

**Kentucky State University
School of Public Administration
Frankfort, Kentucky**

**Master of Public Administration
Student Handbook**

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Attention continuing students. Several important changes have been made to this *Handbook*. Even if you read a prior version, please review the new narrative.

Master of Public Administration (MPA) Program Mission Statement

The Master of Public Administration (MPA) program at Kentucky State University prepares and inspires individuals to meet the call of public service in leadership and management. The M.P.A. program thus implements a vital part of the University’s mission in accordance with the educational philosophy of the Network of Schools of Public Policy, Affairs and Administration (NASPAA). The program fosters commitment to public service, and provides knowledge and skills of value to public and non-profit sector professionals confronting dynamic work environments. Students can choose from a balanced inventory of conceptual, quantitative, and professional courses to solve complex problems within human resource management, nonprofit management, international development, and management information systems.

As Kentucky’s only public historically black college or university (HBCU), the MPA program is dedicated to advancing diversity and to promoting social equity. Kentucky State University is strategically located in the capital city of Frankfort, KY and embraces its close proximity to numerous types of government agencies and nonprofit organizations. With the university’s location, the program has the distinct advantage of serving local, state, national, and international communities by preparing students today for real-life leadership tomorrow.

Kentucky State University’s Mission Statement

“Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.”

This Handbook provides information to the current or prospective graduate student of Kentucky State University concerning programs and services available at the time it was published. It offers as accurate as possible a presentation of the kinds of offerings the student may expect to find in the Public Administration program. However, curricula, courses, degree requirements, fees, and policies are subject to constant review. Specific details may vary from the statements printed here without further notice. Students always should consult their advisor.

It is the policy of Kentucky State University not to discriminate against any individual in its educational program, activities, or employment on the basis of race, color, national origin, sex, handicapped status, veteran status, age, religion, or marital status.

Kentucky State University is an Equal Opportunity/Affirmative Action Institution.

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Message from the Chairperson

I bring you warm greetings and congratulations for choosing Kentucky State University's Master of Public Administration (MPA) program for your graduate studies. The faculty and staff recognizes that students are preparing for life and leadership in the Twenty-first Century, and must meet the challenges of a changing world, be intellectually equipped for life-long learning, and prepared for specific careers. Kentucky State University's MPA program provides this breadth of education through a comprehensive curriculum with a strong foundation in the theory and application of public administration. These foundations are augmented by a rigorous program in which students may choose a concentration in Human Resource Management, Non-Profit Management, International Administration, or Management Information Systems. The MPA Program is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA).

The MPA Program provides this handbook concerning rules, regulations and program requirements. I invite you to join in our spirit of exploration and excitement. Should you have any questions about your program, we, the faculty and staff in the program, are always willing to help. I am always available to you to discuss any issues relating to your professional education in the MPA program.

Welcome aboard!

Sincerely,

Elgie McFayden, Ph.D.
Chairperson/Professor of
Public Administration

Master of Public Administration (MPA) Overview

The Kentucky General Assembly authorized the establishment of the Commonwealth's first School of Public Administration at Kentucky State University on January 1, 1973. Located in the capitol city of Frankfort, the Public Administration program is designated to fulfill the mission of providing educational training, and applied research services to state government. The Program attracts individuals from diverse social and economic backgrounds.

The program is both theoretical and pragmatic. Interdisciplinary training in four concentration areas focus on developing management and technical skills at the graduate level. The four concentration areas are Human Resource Management (HRM), Non-Profit Management (NPM), International Administration and Development (IAD) and Management Information Systems (MIS).

The Public Administration program is recognized for its diverse, interdisciplinary faculty. The faculty works together with students to study the relevant issues facing our society and to develop techniques for addressing these issues.

Program Administration

The Master of Public Administration program at Kentucky State University is located on the 2nd Floor of Hathaway Hall. Currently, full-time faculty members, a few adjunct faculty members, and the Chairperson constitute the teaching faculty of the program. Sometimes the program responds to student demand for specialized offerings by asking public service professionals with advanced degrees to teach MPA courses as adjunct faculty members.

The Assistant to the Chairperson constitutes the staff component of the program. Occasionally there are graduate assistants assigned to faculty members to provide support services for their instructional, research, and administrative activities.

MPA Curriculum

NASPAA Universal Competencies

All courses in the MPA Program are oriented to facilitating the student's achievement of the Universal Competencies for public service professionals as outlined by NASPAA. These include:

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

Course Scheduling

MPA course scheduling depends upon multiple factors such as instructor availability and class enrollments. Information about a particular semester's offerings is presented on the university's class schedule web site. The Public Administration program cannot offer each course every semester, so it tries to schedule classes following predictable patterns. The following observations reflect plans for the immediate future, beginning in Fall, 2017.

MPA students should read the *Graduate Catalogue* and regularly discuss their degree plans with their advisors. The advice presented here supplements rather than replaces those activities. Core & Concentration courses are offered as follows:

Required Core Courses:

Course	Fall Semester	Spring Semester	Summer
PUA 500	X		
PUA 501	X		
PUA 503		X	
PUA 504	X		
PUA 505		X	
PUA 506		X	
PUA 605	X		
PUA 607		X	

Required Concentration Courses:

Course	Fall Semester	Spring Semester	Summer
HRM Concentration			
PUA 612		X	
PUA 614	X		
PUA 691	X		
NPM Concentration			
PUA 606	X		
PUA 645		X	
PUA 648		X	
IAD Concentration			
PUA 633	X		
PUA 634		X	
PUA 635		X	
MIS Concentration	This varies according to the student's experience with MIS. Please consult with your advisor. PUA 505 is a pre-requisite for all MIS courses.		

Other Courses/Electives

PUA 687, Advanced Topics in Public Administration (may be taken twice) is typically offered in the Summer to allow students to advance their studies by taking electives.

PUA 699, Internship is offered each semester - Spring, Summer, and Fall. This is required for students who have limited or no work experience related to the degree. **Students already engaged in full-time professional employment may *not* take this course; the internship requirement is waived for those individuals.** The internship is a *demanding* course which includes both work and academic (classes, paper writing) components.

PUA 689, Directed Study, can enable a student to *independently* “develop an area of expertise not covered by the regular curriculum”. Students competing PUA 689 have written lengthy, high quality papers, often addressing in detail topics to which they had been introduced in other MPA classes. Registration for PUA 689 requires prior approval of both the Chairperson and the faculty member who supervises the work. A detailed study plan must be submitted in writing before registration.

Summer School Scheduling

MPA summer course offerings are limited, and are sometimes canceled due to low enrollments. Summer classes meet twice a week, for six hours per week per course. Summer class assignments progress twice as quickly as they would during a Fall or Spring class, so students should take special care to avoid becoming “overloaded” during this period.

Faculty members are not usually available during the summer to supervise Directed Study (PUA 689) or Thesis (PUA 799). The Chair supervises the Internship (PUA 699) during the summer.

General Information for Graduate Students

The Kentucky State University Graduate Catalog provides guidance to graduate students, including both current and prospective MPA students. The following areas are covered by the Graduate Catalog and are incorporated as part of this *Handbook*:

Admissions	pages 10-18, 62-63
<i>(includes Criteria, Application Procedures, Types of Admission)</i>	
Academic Regulations & Policies	pages 19-31, 63-68
<i>(includes Academic Honesty, Attendance, Registration, Grading, Requirements for Graduation, Course/University Withdrawal, MPA Program Requirements)</i>	
Degree Requirements	pages 32-35
<i>(includes Advising, Program Changes, Academic Bankruptcy, Transfer Credits, Application for Graduation)</i>	
MPA Course Descriptions	pages 110-112

Guidelines for Comprehensive Examination

All MPA degree candidates are required to pass a written comprehensive examination in their final semester at KSU. The comprehensive examination is offered once each Fall and Spring semester.

The Chair of the Department of Public Administration & Social Work will announce the deadline for applications for students who are eligible to appear at the MPA comprehensive examinations. It is the responsibility of the individual student to submit the application for the comprehensive examination to

the Chair's office for processing.

Examination Procedures

The comprehensive examinations (Core and Concentration(s)) are administered on two consecutive Saturdays in the Fall and Spring semesters. The schedule is announced at the beginning of the academic year. The core examination is given on the first Saturday, while the concentration examination is given on the second Saturday.

The core examination is essay in type, consists of five groups, and students are given four hours to complete it.

- Group A: INFORMATION SCIENCE. Questions will reflect material covered in PUA 505.
- Group B: ANALYTICAL TECHNIQUES. Questions will reflect material covered in PUA 501 and 503.
- Group C: PUBLIC ADMINISTRATION AND SOCIETY. Questions will reflect material covered in PUA 500 and 504.
- Group D: HUMAN RESOURCES MANAGEMENT. Questions will reflect material covered in PUA 506.
- Group E: FISCAL RESOURCES. Questions will reflect material covered in PUA 605 and 607.

On the second Saturday, the concentration examination is given. This examination is essay in type and students are allowed four hours to complete it. If the student has more than one concentration area, special arrangements are made to allow the student sufficient time.

The comprehensive reading list is distributed from the MPA Coordinator. The reading list will suggest readings and study topics for core courses and concentration areas. The written examination is graded on a pass-fail basis. A student who fails any part of the examination may retake that particular section(s) **only once**.

Concentration Area(s)

A student is not required to declare a concentration area until the completion of the core requirements. However, students are encouraged to declare the concentration prior to taking any concentration courses. The academic advisor will assist the student in selection of one or more of the concentration areas.

Orientation

The MPA program admits new students such as yourself continually; and students begin their first classes each fall, spring, or summer. Elements of this orientation include, but are not necessarily limited to, the following: (1) assurance that each student possesses written documentation, such as this *Handbook*, concerning the program; (2) an overview presentation concerning the program's core curriculum and concentration areas; (3) an overview of the field's professional association, the American Society for Public Administration <http://www.aspanet.org/>; (4) opportunities for students to ask questions; and (5) written evaluation of the orientation session.

ALUMNI POSITIONS

KSU's MPA alumni have held important managerial positions, such as:

- ☐ Assistant Director, Kentucky Legislative Research Commission
- ☐ Administrative Assistant, Office of the Governor
- ☐ Deputy Secretary, Kentucky Cabinet for Human Resources
- ☐ Executive Director, Volunteers of America
- ☐ Executive Director, Frankfort Housing Authority
- ☐ Claims Representative, Social Security Administration
- ☐ Commissioner of the Kentucky State Police Department

INTERN PLACEMENTS

MPA students serve as interns in a variety of public agencies to fulfill their internship requirement. Examples of administrative intern placements include:

- ☐ Council of State Governments, Lexington
- ☐ Frankfort City Government
- ☐ Frankfort Tourism Commission
- ☐ Kentucky Commission on Women
- ☐ Kentucky Department of Information Systems
- ☐ Kentucky Legislative Research Commission
- ☐ Kentucky State Police Headquarters
- ☐ Personnel Department, Veterans Administration Hospital, Lexington

ALUMNI PLACEMENTS IN Ph.D. PROGRAMS

MPA alumni are enrolled and/or have completed doctoral studies in Political Science, Economics, Public Administration, Management, Criminal Justice, and International Affairs at the following nationally known universities:

- ☐ University of Pittsburgh
- ☐ University of Kentucky
- ☐ Florida State University
- ☐ University of Cincinnati
- ☐ Northern Illinois University
- ☐ University of Louisville
- ☐ Clark-Atlanta University
- ☐ Sullivan University