Master of Public Administration Degree
Fall 2014 Program Requirements

Department of Political Science
Kansas State University

Student Guide
Revised August, 2014

Nationally Accredited
2004-2018 by
Network of Schools of Public
Policy, Affairs and Administration (NASPAA)

244 Waters Hall
Manhattan, KS 66506
(785) 532-6842
polsci@ksu.edu
http://www.ksu.edu/polsci
THE MASTER OF PUBLIC ADMINISTRATION

Mission: The Master of Public Administration (MPA) degree at Kansas State University prepares both mid and pre-career students to serve the public interest and establish themselves as civic leaders. The program emphasizes a theoretically informed and research driven skills based approach to learning designed to insure that our students develop specific competencies which prepare them for the challenges of work in the public and non-profit sectors immediately upon graduation. Our faculty’s approach to education begins with a broad exposure to policy systems, political environments, administrative principals and research methods. Additionally, our students are required to think critically, apply knowledge and seek practical solutions to real world problems. Our low faculty to student ratio contributes to a student-centered learning environment in which we are able to instill in our students the ethics of public service and professional management that are critical to the diverse and changing modern workplace.

The MPA degree program is a flexible professional degree designed for those who wish to hold administrative positions in a wide range of administrative environments in the public sector. Graduates are trained for employment with government agencies at the federal, state, or local level, and with regional or sub-state organizations. Opportunities are also available for graduates of the program with nonprofit organizations, public interest groups or commissions, private corporations that work with government agencies, and international organizations.

The MPA program serves both pre and mid-career students. Pre-career students without prior administrative experience have enjoyed great success in obtaining both valuable internships while pursuing their degree, and challenging employment upon graduation. For in-service students the program has been valuable in their present administrative positions as well as in career advancement.

It is especially attractive to mid-career students by virtue of our on line and evening offerings. Through careful scheduling, all of our core courses and many of our elective courses may be completed in the evening or on line.

The K-State MPA program is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA).
DEGREE REQUIREMENTS

The MPA degree requires 39 credit hours for mid-career students and 40 credit hours for pre-career students, distributed as summarized below.

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>24 credit hours</th>
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</thead>
<tbody>
<tr>
<td>Electives</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>Area of Emphasis</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Internship</td>
<td>1 semester hour [pre-career students only]</td>
</tr>
<tr>
<td>Total</td>
<td>40 semester hours [39 for mid-career students]</td>
</tr>
</tbody>
</table>

The program usually takes five semesters of full-time study to complete. Students studying part time are strongly advised to complete the program in six years.

All core and elective courses, and most area of emphasis courses, are taught on a regular basis – once per academic year or every other academic year. At any time students can obtain a projection of courses to be offered over the course of their program of study.

Core Courses (24 credit hours): The core curriculum is composed of eight required courses which focus upon subject matter that any administrator needs to master and use. Students are advised to take all core courses except POLSC 831 early in their degree programs. Please note that they are only offered once per academic year. See Appendix B for more detailed course descriptions.

- POLSC 700: Research Methods in Political Science
- POLSC 702: Public Administration and Society
- POLSC 708: Public Personnel Administration
- POLSC 738: Public Finance
- POLSC 710: Policy Analysis and Evaluation
- POLSC 735: Public Organization Theory
- POLSC 737: Public Budgeting
- POLSC 831: Capstone Seminar in Public Administration

- Fall Semester
- Fall Semester
- Fall Semester
- Fall Semester
- Spring Semester
- Spring Semester
- Spring Semester
- Spring Semester
Public Administration Elective Courses (9 credit hours): These courses deal with specialized
skills sets needed by 21st century administrators. Choose any three of the following six courses:

- POLSC 607: Administrative Law
- POLSC 610: Local Government Law
- POLSC 711: Administrative Ethics
- POLSC 736: Pro-seminar: Strategic Management of Public Organizations
- POLSC 740: Nonprofit Financial Management
- POLSC 799: Pro-seminar: Executive Leadership Problems

The Area of Emphasis (6 credit hours): Each student must develop a particular emphasis.
Detailed below are the areas of emphasis which we highly recommend to our students.
Students wishing to propose other emphases may do so with the advice and consent of the
director of graduate studies.

- Public Budgeting and Finance
  - MANGT 596: Business, Government & Society
  - POLSC 610: Local Government Law
  - ECON 633: Public Finance
  - POLSC 739: Intergovernmental Relations
  - POLSC 740: Non-Profit Financial Management

- Planning
  - PLAN 720: Infrastructure Plan Implementation
  - PLAN 730: Planning Administration
  - PLAN 815: Planning Theory, Ethics and Practice
  - POLSC 618: Urban Politics

- Security Studies
  - POLSC 812: Fundamentals of Security
  - POLSC 813: International Security
  - POLSC 814: Transnational Security

- State and Local Government
  - POLSC 618: Urban Politics
  - POLSC 620: State and Local Government
  - POLSC 739: Intergovernmental Relations
  - POLSC 799: Pro-seminar: Executive Leadership Problems
Internship (1 credit hour)

- **Pre-career students** are required to complete an internship (POLSC 897). This entails serving in a full-time administrative position for a period of at least 10 weeks (400 hours) in the public sector, or in a nonprofit agency. Internship positions are coordinated by the director of graduate studies. Ideally the internship should occur after the second semester of full time coursework. All internships are competitive in nature and are available on a regular basis with state, county, and local governments. A student’s progress in the internship is monitored by the student’s immediate supervisor and by the director of graduate studies. In addition to performance evaluations, satisfactory completion of the internship involves an internship paper which is prepared in conjunction with the requirements for POLSC 831. Please note that the internship should not be done until most of the core courses are completed.

- **Mid-career students** with significant employment experience may have the internship requirement waived. Students who wish an internship waiver should submit a request to the director of graduate studies in writing, during their first year of study.

**Comprehensive Examination:** Students are required to complete successfully a written comprehensive examination. See Appendix D for a detailed discussion of this examination.

**Residency and Other Requirements:** MPA students should observe the following general course hour guidelines.

- A minimum of 18 hours of courses in residence.
- A minimum of 18 hours of courses in the Department of Political Science [designated "POLSC"].
- A minimum of 18 hours of courses numbered 700 or above.
- A maximum of three hours of "non-class" seminars or courses (e.g., readings, problems, internships).
- In unusual situations, courses numbered below 600 can be applied to the MPA degree but these cannot be courses in political science and the maximum number of these course hours is six.
- Students must be enrolled for a minimum of one credit hour the semester they expect to receive their degrees.
STUDENT ADVISORY COMMITTEE

Upon completing nine hours of course work students should meet with their advisor and identify a major professor and supervisory committee. This committee shall be composed of at least three members. Typically there are at least two public administration faculty on the committee.

PROGRAM OF STUDY

Each student must file a Program of Study upon the completion of nine hours of coursework. This document formalizes the membership of the student’s supervisory committee and summarizes the course work completed and projected. The Program of Study form is available under the “Form Finder” link on the Graduate School’s web site [www.k-state.edu/grad/]. It should be completed in consultation with the student’s supervisory committee. See Appendix C for an example.

ADVISING FOR MPA STUDENTS

Upon admission to the MPA Program students will be assigned to a MPA faculty advisor for the purpose of course enrollment. Presently these advisors include Dr. Heidbreder, Dr. Bernick and Dr. Franke. During the pre-registration process in subsequent semesters students should again meet with their advisor to determine courses for the upcoming semester.

Students who plan to graduate during a particular semester should obtain a Graduation Schedule and file a Graduation Check Sheet from the Graduate School, Fairchild Hall. The schedule announces all the important dates and deadlines which a student needs to know for graduation, and the check sheet will instruct the Graduate School to confirm the student’s degree status.

MPA STUDENT ORGANIZATION

There is an active MPA student organization within the Department of Political Science. Participation in this organization is an excellent way of meeting other graduate students and keeping up-to-date with departmental news and events. In general, this organization is expected to foster professionalism among students.

KANSAS ASPA

The American Society for Public Administration (ASPA) is the professional association of public administrators. This organization has a Chapter in our area. Occasional meetings consist of a
dinner and a presentation by a prominent administrator. Graduate students are encouraged to join this association and to attend the meetings.

PI ALPHA ALPHA

There is also a chapter of Pi Alpha Alpha, the Public Administration honor society, which each year will induct eligible students (3.7 or over GPA in the core courses) into this national organization. Interested students should contact the director of graduate studies.

FINANCIAL ASSISTANCE

The department provides, on a competitive basis, two types of financial assistance. First, graduate assistantships are available. These involve funding in exchange for supporting the research, teaching and administration of our department faculty.

Second, several scholarships are targeted for MPA students. These included the John Carlin Scholarship in Public Administration which is awarded to an MPA student who demonstrates outstanding potential as a public administrator. This prestigious award is made available through the generosity of former state of Kansas Governor John Carlin. Also awarded to an outstanding student on an annual basis is the Tummala Fellowship which is endowed by the MPA Programs long time former director.

Those who wish to be considered for either type of financial assistance should submit an application for graduate financial assistance along with a cover letter by March 15. See Appendix E for details.

POLICY ON COMPETENCY REVALIDATION

If a student’s program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, a plan to revalidate those courses must be prepared by the director of graduate studies in consultation with the Graduate School.

RECEIPT OF DEGREE

Students are reminded that they must complete their internships, reports, and related course requirements before they are eligible to receive their degrees. Also, students must be enrolled for a minimum of one credit hour the semester they expect to receive their degrees.
Students who plan to graduate during a particular semester should obtain a Graduation Schedule and file a Graduation Check Sheet from the Graduate School, Fairchild Hall. The schedule announces all the important dates and deadlines which a student needs to know for graduation, and the check sheet will instruct the Graduate School to confirm the student's degree status.

STUDENT RESPONSIBILITY

According to the Kansas State University Graduate School, graduate students are held responsible for knowing the academic policies and degree requirements set forth in the Bulletin (General Catalog). They are likewise held responsible for knowing the regulations concerning the degree they plan to take and any special requirements within the department or academic unit. In addition, it is the student's responsibility to be informed regarding the University's policies as to the standard of work required for continued enrollment in the Graduate School. The Graduate Office should be consulted if additional information is needed.

PLACEMENT

K-State's Placement Center is available for helping students in their job search. The MPA program maintains contacts with several government agencies and is often asked by potential employers to bring job openings to the attention of recent MPA graduates. Internships also serve as a vehicle for placement as often interns are retained as permanent employees. The director of graduate studies and the student's graduate advisory committee will work closely with MPA graduates to help locate public sector employment opportunities.

HOW TO APPLY FOR ADMISSION

To be eligible for admission, a student must have a Bachelor's degree with a minimum of 3.0 GPA (on a four point scale). Others with at least a 2.7 GPA may be admitted on probation if a compelling case can be made as to the student's aptitude for professional study.

Application is made electronically via the Graduate School's website [http://www.k-state.edu/grad/admissions/application-process/]. In addition to an application fee, you will be prompted to supply the following supporting materials:

- Undergraduate transcripts from all undergraduate institutions.
- Statement of your career objectives relative to pursuing the MPA degree.
- Three letters of recommendation particular to this application.
International students also will be asked to provide:

- An affidavit of financial support
- An English language proficiency score including
  - TOEFL [paper based]: Minimum 550, below 600 local proficiency test required. Minimum part score of 55 on reading or listening sections. Must also include a TWE [Test of Written English] score of 5 or higher.
  - TOEFL [internet based]: Minimum total score of 79 with no part score below 20 on the reading, listening and writing sections.
  - IELTS: Minimum total score of 6.5 with part scores of 6.5 or higher on the reading, listening and writing sections.
  - PTE: Minimum total score of 58 with part score of 55 or higher.

FOR ADDITIONAL INFORMATION PLEASE CONTACT

Dr. Jim Franke  
Director of Graduate Studies  
KSU Department of Political Science  
244 Waters Hall  
Manhattan, KS 66506  
Tel: (785)532-6842  
Fax: (785)532-2339  
polsci@ksu.edu
Appendix A

MPA Faculty

Ethan Bernick, Ph.D., Florida State University. Policy analysis and evaluation.

John Carlin, Visiting Professor & Executive in Residence, B.S., Kansas State University Kansas Politics, Public Administration.

John Fliter, Ph.D. University of Maryland. Public Law, Administrative Law, Constitutional Law, Criminal Justice.

James L. Franke, Ph.D., Northern Illinois University. Research Methodology (Director of Graduate Studies)

Brianne Heldbreder, Ph.D., University of Wisconsin, Milwaukee. Public Administration, State and Local Politics.

Josephine Schafer, Ph.D., University of Nevada at Las Vegas. Public budgeting and financial management, organization theory.

Zhiwei Zhang, Ph.D., University of Kentucky. Public finance and budgeting, public procurement and public private partnerships, donors’ philanthropic behavior, and nonprofit finance and management.
Appendix B

Public Administration Courses

Public Administration Core Courses

- **POLSC 700, Research Methods in Political Science**: Principles of scientific inquiry, research design, and the measurement and analysis of social phenomena will be covered.

- **POLSC 702, Public Administration and Society**: An introduction to the discipline and profession of public administration, which may include the cultural, constitutional, institutional, organizational, and ethical context of public administration. Students are also exposed to central issues facing public administrators, using the related perspectives of management, politics, and law.

- **POLSC 708, Public Personnel Administration**: The policy aspects of public personnel administration at all levels of government are examined. Specific attention is given to personnel issues unique to the public sector such as rights of public employees, civil service systems, and public service ethics in a democratic society.

- **POLSC 710, Policy Analysis and Evaluation**: Focus is upon the relationship between public policy and the distribution of values, goods, and services in society. Students analyze and evaluate policies in an area of their choice.

- **POLSC 735, Public Organization Theory**: Theories concerning the structure and mission of public organizations and the role of administrative leadership in applying theory to solve organizational problems will be examined.

- **POLSC 737, Public Budgeting**: Budgeting, as a fiscal management tool, is examined within the context of political decision making process. Several budgetary techniques such as Line-item, Performance Budgeting, PPBS, and Z-B 8 will also be studied.

- **POLSC 738, Public Finance**: Economics of the public sector, addressing the fundamental issue of the appropriate role of government activity in a market economy. Course also addressed the behavioral consequences of government policy and model construction to explain real world government policymaking.
• **POLSC 831, Public Administration Capstone:** Students integrate previous classroom learning with practical experience. Topics include the operation of a government agency on a day-to-day basis and the meaning of public service and communication in the public sector.

**Public Administration Elective Courses**

**POLSC 610, Local Government Law:** This course explores the dynamic relationship between states and cities. Major issues may include budget shortfalls, social issues, and sprawl. Focus is upon the legal framework of state and city powers, including the forms of government, state preemption, and home rule theory and practice.

**POLSC 736, Strategic Management of Public Organizations:** Strategic management in the public sector of democratic societies. This course provides a set of tools and research skills to focus thinking, judgment and decision making in order to act strategically.

**POLSC 740, Nonprofit Financial Management:** An introduction to the major issues in nonprofit management. Course highlights include the unique nature of the nonprofit sector with government (public) and business (for-profit) sectors. Issues may include governance roles and responsibilities, ethics and risk management, financial management and resource generation, managing staff and volunteers, performance measurements, and the emerging trends that threaten nonprofits' tax-exempt status.

**POLSC 607, Administrative Law:** Legal analysis of the rule-making, adjudicatory, and enforcement functions of administrative agencies, with emphasis on constitutional framework, judicial review, requirements of procedural fairness, and rights of public employees.

**POLSC 711, Administrative Ethics:** This course focuses upon the ethical issues, approaches, and strategies in public service.

**POLSC 799, Executive Leadership Problems:** Taught by former Kansas Governor John Carlin, out executive in residence, this course focuses upon the practical application of various leadership strategies.
APPENDIX C:

GRADUATE SCHOOL FORMS

Program of Study

Approval to Schedule Final Exam
## Program of Study: Master's

**Name:**

**K-State eID:**

**Student Number (WID):**

**Degree Program:**

<table>
<thead>
<tr>
<th>College</th>
<th>AG</th>
<th>AR</th>
<th>AS</th>
<th>BA</th>
<th>ED</th>
<th>EN</th>
<th>HE</th>
<th>TC</th>
<th>VM</th>
</tr>
</thead>
</table>

**Master's Thesis**

**Master's Report**

**Non Thesis/Report**

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### Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Example: AGRON101</th>
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</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Example: Basic Introduction</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>Example: 3</td>
</tr>
<tr>
<td>Semester Taken</td>
<td>Example: S05</td>
</tr>
</tbody>
</table>

Review instructions on page 2 prior to completing.

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Total KSU credits ____

**Transfer Credit(s)** - Indicate where/when transfer courses and/or degree work was/will be completed. Official transcript required.

<table>
<thead>
<tr>
<th>TRANSFER WORK</th>
</tr>
</thead>
</table>

Total transfer credits ____
Supervisory Committee
The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)

<table>
<thead>
<tr>
<th>Student</th>
<th>Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor</td>
<td>Dept.</td>
</tr>
<tr>
<td>Supervisory Committee Member</td>
<td>Dept.</td>
</tr>
<tr>
<td>Supervisory Committee Member</td>
<td>Dept.</td>
</tr>
<tr>
<td>Supervisory Committee Member</td>
<td>Dept.</td>
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<tr>
<td>Supervisory Committee Member</td>
<td>Dept.</td>
</tr>
<tr>
<td>Dept Head / Graduate Program Director</td>
<td>Dept.</td>
</tr>
</tbody>
</table>

Signatures

<table>
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<tr>
<th>Student</th>
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<tbody>
<tr>
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<td>Supervisory Committee Member</td>
</tr>
<tr>
<td>Dept Head / Graduate Program Director</td>
</tr>
</tbody>
</table>

Dean of the Graduate School (Signature):

Dean of the Graduate School
Date

Typed copies of the program signed by the student, major professor, committee members, and the department head or group chairperson are forwarded to the Dean of the Graduate School, 103 Fairchild Hall. (Department head or graduate program director signs twice if also a committee member.)

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in Room 203 Fairchild Hall. Information is available at [http://www.k-state.edu/research/comply/](http://www.k-state.edu/research/comply/).

Does your program involve:

- [ ] Yes [ ] No Human Subjects. (Institutional Review Board) IRB# __________
- [ ] Yes [ ] No Radioactive Materials. (Radiation Safety Committee) __________
- [ ] Yes [ ] No Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# ______
- [ ] Yes [ ] No Biohazards including recombinant DNA and infectious Agents (Institutional Biosafety Committee) IBC# ______

INSTRUCTIONS

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study as they appear on the transcript(s). Master's research hours should be listed on one line with the total sum of credits. Do not include course work earned more than six years prior to the semester this program is submitted.

SUBMISSION

Form to be submitted to the Dean of the Graduate School, 103 Fairchild Hall.
A committee member’s signature on this form indicates that the student named above is approved to take a final examination. Information regarding final examinations and graduation is available on the Graduate School website at http://www.k-state.edu/grad/gscurrent/guideforms/index.htm.

Return this form at least two weeks in advance of the examination to 103 Fairchild Hall when the date, time, and place of the final examination have been approved by all committee members. (If preparing a thesis or report, also bring a copy of the abstract and thesis/report title page).

<table>
<thead>
<tr>
<th>Major Advisor (print name)</th>
<th>K-State Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Committee Member (print name)</td>
<td>K-State Email</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisory Committee Member (print name)</td>
<td>K-State Email</td>
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<td>Date</td>
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<tr>
<td>Supervisory Committee Member (print name)</td>
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<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisory Committee Member (print name)</td>
<td>K-State Email</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Upon receipt of the “Approval to Schedule Final Examination” form, your records will be checked to see if all requirements have been met so that you may receive your degree this semester. The Graduate School will send a message to your email address either that your materials are in order or that you have specific problems that must be resolved prior to graduation. If you do not have access to email, please indicate a postal address for sending a letter.
Appendix D

Comprehensive Examinations

All Master of Public Administration degree candidates must successfully complete a written comprehensive examination. The responsibility for initiating the process rests with the student in consultation with his/her advisory committee. This exam is normally taken late in the student’s final semester.

Request to take the comprehensive exam: Each semester the director of graduate studies will post dates associated with the examination process. The first of these will require students taking the exam to state their intention in writing to the director of graduate studies.

Preparation for the Examination

• Meeting with the MPA Faculty: At about the mid-point in the semester, students taking the exam will meet with the entire MPA faculty to discuss the process and the expectations. To ensure that the committee and the candidate are on the same page at the completion of this meeting the candidate should communicate his/her understanding of the issues addressed at the meeting in written form to the director of graduate studies.

• Approval to Schedule Final Examination Form: In order to schedule the examination with the Graduate School, an “Approval to Schedule Final Examination” form [see Appendix C] must be obtained from and returned to the Graduate School. The form is available under the “Form Finder” link on the Graduate School’s web site [www.kktate.edu/grad/]. All members of the student’s graduate supervisory committee must sign this form.

• Review Questions: Three weeks before the exam review questions will be distributed. The core course review questions will be divided into five sections reflecting our core areas of public administration – research methods, policy analysis, public personnel management, organization and public administration theory, public budgeting and finance. Each section will contain two or three review questions. They will be prepared by the MPA faculty member responsible for each core course.

• Review Questions and Exam Questions: The questions appearing on the actual exams will be taken directly from these review questions.
• Consultation with Individual Faculty: Typically the student will follow-up individually and in detail with each member of the MPA faculty who is responsible for any of the core course questions.

The Core Course Comprehensive Examination: The core course comprehensive examination is typically divided into five sections corresponding to the core public administration areas addressed in our program. A response will be required to one question, taken directly from the review questions, in each of the sections for a total of five questions.

Students will have 48 hours to complete the exam and to submit it electronically. Students will be required to sign an affidavit attesting to the fact that the work on the actual exam is theirs only.

• Organization and public administration theory/issues: The question in this section will deal with material covered in Public Administration and Society [POLSC 702] and Public Organization Theory [POLSC 735]
• Research Methods: The question in this section will deal with material covered in Research Methods [POLSC 700].
• Policy Analysis: The question in this section will deal with material covered in Policy Analysis and Evaluation [POLSC 710]
• Public Personnel Management: The question in this section will deal with material covered in Public Personnel Administration [POLSC 708]
• Public Budgeting and Finance: The question in this section will deal with material covered in Public Budgeting [POLSC 737] and in Public Finance [POLSC 738]

Grading the Examination: The core course exam will be evaluated anonymously by the entire MPA faculty. Each question will be graded as “fail”, “pass” or “pass with distinction”. If a student fails one question, an immediate retake of the question area failed is allowed. This retake can involve either another take home exercise or an oral examination. If the student fails more than one question, the student fails the entire exam, must retake the exam, and the Graduate School’s rules for retakes come into play. Specifically, the Graduate School allows only one retake. The student must wait at least two months but no more than fifteen months to take the retake. According to the rules established by the Graduate School, a third examination is not permitted.

Notifying the Student: Students shall receive evaluation of their performance via email with a letter to follow within two weeks after the examination
Appendix E

Financial Assistance

The Department of Political Science has two types of financial assistance available to support graduate study including graduate assistantships and graduate scholarships or fellowships. The application deadline for all department financial assistance is March 15.

Graduate Assistantships

Types of Assistantships: The Department of Political Science provides financial aid to students in the form of a graduate assistantship on a competitive basis in exchange for assistance to faculty with their teaching, or research, or both.

Selection Criteria: Awards reflect the following criteria:
- Academic performance, promise, and intellectual ability.
- Past performance as a departmental assistant, if applicable.
- Teaching and research needs of the department faculty.
- Financial need.

Conditions of Assistantship: Graduate assistants must enroll in a minimum of six credit hours per semester and make reasonable degree progress as reflected by at least a 3.0 GPA. During the period of appointment assistants may not hold another paid full time position of any kind. The department reserves the right to withdraw support at any time if academic performance falls below the 3.0 GPA or if the job performance is not satisfactory.

Amount of Assistance: Graduate assistantships involve a stipend, a tuition waiver for up to 10 credit hours per semester and fee reductions. The amount of the stipend changes from year-to-year and may be obtained by contacting the director of graduate studies.

Duties: Graduate assistants are required to work a maximum of 20 hours per week in support of the research, teaching, and administration of departmental faculty and staff. Both faculty and graduate assistants are responsible for documenting the hours worked.

Supervision: Each assistant is assigned to one or two faculty members, depending on the department's needs and the student's preference. Graduate assistants may be asked to help any other member of the department faculty, subject to clearance with the student's principal adviser.
Renewal of Assistantship: The assistantship is awarded for one academic year, assuming all conditions are met. A reapplication is required for each additional year of support.

Graduate Scholarships

The Department of Political Science also offers a number of scholarships. These vary in terms of the amount of assistance and the exact requirements of each. Those specifically targeted for MPA students are the John Carlin Scholarship in Public Administration and the Tummala Fellowship.

How to Apply

Besides the materials discussed above for admission to the MPA Program, applicants should submit the following to the director of graduate studies:
- One copy of an application form which is available on the department’s web site.
- A formal covering letter of application. This letter may also be used to expand on items in the application form.

Award Announcement

All applicants will be notified of the department's decisions, and award recipients will be asked to acknowledge acceptance formally. Awards are announced on or about April 15. Ordinarily, there are no summer term graduate assistantships.