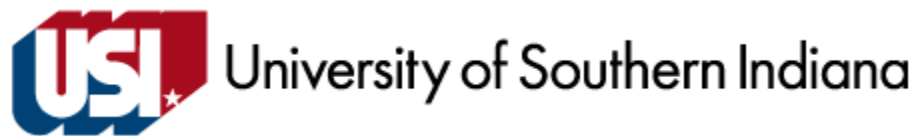


**Master of Public Administration
Program Student Handbook
2011-2012**



Dear MPA Student:

Welcome to the Master of Public Administration (MPA) program at the University of Southern Indiana! You are about to embark on an important course of study aimed to train and prepare you to be future managers, administrators, and leaders in the public and non-profit sectors throughout the Evansville area, Southwestern Indiana, and the Tri-State region.

The MPA program is the preferred degree program for individuals who hold or hope to acquire a supervisory position in the public or non-profit sector. Individuals interested in these career sectors pursue the MPA to improve their management-related job skills and performance, obtain leadership positions within their current organizations, or begin their career in a public or non-profit organization. Some pursue the MPA to strengthen their academic credentials and knowledge of the public sector to prepare for law school or doctoral level work.

This program handbook will serve as a guide for you during your tenure at USI. Please consult the Graduate Studies section of the USI Bulletin for further information. The USI Bulletin can be found at <http://www.usi.edu/newsinfo/bulletin>.

If I can be of further assistance, please contact me at 812-461-5204 or by e-mail at mjhanka@usi.edu. Best of luck to you in your academic career at USI! Welcome!!

Sincerely yours,

Matthew J. Hanka, Ph.D.
Assistant Professor of Political Science
Director, Master of Public Administration Program

Mary Hallock Morris, Ph.D.
Associate Professor of Political Science
Chair, Department of Political Science and Public Administration

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MISSION STATEMENT

The Master of Public Administration program at the University of Southern Indiana strives to meet the needs of current and future public managers by providing educational opportunities that enable them to become ethical, skillful, creative, and inspirational leaders. Graduates of the program possess a unique blend of practical knowledge and professional skills, rooted in a strong understanding of the theories of public administration. Our graduates are prepared to meet the economic, social, and political challenges that face leading public sector institutions.

PROGRAM OBJECTIVES

Graduates of the MPA Program acquire the knowledge and skills necessary to be creative, ethical, analytical, and visionary leaders. Specific competencies that will be mastered by students earning the MPA Program are listed below:

- Become knowledgeable of the laws, rules, norms, and traditions that shape the internal structure, efficiency, and innovativeness of public sector organizations.
- Be able to formulate creative solutions to problems confronting government agencies and not-for-profit organizations.
- Obtain knowledge of how institutions in the public sector shape and are shaped by economic, social, and political environments.
- Acquire practical skills and knowledge bases necessary for the management of public sector organizations: grant writing, budgeting, public speaking, human relations, public relations, electronic communication, and report writing.
- Master an understanding of how key concepts and theories can be used to formulate practical solutions to problems associated with public and non-profit administration.
- Gain knowledge of data bases, web sites, printed material, and other information-based resources pertaining to the management of public sector organizations.
- Learn how to gather and analyze qualitative and quantitative data relevant to decision making in public organizations.
- Understand the ethical consequences of decisions made by managers in the public sector.

MPA CURRICULUM

The curriculum for the Master of Public Administration Program (MPA) consists of twelve graduate courses which emphasize practical applications of skills and knowledge relevant to problems confronting administrators working in government agencies and non-profit organizations in southwestern Indiana. Since most MPA students are working professionals attending school part-time, courses offered each term meet once per week in the evenings or are taught using a hybrid distance education format. Courses are offered each fall and spring semester and during the summer in six, eight or 10-week sessions. Students who take two courses during the fall, spring, and summer can complete the MPA program in two years. Please consult the Graduate Studies section of the *USI Bulletin* for a brief description of the courses offered in the MPA program.

Currently, the requirements for the Master of Public Administration (MPA) degree include:

PA 601	Organizational Behavior	3 hours
PA 603	Technology Issues in Public Administration	3 hours
PA 606	Public Personnel Administration	3 hours
PA 609	Budgeting	3 hours
PA 611	Leadership Skills in Public Administration	3 hours
PA 614	Interpersonal Communications within Organizations	3 hours
PA 615	Legal Aspects of Public Administration	3 hours
PA 618	Research Methods in Public Administration	3 hours
PA 631	Fundraising and Volunteer Administration	3 hours
PA 632	Public Administration	3 hours
PA 644	Process Analysis in the Public Sector	3 hours
PA 653	Ethics in Public Administration	3 hours
Total Hours		36 hours

To ensure that all students have an appropriate foundation of professional field experience, pre-service students who have not been employed in the public sector must also participate in a 150 clock-hour specialized internship (PA 695) for 3 additional semester hours of credit.

NEW STUDENT ORIENTATION

All students admitted into the MPA program, either through conditional admission, guest student status, or regular admission, are required to attend a mandatory orientation the Saturday before the first week of classes in the fall and spring semesters on the USI campus.

The orientation program will provide all incoming students with an overview of the program's mission and goals, the procedures, student and faculty expectations, a tour of the campus, a study skills seminar, the use of Blackboard and e-reserves, an overview of the university's library resources, academic writing, plagiarism, and APA citation style, and an opportunity to meet MPA faculty.

It is the student's responsibility to attend this orientation program. Students admitted for the summer session will be required to attend the fall semester orientation. Failure to attend the orientation program will result in not being able to enroll and take classes in the MPA program.

Students are also required to meet with the program director during the first month of the semester for advisement in their courses and academic and career goals.

STUDENT EXPECTATIONS

Students in the MPA program are expected to follow all of the standards for graduate students at the University of Southern Indiana, which includes fulfilling the program requirements (36 credit hours) and conforming to all the rules and regulations of the Office of Graduate Studies.

A full-time course load for graduate students is eight hours of graduate course work. A half-time load is four hours to fewer than eight hours of graduate courses. The maximum number of hours in which a graduate student may enroll without permission is 12 hours. When exceptional situations prevail, a student may request permission to enroll for additional hours. Such permission must have the approval of the advisor, the program director, and the director of Graduate Studies. The full-time course load of any combination of graduate and undergraduate courses during any semester including the combined summer sessions is 12 hours.

Students are expected to attend all classes, take notes, and are responsible for all assigned readings and other information covered in the class. Students are expected to adhere to the Department of Political Science and Public Administration's electronic media policy (as seen on page 14) and are expected to adhere to standards of proper etiquette and decorum. Students are expected to arrive to class on time and stay for the entire class, refrain from disruptive behavior in class, be respectful and courteous to their classmates and professor, pay attention to the lecture and other students' presentations, contributions and comments, and pick up any papers and trash before leaving the classroom.

FACULTY EXPECTATIONS

Each faculty member of the University of Southern Indiana is considered to be an officer of a public educational institution, a member of a learned profession, and a citizen of the community. As an officer in the University, the faculty member is expected to abide by the established policies, rules, and regulations for the operation of the University and the conduct of its instructional programs; to participate in and contribute to the development and improvement of educational services within the scope of the accepted purposes of the University (See Mission Statement of the University <http://www.usi.edu/president/mission.asp>); to perform assigned duties to the best of one's ability; and to be concerned about the educational welfare and achievement of the students. As a member of a learned profession, the faculty member should continuously endeavor to improve scholarly attainments; should participate in appropriate organized professional activities; and should contribute, through research, teaching, and service, to the expansion of knowledge and the advancement of learning. As a citizen, the faculty member will accept and uphold the principles and ideals of American democracy and will assume the duties and obligations of all citizens in promoting the general welfare in the community, state, and nation. Personal conduct and relationships with students and colleagues should conform to the accepted ethics of the academic profession and will be judged by the highest standards of personal integrity.

Course Outlines and Syllabi. Instructors are required to prepare course outlines or syllabi for their courses. If there are questions about the content of outlines and syllabi, the chair of the Department of Political Science and Public Administration should be consulted. Two or more instructors teaching the same course may use the same outline or syllabus. Outlines of the course should be available to classes at the beginning of the term so students may know what is to be covered during the term. Course outlines or syllabi for each course must be on file in the Department of Political Science and Public Administration. **Syllabi, books, or other teaching materials are not to be sold to students by faculty members. All such materials will be sold only through the University Bookstore.**

Examinations. Each instructor is required to plan strategies for complete and comprehensive evaluation of students' performance. Students have a right to an explanation of the procedures to be used for all classes. It is suggested that a detailed explanation of evaluation procedures be given during the early stages of each semester. The final examination schedule is prepared by the Office of the Registrar, in consultation with the provost and vice president for Academic Affairs, for each semester. The two-hour final examination period assigned is part of the total commitment required for completion of a course, and it is scheduled to provide a longer class period for the administration of a comprehensive examination.

An instructor may elect not to require a final written examination, but is obligated to hold the class in session during the time indicated. Exceptions may be made in courses in which individual student-work projects, term papers, demonstrations, or performances are more suitable measures of the student's achievement. No student shall be excused except for illness or conflict with a legitimate university activity, in which case the instructor may require that the excuse for absence shall be approved by the dean. Students are required to make up a missed final examination before the course grade is given. Other examinations and quizzes are given at the discretion of the instructor.

All credit classes of the University are to meet according to the time schedule published in the official Schedule of Classes. All final examinations are to be administered according to the schedule published by the Office of the Registrar. It is recognized that situations may arise which call for exceptions to these rules. Exceptions to class meeting times may be arranged with the approval of the dean and unanimous concurrence of the students in said classes. Exceptions to the final exam schedule may be arranged with the approval of the dean and the provost, provided that such changes do not conflict with other examinations of the members of said classes, and provided that the students involved are notified at least two weeks in advance. Students who feel that these policies have been violated should register their complaints first with the dean.

Grades and Standards. Grade distributions for all academic disciplines of instruction are available each semester from the Office of the Registrar. These reveal grading trends in each academic discipline. Selectivity of the class group and excellence of teaching are, of course, factors to be considered. Instructors, however, must be their own judge of what scholarship standards to require in their classes.

All instructors must be in a position to justify whatever grades are given. Students sometimes report that their final grades were assigned without regard to class work on which they had been given definite grades. Usually, it is advisable to make clear the basis of grade assignments early in the term. Any change in any assigned grade which has been reported to the Office of the Registrar must be made in writing by the instructor in a memorandum to the dean. The memorandum should be accompanied by the appropriate Change of Grade form furnished by the Office of the Registrar. Any such change must be approved first by the dean of the college. Final grades are to be reported to the Office of the Registrar in accord with the schedule issued by the Office of the Registrar.

MPA ADMISSION REQUIREMENTS

Applicants must submit the following information to be considered for admission to the MPA program at the University of Southern Indiana:

1. A completed USI Graduate Studies Application Form
2. Completed MPA Personal Information Form
3. A copy of your most recent resume or CV
4. A personal statement as described on the MPA Personal Information Form
5. Official results of the Graduate Record Exam (GRE). **Applicants seeking admission to the MPA program must have a combined score of at least 850. Students should take the GRE at least six weeks prior to the program's admission deadline.**
6. References from TWO individuals who are familiar with your work. The individuals who are writing your references must complete Reference Forms and mail these forms directly to the USI Graduate Studies Office.
7. Official Transcript(s) from all undergraduate and graduate programs attended. All transcripts must be sent directly from the Registrar of the school attended to the USI

Graduate Studies Office. **Applicants seeking to be admitted to the MPA program must hold an undergraduate degree (any major is acceptable) with a 3.0 GPA on a 4.0 scale.**

8. A \$25.00 Application fee
9. International Students Only: Official results of the TOEFL (a minimum score of 550 on the paper-based version and a minimum score of 213 on the computer-based version).
10. **Conditional Admission:** Applicants with a GPA below 3.0 may but above 2.75 or a combined GRE score of below 850 but above 750 may seek conditional admittance to the MPA program. Conditionally admitted students may take two graduate courses (six credit hours) at USI. If a grade of B or better is earned in each USI graduate course taken as a conditionally admitted student and the instructors in these courses recommend that the applicant be unconditionally admitted to the program, with the approval of the Director of Graduate Studies and the Director of the MPA Program, the applicant will be unconditionally admitted to the Program.
11. **Guest Student Status: Individuals may enroll in PA courses as a guest student. Guest students may take up to two graduate courses (6 credit hours) without being formally admitted to the MPA program. If a guest student is subsequently admitted to the MPA program, PA courses successfully completed will count toward the degree requirements. It is important to note, however, that admission as a guest student and success in graduate courses does not guarantee admission to the MPA program.**

Students seeking to enroll in PA courses as a guest student must submit a Guest Student application, undergraduate transcripts, and the one-time non-refundable \$25 graduate application fee. In addition, admission must be approved by the Director of the MPA program and the Director of Graduate Admissions. The Director of the MPA program will not allow individuals with an undergraduate GPA below 3.0 (on a four point scale) to enroll in PA courses as a special student. Admission as a guest student does not guarantee enrollment in PA courses. Guest students may enroll in PA courses only when enrollment caps have not been met and when students formally admitted (or expected to be formally admitted) to the MPA program have had an opportunity to enroll.

Applicants who are unable to meet the deadline for submitting materials for the Fall and Spring semesters and the Summer Session may apply for admission as a guest student if they submit a Graduate Application for Non-degree or Guest Status no later than one month after the application deadline. Guest students have a life-time limit of six credit hours (two courses). Admission as a guest student does not guarantee admission to the Program at a later date.

FULL vs. PART TIME STATUS

A full-time course load for graduate students is eight hours of graduate course work. A half-time load is four hours to fewer than eight hours of graduate courses. The maximum number of hours in which a graduate student may enroll without permission is 12 hours. When exceptional

situations prevail, a student may request permission to enroll for additional hours. Such permission must have the approval of the advisor, the program director, and the director of Graduate Studies. The full-time course load of any combination of graduate and undergraduate courses during any semester including the combined summer sessions is 12 hours.

GRADUATE ASSISTANTSHIPS

Students admitted to a graduate program and enrolled in a minimum of five graduate credit hours per semester may qualify for a limited number of graduate assistantships throughout the university. In addition to pursuing a formal program of graduate study, a graduate assistant performs professional duties and assumes responsibilities commensurate with his/her educational background and experience. A graduate assistant receives a fee waiver and is paid wages for work performed. Applications are available in the Office of Graduate Studies. **Note: The MPA program and the Department of Political Science and Public Administration do not have any assistantships available at this time. Graduate Assistantships are listed.** Students interested in applying for a graduate assistantship, please go to the Graduate Studies website at <http://www.usi.edu/gradstud/forms.asp>, and look for “Application for Graduate Assistantship.”

GENERAL ELIGIBILITY REQUIREMENTS FOR FEDERAL STUDENT FINANCIAL AID

To receive Federal Work Study and Stafford Loans, a student must meet the following general requirements and additional program-specific requirements:

- Demonstrate financial need (except for unsubsidized Stafford loans and graduate PLUS loans).
- Be a U.S. citizen or eligible noncitizen (for most programs) with a valid Social Security number (SSN).
- Be working toward a degree or certificate in an eligible program.
- Have a high school diploma or a General Educational Development (GED) certificate.
- Register with the Selective Service (males between the ages of 18 and 25).
- Maintain satisfactory academic progress.
- Not be in default on a Title IV or HEA student loan or owe a repayment of a Title IV or HEA grant received for attendance at any institution.
- Complete and submit all requested forms/documents (such as Verification) to the Office of Student Financial Assistance. Check your MyUSI to see what forms/documents have been requested.

UNIVERSITY SCHOLARSHIPS, GRANTS & ENROLLMENT RECIPROCITY

Thanks to the Indiana Commission for Higher Education and the Kentucky Council on Higher Education, a reciprocal agreement between Kentucky and Indiana provides an opportunity for the residents of Daviess, Hancock, Henderson, and Union counties in Kentucky to attend the University of Southern Indiana while paying “in-state” tuition and fees. Students who begin a program under the Reciprocity Agreement will be permitted to complete the program after the agreement expires contingent upon continuous enrollment in all regular terms. An eligible student:

- Must be accepted and enrolled at USI;
- May enroll in any undergraduate or graduate degree program;
- May enroll on a full-time or part-time basis;
- Shall be subject to the same admission standards as resident students; and
- Shall be assessed tuition and fees at resident student rates.

GRADING

The following grading standards apply to graduate work at the University of Southern Indiana:

A	Excellent
B+	Above average
B	Average
C+	Below average
C	Below average (minimal passing grade for graduate credit)
F	Failure

In computing scholastic averages, the following point ratios are used: A = 4.0, B+ = 3.5, B = 3.0, C+ = 2.5, C = 2.0. An average of at least 3.0 is required to remain in good standing. This is to be considered the minimum graduate program requirement and may be higher in specific programs.

In general, incomplete grades may be given only at the end of a semester or term to those students whose work is passing but who have left unfinished a small amount of work—for instance, a final examination, a paper or a term project—which may be completed without further class attendance, or to students who have unfinished theses or graduate research projects. Course instructors may, at the time the incomplete is given, place a time limit for removal of an incomplete grade. The instructor must submit to the Registrar's Office a statement describing the work to be completed by the student receiving an incomplete grade. In the event that the

instructor from whom a student received an incomplete grade is not on campus, the disposition of a case involving an incomplete grade resides with the appropriate chairperson or dean.

An In Progress (IP) final grade is given in graduate project classes that require enrollment in the same class in successive semesters. An IP grade means the student cannot receive credit for the course under any circumstances without re-enrollment in the course.

A withdrawal (W) is given when a student officially withdraws from a course during the automatic W period (see <http://www.usi.edu/REG/withdraw.asp> or <http://www.usi.edu/REG/withsum.asp>) and the W also is given if the student is passing at the time of withdrawal after the automatic W period has ended. A W means the student cannot receive credit for the course under any circumstances without re-enrollment in the course.

RETENTION

A student admitted to graduate study must maintain a grade average of B (3.0) or better in all graduate work. A student whose grade point average drops below a 3.0 will be placed on probation and may be suspended from graduate study.

ACADEMIC PROBATION & DISMISSAL

Graduate program GPA (GPGPA) below 3.0. The Graduate Program GPA is the cumulative grade point average of all USI graduate courses taken (courses numbered 500 and higher) except specific graduate survey courses numbered "501" in the MBA program.

Students must have a 3.0 overall GPA to remain in good academic standing in the MPA program. If a student's graduate GPA falls below 3.0, a student is placed on academic probation. The director of the student's graduate program is responsible for notifying the student of such action. A student may remain on probation for up to 12 credit hours of graduate work. If after the additional 12 hours of graduate work have been completed, the GPGPA is not 3.0 or above, the student shall be academically dismissed. If the GPGPA drops below 2.5, a student shall be academically dismissed unless it is possible to bring the GPGPA up to 2.5 in no more than six additional hours of graduate work. Students who do not have a 3.0 in their MPA courses cannot graduate.

Two C's | One F Policy. Students who receive either 2 Cs or 1 F in their MPA graduate work will be dismissed from the program.

Appeal Option. A student who is academically dismissed may appeal that dismissal to the appropriate graduate faculty committee within his or her program of study. The reason for the appeal should be stated clearly in writing.

ACADEMIC MISCONDUCT

Academic dishonesty including plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive credit will subject a student to disciplinary action which may include dismissal from the University. Academic misconduct by students in this class is defined and dealt with according to the procedures outlined in the

University of Southern Indiana's Code of Conduct. Students can view the "Academic Dishonesty Policy and Academic Affairs Student Grievance Procedure" on the Dean of Students' website (http://www.usi.edu/stl/section_changes.asp). It is your responsibility to understand the issues concerning academic dishonesty. Cheating and plagiarism will not be tolerated. *If a student is caught cheating, that student will receive an F for the assignment and will be reported to the Dean of Students' office. A second offense will lead to an automatic dismissal from the MPA program.*

WITHDRAWALS

No grade is recorded for classes dropped prior to the second week of the term. A student who completes a Change of Class Schedule procedure beginning the second week of the term through the ninth week of the term will receive a *W* for all courses dropped. A student who completes a Change of Class Schedule procedure during the 10th week of the term through the last day of classes before final exam week will receive the grade *W* if passing at the time the course is dropped. However, if failing at the time the course is dropped, the student will receive a grade of *F*.

INCOMPLETES

According to university policy, an incomplete may be given at the end of the term to a student whose work is passing, but who has left unfinished a small amount of work that can be completed without further class attendance. Students must complete the work within one calendar year, or the grade will revert to an "F" in most cases. *Incompletes must be negotiated with the instructor.* (See <http://www.usi.edu/reg/grading.asp>)

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

If a student has a disability, the student is encouraged to register for disability support services in the Counseling Center. If a student requires an accommodation, please advise the instructor by the end of the first week of class. Students may be required to provide written documentation to support these accommodations. The instructor will work with the student to provide reasonable accommodations to ensure that the student has a fair opportunity to perform and participate in class.

ATTENDANCE POLICY

A student is expected to attend all classes. It is the responsibility of an instructor to inform the student of the consequences of absence from class. It is the responsibility of the student to keep instructors informed regarding absences from classes.

A student who knows of necessary class absences should consult instructors prior to the absence. A student who misses classes is not excused from the obligations to instructors. Instructors are expected to provide the student with an opportunity to meet class commitments, when absences are for good and proper reasons. Further, instructors are expected to maintain attendance records and to report excessive absences to the Office of the Registrar.

WITHDRAWAL FOR NONATTENDANCE

Students who are absent one-half or more of the class meetings of a full semester length class without excuse during weeks two through four may be notified by letter to their mailing address of the possibility of their being administratively withdrawn from their class. The students so notified will be given until the end of the seventh week (mid-term) to meet with their instructors to resolve the situation. The instructor of the class may complete the process of an administrative withdrawal of the student (at mid-term) if the situation is not resolved.

Merely not attending a course does not automatically remove the course from a student's record. Students who do not accept the responsibility of completing a Schedule Revision or Withdrawal from the Semester/Term jeopardize their record with the possibility of incurring an F in a course not properly dropped.

RESIDENCE, TRANSFER, AND EXTENSION CREDIT

The Office of Graduate Studies may accept for transfer as many as 12 semester hours of credit earned at other colleges and universities accredited for masters or higher level study by the North Central Association of Colleges and Secondary Schools or a comparable regional accrediting association. The total grade average in such study must be B or above and no grade lower than B will be accepted. All transfer work must be approved in advance by the student's graduate advisor and by the director of Graduate Studies.

Within the Office of Graduate Studies limit noted above, each graduate program determines the number of transfer hours acceptable. The Office of Graduate Studies will accept no more than those determined acceptable by the respective graduate program. The student must consult the appropriate graduate program director for such information. All transfer hours must be appropriate to the particular program in which the student is enrolled. Correspondence study will not count toward a graduate degree at this University, and such credit cannot be transferred from another institution.

TIME LIMITATION AND VALIDATION

In order to count toward a master's degree, course work must be completed within seven years of a student's enrollment in the first course(s) counting for degree credit in the program. For courses that exceed this time limit, students must either validate the previous credit or retake the course(s) to meet degree requirements. The program director identifies a faculty member who sets validation requirements.

INTERRUPTION OF PROGRAM

Any student admitted to a program of graduate study who has not been continuously enrolled and receiving graduate credit each semester of the academic year must apply for readmission in the Office of Graduate Studies. The student will be required to follow the regulations in effect at the time of readmission.

GRADUATION

A candidate for graduation should file with the Office of the Registrar a formal application for graduation and a diploma form no later than the third week of the semester preceding his or her final semester before May or December commencement. The application for graduation may be obtained from the student's graduate program director. The diploma form may be obtained at the Office of the Registrar or online at www.usi.edu/commencement/ and is available under graduation information on the Graduate Studies web site at www.usi.edu/gradstud/gradinfo.asp.

STATEMENT ON BLACKBOARD

The MPA courses are conducted in three formats: course that meet in person once a week during the evening; a distance hybrid format, where class meets several times during the semester in addition to online discussion sessions, and a purely distance class format; there would be no on-campus meetings and all course content is online. Students are required to have access to Blackboard and participate in the online discussions. Students must actively participate in the Blackboard discussions in these courses. If a student is "technology-challenged," please arrange for a technology tutorial with the instructor during the first week of the semester.

For courses that use discussion boards for the distance hybrid and purely distance formats, the instructor will monitor all online discussions. The professor will make comments (as needed) on the discussion boards.

For regular courses, students will be expected to consult Blackboard for information on assignments, exams, and other information shared in class. The instructor will be using Blackboard to communicate with students regularly about any changes in the class or syllabus, so it is your responsibility to check Blackboard periodically.

DEPARTMENTAL CELL PHONE & LAPTOP POLICY

In Spring 2010, The Department of Political Science and Public Administration passed a classroom ban on laptops, cell phones, and other electronic devices. *All electronic devices must be turned off and stowed in your backpack or briefcase at the start of class.* In exceptional circumstances, students may leave his or her cell phone set to "vibrate" during class. However, students must clear this with the instructor prior to the beginning of class.

MASTER OF PUBLIC ADMINISTRATION SOCIETY

The Master of Public Administration Society of the University of Southern Indiana is dedicated to promoting the education of the roles and responsibilities of our federal, state, and local municipal governments so that students can utilize, conceptualize, and understand the workings of the government entities which influence our lives.

Mission Statement & Goals

The mission of the MPA Society is to facilitate an ongoing relationship between graduate students and departmental faculty in order to promote public professional development between students and local community leaders within government and non-profit organizations throughout Greater Evansville, Southwestern Indiana, and the Tri-State region. We welcome open participation among students, regardless of race, gender, religion, ethnicity, and sexual orientation to achieve the aspirations contained within the MPA Society.

Goals of MPA Society

- Promote opportunities for professional development in the field of public administration for graduate students.
- Facilitate partnerships between leaders in the government and non-profit sectors with graduate students, faculty, and program alumni for educational advancement.
- Encourage and enhance the educational experience and professional endeavors of the MPA students at the University of Southern Indiana through networking opportunities and social experiences.

Membership shall be open to any student currently enrolled and accepted in three or more credit hours within the Master of Public Administration program at the University of Southern Indiana who wishes to be associated with the MPA Society, regardless of sex, race, ethnic origin, religion, disability, socio-economic status, or sexual orientation. Membership within the MPA Society spans exactly one calendar year from first attended meeting after membership dues are paid.

Patrick Exmeyer, a MPA candidate in the program, is the president of the MPA Society for 2011-2012. For more information about the society or if you would like to join, please contact Patrick at pcexmeyer@gmail.com

LIST OF MPA PROGRAM FACULTY

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STATEMENT OF PROFESSIONAL ETHICS

The MPA program at USI follows the statement ethics prescribed by the American Society of Public Administration (ASPA).

Serve the Public Interest

Serve the public, beyond serving oneself. ASPA members are committed to:

1. Exercise discretionary authority to promote the public interest.
2. Oppose all forms of discrimination and harassment, and promote affirmative action.
3. Recognize and support the public's right to know the public's business.
4. Involve citizens in policy decision-making.
5. Exercise compassion, benevolence, fairness and optimism.
6. Respond to the public in ways that are complete, clear, and easy to understand.
7. Assist citizens in their dealings with government.
8. Be prepared to make decisions that may not be popular.

Respect the Constitution and the Law

Respect, support, and study government constitutions and laws that define responsibilities of public agencies, employees, and all citizens. ASPA members are committed to:

1. Understand and apply legislation and regulations relevant to their professional role.
2. Work to improve and change laws and policies that are counterproductive or obsolete.
3. Eliminate unlawful discrimination.
4. Prevent all forms of mismanagement of public funds by establishing and maintaining strong fiscal and management controls, and by supporting audits and investigative activities.
5. Respect and protect privileged information.
6. Encourage and facilitate legitimate dissent activities in government and protect the whistleblowing rights of public employees.
7. Promote constitutional principles of equality, fairness, representativeness, responsiveness and due process in protecting citizens' rights.

Demonstrate Personal Integrity

Demonstrate the highest standards in all activities to inspire public confidence and trust in public service. ASPA members are committed to:

1. Maintain truthfulness and honesty and to not compromise them for advancement, honor, or personal gain.
2. Ensure that others receive credit for their work and contributions.
3. Zealously guard against conflict of interest or its appearance: e.g., nepotism, improper outside employment, misuse of public resources or the acceptance of gifts.
4. Respect superiors, subordinates, colleagues and the public.
5. Take responsibility for their own errors.
6. Conduct official acts without partisanship.

Promote Ethical Organizations

Strengthen organizational capabilities to apply ethics, efficiency and effectiveness in serving the public. ASPA members are committed to:

- Enhance organizational capacity for open communication, creativity, and dedication.
- Subordinate institutional loyalties to the public good.
- Establish procedures that promote ethical behavior and hold individuals and organizations accountable for their conduct.
- Provide organization members with an administrative means for dissent, assurance of due process and safeguards against reprisal.
- Promote merit principles that protect against arbitrary and capricious actions.
- Promote organizational accountability through appropriate controls and procedures.
- Encourage organizations to adopt, distribute, and periodically review a code of ethics as a living document.

Strive for Professional Excellence

Strengthen individual capabilities and encourage the professional development of others. ASPA members are committed to:

1. Provide support and encouragement to upgrade competence.
2. Accept as a personal duty the responsibility to keep up to date on emerging issues and potential problems.
3. Encourage others, throughout their careers, to participate in professional activities and associations.
4. Allocate time to meet with students and provide a bridge between classroom studies and the realities of public service.

Source: http://www.aspanet.org/scriptcontent/index_codeofethics.cfm