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# UA68/4/1 The Master of Public Administration

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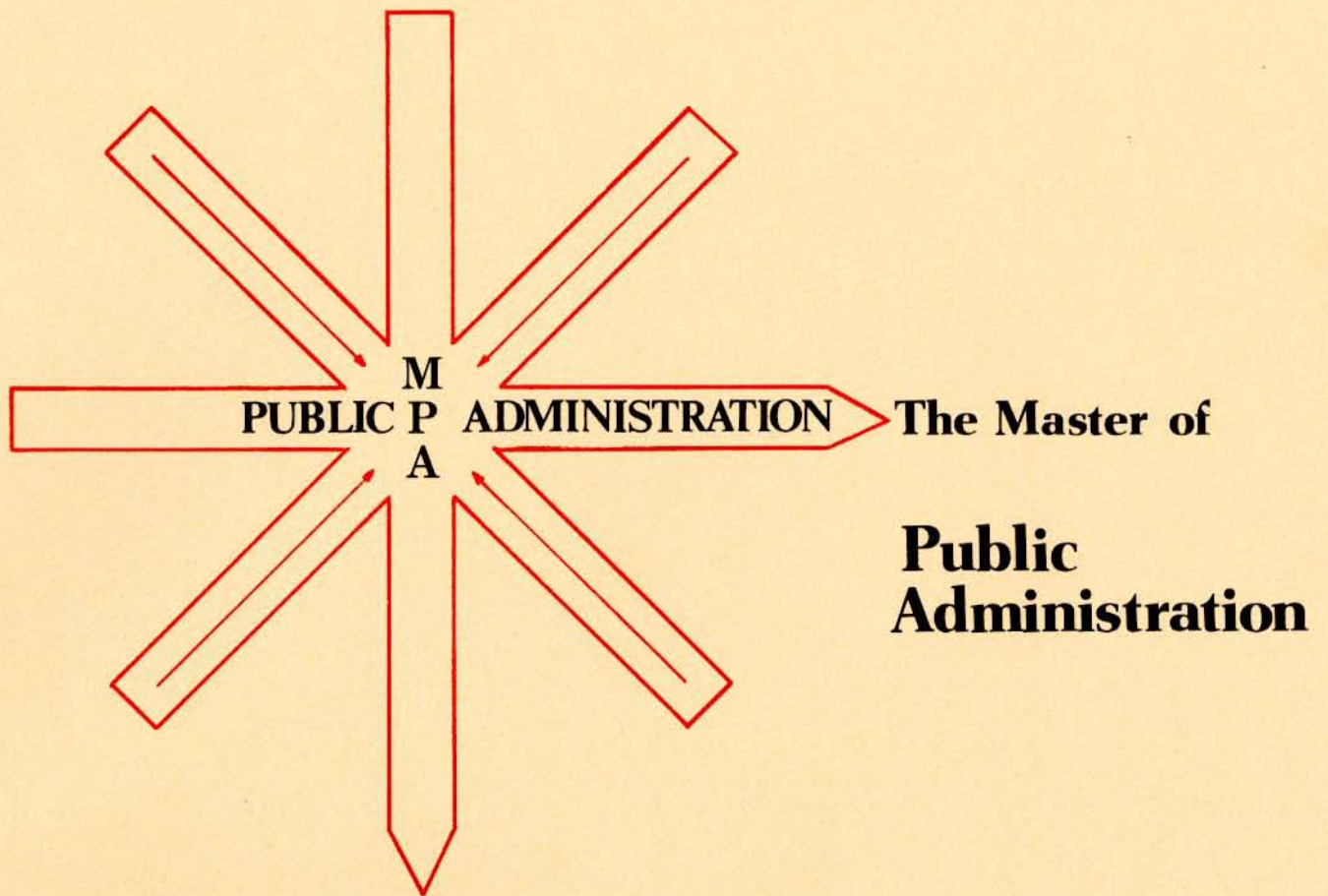
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**Department of Government at  
Western Kentucky University  
Bowling Green, Kentucky**



## PROGRAM OBJECTIVES

The Master of Public Administration (MPA) degree is offered at Western Kentucky University through the Department of Government. The MPA is an interdisciplinary degree program designed to provide knowledge and skills appropriate for professional career development in governmental and/or quasi-governmental organizations. Requirements for the degree reflect the need for an understanding of both the political and administrative nature of public organizations and the theoretical and ideological underpinnings of the field. The curriculum provides a balanced blend of both approaches to the study of public administration. The MPA Program is designed to: (1) prepare college graduates (pre-service students) for professional careers and leadership roles in public service and (2) to provide opportunities for practicing public managers (in-service students) for additional training and career development.

The MPA degree requires the completion of 33-36 semester hours, consisting of 15-18 hours of required coursework and 18 hours of elective coursework determined in conjunction with the MPA Advisor. All candidates for the MPA degree must successfully pass the written MPA Comprehensive Exam. No thesis is required. All requirements for the degree must be completed within 5 years of the date of initial enrollment.

## THE ACADEMIC PROGRAM

Core Courses (15-18 hours):

All MPA students must complete 5 or 6 core courses:

- Govt 441G - Public Personnel Management
- Govt 442G - Governmental Financial Management
- Govt 501 - Methods of Political Inquiry
- Govt 540 - Seminar in Public Sector Organizations
- Govt 545 - Seminar in Public Policy Analysis
- \*Govt 598 - Internship in Public Administration

\*Students entering the MPA Program with appropriate previous practical administrative experience may, upon application, have the internship requirement waived (See Appendix A). Their MPA Program will consist of 33 semester hours.

All other students are required to complete an internship during the last 12 hours of their program. These students will enroll in Govt 598, Internship in Public Administration, and their MPA Programs will consist of 36 semester hours.



Students entering the MPA Program with background deficiencies may be required, upon the advice of the MPA Advisor, to take Govt 440, Elements of Public Administration, to provide a stronger subject matter foundation in the field of public administration. When required, this course must be completed within the first 15 hours of coursework and in advance of all of the "core courses" except Govt 501 unless exempted from this policy by the MPA Advisor.

Interdisciplinary Courses (3-9 hours):

Given the interdisciplinary basis of public administration, MPA students are required to complete some elective coursework in academic and/or professional areas outside the Government Department. Students may earn up to 9 semester hours in interdisciplinary courses; they must earn at least 3 semester hours of credit in this category. In consultation with the MPA Advisor, students may select from the following:

- Econ 420G - Public Finance
- Econ 588 - Public Sector Economics
- Geog 484G - Planning: Theory and Application
- Mgmt 513 - Management Dynamics
- Psych 551 - Social Psychology of Organizations
- Soc 542 - Community
- Sp Com 461G - Organizational Communication
- Sp Com 561 - Seminar in Organizational Communication

Electives (9-15 hours):

The remaining hours required to complete the MPA degree should be taken from the following:

- Govt 417G - Urban Political Systems
- Govt 424G - Administrative Law
- Govt 440G - Elements of Public Administration
- Govt 510 - Seminar in National Government
- Govt 511 - Seminar in State Government
- Govt 538 - Ethics and Bureaucracy
- Govt 546 - Public Policy Evaluation
- Govt 549 - Special Problems in Public Administration
- Govt 597 - Professional Seminar in Public Administration

Other courses may be requested for elective credit. However, approval must be obtained from the MPA Advisor prior to the student's enrollment in any such courses.

## A PROCEDURAL CHECKLIST FOR MPA STUDENTS

The Graduate College and the Department of Government require a series of steps that will enable the student to make orderly progress toward the completion of the MPA degree. It is important that students follow the suggested steps in processing the appropriate forms and in completing their program requirements. These steps are as follows:

### Admissions Procedures

- A. Students desiring admission to the MPA Program must:
- (1) Complete the Application for Admission (Form A) and submit it to the Graduate College;
  - (2) Request that official transcripts of their undergraduate work (from all undergraduate institutions attended) be sent directly to the Graduate College;
  - (3) Submit scores from the Graduate Record Exam (GRE) to the Graduate College;
  - (4) Write an essay of 500 words or more describing the student's career interests, previous administrative experiences, and the relationship between the MPA Program and those interests and experiences. The essay should be sent directly to the Department of Government.
- B. Admission to the MPA Program is based on the following:
- (1) All forms and written requirements on file (Form A, undergraduate transcript(s), GRE scores, and written essay);
  - (2) Acceptable written communication skills as evidenced by the essay submitted as part of the admission requirements;
  - (3) Unconditional admission to the MPA Program requires a student to have earned at least a 2.5 undergraduate grade point average and a GRE score of at least 1150;
  - (4) Students with only the minimum 2.5 grade point average or the minimum 1150 GRE score will be granted conditional admission. Conditional admission will be removed when the student earns a 3.0 grade point average for the first 12 semester hours of program-related coursework.

#### PLEASE NOTE:

The selection of coursework to fulfill the requirements of conditional admission MUST have the prior approval of the MPA Advisor.

Students granted conditional admission may not enroll in any "core course" except Govt 501 unless an exception from the policy is approved by the MPA Advisor.



## ALSO NOTE:

All relevant admission data (Form A, undergraduate transcript(s), GRE scores, and essay) must be on file prior to the completion of more than 12 semester hours of graduate work. Students will not be permitted to enroll in hours beyond 12 without being admitted to the MPA Program.

Program Content and TimetablesA. Program of Study (Form C):

- (1) A Program of Study (Form C) must be developed in cooperation with the MPA Advisor as soon as possible after the student applies for admission to the MPA Program;
- (2) The Form C must be filed with the Graduate College prior to the completion of not more than 12 semester hours of graduate coursework.

## PLEASE NOTE:

New students are advised not to register for any coursework without prior consultation with the MPA Advisor.

B. Admission to Candidacy (Form D):

- (1) The Admission to Candidacy (Form D) must be filed after the student has completed at least 12 and no more than 21 semester hours of coursework;
- (2) Criteria for admission to candidacy include:
  - (a) GRE scores and Form C on file;
  - (b) Any "conditions" or "deficiencies" removed (satisfying conditional admission requirements and/or completing 440G if included on the student's Form C);
  - (c) A graduate GPA of 3.0 or above in all coursework completed.

C. Program Completion:

- (1) At least 12 semester hours of coursework must be completed after the Admission to Candidacy (Form D) has been filed;
- (2) Students who have completed at least 27 semester hours of their MPA Program including all of the required core courses, are eligible to apply to take the written MPA Comprehensive Exam;
- (3) Upon successful completion of the MPA Comprehensive Exam, a Report on the Comprehensive Exam (Form E) will be filed with the Graduate College by the Government Department;
- (4) An Application for Degree Form must be filed with the Office of the Registrar during the early part of the semester in which the student expects to complete the MPA Program. Forms are available from the University Registrar and a fee is required.
- (5) All necessary academic records must be complete and on file by the close of the final semester of the student's program.

Other InformationA. MPA Comprehensive Exam: (See Appendix B)

MPA students are eligible to apply to take the MPA Comprehensive exam when they have completed at least 27 semester hours of their coursework including all required core courses.

The MPA Comprehensive Examination is structured to measure the student's ability to integrate and apply knowledge acquired in the MPA coursework to current and/or hypothetical problems involving public sector management or policy. The written examination will consist of three questions covering the common core requirements (Govt 441G-442G, 540, and 545) and a fourth question covering other MPA coursework in an area selected by the student (with prior approval of the faculty member).

The specific content of each question will be prepared by the faculty responsible for that subject matter area. Students will be provided with suggested study materials to prepare them for the examination. Consultation with the respective faculty prior to the exam is strongly recommended.

The MPA Comprehensive is offered once per semester (Fall, Spring, and Summer) on the main WKU campus. Schedules of the exam dates are available on the application, in the department office and/or at WKU's Ft. Knox education branch office. To apply for the MPA Comprehensive, students must complete an application form (Appendix B) provided by the department. Completed forms should be sent to:

MPA Advisor  
Department of Government  
Western Kentucky University  
Bowling Green, Ky. 42101

Students will be notified whether or not they have met all specified conditions and requirements and informed of the date, time, and location of the exam.

The examination is evaluated on a pass-fail basis and a passing grade on all four questions is required. Students are permitted to apply to retake any question(s) which is (are) not successfully passed on the exam. Students who fail the exam twice will be required to take additional coursework as directed by the Graduate Committee before being eligible to take the examination a third (and final) time.



### B. Transfer Credit:

Up to 12 semester hours of transfer credit from an accredited institution may be accepted toward meeting the course requirements for the MPA degree. These courses must be properly identified as graduate level courses and must reflect student work at or above the "B" level. Courses for which transfer credit is requested must also fall within the five year limit for the completion of the degree.

Courses requested for transfer credit must be approved by the MPA Advisor and the departmental Graduate Committee. Transfer credit requests must provide proper justification as to the suitability of the course(s) to the program. Course outlines, syllabi, and reading lists are appropriate supporting documentation.

MPA students who have completed graduate level work through the U.S. Army Command and General Staff College may apply for consideration of that work for transfer credit. However, no more than 6 semester hours of credit will be awarded for such work.

Courses taken by correspondence are not appropriate for transfer credit.

### C. Program Course Substitutions:

The Program of Study (Form C) represents an agreement between the student and the Government Department as to the substantive components of the student's MPA Program. Any change(s) in the courses of the approved program of study - additions, deletions, and/or substitutions - must be requested through the MPA Advisor and approved in advance of the student's enrollment in any course(s) to be substituted.

### COURSE DESCRIPTIONS (Govt Dept)

#### GOVT 417G. URBAN POLITICAL SYSTEMS. (3 HOURS)

The study of politics and administration in urban settings; includes the analysis of political and socio-economic values and their relationship to the development and operation of local units of government (Uveges).

#### GOVT 424G. ADMINISTRATIVE LAW. (3 HOURS)

The development of and trends in administrative law with emphasis on problems caused by the exercise of quasi-legislative and quasi-judicial powers by administrative agencies (Masannat).

#### GOVT 440G. ELEMENTS OF PUBLIC ADMINISTRATION. (3 HOURS)

A survey of the major substantive components of public administration as a field of study and a profession; relates developments in public administration to public policy, organization behavior, personnel processes, and financial management (Uveges).



GOVT 441G. PUBLIC PERSONNEL ADMINISTRATION. (3 HOURS)

The development of modern personnel systems in the public sector; emphasizes contemporary trends at the state, local, and national levels of government (Cravens).

GOVT 442G. GOVERNMENTAL FINANCIAL MANAGEMENT (3 HOURS)

A study of the budgeting and accounting processes of local government, providing familiarization with the various state and national grant programs and other aspects of fiscal federalism (Cravens).

GOVT 501. METHODS OF POLITICAL INQUIRY. (3 HOURS)

Describes and analyses the logic and procedures necessary for the conduct of valid political and administrative research (Sloan).

GOVT 510. PROBLEMS IN NATIONAL GOVERNMENT. (3 HOURS)

Research, reports, and discussion into selected topics related to national government and administration (Bluhm, Kearny, Parker).

GOVT 511. SEMINAR IN STATE GOVERNMENT. (3 HOURS)

Research, reports, and discussion into selected topics related to state government and administration (Parker).

GOVT 538. ETHICS AND BUREAUCRACY. (3 HOURS)

Examines the ethical side of public decision-making and the values or ends the American political system is designed to promote and protect (Masannat).

GOVT 540. SEMINAR IN PUBLIC SECTOR ORGANIZATIONS. (3 HRS)

Analyses governmental institutions and processes using an organization theory and behavior approach; develops links between environmental values and ways in which governmental organizations are structured and behave (Uveges).

GOVT 545. SEMINAR IN PUBLIC POLICY ANALYSIS. (3 HOURS)

Theoretical approaches to the analysis of public policy, policy-making, and policy implementation; examples might include topics like health, welfare, poverty, education, urban affairs (Chelf).

GOVT 546. SEMINAR IN PUBLIC POLICY EVALUATION. (3 HOURS)

Examines the various approaches and techniques for evaluating public programs (Chelf).

GOVT 549. SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION.  
(3 HOURS)

Topically focused seminar on changing developments in the study and practice of public administration; highlights one or more contemporary issue(s) in public organizations which bear upon political/managerial problems (staff).

GOVT 597. PROFESSIONAL SEMINAR IN PUBLIC ADMINISTRATION.  
(3 HOURS)

Prerequisite: 24 semester hours and all core courses completed.  
A seminar in which applied principles and techniques in the practice of public management are stressed; utilizes case studies and contact with field professionals (staff).

GOVT 598. INTERNSHIP IN PUBLIC ADMINISTRATION. (3 HOURS)

Prerequisite: 24 semester hours and all core courses completed.  
Work experience in a public sector or not-for-profit organization under the supervision of faculty and agency mentors (Masannat).

COURSE DESCRIPTIONS (other departments)

ECON 420G. PUBLIC FINANCE. (3 HOURS)

A study of the economics of government spending and taxation; governmental roles in promoting widely accepted economic policy objectives, budgeting, benefit-cost analysis, issues in fiscal federalism, and the effects of major taxes in the US.

ECON 588. PUBLIC SECTOR ECONOMICS. (3 HOURS)

Problems in government finance, budgeting, fiscal relations, and related governmental/economic topics.

GEOG 484G. PLANNING: THEORY AND APPLICATION. (3 HOURS)

Basic course in planning theory, practice, and organizational structure.

MGT 513. MANAGEMENT DYNAMICS. (3 HOURS)

An introduction to organizational analysis and to the understanding and management of behavior in organizations.

PSYCH 551. SOCIAL PSYCHOLOGY OF ORGANIZATIONS. (3 HOURS)

The dynamics of individuals and groups in organizations; current theory and research in the psychology of organizations.

SOC 542. COMMUNITY. (3 HOURS)

Ecological and social concepts of the community; its structure and functions.

S COM 461G. ORGANIZATIONAL COMMUNICATION. (3 HOURS)

An examination of communication principles in modern organizations; treats upward, downward, and lateral communication, rumor chains and the grapevine, communication consulting, third party conciliation techniques, and temporal kinesic communication.

S COM 561. SEMINAR IN ORGANIZATION COMMUNICATION. (3 HRS)

Communication within organizations; emphasizes research studies and methods for conducting organizational communication research.



## GOVERNMENT DEPARTMENT GRADUATE FACULTY

The Department of Government has a highly qualified faculty committed to scholarship and academic excellence. Many faculty are engaged in research and professional development activities some of which have resulted in the publication of books, articles, and scholarly papers. Others have experience in political and governmental affairs at the national, state, and local level.

GEORG BLUHM, PhD. (Freiburg). Comparative and International Politics (Western Europe, British Commonwealth, Far East).

RAYMOND L. CRAVENS, PhD. (Kentucky). Personnel and Financial Management, Administrative Law.

CARL P. CHELF, PhD. (Nebraska). Public Policy, Political Parties, American Politics.

EDWARD N. KEARNY, PhD. (American). American Political Theory, American Politics, the Presidency.

GEORGE S. MASANNAT, PhD. (Oklahoma). Comparative and International Politics (Middle East, Soviet Union, Developing Nations) and Administrative Law and Ethics.

JOHN D. PARKER, (Head), PhD. (Georgia). Political Parties, Legislative Process, American Politics.

JOHN H. PETERSEN, PhD. (Pittsburgh). Comparative and International Politics (Latin America), US Foreign Policy.

JULIUS J. SLOAN, PhD. (Vanderbilt). Research Methodology, Public Opinion, Public Policy.

JOSEPH A. UVEGES, PhD. (Florida). Public Administration, Organization Theory and Behavior, Urban Politics.

APPENDIX A  
MPA PROGRAM  
GUIDELINES FOR EXEMPTION FROM REQUIRED INTERNSHIP

All students enrolling in the MPA Program are required to complete an internship unless they qualify for an exemption. Students must apply for an exemption at the time that they are filing their Form C (Program of Study). Among the criteria for consideration of a request for an exemption are:

(1) at least one year of administrative management and/or leadership experience in governmental and/or not-for-profit agencies (may include elected or appointed positions) and/or military service.

(2) a minimum of one year of appropriate, regular administrative responsibilities in public/political/community organizations which required working with or through governmental agencies and/or leaders.

(3) no less than one year of private sector management experience appropriate for demonstrating management and/or leadership experience and relevant contact or involvement with governmental agencies and activities.

(4) current full-time employment (public or private) which does or will provide for any of the above experiences during the duration (at least one year) of your MPA program.

Requests for an exemption from the internship requirement must be made in writing to the MPA Advisor no later than the time of the filing of the student's Form C. The request must include specific details regarding the student's previous or current administrative/management experiences and why the student believes those experiences merit consideration as a basis for an exemption from the required internship.

Requests will be reviewed by the MPA Advisor and must be approved by the MPA Graduate Committee.



APPENDIX B  
APPLICATION FOR MPA WRITTEN COMPREHENSIVE EXAMINATION

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

COMPLETE THIS SECTION FOR GRADUATE COURSES YOU HAVE COMPLETED:

<u>Term</u>	<u>Dept.</u>	<u>Course Number and Title</u>	<u>Instructor</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

COURSES IN PROGRAM REMAINING TO TAKE OR COMPLETE:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EXAMINATION QUESTIONS: The examination contains four questions. One question covers Govt. 441G & 442G. A second covers Govt. 540. The third question covers Govt 545. The fourth question covers material from one other course (excluding Govt 440G) selected by you. Please indicate that course and Professor below. You must obtain that Professor's prior approval.

Professor \_\_\_\_\_ Course \_\_\_\_\_

Return completed form to: Department of Government  
Attn: MPA Advisor  
Western Kentucky University  
Bowling Green, KY 42101  
Phone No: (502) 745-4558

APPLICATION MUST BE RECEIVED BY:	FOR THE EXAM ON:
First Friday in November	First Saturday in December
Fourth Friday in March	Fourth Saturday in April
Fourth Friday in June	Fourth Saturday in July

