



TEXAS TECH UNIVERSITY
Master of Public Administration

Graduate Student Handbook



Master of Public Administration

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Introduction

MPA Program Vision Statement:

The Texas Tech University Master of Public Administration Program addresses public service in an integrated manner. We prepare the next generation of public service leaders who administer domestic governmental, public, non-profit, and environmental organizations with professional and disciplinary expertise. We prepare public administrators to: (1) practice skillful and evidence-based public service; (2) conduct and communicate program evaluations and policy analyses that inform the diverse fields within public service; and (3) provide interdisciplinary expertise in the service of academic, professional, and community-based public service organizations.

MPA Program Mission Statement:

The Master of Public Administration Program is designed to provide students with the highest quality education in preparation for careers, or advancement of careers, in public, non-profit, and environmental organizations. The program stresses the acquisition of academic theory and practical skills to foster an ethical and enduring commitment to the public service values of serving the public interest with accountability and transparency; serving professionally with competence, efficiency, and objectivity; acting ethically to uphold the public trust; and demonstrating respect, equity, and fairness in dealings with the public and fellow workers.

The program provides students with a public service perspective to:

- Lead and manage organizations
- Understand and contribute to public policy
- Critically analyze policies, programs, problems, and issues and make pertinent recommendations
- Communicate effectively in oral and written discourse with a diverse and changing workforce and public

Affiliate Programs

The Master of Public Administration Program (MPA) is housed in the Department of Political Science. The Center for Public Service (CPS) is also within the Department of Political Science and collaborates with the MPA program through its educational and research activities. The CPS offers opportunities for current graduate students majoring in public administration to assist in research projects and to exercise what they have learned from their program.

NASPAA Accreditation

The Master of Public Administration Program (MPA) is fully accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). Recognized for its rigor and quality, the Texas Tech University MPA Program is especially proud of its strong professional placement record that is aided by its diverse, loyal, and active student organizations and alumni network.

MPA Program Student Learning Outcomes (SLOs)

As part of the MPA program's NASPAA accreditation, the program is required to assess student learning across various knowledge, skills, and abilities identified by the MPA Advisory Board

and MPA faculty. Student learning of these SLOs are assessed in the MPA degree portfolio and in relevant MPA core courses. The MPA program has eight SLOs:

SLO 1: Demonstrate that students have enhanced their basic understanding of theories, concepts and practices relevant to public administration and its sub-fields through the MPA coursework.

SLO 2: Demonstrate that students have acquired critical thinking and problem-solving skills in making decisions that are informed by data and/or other evidence-based material.

SLO 3: Demonstrate that students have developed the appropriate skills to be able to administer public programs related to management, human and fiscal resources.

SLO 4: Demonstrate that students improved their capability to assess their knowledge and experience of ethics and integrity in public service

SLO 5: Reflect on ways to incorporate public service values and professional norms in administering agencies, policies and/or programs.

SLO 6: Demonstrate that students have enhanced their basic understanding of theories, concepts and practices relevant to the policymaking and implementation process.

SLO 7: Demonstrate a high level of proficiency in clear written communication by presenting succinct, well-organized materials and analysis tailored to the needs of relevant stakeholders and/or a diverse society.

SLO 8: Demonstrate a high level of proficiency in clear oral communication by presenting succinct, well-organized materials and analysis tailored to the needs of relevant stakeholders and/or a diverse society.

MPA Degree and Admissions Policies and Procedures

Master of Public Administration (MPA)

The MPA degree requires a total of 36 hours of coursework. The hours consist of 21 hours or 7 courses which are specified as core curriculum and must be completed by all students. The internship course is 3 credit hours and can be waived for in-service students with substantial public service work experience. If the waiver is granted, the student will be required to take an elective as a substitute course. The remaining courses are 4 electives, or 12 hours. Students are limited to one non-PUAD labeled elective course in their program of study. Students need to fill out a course elective request form along with the proposed course's syllabus to be considered by the MPA director.

* For MPA core course requirements, see p. 6.

The MPA program currently offers three modalities for the MPA degree: Face-to-Face (F2F) in Lubbock, 100% online (mainly synchronous online courses), and hybrid in DFW. Degree requirements are the same for all three modalities.

MPA Admissions Policies and Procedures

The Master of Public Administration Program (MPA) welcomes applicants for both full- and part-time students who desire professional education and training and/or those who are seeking to further their career objectives. Full-time students can complete coursework in 24 months. Part-time students usually take two courses per semester and can complete their coursework at their own pace within a three- or four-year timeframe. To accommodate all MPA students, courses are offered during evening hours from 6:00 - 8:50 p.m.

- Applicants are accepted from a variety of undergraduate degree fields
- Applications are accepted on a rolling basis for fall, spring, and summer semesters in accordance with deadlines for submissions established by the Texas Tech University Graduate School
- International Applicants are recommended by the Graduate School to submit all required documentation by the following deadlines: Fall and Summer semester enrollment, January 15 and Spring semester enrollment, June 15th.
- Standardized tests (GRE, GMAT, etc.) are **not** required, but may be submitted with application materials if candidates believe these scores reflect their academic abilities
- Applicants are strongly encouraged to access and review application procedures and requirements established by the Graduate School and the MPA Program
- Applicants should expect a timely evaluation of application materials and subsequent notification of decision by the MPA Graduate Committee
- **The use of artificial intelligence (AI) in any/all application materials is strictly prohibited. Applicants caught using AI will be automatically denied admissions to the MPA program, and will be reported to the Texas Tech Graduate School.**

Graduate School: www.depts.ttu.edu/gradschool/index.php

MPA Program: www.depts.ttu.edu/politicalscience/mpa/Prospective_Students/Admission.php

JD/MPA Dual Degree

The School of Law and the Graduate School of Texas Tech University offer a joint degree program that allows students to complete the requirements for the MPA and the Juris Doctor (J.D.) Degrees in less than the 5 years that would be required if the two degrees were pursued separately. The joint program reduces the total required hours through a reciprocal arrangement by which elective hours taken in one degree program are accepted by the other degree program. The 12 hours of approved public administration courses are counted as elective credit toward the J.D. degree, and 9 hours of law are counted as credit towards the MPA degree. As a result, students in the joint program take 78 hours of law and 27 hours of public administration to earn both degrees. The degree is designed so that students complete the first year of law school before taking a mix of PUAD and law school courses. Students that are enrolled in the MPA program may begin a joint degree with PUAD courses only if they do not take more than 12 hours prior to matriculating to the law school.*

* For JD/MPA dual degree course requirements, see **Appendix A**.

MPA/JD Dual Degree Admissions Policies and Procedures

Texas Tech University School of Law, Graduate School, and Master of Public Administration Program (MPA) welcome applicants who want to earn both MPA and Juris Doctorate (JD) degrees. As explained above, the JD/MPA dual degree program reduces the total required credit hours through a reciprocal arrangement. To enter the joint program, candidates must first apply to the School of Law and after the first year of law school the student can then apply to MPA Program and the Graduate School. The application process should begin during the second semester of law school and be accepted by both the MPA Program and the Graduate School. As stated above, a student that is enrolled in the MPA Program can consider the JD/MPA dual degree only if they have not taken more than 12 hours prior to matriculating to the law school.

- Applicants are not required to resubmit application materials. Their materials can be retrieved from the TTU Law School by the MPA Graduate Advisor via Extender in the TTU system. Materials include, letters of recommendation, transcripts and LSAT test scores.
- Applicants are required to submit their Graduate School application, MPA Admissions Inquiry Form, resume and statement of purpose.
- Admission to the JD/MPA dual degree program is based on evaluation of required application materials by the MPA Graduate Committee in consultation with the Law School

If interested, please contact the MPA Program Graduate Advisor as well as the Law School Advisor for further information. TTU Law School JD/MPA page is:

<http://www.depts.ttu.edu/law/academics/jdp/jdmpa.php>.

Applications and other admission requirements for the School of Law may be obtained from:

Office of Admissions
School of Law
Texas Tech University
P.O. Box 40004
Lubbock, TX 79409
URL: <http://www.depts.ttu.edu/law/admissions/>

Financial Assistance Policies and Procedures

In addition to student loans, there are three primary sources of financial assistance supported by the Master of Public Administration Program (MPA). These resources are available to all MPA students accepted into the program.

- Teaching Assistantships (TA)
- Graduate Scholarships

Teaching Assistantships (TAs)

Teaching Assistant funding is competitive. TA funding decisions are made by the MPA TA/Scholarship Committee of faculty members. Students receiving TA funding qualify for a

remission of all but a portion of tuition and fees and receive an \$11,000 annual stipend, for two years, pursuant to the student remaining in good academic standing. TA positions require twenty hours of work per week (part-time), usually in one or more sections of POLS 1301 or POLS 2306. TA positions are awarded based upon the number of TAs required and available funding. The MPA program usually supports 12 TAs at any given time. Openings for new TAs vary by semester based upon current TAs graduating and department need. Prospective TAs indicate their interest in being considered for funding in their MPA application. Deadlines for application submission to be considered for a TA position are:

- Oct. 1 for Spring semester consideration
- Apr. 1 for Fall semester consideration

International applicants are strongly encouraged to begin their student visa process/paperwork as soon as possible to better ensure ability to arrive for TA report dates. Due to the high demand for TA positions, we are unable to hold or defer TA positions for future semesters in the event of visa delays or denials.

Graduate Scholarships

Through generous donations from alumni, the MPA program sometimes has graduate scholarships available for students. The TA/Scholarship Committee meets every Spring to award nominated students returning for the Fall semester academic scholarships. Awards typically range from \$500-\$3,000 depending upon funds available

MPA Academic Advising Services

The Master of Public Administration Program (MPA) offers academic advising to all MPA students. The MPA Graduate Advisor is the primary advisor for all MPA students. While they will take classes following the program course sequence policy, students will contact the MPA Graduate Advisor when they have questions about which courses to enroll in and general departmental issues. The MPA Graduate Advisor will also provide general academic support, information on required MPA forms and deadlines and course schedule. The MPA Graduate Advisor can be contacted at 806-834-3729 or era.ibarra@ttu.edu for any other questions they may have. Students are also strongly encouraged to consult regularly with the MPA Graduate Advisor regarding general departmental and program performance as well as degree and graduation requirements.

MPA Students are required to have a *Degree Plan* on file with the MPA Graduate Program two weeks prior to the end of their second semester of coursework.

MPA students are required to submit a signed *MPA Course Substitution Form* for approval of any applicable course substitutions. This policy applies to all MPA students regardless of their degree program (dual degree or otherwise) as well as any MPA elective courses. Approval of course substitutions and any elective courses outside of the Arts & Sciences College are approved by the MPA Director. Failure to submit a signed *Course Substitution Authorization* form or *Course Elective Form* will result in the course credits earned not counting toward fulfillment of MPA Degree requirements.

MPA Core Degree Course Requirements

The Master of Public Administration (MPA) Program requires students to successfully complete a total of 36 hours of coursework while maintaining a 3.0 GPA. To facilitate a rigorous yet professional academic experience, the MPA Program requires that student enrollment in core curriculum courses before electives, where possible. The ordering of enrollment in core curriculum is intended to provide students with a foundation of knowledge from which to build upon as students navigate additionally required coursework. This is particularly important for students achieving the expertise required of a degreed professional public administrator. Courses and their typical semesters offered appear below:

MPA Core Courses:

- PUAD 5319: Research Methods in Public Administration (Fall semesters)
- PUAD 5320: Program Evaluation and Quantitative Analysis (Fall semesters)
- PUAD 5337: Public Organization Theory (Fall semesters)
- PUAD 5340: Public Administration Theory and Practice (Fall semesters)
- PUAD 5344: Public Budgeting** (Spring semesters)
- PUAD 5345: Administrative Ethics and Leadership (Spring semesters)
- PUAD 5352: Public Policy Analysis (Spring semesters)

Internship

- PUAD 5347: Internship in Public Administration (Can be considered after the student's second semester)

MPA Internship Course Policies and Procedures

An MPA Internship is a requirement for the Master of Public Administration (MPA) degree at Texas Tech University. As in all accredited colleges and schools of public affairs and administration, MPA students are required to complete an approved, planned, and supervised internship. Internships are an integral component of professional training in public administration, enabling students to observe and learn from professionals in the field. The internship allows students a significant opportunity to apply theoretical learning in practice toward the achievement of professional goals.

** Internships cannot begin until a student has completed 2 full semesters of coursework and it must be approved by the MPA Director. Students with extenuating circumstances and/or unique opportunities for internship positions may take the internship earlier in their program of study by submitting a request in writing to the MPA Director.*

General Internship Objectives:*

The principal objectives of the internship course are:

- Apply knowledge, techniques, and skills acquired in the classroom
- Provide students with practical experience in an applied public service/administrative setting
- Develop skills in specialized field of study
- Provide students with an opportunity to learn how public administrators function within public service organization

- Allow students to explore a career choice in public administration

* Specific learning outcomes of internship course are provided in **Appendix B**.

Experience has shown that one of the best ways to accomplish the internship objectives is for professional peers and students, with faculty consultation, to define tasks and projects of importance to the organization and of interest to students. This assists students in developing new skills and gaining practical, technical, and administrative competence in selected areas of public service.

MPA students are expected to schedule the internship when best suited to meet his/her needs as well as the needs of the participating organization. Students must plan ahead financially for the internship and consider that they may or may not be able to work full-time. Additionally, while the MPA faculty and administrators strive to assist students with securing a paid internship, oftentimes internships are unpaid.

Internship Course Requirements:

- Placement with a designated organization in governmental, public, non-profit, private-sector, or international organizations with public-service missions
- Submission of a fully executed *Affiliated Organization Agreement* form with the designated organization to the MPA Program Director (one week prior to the start of the internship semester)*
- MPA Program Director approval of the *Internship Proposal and Learning Agreement*
- Submission of signed *Internship Proposal and Learning Agreement* form to the MPA Program Director (one week prior to the start of the internship semester)*
- Submission of *Supervisor Evaluation of Intern* form by internship supervisor to the MPA Program Director upon completion of the internship (two weeks prior to the end of the internship semester)
- Submission of weekly *Activity Logs* and *Final Report* to the MPA Program Director every week during the internship.
- Passing evaluations from the Organizational Supervisor and MPA Program Director

* *When students fail to submit these forms by the deadline (one week prior to the start of their internship semester), they may not be registered for the internship class in the semester.*

Internship Proposal and Learning Agreement:

The Proposal section will include the proposed internship plan, such as the information on the facility/worksites, time period, and anticipated tasks/projects/responsibilities, and the Learning Agreement section will address how the internship course learning outcomes specified in **Appendix B** will be accomplished during the internship.

Activity Log:

All students are required to complete and submit weekly *Activity Logs* along with the final report. The activity log documents dates, hours (*300 hours required*), setting, persons, and subjects used to meet the requirements for the internship which were originally noted in the

Learning Agreement. The student and his/her Organizational Supervisor must sign each weekly activity log verifying hours and activities have been completed.

Final Report:

All students are required to complete a final written report that focuses on interns' experience, practical application of the internship course learning outcomes, and skills gained over the course of the internship. A log of the activities pursued (e.g., dates, hours, setting, persons, and subjects) should accompany the final report.

The final report should summarize the student's internship experience with specific details in the context of how knowledge was gained as well as advanced the student's professional goals and objectives. Students should follow the guidelines established by the MPA Faculty in structuring their report. (See: **Appendix B**)

The student should discuss the expectations of their report carefully with the MPA Program Director. The report length should be sufficient to cover the expected contents carefully. Reports must be at least 15-20 written pages in length, double-spaced (not including title page, charts and graphs, bibliography, and/or appendices).

Internship Grade:

MPA internships are graded Pass/Fail based upon the evaluations of Organizational Supervisor, and MPA Program Director, the internship report, and the submission of all internship materials by the appropriate deadline.

MPA Degree Portfolio Terminal Degree Requirement

The terminal Master of Public Administration (MPA) Degree Program provides substantive knowledge and selected research skills for those planning careers in public administration. In their portfolio, students are required to demonstrate how they have achieved the MPA learning outcomes in their core and elective courses.

Terminal MPA Graduate Students are required to complete, submit, and orally present an MPA Degree Portfolio at the conclusion of their MPA Degree Program. The MPA Degree Portfolio is in lieu of comprehensive exams as well as a Master's Thesis. The MPA Degree Portfolio requirement is in addition to successful completion of all required MPA coursework and MPA internship (unless waived) in fulfillment of the MPA Degree.

MPA Degree Portfolio Policies and Procedures

The purpose of the MPA Degree Portfolio is to provide MPA students with a culminating experience where s/he applies the knowledge and skills learned in the MPA Program to function with the expertise expected of a degreed professional administrator in service to the public. The MPA Degree Portfolio illustrates student understanding of their chosen career path. MPA Degree Portfolios are generally very *applied* in nature and provide supporting materials to the MPA Faculty as evidence that students fully understand the functional application of core and elective coursework prior to their graduation from the MPA Program.

Gathering and organizing materials for the MPA Degree Portfolio is significant and should be taken into consideration from the start and throughout their matriculation in the MPA Program. Students should be mindful that the portfolio's material content is evaluated by their portfolio committee members in consultation with the MPA Program Director.

Approval of the MPA Degree Portfolio is accomplished by members of student's MPA Degree Portfolio Committee's evaluation of written Final Report, Representative Coursework Examples, and Oral Presentation. The MPA Degree Portfolio Committee consists of two graduate faculty members from the Master of Public Administration Program. One of the committee members is appointed as the Chair Committee Member. Committee members are subject to approval by the Director of the MPA Program.

MPA Committee Composition

The MPA Degree Portfolio Committee consists of two graduate faculty members from the Master of Public Administration Program. One of the committee members is appointed as the committee Chair. At the beginning of each long semester, the MPA director solicits committee preferences from graduating students. Typically, the director will ask for the student's top three choices of faculty members to serve on their committee. The student's portfolio committee will be made by the MPA director based upon faculty availability, faculty committee workload/demand, and the student's solicited preferences. While every effort will be made to incorporate students' preferences, the MPA director may need to deviate from student preferences.

* A JD/MPA student chooses his/her portfolio advisor in consultation with the MPA program director and then another committee member in consultation with the portfolio advisor and the MPA Faculty.

MPA Degree Portfolio Learning Objectives:

SLO 1: Demonstrate that students have enhanced their basic understanding of theories, concepts and practices relevant to public administration and its sub-fields through the MPA coursework.

SLO 2: Demonstrate that students have acquired critical thinking and problem-solving skills in making decisions that are informed by data and/or other evidence-based material.

SLO 3: Demonstrate that students have developed the appropriate skills to be able to administer public programs related to management, human and fiscal resources.

SLO 4: Demonstrate that students improved their capability to assess their knowledge and experience of ethics and integrity in public service

SLO 5: Reflect on ways to incorporate public service values and professional norms in administering agencies, policies and/or programs.

SLO 6: Demonstrate that students have enhanced their basic understanding of theories, concepts and practices relevant to the policymaking and implementation process.

SLO 7: Demonstrate a high level of proficiency in clear written communication by presenting succinct, well-organized materials and analysis tailored to the needs of relevant stakeholders and/or a diverse society.

SLO 8: Demonstrate a high level of proficiency in clear oral communication by presenting succinct, well-organized materials and analysis tailored to the needs of relevant stakeholders and/or a diverse society.

The MPA Degree Portfolio is intended to help students achieve universal MPA Degree competencies stated in the program mission statement by comprehensively demonstrating their enhanced capabilities in the above portfolio learning objective areas, that are inclusive of all the MPA coursework. Students should work with their Portfolio Committee Members to identify how each portfolio learning objective is met within the MPA Degree Portfolio.

Experience has shown that one of the best ways for faculty to evaluate the objectives expected from students at the end of their MPA coursework and serve the best interest of MPA students is the MPA Degree Portfolio. The expectation is that the MPA Degree Portfolio is confirmation that students have developed skills, gained practical, technical, and administrative competence in selected areas of public service as listed above.

MPA students are expected to develop their respective MPA Degree Portfolios in consultation with the members of the MPA Degree Portfolio Committee. Students must plan for the MPA Degree Portfolio to properly assemble the required components and subsequent presentation. Additionally, while the MPA faculty and administrators strive to assist students with securing the required components for the MPA Degree Portfolio and preparing them for their respective presentation, ultimately it is the student's responsibility to prepare for the MPA Degree Portfolio.

MPA Degree Portfolio Requirements:*

- Submission of *MPA Degree Portfolio Committee* form to the MPA Graduate Advisor by the end of the prior semester to the final graduation semester
- Submission of *MPA Degree Portfolio* to the committee **at least 10 working days (or two weeks) before the presentation and defense**: MPA Degree Portfolio should include 1) Final Report and 2) Appendices of Representative Coursework Examples
 - Final Reports (15-20 pages)
 - Students are required to complete a final written report that focuses on classroom experience, and practical application of all the portfolio learning objectives. To facilitate MPA Faculty Review of the MPA Degree Portfolio, papers and exams completed by the student in earning their MPA Degree are synthesized in a Final Report to accompany the MPA Degree Portfolio.
 - The Final Report should summarize the student's academic experience with specific details in the context of how knowledge was gained across all **8 Portfolio Student Learning Outcomes**, and as having advanced the student's professional goals and objectives. Students should follow the guidelines established by the MPA Faculty in structuring their report. (See: **Appendix C**)
 - Students should discuss the expectations of their report carefully with their MPA Degree Portfolio Committee. The report length should be sufficient to cover the expected content carefully. Reports must be at least 15-20 written pages in length (not including title page, charts and graphs, bibliography, and/or appendices).
 - Appendices of Representative Coursework Examples
 - One example from each of at least *five* MPA core courses, including internship course; and an example from three of the elective courses taken by the student in fulfillment of the MPA Degree requirements.
 - Representative research that was presented at conferences or a sample of a project developed during their internship, which is not an internship paper, may replace either MPA core or area of emphasis example(s) with the committee's approval.
- Oral presentation and defense of MPA Degree Portfolio within two months into final semester: PowerPoint of oral presentation (slides)
 - Students are required to present and defend their MPA Degree Portfolio by providing a 20-minute presentation, followed by discussion/questions by

members of their MPA Degree Portfolio Faculty Committee. MPA students are responsible for contacting the MPA Graduate Advisor and the Portfolio Committee members to schedule the date of the presentation and defense.

- Students should defend their MPA Degree Portfolio within two months into final semester.
- *At least 10 working days (or two weeks) before the presentation and defense the complete MPA Degree Portfolio must be provided to the committee. A student who fails to submit his/her portfolio within the deadline without the committee's approval will be disqualified to defend the portfolio in the semester.*
- Submission of *MPA Degree Portfolio Result* form by the MPA Graduate Advisor no later than 5 days prior to submitting the Comprehensive Exam Report to the Graduate School***

* *Students are responsible to contact the MPA Graduate Advisor to confirm the exact dates of the deadlines.*

** JD/MPA students are required to include one example from each of at least *five* MPA core courses and one example from each of at least *two* elective courses taken by them in fulfillment of the MPA Degree requirements.

*** While the MPA Degree Portfolio is required for graduation in lieu of comprehensive exams, the program will submit the Comprehensive Exam Report to the Graduate School when MPA students successfully defend their portfolio following the University policy.

MPA Degree Portfolio Grade:

The MPA Degree Portfolio presentation and defense can be in-person or via an electronic platform for Lubbock students, with the student and all committee members present. The Chair committee member will give the final approval for which platform is used. Distance student presentations may be done synchronously via an electronic platform. The committee may approve the MPA Degree Portfolio without revision, provisionally approve contingent on revisions, require a second presentation with a revised portfolio, or fail the portfolio. Revisions must be approved by written (e-mail is acceptable) or oral communication with committee members.

In the cases of second presentation and provisional approval, the student should finish all the requirements (having a second defense of the portfolio, submitting the revised portfolio to his/her committee members, receiving approval from the committee, and/or submitting the *MPA Degree Portfolio Result* form with committee members' signatures to the MPA Academic Advisor) no later than 5 days prior to submitting the Comprehensive Exam Report to the Graduate School.

A failed MPA Degree Portfolio means that it is not acceptable and must be redone and presented again to the MPA Degree Portfolio Faculty Committee in *another semester*. When a student fails in a semester, the second attempt *cannot* take place *within 4 months* of the first presentation by the university policy. If the project is not approved the second time, the student will not graduate

from the MPA Program. No MPA Degree Portfolio is approved until all committee members grant written approval.

Once the MPA Degree Portfolio Committee approves the MPA Degree Portfolio, members of the committee will provide signed *MPA Degree Portfolio Result* form to the MPA Graduate Advisor.

General MPA Degree Program Policies and Procedures

Academic Probation and Suspension Policy and Procedure:

Students who fall below a 3.0 GPA at any time during the process of earning an MPA Degree are subject to being placed on a semester of academic probation. Decisions regarding students being placed on academic probation are determined by the MPA Faculty. Notifications of decisions made by the MPA Faculty regarding placing students on academic probation are conducted by the Director of the MPA Program in consultation with the Chair of the Political Science Department. Should students on academic probation not raise their GPA to the required 3.0 GPA at the end of the probationary semester, the MPA Faculty will, in consultation with the Director of the MPA Program and the Chair of the Political Science Department, evaluate and determine if dismissal from the MPA Program is required of the student. These policies and procedures are in accordance with established Operating Procedures of Texas Tech University and Texas Tech University Graduate School; Specifically OP 64.04 “Academic Probation and Suspension of Graduate Students.” <http://www.depts.ttu.edu/opmanual/contents.php#64>

MPA Program/Texas Tech University Academic Honesty Policy and Procedure:

Texas Tech University takes academic honesty seriously and the Master of Public Administration Program (MPA) requires MPA students to conduct themselves with the highest ethical standards. Students caught engaging in any form of academic dishonesty (i.e. plagiarism, cheating, misrepresenting another’s work as their own, etc.) are subject to immediate dismissal from the MPA Program. Additionally, students dismissed from the MPA Program for engaging in academic dishonesty may face additional penalties, up to and including formal expulsion from Texas Tech University. Decisions regarding imposing strict disciplinary sanction(s) are made by the MPA Graduate Committee. Notifications of decisions made by the MPA Faculty regarding such disciplinary measures are conducted by the Director of the MPA Program in consultation with the Chair of the Political Science Department. Once students are formally dismissed from the MPA Program, the MPA Faculty will, in consultation with the Director of the MPA Program and the Chair of the Political Science Department, evaluate and determine if formal expulsion from Texas Tech University is warranted. These policies and procedures are in accordance with established Texas Tech University Code of Conduct and Academic Integrity.

<https://www.depts.ttu.edu/dos/handbook.php>

Texas Tech University Student Code of Conduct and Academic Integrity Statement:

“Academic integrity is taking responsibility for one’s own work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent

thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added value to the entire educational process. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.” <http://www.depts.ttu.edu/studentjudicialprograms/academicinteg.php>

Texas Tech University Student Disabilities Accommodation Policy and Procedure:

Texas Tech University diligently strives to provide equal access to its programs, services, and activities for persons with disabilities. If any student needs accommodations reasonable prior notice must be given to instructors. Any student who, because of a disability, may require some special arrangements in order to meet course requirements should contact their instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services, during the instructor’s office hours. Please note instructors are not allowed to provide classroom accommodations to student until appropriate verification from Student Disability Services has been provided. These policies and procedures are in accordance with established Texas Tech University Office of Student Disability Services and Texas Tech University Policies and Procedures; Specifically, OP 10.08 “Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504)” and OP 34.22 “Establishing Reasonable Accommodation for Students With Disabilities.” <http://www.depts.ttu.edu/sds/>
<http://www.depts.ttu.edu/opmanual/contents.php#10>
<http://www.depts.ttu.edu/opmanual/contents.php#34>

MPA Degree Program Required Forms and Deadlines

(http://www.depts.ttu.edu/politicalscience/mpa/Current_Students/MPADegreeProgramRequiredFormsDeadlines.php)

MPA Graduate Degree Coursework Forms:

- MPA-Graduate School Degree Plan Form
 - Deadline – Two weeks prior to the end of the first academic term
- Course Substitution Approval Form
 - Deadline – All course substitutions must be approved by the MPA Director at least two weeks prior to the enrollment period
- Course Elective Approval Form
 - Deadline – All course elective approvals must be approved by the MPA Director at least two weeks prior to the enrollment period
- Course Substitution Approval Form: JD/MPA
 - Deadline – All course substitutions must be approved by the MPA Director at least two weeks prior to the enrollment period.
- Course Substitution Approval Form: MPA/MPH
 - Deadline – All course substitutions must be approved by the MPA Director at least two weeks prior to the enrollment period.

MPA Internship Forms:

- Affiliated Organization Agreement Form
 - Deadline – One week prior to the start of the internship semester
- Internship Proposal and Learning Agreement Form
 - Deadline – One week prior to the start of the internship semester
- Internship Activity Log Form
- Internship Activity Log Cover Sheet Form
- Supervisor Evaluation of Intern Form
 - Deadline - All internship Activity Log paperwork, Internship Report and Supervisor Evaluation of Intern must be sufficiently completed two weeks prior to the end of the academic semester

MPA Degree Portfolio Forms:

- MPA Degree Portfolio Committee Form
 - Deadline – End of the prior semester to the portfolio graduation semester
 - * At least 10 working days (or two weeks) before the presentation and defense the complete MPA Degree Portfolio must be provided to the committee.
- MPA Degree Portfolio Result Form
 - Deadline – No later than 5 days prior to submitting the Comprehensive Exam Report to the Graduate School

Graduation Form:

- MPA-Graduate School Intent to Graduate Form
 - Deadline – One month into final semester

MPA Program Student Organizations

Public Administration Graduate Student Association (PAGA):

The Public Administration Graduate Student Association (PAGA) is the formal organization of all Public Administration students enrolled at Texas Tech University. All graduate students enrolled in MPA courses are members of PAGA. The organization is responsible for setting up student and professional development events and socials.

Pi Alpha Alpha MPA Honors Association (PAA):

Pi Alpha Alpha is the Global Honor Society for Public Affairs and Administration. There are more than 160 chapters located around the world at NASPAA member schools. The purpose of Pi Alpha Alpha is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration. Its objectives, such as fostering integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. PAA membership identifies those with the highest performance levels in educational programs preparing them for public service careers. Qualifications for induction are: 3.70 GPA and 50% completed classwork (minimum 18 credit hours).

Texas Tech University ICMA Student Chapter

TTU ICMA Student Chapter is one of more than 100 International City/County Management Association (ICMA) Student Chapters worldwide. The TTU ICMA Student Chapter, like other student chapters, was created with the support of the ICMA and strives to introduce and integrate students into the local government management profession and familiarize them with members, resources, and the ICMA Code of Ethics. Any graduate and undergraduate student who is interested in public service with a career possibility in local government is encouraged to become a member of the Chapter.

Texas City Management Association (TCMA) Intercollegiate Bowl Team

The TCMA annual conference in June brings together city officials from all across Texas. There is an intercollegiate competition among MPA programs and schools in Texas. Teams complete a community service project, research capstone, and compete in a quiz bowl at the conference, among other activities. A team of 6 or 7 students from the MPA program are selected each year to compete on the TCMA Intercollegiate Bowl team. Tryouts for the team are held in Fall, and students register for the TCMA Intercollegiate Bowl class in Spring as an elective.

Public Administration Alumni Association (PAAA):

The Texas Tech University Public Administration Alumni Association is devoted to the MPA Program's Alums. Membership is automatic upon graduation. Our MPA alumni serve in a variety of capacities in their respective professions. The alumni mentor students, offer internships and employment opportunities. They also advise members of MPA Faculty concerning program evaluations and curriculum.

MPA Program Annual Events

MPA Alumni of the Year Award:

Outstanding TTU MPA Alumni hold administrative positions across the globe. Each spring the TTU MPA Degree Program recognizes a former graduate of the program for their professional excellence and long-standing contributions to public service. This award is decided by the Public Administration Alumni Association (PAAA) Board and given out at the annual PAAA joint meeting with the West Texas City Managers and Panhandle City Managers chapters of TCMA.

MPA Graduation Banquet:

The MPA Graduation Banquet is held each Spring. The event marks the cumulative accomplishments of MPA Graduate Students as they prepare for graduation from TTU. The event is the highlight of the academic year as it brings together the MPA Community in recognition of MPA graduating students, current student, faculty and administrative personnel. The event includes awards, recognizing students who are eligible for the Pi Alpha Alpha Honor Association and a featured speaker.

APPENDIX A

JD/MPA Dual Degree Course Requirement

JD Coursework

	Credits
First-year Required JD Coursework	30
*LAW 5401 Constitutional Law (4 credits)	
Advanced Require JD Coursework – Completed during 2L and 3L years	26
*LAW 6357 Professional Responsibility (3 credits)	
JD Elective Credits – Completed during 2L and 3L years	22
<i>Selecte two credits of J.D. electives below to count in the MPA Program</i>	
*LAW 6209 Texas Administrative Practice (2 credits)	
*LAW 6239 Legislative Process (2 credits)	
*LAW 6275 Externship Program (2 credits)	
*Courses are approved courses to count in MPA	
Total credits earned from JD specific coursework	78
The remaining 12 credits of the J.D. degree will come from the MPA Program	

MPA Coursework

	Credits
MPA Required Coursework	
PUAD 5340: Public Administration Theory & Practice	3
PUAD 5319: Research Methods in Public Administration	3
**PUAD 5320: Program Evaluation and Quantitative Analysis	3
**PUAD 5337: Public Organization Theory	3
**PUAD 5344: Public Budgeting	3
**PUAD 5352: Public Policy Analysis	3
MPA Elective Credits	12
**Courses are approved courses to count in JD	
Total credits earned from MPA specific coursework	27
The remaining 9 credits of the MPA degree will come from the J.Dl degree Program	
Total JD and MPA credits needed to complete the JD/MPA Dual Degree	Credits
	105

APPENDIX B

Internship Final Report Required Components

* Your title page should consist of your name, cohort year (year you entered the MPA program), internship title (as stated in your learning agreement), organization name, advisor's name and date of submission.

* Students can create their own subheadings that reflect the following components.

* Students should consult with the MPA Director on fulfilling the following requirements.

INTRODUCTION

- Organizational setting
 - Describe the organizational facility and unit where the internship took place, its primary mission, and its relationship to the overall organizational structure and mission of the entire organization
 - Describe services provided, programs and public-service objectives, and specific population groups targeted of the organization
- Internship programs, duties, and responsibilities
 - Describe the programs, duties, and responsibilities specifically related to the internship in the context of the entire organization
 - Describe the nature of the internship (e.g., whether it is a descriptive project, experimental project, research project, or survey)
 - Discuss the programs, duties, and responsibilities completed and specific activities that students made to complete the programs, duties, and responsibilities

RESULTS

- Explain in detail how the student made efforts to achieve each of the following *internship course learning outcomes*
 - Students will utilize public administration theories and concepts in their internship practices
 - Students will apply critical thinking and problem-solving skills to assignments made by the internship supervisor
 - Students will demonstrate professionalism, ethics and integrity and acceptable performance during internship
 - Students will acquire greater understanding and appreciation for public service values
 - Students will gain a greater understanding of how organizations are managed
 - Students will be able to communicate and interact productively with others
 - Students will acquire skills to be prepared to apply for positions in their career fields
- What were the most important or surprising findings? Why?
- How does this work impact the future of the organization's public service objectives?
- Summarize recommendations made to the organization

EVALUATION & CONCLUSION

- Provide a careful evaluation of the internship
- Was it a valuable learning experience? Why or why not?
- How did it compare with your expectations?
- What types of classroom skills were you able to employ in the field?
- What did the experience teach you about the world of public service in practice?
- How did the experience help you develop your future career plans?
- Overall, were you able to enhance your capacity to become a leader in the public or nonprofit sector through the course experience?

APPENDICES

- In addition to the final report, include relevant materials developed during the internship as appendices
 - Draft or final reports
 - Instruments developed and utilized during internship: survey questionnaires, focus group questions, etc.
 - Picture, charts, graphs or data analysis material
 - Literature review (when the student was involved in a research project)
- Other supplemental information referred to in the final report

APPENDIX C

MPA Degree Portfolio Final Report Components

The MPA Degree Portfolio Final Report must be relevant to the field of public administration and composed as outlined in the MPA Handbook. The scope of the Final Report is mutually agreed upon by the student and the student's MPA Degree Portfolio Committee. Students should consult with their Faculty Chair Committee Member on fulfilling the following requirements.

- Final Report

MPA students are required to prepare a written Final Report to accompany the MPA Degree Portfolio (15-20 pages) that details what has been accomplished and how it relates to courses completed, **the 8 Portfolio Student Learning Outcomes**, academic and professional objectives. The Final Report is then approved by the student's MPA Degree Portfolio Committee. The components of a Final Report should include, at minimum, the following contents (relevant sub-headings will be provided by each student):

- The purpose of the student's MPA Degree Plan
- The significance and relevance of MPA coursework to administration
- The detailed explanation of how the student has enhanced his/her abilities in the **Portfolio Student Learning Outcomes** (8 of them) and the MPA program's mission through the coursework
- A description of the student's professional aspirations, goals, and objectives
- The significance and relevance of MPA coursework in meeting student's professional aspirations, goals, and objectives
- A conclusion stating the student's post-MPA Degree plans

- Appendices: Representative Coursework Examples

MPA students are required to add their representative coursework examples in the end of the final report.

- Representative examples of student's classroom/coursework deliverables (i.e., papers, exams, projects, conference papers, etc.)

* Students are expected to explain how all the MPA courses that they have taken in the program, not only the ones from which they choose coursework examples, have helped them enhance their capabilities in each of the portfolio learning objectives and pursue the program mission.



TEXAS TECH UNIVERSITY
Master of Public Administration™

This handbook has been prepared as a reference guide for students in the Master of Public Administration Program (MPA). It outlines degree procedure and requirements for students admitted to the MPA Program. These contents may be superseded by official Texas Tech University publications, policies, and subsequent MPA handbooks.

The Department of Political Science is sensitive to the needs of students with disabilities and/or disabling conditions. Students with special needs and that require appropriate accommodations may contact the TTU Student Disability Services at sds@ttu.edu or 806.742.4837 and are not required to identify themselves.