



# **MPA Student Handbook**

**Master of Public Administration**

**University of West Georgia**

2023 - 2024



The MPA program at the University of West Georgia is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), the membership association of graduate programs in public administration, public policy and public affairs. NASPAA accreditation signifies that a master's program in public affairs and administration has gone through a rigorous process of voluntary peer review conducted by the Commission on Peer Review and Accreditation (COPRA) and has met NASPAA's Standards for Professional Master's Degree Programs in Public Affairs, Policy, and Administration.

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## Introduction

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Welcome to the Master of Public Administration (MPA) program at the University of West Georgia! The MPA program is a professional degree program housed in the Department of Civic Engagement and Public Service, within University College. The MPA program is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).

The Master of Public Administration Program at the University of West Georgia is a professional degree program that relates academic study to administrative practice. The curriculum is designed for those individuals who are either currently in public service or who are seeking a career in government or nonprofit agencies. The MPA program is designed: (1) to augment the skills and knowledge of those already in the public service; (2) to provide a professional graduate degree program to meet the growing need for additional skilled, knowledgeable public administrators; (3) to encourage students to pursue careers in government and nonprofit by providing public administration education; and (4) to equip superior students for research and study at the doctoral level.

This handbook serves as a guide to the policies, requirements, and expectations of students within the program. Students should take the time to read this handbook in its entirety as they begin their graduate school career and keep it as a reference for the future. Students should feel free to contact their faculty advisor or the MPA Director should they have any questions that are not adequately addressed in the handbook.

No handbook or website can answer all students' questions, and certainly cannot replace contact with the faculty and staff who are here to serve students. In particular, the following faculty and staff may be helpful in answering student questions or providing assistance:

- Jessica Thurber, Department Office Manager, [jthurber@westga.edu](mailto:jthurber@westga.edu)
- Dr. Sooho Lee, MPA Director, [slee@westga.edu](mailto:slee@westga.edu)
- Dr. Kathleen Barrett, Associate MPA Director, [kbarrett@westga.edu](mailto:kbarrett@westga.edu)
- Dr. Anthony Fleming, Interim Department Chair, [afleming@westga.edu](mailto:afleming@westga.edu)
- Dr. Karen Owen, Dean of University College, [kowen@westga.edu](mailto:kowen@westga.edu)
- Dr. Paul Rutledge, [prutledg@westga.edu](mailto:prutledg@westga.edu)
- Dr. Vanessa Griffin, [vwoodwar@westga.edu](mailto:vwoodwar@westga.edu)

## **Mission, Values, and Learning Outcomes**

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### **Mission**

The mission of the MPA program at University of West Georgia (UWG) is to educate current (in-service) and future (pre-service) public service leaders with ethical behavior and professional competencies that promote public service values extending from UWG's values of achievement, caring, collaboration, inclusiveness, innovation, integrity, sustainability, and wisdom. The program prepares students with the knowledge and skills to advance the public interest through teaching, research, and service to the community. (Amended on April 8, 2016)

### **Public Service Values**

1. Professional competencies
2. Service to the public interest
3. Diversity in the faculty and student population
4. Ethical behavior

### **Overall Learning Outcomes**

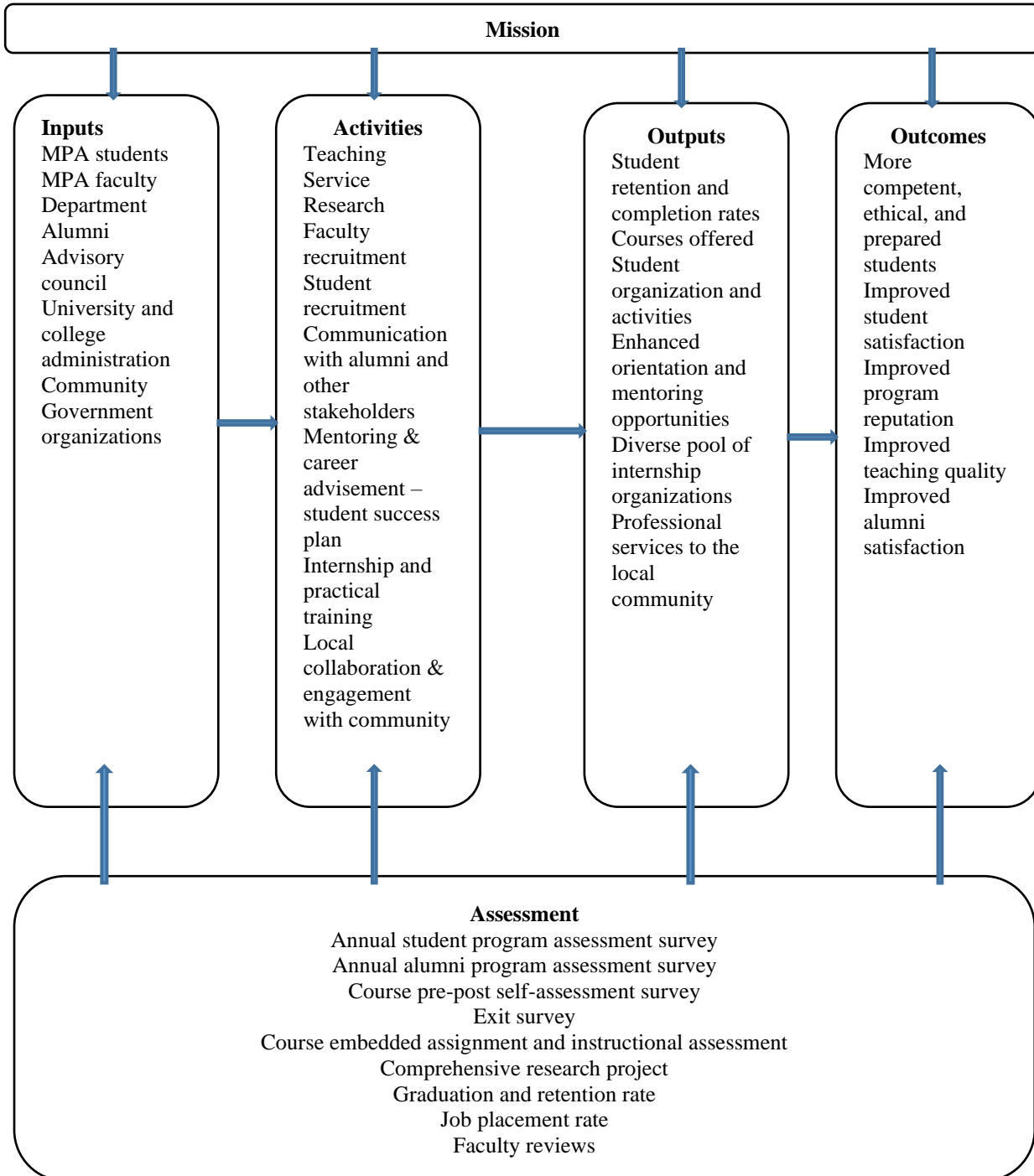
Students will be able to:

1. Demonstrate effective leadership and management skills.
2. Assess the political, economic, and legal nature of the policymaking process and its implications on the work of public managers.
3. Synthesize, analyze, and apply theories and principles of public administration and management to solve problems in public and nonprofit organizations
4. Articulate and apply a public service perspective
5. Apply qualitative and quantitative data analysis skills for public and community problem solving and decision-making
6. Communicate and interact effectively in an environment of changing demographics, evolving technology, and diverse perspectives.

### **NASPAA Universal Competencies**

1. To lead and manage in public governance
2. To participate in and contribute to the policy process
3. To analyze, synthesize, think critically, solve problems, and make decisions
4. To articulate and apply a public service perspective
5. To communicate and interact productively with a diverse and changing workforce and citizenry

# The MPA Strategic Performance



## Admission Requirements

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Admissions information is found on the program website:

[https://www.westga.edu/academics/gradstudies/program\\_details.php?program\\_id=78](https://www.westga.edu/academics/gradstudies/program_details.php?program_id=78)

### Guidelines for Admittance

- All graduate applicants must complete the [online Graduate Application](#). A one-time application fee of \$40 is required.
- Applicants should also review the Graduate Studies Website for individual program specific requirements and tasks that must be completed prior to admission. See [Graduate Studies Application Process](#).
- International applicants are subject to additional requirements and application deadlines. See [Procedures for International Students](#).
- Official transcripts from a regionally or nationally accredited institution are required and should be sent directly to the UWG Graduate Admissions Office.

### Program Specific Admittance Guidelines

- Two letters of recommendation from former professors or from job supervisors.
- A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale
- A personal statement that describes your work experience, professional goals, the reasons you have chosen this program, why you want to attend UWG, and how the MPA program will help you achieve your goals.
- A current resume

### Application Deadlines

Specific Graduate Admissions Deadlines are available via the [Graduate School](#). In general:

<b><u>Begin Semester</u></b>	<b><u>Apply on or before</u></b>
<u>Fall</u>	<u>July 15</u>
<u>Spring</u>	<u>November 15</u>
<u>Summer</u>	<u>May 15</u>

## **Registration for Courses and Financial Aid**

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Once admitted, students need to register courses and to check on financial aid programs if needed. Students should contact the MPA director for course registration and the Financial Aid Office ([finaid@westga.edu](mailto:finaid@westga.edu) or 678-839-6421) for [financial aid programs](#).

The MPA director will provide course offering information and guide students on what courses they will take. Students will register for courses on Banweb after logging in with a valid user id and password.



## **Degree Requirements**

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The program requires the completion of thirty-six (36) credit hours of graduate coursework. The coursework is composed of seven core courses, four elective courses, and comprehensive research project (aka Exit Paper).

### **Core Courses**

The core curriculum of twenty-one course credit hours is a requirement for all students. Students should take the core courses at the beginning of their matriculation to prepare them for future materials in their elective coursework and research projects. All MPA core courses are offered at least twice during an academic year. The core courses are:

POLS 6200 Public Budgeting and Financial Management  
POLS 6201 Theory of Public Administration and Ethics  
POLS 6202 Research Methods for Public Administration  
POLS 6203 Public Organizational Theory  
POLS 6204 Public Policy Analysis and Program Evaluation  
POLS 6205 Administrative Law and Procedures  
POLS 6206 Public Human Resource Management

### **Elective Courses**

Students must complete four elective courses. Public Administration Internship is one elective course and must be completed if not ever working as a full time in the public or nonprofit organization. Elective Courses are the 5000 or 6000 level courses that are relevant to the MPA program. If students want to take Non "POLS" courses from other departments must be approved by the MPA Director. Elective Courses are offered in Fall, Spring and Summer Semesters.

Some popular elective courses are:

POLS 5209 Environmental Policy  
POLS 5210 Public Management  
POLS 5211 State & Local Politics & Administration  
POLS 5213 Comparative Public Administration  
POLS 5215 Management of Nonprofit Organizations  
POLS 5216 Gun Policy  
POLS 5217 Grant Writing for Nonprofit Organizations  
POLS 5222 Leadership in the Public and Nonprofit Sector  
POLS 5985 Public Health Administration and Policy  
POLS 5985 Project Management in the Public Sector  
POLS 6211 Disaster and Emergency Management  
POLS 6285 Special Topics in Public Policy/Administration

### **Public Administration Internship (POLS 6286)**

Students not ever working in the public or nonprofit sector will do an internship (POLS 6286- Public Administration Internship). The internship must be approved by the Director. To register POLS 6286, please contact the MPA director. The student will also fill out the Internship Evaluation Form and give it to their supervisor who will fill out the assessment of the intern section and return it to the Director by email, mail or in a sealed envelope to the student. In addition, upon the completion of the internship, students should submit a 3 paged double-spaced report that highlights the nature of internship work, short organizational analysis, and lessons. In-service students will take another elective in lieu of the Internship.

- Some Examples of Internship Requesting Organizations (2020-2022)
  - Carroll County Humane Society
  - Leukemia and Lymphoma Society
  - ACCG
  - Secretary of the Senate's Office, GA
  - City of Woodstock
  - City of Douglasville
  - Georgia County Internship Program (GCIP)
  - Coweta County – Public Works
  - Henry County, GA (Planning and Zoning)
  - Douglas County, GA (Solicitor General's Office)
  - City of Buena Vista, GA
  - Georgia Municipal Association (GMA)

### **Exit Paper**

Students will take **POLS 6287 (Comprehensive Research Project**, also called “Exit Paper”) in their final semester of the coursework. To register the course, students must select an Exit Paper Committee Chair from the MPA faculty, who should submit a registration form on behalf of the student. Also, students will need to select two other committee members. Students work with the Chair to pick an appropriate topic and write a Research Prospectus explaining what they will study, how they plan to study it, and how they will analyze what they find. Then, students turn in the first draft to the Chair. Students will rewrite and give a second draft to the Chair and other committee members. Finally, if necessary, students will rewrite and give the final version to all committee members. Please see Appendix A for more detailed guidelines.

### **Oral Defense**

Students must defend their Exit paper research before the committee. Students will prepare a power point slideshow and present for approximately 30 minutes. Then, they take/respond questions from the committee members. After presentations and Q&A discussion, the committee evaluates the student's performance (both paper and oral defense).

## Requirement Summary

Requirements	In-service Students	Not-in-service Students
Core Courses	21 Credit hours	21 Credit hours
Internship	Not required	3 Credit hours
Elective Courses	12 Credit hours	9 Credit hours
Exit Paper (Comprehensive Research Project)	3 Credit hours	3 Credit hours
Oral Defense	Required	Required
<b>Total</b>	<b>36 Credit hours</b>	<b>36 Credit hours</b>

### Introductory Course (POLS 5200 Principles of Public Administration)

Students who are admitted into the program but do not have a background in political science, public administration, or social sciences must take this introductory course. However, it doesn't count toward the elective course requirement and the degree required total credit.

### Other Important MPA Degree Information

- **Deadline Compliance.** Failure to comply with Exit Paper and Graduation deadlines will result in graduation delays.
- **Schedule.** Schedule early with your major professor and discuss the role of your committee members in the process.
- **Six Year Rule.** You have six (6) years from the date of your oldest course to complete the MPA degree.
- **Transfer Hours.** Students may not transfer in more than six hours to the MPA program. Subject to Departmental and Graduate School office approval. Transfer hours count as campus hours. Courses taken during a period that would place a student beyond the six-year period for the completion of his/her degree are not transferable. Transfer of credit forms may be obtained in the Graduate Office.

### Directed Readings and Independent Study Courses

Students may take directed readings and independent study courses depending on their needs and faculty availability. Students should inform their faculty advisor of the study goal, purpose, and scope before the faculty advisor sign a registration form.

## **Wolf Watch**

Wolf Watch (Degree Works) is a web-based tool designed to help students and advisors monitor students' progression toward degree completion. Wolf Watch helps students track degree progress, prepare for registration, and plan for graduation. This degree audit system combines UWG's degree requirements and students' completed coursework in a user-friendly worksheet. Wolf Watch is an effective tool that aids academic advising, but it is not intended to replace face-to-face advising sessions.

\*\*\* When students take elective courses, the record on Wolf Watch does not automatically show the courses in the elective course section. Students need to notify the MPA director that they have completed taking three or four elective courses during their final semester. The MPA director will place a petition on Wolf Watch to move the courses to the proper elective course section. Then, the record is updated soon after.

## **Course Syllabi**

The course syllabi of all the MPA program courses are available on this site:

<https://www.westga.edu/academics/courses.php>

## Study Plan and Course Loads

Although we suggest the following examples for planning, students still may take courses based upon their preferences and needs. These are simply suggested, not required.

### MPA Curriculum Map (Full time)

Year	Term	Suggested Courses	Credits	Accumulated Credits
1	Fall	6201-Theory of Public Administration and Ethics	3	3
		6202-Research Methods for Public Administration	3	6
		6203- Public Organizational Theory	3	9
	Spring	6200- Public Budgeting and Financial Management	3	12
		6204- Public Policy Analysis and Program Evaluation	3	15
		6205- Administrative Law & Procedures	3	18
	Summer	elective	3	21
elective		3	24	
2	Fall	6206- Public Human Resources Management	3	27
		6286- Internship	3	30
		elective	3	33
	Spring	6287- Comprehensive Research Project	3	36

### MPA Curriculum Map (Part time - If you take two courses per semester)

Year	Term	Suggested Courses	Credits	Accumulated Credits
1	Fall	6201-Theory of Public Administration and Ethics	3	3
		6202-Research Methods for Public Administration	3	6
	Spring	6203- Public Organizational Theory	3	9
		6204- Public Policy Analysis and Program Evaluation	3	12
	Summer	elective	3	15
		elective	3	18
2	Fall	6206- Public Human Resources Management	3	21
		elective	3	24
	Spring	6200- Public Budgeting and Financial Management	3	27
		6205- Administrative Law & Procedures	3	30
	Summer	6286- Internship	3	33
	6287- Comprehensive Research Project	3	36	

## **Certificate Programs**

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The MPA program has three certificate programs. Students may choose to use their elective courses toward completing one of the certificates that the program offers. If MPA students complete the requirements, they can receive the certificate with the MPA degree.

Certificate on Management of Nonprofit Organization and Community Development

Certificate on Public Management

Certificate on Disaster and Emergency Management

### **Certificate on Management of Nonprofit Organization and Community Development**

The Nonprofit and Community Development certificate is designed for students who want to learn how to establish, administer, or work for non-governmental and non-profit organizations. While conventional certificate programs have an exclusively managerial focus, our program supplements managerial training by also equipping students with the theoretical and practical skills to engage in grassroots advocacy.

Total semester hours required: 15

Maximum Hours Transferable into program: 6

(See the Department Website or College Graduate Catalog for required and elective courses needed for the Certificate.)

### **Certificate on Public Management**

The CPM is designed to meet the needs of practicing public administrators who already have a bachelor's degree and who desire to: broaden their understanding of the concepts and techniques of public management; or pursue the certificate with the goal of career advancement but do not find it necessary or feasible to complete the MPA degree; or continue their education with the goal of earning a graduate degree in public administration (MPA).

Total semester hours required: 12

(See the Department Website or College Graduate Catalog for required and elective courses needed for the Certificate.)

### **Certificate on Disaster and Emergency Management**

This is an embedded certificate program. The certificate is designed for students whose goal is to work with local disaster management organizations to state and federal organizations GEMA, FEMA, and Homeland Security. Through the Disaster/Emergency Management Certificate, students will receive training in how to effectively create, recommend, and implement disaster/emergency management strategies.

Total semester hours required: 15

(See the Department Website or College Graduate Catalog for required and elective courses needed for the Certificate.)

There are also other popular certificate tracks that our students take. However, **these certificates are not administered by the MPA program.**

### **Certificate in Data Analysis and Evaluation Methods**

This certificate focuses on the design of research studies, measurement of variables, data analysis, and formulation of models. Includes instruction in experimental, quasi-experimental, and case study methods; historical research; participant observation; questionnaire design; sampling theory; and statistical methods.

Total semester hours required: 15

(See the College Graduate Catalog for required and elective courses needed for the certificate.)

### **Certificate in Geographic Information Systems**

The GIS Certificate is designed to meet the needs of students and community. The GIS Certificate program aims at providing non-traditional students and field professionals with updated GIS knowledge and skills for further enhancement of their GIS career. It also aims at providing traditional students with a set of practical GIS skills to access the GIS market.

Total semester hours required: 15-19

(See the College Graduate Catalog for required and elective courses needed for the certificate.)

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## **Academic Standing**

The MPA program follows the Graduate School's policies regarding academic standing.

See the [Graduate School's Academic Policies](#) for detailed information regarding academic standing.

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## **Academic Integrity**

### **The UWG Honor Code**

*“At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the Honor Code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to plagiarism\*, cheating\*, fabrication\*, aid of academic dishonesty, lying, bribery or threats, and stealing.”*

### **Plagiarism**

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge.

- A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- A student must give credit to the originality of others and acknowledge indebtedness whenever:
  - a. directly quoting another person's actual words, whether oral or written.

- b. using another person's ideas, opinions, or theories.
- c. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written.
- d. borrowing facts, statistics, or illustrative material; or
- e. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

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## **Graduation**

To graduate, students must submit the Online Graduate Application for Graduation and an application fee (\$40.00) prior to the deadlines. The detailed graduation information is found at the Registrar's Office website. The current year deadlines are:

Spring Graduation: October 1  
Summer Graduation: March 1  
Fall Graduation: August 1

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## **Career Service**

The Career Services department offers a multitude of resources and services that can aid students in their job search. The services include career counseling, resume workshops, mock interviews, and more. The department also regularly holds events such as career fairs, panel discussions, recruiting meetings, etc. Please review their website: <https://www.westga.edu/student-services/careerservices/>



## **Student Needs and Faculty Mentoring**

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### **Faculty Mentoring**

Each year the program assigns a faculty mentor for all MPA students in the department. The purpose of assigning a faculty mentor is to help guide students, answer questions about the curriculum and program, and to help students with opportunities during their time in the program and beyond. The program also strongly suggests that students get to know the entire faculty in the program. Each faculty member has a different scholarly focus, teaching interests, and personality with which students might connect. Please note that this mentor does not automatically become chair of exit paper committee. Students may choose their committee chair based upon their degree plan. The program strongly encourages students to actively communicate with the faculty members.

### **Student Learning Portfolio**

Student Learning Portfolio (SLP) is a tool by which the faculty advises students more adequately, by letting them know about resources in the larger university community that can facilitate students' educational success. Both students and faculty can track and assess students' progress throughout the program. SLP will help students detail the capacities, skills, competencies, abilities, and accomplishments they have acquired or developed over their professional and educational career.

### **Student Annual Program Assessment Survey**

Students are the main stakeholders of the MPA program, and the program needs students' input to assess the program performances and quality, and to develop the program's new direction and strategy. The survey is conducted every spring.

# **Appendix**

# **Exit Paper Guidelines**

## **(POLS 6287 Comprehensive Research Project)**

(August 28, 2018 – revised  
November 28, 2017 – approved)

### **I. Overview and Learning Outcomes**

The exit paper is the MPA program's capstone research project that analyzes issues in public administration, public policies, and nonprofit sector. The exit paper is a cumulating experience and demonstrates in a concrete and summative way the analytic, policy, organization, and writing skills of the student. Students should review relevant theories and previous studies to frame their own research questions and hypotheses. Students may use quantitative, qualitative, or mixed methods for collecting and analyzing data. Exit papers should be students' original work. In addition, students should orally defend their paper before a three-member committee (two of them should be the current UWG MPA faculty).

This course has four student learning outcomes: (1) the ability to properly research and compile a manuscript that clearly analyzes a public policy, public organization, or nonprofit sector (NASPAA Competence 1, 3, 4), (2) thorough knowledge of research procedures (NASPAA Competence 1, 3, 4), (3) verbal abilities that clearly convey their research objectives and findings (NASPAA Competence 1, 3, 4), (4) the advanced ability to present their research orally (NASPAA Competence 1, 3, 4, 5).

### **II. Choice of Topic**

Students can choose any topic in the areas of public administration, public policy, governmental issues, and nonprofit organizations/management. Topic should be approved by student's committee chair. The Program strongly recommends that students should initiate a discussion with MPA faculty for a topic as early as possible, at least before the semester for which the POLS 6287 is registered. Once a topic is decided, students should prepare a short synopsis (about 500 words) that describes a background, key question(s), and a plan to conduct the research.

### **III. Content**

The content of Exit Paper could vary depending on the nature of the research. Here is a common structure of research paper. However, the section titles may be changed, depending on the nature of the research. Also see more information in V. Style and Format section below.

- a. Cover page:

- Topic
  - Author Name
  - “Presented to the Graduate Faculty of the University of West Georgia in partial fulfillment of the requirements for the Master of Public Administration degree”
  - Committee members
  - Date
  - University of West Georgia
- b. Abstract  
Should include a short background description, research question(s), methods and data, and major findings. The recommended length is between 300 and 500 words.
- c. Table of Contents  
Section titles and page numbers
- d. Introduction  
Typically includes a background description, research question(s), significance, and organization of the paper
- e. Literature review  
Should critically review relevant previous studies – major issues, findings, implications, or problems
- f. Conceptual framework and hypotheses  
Based on the literature review and the research question, hypotheses are proposed through deductive and inductive reasoning. Not all papers are required to form hypotheses.
- g. Data and method  
Tests the hypotheses or the framework (research questions), data are collected. Describe the method of data collection and analysis of the data.
- h. Findings  
Provide results (findings) with analysis of quantitative and/or qualitative data/information
- i. Discussion  
Provide the interpretation of the findings (for specific context) and discussion major implications. Also, provide recommendations for policy or organizations.
- j. Conclusion  
Short summary of the paper and recommendations for future study
- k. References  
At least 20 different sources are required. Among them, at least 10 sources are from academic journals/books.

I. Appendix

If necessary, provide appendices

**IV. Length**

Exit paper should be at least 33 pages long (not including Cover Page, Abstract, Table of Contents, References, and Appendices).

**V. Style and Format**

Exit paper should be typed in Times New Roman 12pt font, double-spaced, 1inch margins (top, bottom, left, and right). In terms of style, the Program highly recommends APA.

**VI. Institutional Review Board (IRB) Approval**

If a student wants to use a survey or interviews in their Exit Paper and the results will only be used for the paper, the chair of the committee should submit the Classroom Research Form to the UWG IRB. If there is any possibility that the research will be used for purposes other than just the paper (such as publication or a policy recommendation), IRB review is necessary. Students can obtain an IRB certificate through CITI Training (<https://about.citiprogram.org/en/homepage/>) via online. Please check on this site for more details ([https://www.westga.edu/academics/research/orsp/assets/docs/UWG\\_IRB-Guidelines.pdf](https://www.westga.edu/academics/research/orsp/assets/docs/UWG_IRB-Guidelines.pdf))

It is the student's responsibility to notify their committee chair that their research will include human interaction, including but not limited to interviews, surveys, and focus groups.

It is imperative that IRB approval be received before any human interactions such as interviews, surveys, or focus groups occur. Any interaction that occurs prior to IRB approval cannot be used in the research. Since IRB approval can take a month or more, please notify your committee chair as soon as you think you will be including human interactions (including but not limited to interviews, surveys, and focus groups) in your research.

**VII. Oral Defense**

When a submitted paper is qualified, the committee allows students to schedule oral defense. Oral defense should be conducted before the committee members. Students present their research for approximately 30 minutes and respond to questions from the committee members and audience. At the end of the oral defense, the result is notified to students by the committee.

**VIII. Deadline**

Students should keep to the deadline to complete their papers and defense. If any of the components do not meet the deadline, students cannot graduate in the semester. The table shows the deadlines in both Fall and Spring semesters. However, for summer, the deadline intervals are much shorter.

### **Exit Paper Process Deadlines**

<b>Components</b>	<b>Deadline</b>	<b>Approver(s)</b>
Topic	By the end of the 2 <sup>nd</sup> week of the semester	Committee Chair
First Draft	By the end of the 10 <sup>th</sup> week of the semester	Committee Chair and Members
Revised Draft	By the end of the 12 <sup>th</sup> week of the semester	Committee Chair and Members
Oral Defense	Depending on the Registrar's schedule (About by the end of the 14 <sup>th</sup> week)	Committee Chair and Members
Final Draft	By the committee recommendation	Committee Chair and Members

# **Virtual Oral Defense Guideline for MPA Exit Paper**

**MPA, University of West Georgia**

**(Drafted Oct 24, 2019)**

These guidelines intend to assist MPA students to better prepare their oral defense for their exit paper. Before or while working on their exit paper, MPA students must read these guidelines and plan the necessary steps accordingly.

## **I. Scheduling a defense date**

When you are close to the completion of your exit paper, you should schedule a defense date with advice of your exit paper committee chair. Each semester, the final deadline for graduation requirement is notified by the MPA director or your chair (see the approximate date in the MPA student handbook). The oral defense must be completed before the final deadline.

## **II. Virtual communication set-up**

You and your chair may select the best networking tool/venue for presentation, which includes Skype, Google Hangout, Blackboard Collaborate, etc. Selection of a venue would depend on familiarity and availability of students and faculty members. The bottom line is that the venue should allow both audio and visual functions so that the committee could properly evaluate your presentation content and quality.

## **III. Power Point Slides**

You must prepare a file of ppt for presentation and email it to your committee before the presentation. The length of ppt is a maximum of 12 slides without including cover and reference slides (If you need more slides, ask permission to your chair). It should be professionally formatted and properly highlighted the main points of the exit paper.

## **IV. Presentation time and manner**

Student's oral presentation should be completed in 20 minutes. Emphasis on research question, hypothesis (if you have one), theory, methods, major findings, and implications (recommendations). Although you can present at home, assume that you are presenting the paper before the public. During your presentation, you should control the environment – “no noise.” The goal of the presentation is to demonstrate mastery of the topic, not a simple reading of the Power Point slides.

## **V. Response to the committee members' questions and comments**

Committee members could ask question anytime during your presentation. But most questions are made after the presentation. You should fully respond to your committee members' comments and questions. Poor response could be understood as lack of understanding of your own research.

## **VI. Committee decision**

After the presentation and Q&A, the committee members have their own evaluation meeting for about 10 or 15 minutes. During this time, the network connection stops and returns as soon as the meeting is over. The meeting determines the defense result.

## **VII. Notification of result and comments for revision**

The committee chair notifies you the result right after the committee meeting is completed. Normally the committee provides detailed comments for further revision of the exit paper. If the committee requires a revision, you must complete the revision within the date that the committee sets. Otherwise, graduation would be delayed.

### **VIII. Exit interviews**

The final step of the oral defense is to complete an exit interview. This interview has nothing to do with the result of the oral defense or any other requirement. The program simply wants to collect feedback from students so that the program could improve its performance and student support. Thus, the committee members will discuss various issues with students. Just enjoy the discussion and provide your thoughts for us.



## MPA Major Courses

### *Core Courses:*

#### **POLS 6200 - Public Budgeting and Financial Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) A hands-on practical course in how governments collect and spend tax dollars and with what effects. Theories of budgeting are examined for their usefulness in the daily realities of the government budgeting setting. Through in-class group assignments, students learn to construct budgets with economic data, write policy statements, and demonstrate an understanding of capital budgeting, cash and accounting principles.

#### **POLS 6201 - Theory of Public Administration and Ethics**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) What is a good administrator? An examination of dilemmas and hard choices in public administration looked at from three conflicting perspectives: the good person, the good administrator, and the good citizen. topics include personal versus organizational responsibility; professional expertise versus democratic accountability; authority and culpability; and the relation between bureaucratic knowledge and the power it fosters.

#### **POLS 6202 - Research Methods for Public Administration**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Research techniques and computer applications relevant to public and nonprofit agencies. The design, data collection, and analysis component of the research process are emphasized.

#### **POLS 6203 - Public Organizational Theory**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) A survey of the major theories of organizational design and behavior with an emphasis on comparisons of public, private, and nonprofit agencies.

#### **POLS 6204 - Public Policy Analysis and Program Evaluation**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Concepts, techniques of analysis and evaluation methods for the design and assessment of public policy and programs.

#### **POLS 6205 - Administrative Law and Procedures**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) A detailed study, by ways of cases and controversies, of the Constitutional, legal, ethical, and administrative principles which regulate the actions of public servants, the course examines cases from both federal and state administrative experience.

#### **POLS 6206 - Public Human Resource Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) An examination of the processes, policies, and laws pertaining to public personnel, the course analyzes issues concerning personnel administrators including employee protection, motivation, and efficiency.

#### **POLS 6211 - Disaster Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Demographic changes, human settlement patterns, land-use decisions, and political and social policy dynamics have increased vulnerability to natural and man-made disasters. Planning and policy processes and interventions can help reduce disaster vulnerabilities and increase resilience at every stage of the disaster management cycle: disaster mitigation, preparation, response, and recovery. The course will be divided into four modules relating to planning and policy processes corresponding to these four traditional phases of disaster management. Throughout the semester, particular attention will be paid to how disaster planning and policy efforts can increase and promote resilience and reduce vulnerabilities.

### *Major Electives:*

**POLS 5208 - Public Health Administration and Policy**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) This course examines the health policy at the national, state, and local levels, with a detailed look at the steps in the process, groups involved, and resultant policies. Through group exercises, each student will experience the policy process, gain an understanding of the dynamics of change, and develop the ability to form coherent policies.

**POLS 5209 - Environmental Policy**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Environmental Policy will emphasize the national and state policy making process, focusing on the dynamics of pluralist change, policy implementation and current environmental status.

**POLS 5210 - Public Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Various changes in the management of public organizations are identified and analyzed. Includes the role of technology, modification of the relationship between public and private spheres, and current trends in the management of change and supervision of a diverse work force.

**POLS 5211 - State and Local Politics and Administration**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) An in-depth study of the political process and administrative procedures used in American state and local governments to address social, economic and political issues. Comparative analysis of relevant actors and strategies across the states is incorporated.

**POLS 5215 - Management of Nonprofit Organizations**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) This course is designed to explore the theoretical principles and practical applications of management for charities and/or nonprofit organizations. The underlying thesis of this course is that by understanding fundamental principles such as developing effective mission and objectives statements, fundraising, marketing and accounting strategies, nonprofits can become more effective and responsive to their constituency's needs. The course will include a field research component.

**POLS 5216 - Gun Policy**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Gun control policy is one of the most contentious policy issues in not just the United States, but in other advanced democracies of the world. This class is designed to analyze and assess why gun control policy exists in its current state. The course will explore a variety of arguments for the current state of gun control policy. By the end of the semester students should be able to analyze and evaluate how culture, agenda setting and formulation, institutions and policy making, interest groups, the media, parties, elections, public opinion, and other factors shape gun control policy in the United States.

**POLS 5217 - Grant Writing for Nonprofit Organizations**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) This course helps to develop the skills necessary for students to have the knowledge to be able to develop a solid funding grant proposal. This course is ideal for students who are working for nonprofit and government agencies and are seeking to develop the skills needed to become an effective grant writer. Additionally this course is ideal for students who work with and/or supervise grant based programs or agencies and who wish to acquire the knowledge of how the grant process works.

**POLS 5222 - Leadership in the Public and Nonprofit Sectors**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Organized activities need effective leaders. Thus, becoming an effective, successful leader in the public service requires gaining a solid understanding of the nature of organizations and the factors that influence human behavior within those organizations. This course examines leadership theories and their practical application in modern public and nonprofit organizations. This course provides opportunities for students to

develop their leadership knowledge and skills that can help them guide employees to deliver services and products effectively and efficiently in both the public and nonprofit sectors. In addition, this course will consider organizational and leadership challenges and how to meet these with improved leadership strategies.

## Waitlisting

If you try to register for a class and it is full, please add yourself to the Waitlist. You will be added to the class when seats are available, either because someone drops the class, or the number of seats is increased.

Instructions for Waitlisting are below and can be found at <https://www.westga.edu/student-services/registrar/waitlisting.php>.

### Wait Listing for Students

REMEMBER the following if you are on a wait list:

- You are not enrolled/registered for this course.
- You must register for this course in BanWeb if a seat becomes available. It is not automatic.
- You will not be billed for a section with a status of wait list.
- You will be dropped from the wait list and lose your position on the wait list if you do not register in BanWeb by the deadline you are given in your myUWG email.
- The Schedule of Classes may show there is an open seat, but please note if there are students on the waitlist these seats are held for this student population. The next student on the waitlist will be notified and given 18 hours to register, if a seat is showing as available.

How to determine if a Section Offers Waitlisting

[Itemized Schedule of Classes](#) – The itemized schedule of classes will show you Waitlist Seats Available and Waitlist Seats Filled over on the right hand side.

### Waitlist Seats Available Examples:

0 of 50 – This means there are no seats available for waitlisting. 0 of 0 – This course is not offering waitlisting

5 of 10 – This means there are 5 waitlist seats available. Follow the directions in this email to grab a waitlist seat and watch your email for the chance to register.

### Waitlist Seats Filled Examples:

0 of 10 – This means 0 waitlist seats are filled

7 of 10 – This means 7 seats are filled, if you add yourself to the waitlist you will be #8 on the list. (Please note when registration is open seats fill fast, add yourself to the waitlist asap)

10 of 10 – This means all of the waitlist seats are filled

12820	ENGL	2001	03	3.00	Introduction to Literature		Carrollton Campus	
		JAN 08, 2022	MAY 10, 2022	TUE THR	11:00 am - 12:15 pm	NURSING BUILDING		122
Instructor(s):Patrick Erben						Open Seats:30 of 30 as of 10/22/2021 03:09:26		Waitlist Seats AVAILABLE :10 of 10 as of 10/22/2021 03:09:26 Waitlist Seats FILLED :0 of 10 as of 10/22/2021 03:09:26
Additional Information:						Instructional Method: Lecture (A)		
Meets Core Area C-2 Requirement								

**Waitlist Seats AVAILABLE :10 of 10 as of 10/22/2021 03:09:26**  
**Waitlist Seats FILLED :0 of 10 as of 10/22/2021 03:09:26**

### Searchable Schedule of Classes

Once you have searched for the course you want, click on the course title.

**Introduction to Literature - 12820 - ENGL 2001 - 03**

**Associated Term:** Spring Semester 2022  
**Registration Dates:** Oct 27, 2021 to Jan 14, 2022  
**Levels:** Undergraduate-Semester System  
**Attributes:** Meets Core Area C-2 Requirement

**Location:**Carrollton Campus  
**Schedule Type:** Lecture  
**Instructional Method:** Lecture  
**Credits:** 3.000  
[View Catalog Entry](#)

You will then see Registration Availability

<b>Registration Availability</b>			
	<b>Capacity</b>	<b>Actual</b>	<b>Remaining</b>
<b>Seats</b>	30	0	30
<b>Waitlist Seats</b>	10	0	10


Capacity – Total Waitlist Seats Offered Actual – Total waitlist seats filled  
Remaining – How many waitlist seats are still available.

How to Wait List a course section that is full, but has wait list seats available.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Add/Drop Classes.
2. Select the term you wish to register for from the drop-down menu and submit.
3. You are now able to enter CRN #s from the Schedule of Classes.
4. Enter the CRN of the course section you wish to enroll in and click on ‘Submit Changes’.

### Add Classes Worksheet

**CRNs**

10632  

5. If the section is full and you are eligible to register (no pre-requisite, time conflict, or other registration errors), you will receive a Registration Add Error showing the section is closed.

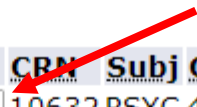
**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	10632	PSYC	4350	E01	Undergraduate-Semester System	4.000	Undergrad.	Standard Letter	Culture and Psychology

6. If you wish to be added to the wait list, select 'Wait List' from the drop-down menu and click 'Submit Changes'.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level
Closed - 0 Waitlisted	Wait List	10632	PSYC	4350	E01	Undergraduat

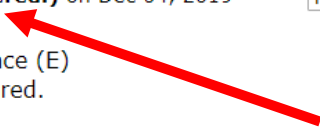


### Add Classes Worksheet

**CRNs**

7. You will now see this course with a status of Wait List on your schedule. Please note this status means you are not registered.

**Wait-Listed (This means you are not registered.)** on Dec 04, 2019  10632 PSYC 4350 E01

**Campus:** Distance Learning Technology 

**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

How to view your position on the Wait list.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Student Detail Schedule.

**Culture and Psychology - PSYC 4350 - E01**  
**Associated Term:** Spring Semester 2020  
**CRN:** 10632  
**Status:** Wait-Listed on Dec 04, 2019  
**Waitlist Position :** 0 ( You are NOT registered for this class ) ←  
**Notification Expires:** Dec 04, 2019 02:48 pm  
**Assigned Instructor:** [REDACTED]  
**Grade Mode:** Undergrad. Standard Letter  
**Credits:** 0.000  
**Level:** Undergraduate-Semester System  
**Campus:** Distance Learning Technology

**Scheduled Meeting Times**

Type	Time	Days	Building	Room #	Date Range	Schedule Type	Instructors
Class	TBA		Intnet - INTERNET BASED COURSE		Jan 04, 2020 - May 05, 2020	Asynchronous Instruction	[REDACTED] (P)

**Campus:** Distance Learning Technology  
**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

View the Wait list Position number to determine where you are on the wait list. A position of 0 means you should have received an email letting you know you are eligible to register. A position of 1 means you are next on the list to receive a seat, if one becomes available.

How to Register for a section you have wait listed.

Students will receive an email similar to the example below when a seat is available for registration and the student is the next on the list to register. **\*\*\*You must register in BanWeb by the deadline in your email or you will be dropped from the wait list.**

Example Email:

**\*\*ACTION REQUIRED\*\***

Dear UWG Student ,

For Spring Semester 2020 you placed yourself on the wait list for Abnormal Psychology, CRN: 13192 - PSYC 3150 - 02

There is now a space available and you have the opportunity to register for this section.

If you still wish to register, you must select **\*\*Web Registered\*\*** in BanWeb under Add/Drop Classes by 20-NOV-2019 02:56 AM

If you do not register by the deadline above, you will be dropped from the wait list for this section and the next person on the wait list will be notified. If you are receiving pre-requisite, co-requisite, class restriction, or other errors, please contact the department for assistance. All errors must be cleared and registration complete prior to the deadline above.

Please note ITS periodically performs BanWeb updates which require the system to be taken down for a few hours during the week. Please be mindful of these down times, which are communicated through UWG email. Your deadline to register for the wait listed course will not be adjusted due to scheduled maintenance times on BanWeb.

Thank you,  
University of West Georgia Office of the Registrar [registrar@westga.edu](mailto:registrar@westga.edu)

This email was sent at 19-NOV-2019 08:56 AM

Once you receive this email, complete the following steps to register.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Add/Drop Classes.
2. Select the term you wish to register for from the drop-down menu and submit.
3. Find the class you have wait listed and have received an email notification for. Select Web Registered from the drop-down menu and click 'Submit Changes'.

**Wait-Listed (This means you are not registered.)** on Dec 04, 2019  10632 PSYC 4350 E01  
**Campus:** Distance Learning Technology  
**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

4. You should now see this section listed on your schedule as Web Registered. If you receive any registration errors, please contact the department offering the course immediately, as all errors need to be resolved prior to your registration deadline outlined in your email.