes for your degree that are required by ASU, the Graduate College, and the School of Public Affairs to grant a degree. Detailed academic requirements for the MPA and MPP degrees can be found on the School of Public Affairs web site at:

MPA Program of Study: https://spa.asu.edu/content/mpa-curriculum
MPP Program of Study: https://spa.asu.edu/content/mpp-curriculum

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 academic advisor for MPA and MPP students will assist students in planning and completing the iPOS.

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.**

**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 $1,667 for your first three fall/spring semesters ($5,000 total), regardless of the number of credits taken per semester. Summers are excluded. These fees cannot be waived.

**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.

1. **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.

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

3. **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.
Suggested Course Sequences
If you have questions about which courses to take and in what sequence to take them, please consult our suggested course sequences:

- Master of Public Administration: spa.asu.edu/content/mpa-curriculum (very bottom of web page)
- Master of Public Policy: spa.asu.edu/content/mpp-curriculum (very bottom of web page)

Graduate Certificates are available in:

1. Emergency Management
2. American Indian Studies/Participatory Governance
3. Public Administration
4. 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 for more information. Certificate coursework may completely overlap with MPA or MPP coursework, which means an additional certificate might mean taking just 2-3 additional classes. **Important:** You must apply to certificate programs, much like applying for your MPA/MPP program, but the admissions documentation will consist only of an application and personal statement. If you are considering applying for a graduate certificate, apply early during your program rather than waiting closer to graduation. Per Graduate College policy, only two previously-taken classes (classes taken before being admitted to the certificate program) may be counted toward the certificate, unless a petition is submitted. The earlier you are admitted to the certificate, the better. It’s always better to apply sooner rather than later.

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

Internships
Internships are not required but highly encouraged for students who have no or little work
experience in the public or nonprofit sectors. The School of Public Affairs has a Career
Services Manager who is continuously arranging internships for students, building
relationships and networks with local employers, and advertising internship opportunities.
Should you desire an internship, it’s important that you meet with the Career Services
Manager before taking an action to accept an internship. Several administrative processes
are in place to ensure a quality internship experience, so always start with our Career
Services Manager.

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

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

Students should become familiar with their ASU Students’ Rights and Responsibilities, which include the student code of conduct, policies and procedures, online social networking guidelines, Title IX, and academic integrity requirements. All this information can be found at https://eoss.asu.edu/dos/srr.

Special emphasis is given to Academic Integrity at ASU. Academic honesty is expected of all students on examinations, papers, academic transactions, and records. The possible sanctions include, but are not limited to appropriate grade penalties, loss of registration privileges, disqualification and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. Learn more here - https://provost.asu.edu/node/20.

School of Public Affairs and University Policies and Procedures

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.

**Adding, Dropping, and Withdrawing from Classes**

You are responsible for your own academic schedule. Each semester, you will enroll and make adjustments to your schedule. Your academic calendar is available to assist you. The “My Classes” section of your MyASU allows you to add, drop, and withdraw from classes. You need to be familiar with the academic calendar, which changes every semester. The academic calendar contains key dates of when you can make course adjustments, withdraw from classes with a tuition refund, etc. Current and future academic calendars can be found at students.asu.edu/registrar-semester-calendar. If you must withdraw from a class due to
circumstances beyond your control, please review procedures for a Medical/Compassionate Withdrawal at students.asu.edu/forms/medical-compassionate-withdrawal-request.

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

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

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

**Transfer Credits (aka pre-admission credits)**
Graduate credits completed at ASU, from another regionally accredited US institution, or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are referred to as pre-admission credits. With the approval of the MPA/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.
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 class (not an independent study) if it is to be used on the program of study. A higher grade for a repeated class will not raise the GPA or remove the lower grade from the transcript per Graduate College policy.

• 400-level (undergraduate) credits may not be used toward graduation.
Financial Assistance Policies and Procedures

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. You can also request assistance and service through your MyASU (click on the “Finances” tab).

The School of Public Affairs also offers limited funding opportunities in the form of scholarships, assistantships, and fellowships for MPA/MPP students. Learn more at: spa.asu.edu/content/scholarships

Useful Links:
- SPA 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
- 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

Conduct and Conflict Resolution

Academic Grievance and Appeal
The School of Public Affairs follows the policies and procedures outlined by the College of Public Service and Community Solutions, which are detailed at: connect.publicservice.asu.edu/content/academic-grievance-process
School and University Resources

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.

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

The SPA Office of Career Services leverages the school’s alumni, professional and community relations to develop specific career and professional development opportunities for students and graduates through campus and virtual workshops and webinars, network building and mentor activities, and leadership opportunities with professional organizations and community partners. The School of Public Affairs hosts a chapter of the International City/County Managers Association (ASU-ICMA) and 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](https://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](https://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](https://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.

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/arizonastatestore/home/en](http://www.bkstr.com/arizonastatestore/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)

**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](http://thesundevils.com)
- ASU Fitness - [fitness.asu.edu](http://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](https://spa.asu.edu/content/involvement-opportunities)
- Student Involvement - [eoss.asu.edu/student_involvement](http://eoss.asu.edu/student_involvement)
- Downtown Devil - [downtowndevil.com](http://downtowndevil.com)
- Graduate & Professional Student Association - [gpsa.asu.edu](http://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
Phone: 480-965-1234
Email: drc@asu.edu

Parking and Transit Services
You can purchase a decal to park in any of ASU’s parking lots. There are several parking lots to choose from at the Downtown campus, lots vary in price. Decal purchases can be made online at 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

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

School of Public Affairs 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

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