



Master of Public Administration Program Handbook

Welcome

Welcome to the Master of Public Administration (MPA) Program in the School of Public Policy and Leadership at UNLV. The MPA program at UNLV is the only program accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) in the state of Nevada. The MPA program offers professional and academic development to students interested in public service.

The MPA is the professional degree for the field of public administration and provides a rigorous education for practitioners with an understanding of the inner workings of governmental environments. Our program aims to help students to become public service professionals in government and nonprofit organizations. In addition to serving administrators in the public and nonprofit sectors, our program is also appropriate for career military personnel and private sector professionals whose responsibilities involve extensive contact with governmental agencies and public sector personnel.

The MPA program continually strives to enhance the quality of the curriculum through the development of core competencies for public service. As part of our goal to serve the needs of working students, we continue to offer a range of options for students to complete their degrees. This has included the inclusion of some of the core courses as K\EULG UHPRWH OLYH RU DV\QFKURQRXV RQOLQH FRXUVHV WR DOORZ increase the use of technology as a learning tool in the MPA program.

One core characteristic of our program will be the emphasis on applied research and learning opportunities. Students in the MPA program engage in learning focused on building practical skills to help improve their communities through better leadership and management. Our commitment to building the skills and knowledge of students includes having them engage in applied service learning projects that not only create unique learning experiences but also benefit Southern Nevada Community. It includes actively engaging students in both academic and applied research as part of their program of study in the MPA.

Our goal is to develop our students to ensure their readiness to better serve our community while enhancing their careers.

Christopher Stream, PhD
Director, School of Public Policy and Leadership

Mission Statement

The mission of the Master of Public Administration program is to develop in students:

1. an understanding of the governmental, social, and economic environment of public service at the national, state and local levels
2. the skills and values to enable them to manage and lead in areas of policy and governance
3. an understanding of democracy and ethics which will allow them to better serve the public good.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog as the NSHE Code,

UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College at galarie.burke@unlv.edu or GradAssociateDean@unlv.edu

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either or fullgraduate faculty status to be involved in graduate education at UNLV. For up to date information regardi

Capstone Experience

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PUA 725 Policy Analysis and Program Evaluation PUAM729 Capstone Experience

Students must request permission to begin their capstone experience before starting their final two semester program and after they have completed PUA 723 along with the majority of the program. Generally, students will begin their capstone experience by taking PUA 725 after having completed 21 to 24 credit hours. Students should begin their capstone experience accordingly as they approach their anticipated graduation date. Once students are enrolled in PUA 725 they will work in teams on an applied research project for two consecutive semesters. This allows students adequate time to work with stakeholders on the design and implementation of the project.

Capstone Portfolio

As part of the culminating experience, students are required to complete a capstone portfolio as-3.996 ()-i98 (r)-3.0

Students are responsible for ensuring that they have completed all required course work prior to graduation. Students are required to conduct a degree audit to track their academic progress and submit the appropriate plan of study form. Students are strongly encouraged to become familiar with the policies and procedures of the UNLV Graduate College.

In order to successfully apply for graduation, all students must satisfactorily fulfill all degree requirements and complete the following:

- Use the MPA course check sheet to check your course progress
- Submit an approved Plan of Study Form
- Submit a Culminating Experience Form
- Apply for graduation
(see [Graduation Deadlines](#) for updated deadlines)
- Register for at least 3 credit hours during the semester of graduation
- Pay all graduation fees

The [Plan of Study](#) and [Culminating Experience forms](#).

Program Timeline

The Master of Public Administration Program is a 2-year program designed to be completed within 6 to 7 semesters.

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College Policy regarding Academic Integrity can be found on the Graduate Catalog. [View here](#)

Professional Code of Ethics

chapters aimed at improving the professional practice of fundraising and development. For students, interested in pursuing a career in the area fundraising or development this group offers professional development and networking opportunities that can be found online at [http://www.yfnp.com](#)

YNPN of Southern Nevada is a networking and professional development group organized by young professionals working with and in the nonprofit sector. It is part of national network of similar chapters across the country. The local chapter offers professional networking and social activities for its members. Additional information can be found online at [http://www.yfnp.com](#)

Important Journals

Below is a list of important scholarly journals in the field of public administration including journals which focus on nonprofit management:

- Administration and Society
- Administrative Theory & Praxis
- American Review of Public Administration
- Governance
- International Journal of Public Administration
- Journal of Public Administration Research and Theory
- Journal of Public Affairs Education
- Journal of Urban Affairs
- Nonprofit and Voluntary Sector Quarterly
- Nonprofit Management and Leadership
- Policy Studies Journal
- Public Administration Quarterly
- Public Administration Review
- Public Budgeting & Finance
- Publius: The Journal of Federalism
- Review of Public Personnel Administration
- State & Local Government Review
- Urban Affairs Review

University Resources

[The Graduate Academy: Innovative Leadership, Professional, and Career Development](#)

The goal of the Graduate Academy is to serve as a virtual resource providing professional and many opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media for regular updates on the website.

[Academic Success Center](#)

The goal of the [Academic Success Center](#) is to help students do well academically and complete their studies on time. They offer or will refer to such programs and resources as tutoring, advising, skills testing, career

flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research travel grants program.

Office of Student Conduct

The [Office of Student Conduct](#) is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the following:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the community and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The [Military and Veteran Service Center](#) is staffed with veterans and veteran education benefits staff to assist more than 1,800 veterans, reserve duty service members, National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The [Financial Aid & Scholarships Office](#) supports higher education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm an outline, work on drafts, or just be a soundboard for your ideas. The center staff can assist you in person or via the [Online Writing Lab \(OWL\)](#) page.

University Policies and Procedures

[Academic Calendar](#)

[Academic Policies](#)

[Admission and Registration Information](#)

[Degree Progression Policies & Procedures](#)