Executive Master of Public Administration

STUDENT HANDBOOK
2017-2018
# Table of Contents

The Executive Master of Public Administration Program  
*At The George Voinovich School of Leadership and Public Affairs* ..........3  
  - Admission Requirements .................................................................3  
  - Faculty and Staff ........................................................................4  
  - Degree Requirements ...................................................................7  
    - Schedule of Classes ....................................................................7  
    - The Portfolio ..............................................................................8  
    - Graduation ................................................................................9  
  - Code of Ethical/Professional Standards and Conduct ..................10

Appendices ........................................................................................................12  
  - I. Guidelines for Working with Faculty and Staff .........................13  
  - II. Portfolio Guidelines and Instructions ......................................14  
  - III. Change of Address Form .........................................................15
THE EXECUTIVE MASTER OF PUBLIC ADMINISTRATION  
AT THE GEORGE VOINOVIICH SCHOOL OF LEADERSHIP AND PUBLIC AFFAIRS

The George V. Voinovich School of Leadership and Public Affairs (GVS), through its academic and applied scholarship engages students, faculty and professional staff to help make a difference in Appalachian Ohio and the state. The School utilizes project teams comprised of members from various disciplines to help business, nonprofit, and government partners in three core areas: policy innovation and strategic leadership, energy and the environment, and entrepreneurship and regional development. GVS partners with nearly every college at Ohio University and with public and private entities throughout the region and state in order to educate students and provide applied learning opportunities. Over 150 students are integrated into applied research and learning projects at GVS annually. The school offers two degree programs, the Master of Public Administration and the Master of Science in Environmental Studies and is directed by Dr. Mark Weinberg, Founding Dean. In addition to degree programs, certificate programs offered include a Graduate certificate in Environmental sustainability and an Undergraduate Certificate in Environmental Studies.

Ohio Executive MPA (OEMPA) classes meet on the second floor of the Dublin Center at 6805 Bobcat Way in Dublin, Ohio. Dr. G. Jason Jolley is the MPA director. His office is in Building 21, room 215; email jolleyg1@ohio.edu; telephone 740-593-9797. Joe Wakeman in the Voinovich School’s Office of Student Success is also available to answer specific questions about the MPA program. His office is in Building 22, room 119; telephone 740-593-2133; email wakemanj@ohio.edu. Any questions related to the graduate program should be directed to Dr. Jolley or Joe Wakeman.

ADMISSION REQUIREMENTS

All incoming graduate students are expected to have had previous course work in the social sciences, business administration, or public policy. Generally, a minimum of six undergraduate classes or the equivalent is expected, although exceptions can be made for those with coursework in closely related fields or with practical political or administrative experience. Ohio University is committed to offering equal educational and employment opportunities and to complying with federal and state laws prohibiting discrimination based on race, creed, color, national origin, age, handicap, or sex. Furthermore, the university conducts a vigorous affirmative action program to promote equal opportunities.
FACULTY AND STAFF

OEMPA faculty are comprised of core faculty from GVS and adjunct professors with applied experience in public and nonprofit administration.

Lesli Johnson, Ph.D. Clinical Psychology, Ohio University
Dr. Johnson leads the GVS PEER team (Planning, Evaluation, Education and Research) and serves as the coaching coordinator for the Ohio Appalachia Educators Institute. She has twenty years of experience working in community programs, including mental health, health, education and child welfare. Dr. Johnson enjoys working on interdisciplinary teams both as a researcher and as a project coordinator. As an evaluator, she has conducted evaluations on school-based programs, mental health interventions, community development and community readiness. She serves as the interim director for the Ohio Appalachia Educators Institute. Dr. Johnson can be reached at johnsol2@ohio.edu or 593-9739.

G. Jason Jolley, Ph.D. Public Administration, North Carolina State University
Dr. Jolley has over a decade of academic and professional experience in economic development and regional planning. From 2006-2012, Dr. Jolley worked at the University of North Carolina at Chapel Hill where he served as Senior Research Director for the Center for Competitive Economies, an applied economic development research center in the Frank Hawkins Kenan Institute for Private Enterprise. Jolley also served as an Adjunct Assistant Professor in UNC’s Kenan-Flagler Business School where he taught an MBA course on financing mega-projects and as a Teaching Assistant Professor at North Carolina State University where he taught MPA courses in economic development and public policy. Dr. Jolley can be reached at jolleyg1@ohio.edu or 593-9797.

Marsha Lewis, Ph.D. Educational Research and Evaluation, Ohio University
Dr. Lewis currently manages applied research projects related to education and public sector strategy development. She also serves as a senior data analyst for research and evaluation projects. Dr. Lewis helped develop the Ohio University Executive Leadership Institute and served as the Institute’s managing director for five years. Dr. Lewis has a Ph.D. in educational research and evaluation with concentrations in statistical analysis and psychometrics. Before joining the Voinovich School, Dr. Lewis taught high school social studies. Dr. Lewis can be reached at lewism5@ohio.edu or 593-1435.

Judith Millesen, Ph.D. Public Administration, University at Albany, SUNY
Dr. Millesen teaches courses in nonprofit management, nonprofit fundraising, and the graduate seminar in public administration. With more than 20 years of experience in many aspects of nonprofit administration including strategic planning and management, meeting facilitation, and board development, her research focuses on making a strong link between theory and practice. Dr. Millesen can be reached at millesen@ohio.edu or 593-4381.

Holly Raffle, Ph.D. Educational Research and Evaluation, Ohio University
Dr. Raffle serves as a research methodologist for qualitative, quantitative, and mixed methods research projects including program evaluation at Ohio University’s Voinovich School of Leadership and Public Affairs. Dr. Raffle primarily works in the disciplines of K-12 education, post-secondary education, and public health. Additionally, she is a certified health education specialist and has taught health in the public school system. Dr. Raffle can be reached at raffle@ohio.edu or 597-1710.
Ani Ruhil, Ph.D. Political Science, Stony Brook University, SUNY
Dr. Ruhil manages a number of applied research projects at the Voinovich School in the areas of educational attainment and public program evaluation. His primary research interests are focused in bureaucratic politics and governmental reform. His research is widely published in a number of academic journals and his recent applied work has informed governmental decision making in Ohio. Prior to joining the Voinovich School, Dr. Ruhil taught at the University of South Carolina and the University of Illinois at Chicago. Dr. Ruhil can be reached at ruhil@ohio.edu or 597-1949.

Mark Weinberg, Ph.D. Political Science, University of North Carolina, Chapel Hill
Dr. Weinberg is the Founding Dean of the Voinovich School of Leadership and Public Affairs and is a Professor of Political Science specializing in the areas of organizational strategy and public sector value creation. In 2002, he was named the Appalachian Regional Commission’s Whisman Scholar and served in that position for three years. He has taught a range of management courses including Public Budgeting, Financial Management, Public Policy Analysis, and now teaches the graduate capstone seminar in Public Administration (MPA 6800). Dr. Weinberg can be reached at weinberm@ohio.edu or 593-4390.

The School also relies on a number of affiliated faculty to teach elective courses. These instructors have the academic qualifications and professional work experiences that invigorate and enrich the classroom experience. It is likely that students will encounter one or more of these talented individuals throughout their time in the program.

Appendix I provides guidelines for establishing strong working relationships working with faculty and staff.
DEGREE REQUIREMENTS

The OEMPA program introduces students to the fundamental elements of public policy and administration. These elements include disciplinary knowledge of public policy and administration, public service, and technology learning and applications. Our emphasis on practical applications teaches students to think critically and creatively, while engaged in problem solving activities that address both real and theoretical situations.

Students entering the OEMPA program who have taken one or more of the core competency courses as an undergraduate or graduate at Ohio University or another institution may substitute another course in the place of that already taken. Please consult the MPA director in selecting possible substitutions. Requests for permission to substitute a core competency course are then submitted to the MPA Director.

Requirements for the program are:
- 36 credit hours of approved CORE/ELECTIVE COURSES or WORKSHOPS
- Completion of a PORTFOLIO
- A minimum cumulative GPA of 3.0

Class Attendance and Participation

Most class sessions involve active discussion based on assigned readings or cases, with a particular focus on practical implications. Regular attendance and participation is expected as faculty are genuinely interested what you think and convinced that you will learn more when you actively engage in class discussions. Effective discussion depends upon your willingness to share your thoughts and to be respectfully responsive to others. Attendance and participation are often considered in overall evaluations of performance.

Schedule of Classes:

Students in the OEMPA program will take 36 credit hours. This includes 30 hours of coursework, 5 public management workshops, and a writing workshop. credit hours.

The Classes include:

MPA 6200 Foundations of Public Administration 3 credits
An examination of the fundamental concepts and issues in the field of public administration.

ELIP 5180 Professional Writing in Public Administration 1 credit
Provide writing assistance for students in the Online Executive Masters of Public Administration Program in the Voinovich School of Leadership and Public Affairs. As such, topics include finding, evaluating, and organizing content; building and supporting an argument; writing in a professional style appropriate for public administration; and using sources effectively while following APA style. Writing assignments will be tailored to meet the requirements of MPA coursework. The course consists of three modules, with one on-site visit per module and the remaining work to be completed via the online course management system. Student interaction occurs during on-site visits as well as via the online portion of the course.

MPA 5900 Special Topics Workshop: Excel 1 credit
Specific course content will vary with offering.
MPA 5580 Public Sector Program Evaluation 3 credits
*Provides an overview and develops skills in the basic concepts and methods in program evaluation.*

MPA 6010 Research Methods in Leadership and Public Affairs 3 credits
*Introduce students to the basic principles underlying social science research in the context of public affairs.*

MPA 5590 Measuring Outcomes in Public and Non-Profit Organizations 3 credits
*Focuses on the skills needed to develop and implement an outcomes system within a public or nonprofit organization. Methods for determining information needs for monitoring of service delivery and program outcomes will be explored. Evaluation issues will be considered in the context of ethical standards, program effectiveness and efficiency.*

MPA 5860 Public Budgeting 3 credits
*This class examines principles of sound tax policy and politics surrounding revenue decisions. It also examines processes and techniques of governmental spending decisions. The practices and fundamental concepts of government accounting, budgeting, financial management and public finance will also be introduced. Contemporary cases of budget decision-making processes at the national, state and local budget systems will be considered.*

MPA 5850 Policy Analysis for Public Affairs and Leadership 3 credits
*Focused upon key aspects of public policymaking and analysis, and designed to introduce you to ways of systematically thinking about public policies. Because one cannot analyze a policy without understanding the roots of the policy in question, in this course we spend some time understanding the key actors and forces in the policy arena, understanding how to develop an appropriate framework for analysis, and the limitations of each analytical framework.*

MPA 5900 Special Topics Workshop: Grant Writing 1 credit
*Specific course content will vary with offering.*

MPA 5900 Special Topics Workshop: Project Management 1 credit
*Specific course content will vary with offering.*

MPA 5900 Special Topics Workshop: Public Economics 1 credit
*Specific course content will vary with offering.*

MPA 5900 Special Topics Workshop: Crisis Management 1 credit
*Specific course content will vary with offering.*

MPA 5810 Public Private Partnerships 3 credits
*In much of the country, public and private actions develop business and physical infrastructure, provide needed services and contribute to other physical and intellectual attributes that constitute communities. This course examines the intermingling of public and private roles and responsibilities and the potential consequences for the business, social, economic and physical development of communities that reflect the inevitable negotiation of public interest oversight and entrepreneurial risk in cross-sectoral partnerships. This course will function as a public private partnership with faculty and students engaging business and public leaders to build and analyze partnerships for the future.*
MPA 5140 Organization Theory and Politics 3 credits
*Examines how organizations have been described and theorized in public administration.*

MPA 5890 Non-profit Management 3 credits
*An introduction to the non-profit sector and its role in society, the economy, and the delivery of human services. Includes an overview of principle management junctions as each applies to non-profit organizations.*

MPA 6800 Seminar: Public Administration 3 credits
*Seminar content varies; underlying focus is on the creation of public value.*

**THE PORTFOLIO**

To fulfill this requirement, students must complete a portfolio of superior quality and present its contents to a two-person faculty review committee. This committee will evaluate both the portfolio itself and the presentation. OEMPA students may submit the portfolio and use a written or in-person presentation. The two-person faculty committee is selected by the student in consultation with his/her advisor. In the interest of enhancing professional feedback, the student or faculty members may wish to invite a public or nonprofit professional to the portfolio presentation. This is, however, completely optional.

The portfolio is designed to accomplish at least three purposes for the student. First, it demonstrates that students are capable of Master’s level research and writing. Second, it indicates mastery of important professional skills (e.g., quantitative analysis or strategic management). Third, the portfolio demonstrates a student’s professional growth and development over the span of the MPA program. Below is a general overview of what is to be included in the portfolio. (*See Appendix IV for a detailed description of the portfolio process with deadlines*).

**Portfolio Contents**

1. Preface
   This is a personal reflection on academic and professional growth over the course of the program.

2. Resume and Professional Statement
   To be developed in Introduction to Public Administration.

3. Quantitative Analysis or Research Proposal.
   This paper may be selected from papers or course work prepared for Research Methods I or II, Public Budgeting, Financial Management, or Program Evaluation

4. Two Research, Analytical, Policy, or Problem Solving Papers
   These papers may be selected from **ANY** paper prepared for a core competency or elective course.

5. Case Study Analysis
   The case study analysis will be prepared in the Public Administration Seminar.

   *It is important to note that students are required to submit the original assignment as well as a fully edited and polished version of any paper included in the portfolio. The edited version should incorporate feedback and comments from faculty.*

The portfolio’s contents should be assembled during the student’s program in close consultation with the student’s advisor, as well as the individual faculty members for whom the work was done originally.
**Graduation Requirements**

Students must maintain a minimum cumulative 3.0 GPA during their course of study. Those who fall below this will be placed on probation and, if they do not attain a 3.0 GPA by the end of the following semester, are subject to being dropped from the program. A minimum cumulative GPA of 3.0 in the OEMPA program is required to graduate.

In summary, graduate requirements include:
1. 36 credit hours of graduate course work
2. Completion of all core competencies and elective requirements
3. A minimum 3.0 GPA
4. Completion of a portfolio

Graduation is not automatic. To graduate, all students must apply online (http://www.ohio.edu/registrar/gradapp.cfm) or at Registrar Services, Chubb Hall. The application must be submitted no later than the published graduation deadline for the semester in which graduation is planned. More information about graduation is available at: http://www.ohio.edu/registrar/grad.cfm
CODE OF ETHICAL/PROFESSIONAL STANDARDS AND CONDUCT

The OEMPA program at Ohio University prepares students to take positions of responsibility and leadership within their communities and professions. The program often requires supervised off-campus applied work experience in which students are expected to conduct themselves as professionals-in-training. Knowledge of the theories and methodologies of a profession and their application to professional practice are major components of graduate study. In addition to academic accomplishments, which are evidenced in a student's grades, graduate students must also demonstrate behavior and communication skills that are consistent with professional standards. The principal elements of professional behavior vary by discipline, but include tact; sensitivity to the needs and interests of clients, colleagues, and supervisors; good judgment; and attention to professional responsibilities. Moreover, student conduct must conform to the codes of ethics established by the particular professional associations that certify practitioners and govern their professional behavior. The principal elements of required communication skills include, but are not limited to written, oral, and signed communication. Ohio University students are expected to adhere to these standards. Behavior in violation of academic as well as ethical or professional standards of the field and/or Ohio University constitutes grounds for disciplinary action.

The School’s expectations regarding professional conduct include, but are not limited to:

- Significant academic progress toward degree attainment
- Adherence to all policies and procedures, professional behavior, and attitude
- Exemplary interpersonal relationships with peers, faculty, staff, and the general public
- The ability to work effectively as part of the academic community and/or project team

Voinovich School Committee on Student Progress

The Voinovich School’s Committee on Student Progress (VSCSP) is responsible for monitoring and evaluating student academic and professional progress. The VSCSP, composed of faculty and senior administrative staff members, advises the School’s director on matters of student conduct, remediation, retention, dismissal and other issues related to student academic and professional progress.

At the end of each semester, the VSCSP reviews the academic progress and professional conduct of each student. The VSCSP is responsible for reviewing programs of remediation proposed by course faculty, project leaders, internship directors, or thesis advisors for those students who have not successfully met acceptable academic standards. In addition, the VSCSP considers and recommends appropriate action in cases involving professional misconduct.

The VSCSP may request a meeting with a student based on (1) concerns about academic or applied work performance; (2) concerns regarding appropriate professional behavior; (3) concerns from project leaders or internship directors; and (4) the need for additional information on which to make decisions about a student’s academic progress.
A student may request a meeting with the VSCSP to express concerns related to academic or applied experiences. A student seeking a meeting with the VSCSP must direct this request to the appropriate program director and include, in writing, the reason(s) for the meeting and any attempts to resolve the problem(s). Specifically, the student should address, but not be limited to, the following questions:

- When did the problem(s) begin?
- Is it the first time for the problem(s)?
- Did the student seek help? If so from whom?
- What could have been done to prevent the problem(s)?
- What solutions does the student propose to address the problem(s)?
- Any available professional documentation of the problem(s) should be provided.

Students may appeal a decision on which an action was taken. All appeals must be delivered in writing to the Director of Academic Affairs who will advise the student that the appeal along with the VSCSP’s recommendation will be forwarded to the School director and the director’s decision will be made available to the student, generally within ten (10) working days.
Appendices

Copies of all forms in this section or any other needed academic forms can be obtained by contacting the Voinovich School’s Office of Student Success. Cheryl Hanzel 740-593-9358 hanzel@ohio.edu or Joe Wakeman 740-593-2133 wakemanj@ohio.edu are ready to help you.
Guidelines for Working with Faculty and Staff

Whether you are completing a special project, writing a thesis, or preparing your portfolio, there are certain basic elements of a strong student-faculty or student-staff mentoring relationship. In addition to teaching and advising requirements expected of all faculty at Ohio University, members of the faculty are also expected to:

1. Engage in ongoing research (which could involve extensive travel or substantial time away from the office),
2. Write extensively (including submissions of journal articles, books, book chapters, practitioner-oriented literature, manuals, etc.), and
3. Provide service to the university and the community (this could mean serving on committees and attending meetings both at the university and in the community).

Students must recognize and plan accordingly for the fact that each faculty or staff member that they work with is balancing multiple time-intensive expectations.

Tips for demonstrating your consideration:

1. Even if unspecified in the initial discussion, leave ample time for faculty and staff to review and comment on drafts of your work. Unless specified otherwise by the project scope or faculty member, you should leave approximately two weeks for review of all written materials.

2. For the portfolio examination and/or thesis defense, identify potential members of your committee as early as possible. Contact them as soon as you have determined you would like them to serve so that you can ascertain their level of interest in serving on your committee.

3. When scheduling your portfolio examination or thesis defense, give at least two weeks lead time. That is, don’t contact your committee members on a Friday to ask them if you can schedule your comprehensive exams or grant proposal presentation the following week. Give them ample time to consider other appointments they may have, including office hours.

4. Do not wait until the end of the semester to initiate conversations about projects, portfolios, or thesis defense. The end of the semester is a busy time for students; it is an equally busy time for members of the faculty and staff. It is unreasonable to expect a member of your committee to cancel standing commitments so that he or she might respond immediately to your requests.
The MPA Portfolio Examination

The portfolio examination is the final capstone experience. Faculty will ask questions drawn from the work assembled for the portfolio and from the student’s presentation of the portfolio contents.

**Presentation:**
The portfolio should begin with a 5-6 page introduction (double spaced) where you reflect on your academic/professional growth and development over the course of the program. Points upon which you should reflect:

1. What does the work compiled in your portfolio say about you and what you learned over the course of the program?
2. Drawing on the portfolio’s contents, discuss the disciplinary knowledge you have gained about public administration, public policy, and politics during the course of your program.
3. Discuss any consistent themes, values, ideas, or concerns your portfolio develops or represents.
4. How will this knowledge be used by you in a professional setting?
5. How has the MPA program come to shape your understanding of public service and administration?

**Portfolio Contents:**
In addition to the preface described above, the portfolio should include the following:

1. **Resume and Professional Statement**
   To be developed in Introduction to Public Administration.

2. **Quantitative Analysis or Research Proposal**
   This paper may be selected from papers or course work prepared for Research Methods I or II, Public Budgeting, Financial Management, or Program Evaluation. Include the original and revised copies.

3. **Two Research, Analytical, Policy, or Problem Solving Papers**
   These papers may be selected from ANY paper prepared for a core competency or elective course. Include the original and revised copies.

4. **Case Study Analysis**
   The case study analysis will be prepared in the Public Administration Seminar. Include the original and revised copies.

**Portfolio Preparation:**

1. All papers should be fully edited with all mistakes, typos, errors, etc. corrected. The papers should be revised and polished in light of the professor’s original comments.
2. Provide the original assignment together with the edited version. If you need an original assignment scanned for inclusion in the portfolio, you can complete a copy request form from Dr. Jolley. A scanned version of your paper will be emailed to you.
3. Feel free to add an addendum to a paper if you want to make additions, add explanations etc. since the time the paper was originally written.
4. The student must contact the MPA director no later than Week 11 of the semester to verify committee selection as well as for pre-approval of the portfolio contents.
5. The portfolio should be distributed to the committee and to MPA@ohio.edu at least ten days in advance of the exam. All portfolio defenses must be completed before final exam week of the semester the student is expecting to graduate.
6. After the examination is completed, all changes and corrections suggested by faculty members should be made within seven days. After the exam, original graded assignments can be removed so that students can use the portfolio for professional development purposes.
APPENDIX III

OTHER ADMINISTRATIVE FORMS
CHANGE OF ADDRESS

Change of Address Form

Student Name: _______________________________  PID #: ______________________

Old Address: ______________________________________

(Street Address)

______________________________

(City, State, Zip)

New Address: ______________________________________

(Street Address)

______________________________

(City, State, Zip)

(State)

(Zip)

Date Submitted: ________________________________

Effective Date: ________________________________