



School of Public Affairs and Administration

# New Student Orientation Spring 2019

# RUTGERS

THE STATE UNIVERSITY  
OF NEW JERSEY

## *WELCOME TO SPAA!*



SCHOOL OF PUBLIC AFFAIRS AND ADMINISTRATION  
CENTER FOR URBAN AND PUBLIC SERVICE

# Welcome From The Dean



Charles Menifield, PhD  
Dean  
School of Public Affairs & Administration



# Agenda

- Introductions
- MPA Program
  - Courses and Curriculum
  - Policies
- University Policies
- Resources and Services
- Registration
- Questions?

Ask questions at any time!



# Meet the SPAA Faculty and Staff

- SPAA faculty and staff will be present throughout Orientation
- Introduce yourself and ask any questions you may have
- Domonic Bearfield, Associate Dean for Student and Academic Services
- Rachel Emas, Director of Master of Public Administration Programs
- Gail Daniels, Assistant Dean for Graduate Programs
- Reena Patel, Academic Advisor
- Jasmine Lynch, Program Coordinator for Outreach and Recruitment
- Terry Hall, Director of Writing and Career Development Center

# ***Master of Public Administration***



**Rachel Emas, PhD**  
Assistant Teaching Professor  
Director of the MPA Program



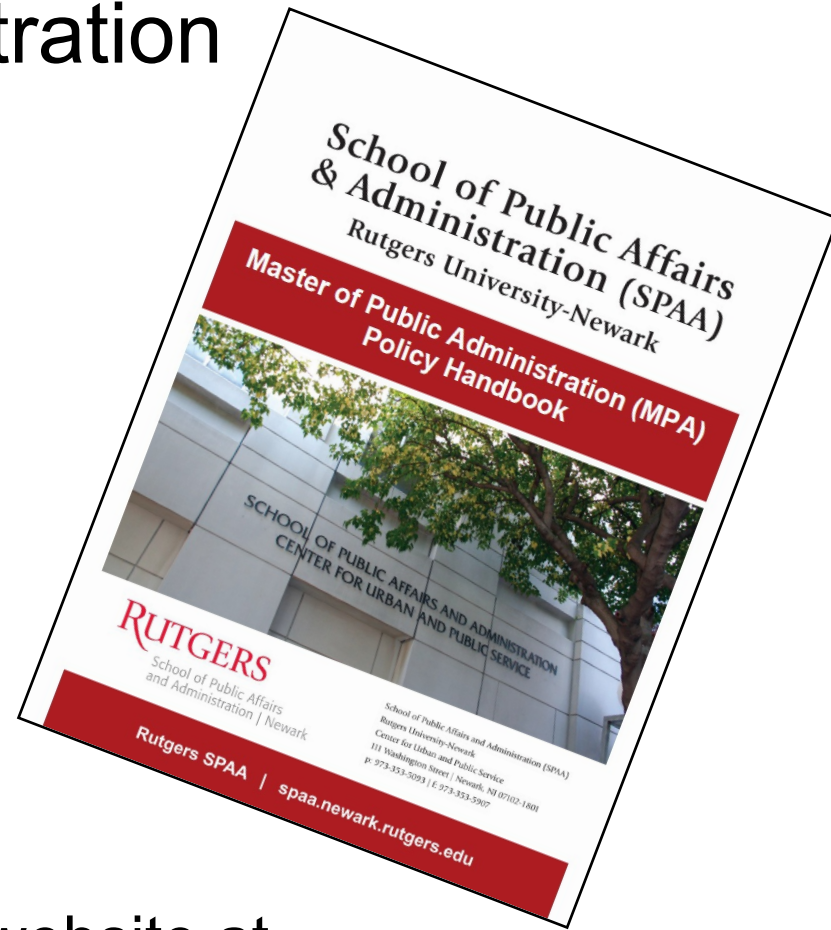
**Domonic Bearfield, PhD**  
Associate Professor  
Associate Dean of Student & Academic Services



# Curriculum

## Master in Public Administration

- 42 credits total (14 courses)
- 11 core courses
- 3 electives



For more information, check our website at  
<http://spaa.newark.rutgers.edu/online-mpa>



- 42 credits total (14 courses)
- 11 core courses
- 3 electives

# Course Outline

## **Core I: Foundation (12 credits/4 courses)**

- Introduction to Public Administration (3)
- Technology and Public Administration (3)
- Economics for Public Administration (3)
- Administrative Ethics (3)

## **Core II: Research & Analysis (6 credits/2 courses)**

- Applied Statistics (3)
- Applied Research Design (3)

## **Core III: Management (9 credits/3 courses)**

- Managing Public Organizations (3)
- The Public Policy Process (3)
- Human Resources Administration (3)

## **Core IV: Financial Management (3 credits/1 course)**

- Public Budgeting Systems (3)

## **Core V: Application (3 credits/1 course)**

- Capstone Project (3)

## **Concentration/Electives (9 credits/3 courses)**

- *Depends on selected concentration*



# Concentrations

**The MPA program does not require a concentration.**

**To earn a concentration, you must take 2 courses from the same area:**

## **Public and Nonprofit Performance Management**

- Results-Driven Strategic Management
- Evidence-Based Public Management & Policy
- Performance Measurement and Reporting for Public & Nonprofit Organizations

## **Budgeting and Financial Management**

- Public Financial Management
- Capital Budgeting and Debt Management
- Government Revenue Theory and Administration

## **Nonprofit Management**

- Nonprofit Budgeting
- Grant Writing and Grants Management

- Resource Development for Nonprofit Organizations

## **Healthcare Administration**

- Healthcare Finance
- Healthcare Management
- Health Systems & Policy

## **Leadership of Public Organizations**

- Intergovernmental and Intersectoral Management
- Leadership and Diversity
- Labor Relations

## **Technology and Information Management**

- E-Governance and Digital Services
- GIS for Public and Nonprofit Management
- Data Management for Public and Nonprofit Organizations

Course Descriptions can be found at:

<https://spaa.newark.rutgers.edu/courses>

# Other Electives

MPA program offers special opportunities such as internships or study abroad

## Examples of Programs Offered



*DC Internship 2014 with Senator Cory Booker*



*DR trip students in front of the house they built - 2016*



*Seoul, Korea trip students in traditional clothing - 2015*



*London trip students enjoying Chinese food at London's Chinatown*

- Special Topics: Dominican Republic – Winter Session – 1 week
- Advanced Study: Seoul, Korea– Summer Session – 1 week
- Advanced Study: How London Works – Summer Session – 1 week

## Specifications

- Each is 3 credits
- Counts as an elective
- Must apply and be selected to participate
- Applications usually distributed at least 2 months in advance

# ***Internships and Independent Studies***

## **Internships:**

- MPA Program does not require an internship
- Recommended for pre-career and career-changing students
- Requires approval from MPA Director in advance
- 3 credits and only counts as an elective

## **Independent Study:**

- MPA Program does not require an independent study
- Independent study is available on a very limited basis
- Completion of research project under direct supervision of a core faculty member
- Requires approval from supervising faculty member and MPA Director before enrolling
- 3 credits and only counts as an elective

*Apply using the forms found online:*

MPA Independent Study Form

MPA Internship Guidelines and Contract


<https://beta-spaa.newark.rutgers.edu/sites/default/files/2018-07/MPA%20Internship%20Contract.pdf>





# *Syllabi and Books*

Course syllabi can be found on SPAA website or asking the instructor  
<http://spaa.newark.rutgers.edu/mpa-course-schedules>



## SPAA Lending Library

Need a book for class? The SPAA Lending Library has books on Public Administration that SPAA students can borrow for free.

**Located in the Writing Center, CPS 125**  
**Open M-Th, 12–9pm & Saturdays 10-6pm**

To donate books, contact  
Mr. Terry Hall at [TLH135@Rutgers.edu](mailto:TLH135@Rutgers.edu)

# ***MPA Program Policies***

- Prerequisites: Applied Statistics → Applied Research Design → Capstone
- First Semester Requirement: Introduction to Public Administration
- Last Semester Requirement: Capstone Project
- Warning Grades
- Withdrawal/Incompletes
- Leave of Absence
- Failing Grades
- Grade Appeals
- Graduation
  - October, January & May degrees awarded
  - Commencement Ceremony in May
    - Must have 3.0 GPA at the time of graduation
  - Honor Society, Pi Alpha Alpha
    - Cumulative 3.85 at the time of graduation
- **MPA Policy Handbook:** <https://spaa.newark.rutgers.edu/mpa-policies>

# ***University Policies***

## **Academic Integrity**

- properly acknowledge and cite all use of the ideas, results, or words of others
- make sure that all work submitted as his or her own
- obtain all data or results by ethical means and report them accurately
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which they are preparing.

<http://academicintegrity.rutgers.edu>

## **Code of Student Conduct**

- |  |  |
|--|--|
| ▪ Acts of dishonesty   | ▪ Distribution or Possession of Alcohol, Narcotics, or Other Drugs |
| ▪ Safety Violations  | ▪ Disruption   |
| ▪ Physical Misconduct  | ▪ Disorderly Conduct   |
| ▪ Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct | ▪ Undisclosed Recording  |
| ▪ Defamation   | ▪ Violations of Other University Regulations or Policies           |
| ▪ Hazing   |  |
| ▪ Invasion of Privacy  |  |
| ▪ Theft or Damage to Property  |  |

<http://studentconduct.rutgers.edu/>



# ***Disability Services***

- Not retroactive
- Student must disclose
- Must get accommodation(s) approved through the Office of Disability Services

## ***Steps to Get Accommodations***

1. Complete and submit the Registration Form
2. Schedule an intake meeting – (973)353-5300
3. Submit appropriate documentation
4. Allow up to 30 days to process
5. Provide accommodation letter to faculty members

## ***Types and Examples of Accommodations***

- Exam Accommodations
- Note taking services
- Alternative Course Materials
- ASL/CART Services
- Accessible Parking
- Assistive Technology
- Certification for Parking
- Additional Parking Request
- Accessible Table/Chair Request
- Accessible Transportation Request Form

<http://robeson.rutgers.edu/studentlife/disability.html/>

# ***Student Success Center***

- Academic Advisors

- A - M: Gail Daniels

[gaild@rutgers.edu](mailto:gaild@rutgers.edu)

- N - Z: Reena Patel

[reepatel@newark.rutgers.edu](mailto:reepatel@newark.rutgers.edu)



- Writing and Career Development Center

- Workshops
- One on one coaching
- Resume and cover letter writing
- Job board
- Lending library

[tlh135@newark.rutgers.edu](mailto:tlh135@newark.rutgers.edu)

- SPAA Student Bulletin

- Biweekly e-newsletter with key info



# ***Scholarships Available***

Scholarship applications are **accepted in Spring semester**.  
If awarded, money will be **applied to Fall semester** term bill.

## **Scholarships awarded by SPAA:**

- Marcia Lynn Whicker Memorial Scholarship
- Louis Eckstein Fellowship
- Annette McIntyre Family Endowed Scholarship
- SPAA MPA Scholarship
- SPAA Book Fund

GPA Requirement is a 3.5, so keep your grades up!

Visit the Financial Aid website for a listing of other off-campus scholarships!

<https://Financialaid.Rutgers.edu>

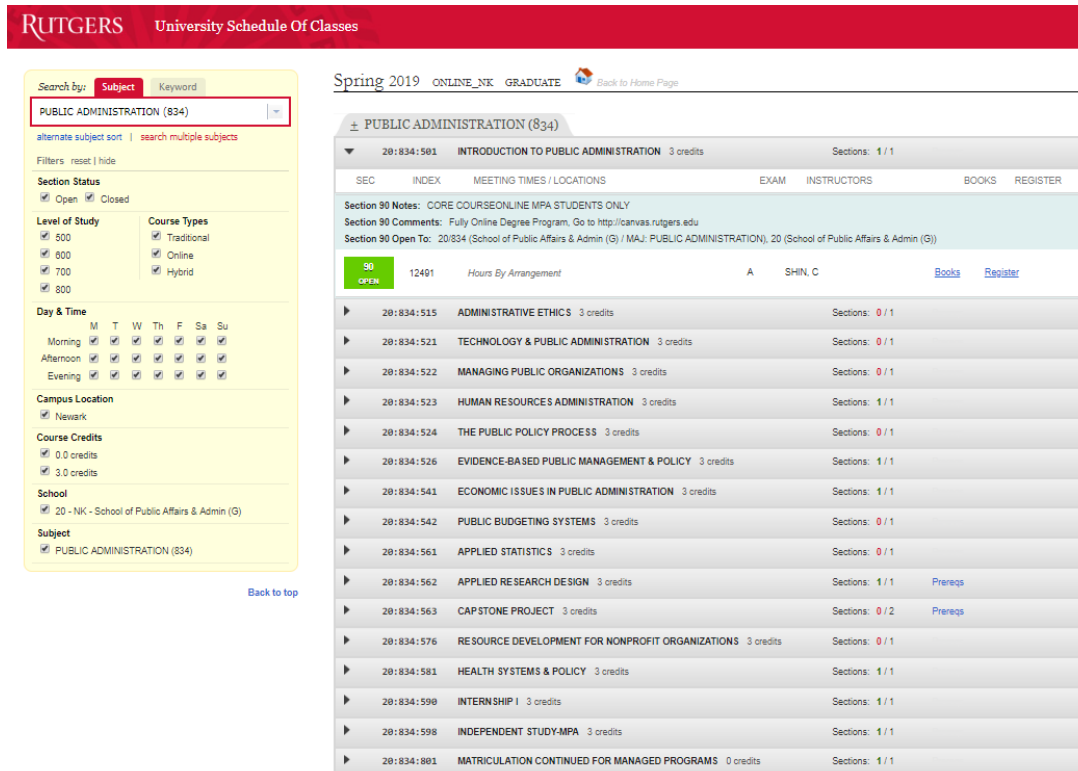


# ***Student Resources***

- Rutgers Library  
Contact: Roberta Tipton ([tipton@rutgers.edu](mailto:tipton@rutgers.edu))  
Website: <http://libguides.rutgers.edu/pubadmin>
- Writing Center  
Website: [tlh135@newark.rutgers.edu](mailto:tlh135@newark.rutgers.edu)  
Phone: 973-353-2571
- Academic Calendar: <https://registrar.newark.rutgers.edu/office-registrar-fall-academic-calendar>
- SPAA Website: <https://spaa.newark.rutgers.edu/>
- Rutgers Online Schedule of Classes: <http://sis.rutgers.edu/soc>
- WebReg: <https://sims.rutgers.edu/webreg>
- Student Accounting: <http://studentabc.rutgers.edu>
- Financial Aid: <https://financialaid.rutgers.edu/>
- Office of the Registrar: <http://registrar.newark.rutgers.edu/>
- Find Tech (Software and Technology): <http://findtech.rutgers.edu/tmplt.php?pg=home>
- Email: <https://oit.rutgers.edu/scarletapps> (manage email address settings from here)

# Spring 2019 Registration

- Course registration via <https://sims.rutgers.edu/webreg/>
- Log in with NetID, then select term, location, and level
- Search for subject **Public Administration (834)**
  - MPA Courses will always start with **20:834:XXX**



The screenshot displays the Rutgers University Schedule Of Classes website. The top navigation bar includes the Rutgers logo and the text "University Schedule Of Classes". Below this, the search results for "PUBLIC ADMINISTRATION (834)" are shown for the Spring 2019 term. The left sidebar contains filters for Section Status (Open/Closed), Level of Study (500, 600, 700, 800), Course Types (Traditional, Online, Hybrid), Day & Time, Campus Location (Newark), Course Credits (0.0, 3.0), School (20 - NK - School of Public Affairs & Admin (G)), and Subject (PUBLIC ADMINISTRATION (834)). The main content area lists various courses, including "INTRODUCTION TO PUBLIC ADMINISTRATION", "ADMINISTRATIVE ETHICS", "TECHNOLOGY & PUBLIC ADMINISTRATION", "MANAGING PUBLIC ORGANIZATIONS", "HUMAN RESOURCES ADMINISTRATION", "THE PUBLIC POLICY PROCESS", "EVIDENCE-BASED PUBLIC MANAGEMENT & POLICY", "ECONOMIC ISSUES IN PUBLIC ADMINISTRATION", "PUBLIC BUDGETING SYSTEMS", "APPLIED STATISTICS", "APPLIED RESEARCH DESIGN", "CAPSTONE PROJECT", "RESOURCE DEVELOPMENT FOR NONPROFIT ORGANIZATIONS", "HEALTH SYSTEMS & POLICY", "INTERSHIP I", "INDEPENDENT STUDY-MPA", and "MATRICULATION CONTINUED FOR MANAGED PROGRAMS". Each course entry includes its section number, title, credits, and a link to register.

# Registration

## • MPA Advising Worksheet

- Maintain updated form
- Bring to advising appointments

• Available via: <https://spaa.newark.rutgers.edu/media/1355/download>

### Master of Public Administration (MPA) Advisement / Degree Completeness Worksheet

Last Name		First Name		RUID #	
Concentration (if applicable)		Semester / Year Started		Anticipated Graduation Date	
RU Email Address				Phone Number	
Course #	Course Title	Credits	Semester / Year	Grade	
<b>Core I: Foundation</b> (Must complete all 12 Credits / 4 Courses)					
20:834:501	Introduction to Public Administration (Must be taken in the first semester)	3	Choose a Se		
20:834:515	Administrative Ethics	3	Choose a Se		
20:834:521	Technology & Public Administration	3	Choose a Sem		
20:834:541	Economics for Public Administration	3	Choose a Se		
<b>Core II: Research &amp; Analysis</b> (Must complete all 6 Credits / 2 Courses)					
20:834:561	Applied Statistics (Must be taken in the second long semester)	3	Choose a Sem		
20:834:562	Applied Research Design (Prerequisite – 20:334:561 Applied Statistics, should be taken following Applied Statistics.)	3	Choose a Sem		
<b>Core III: Management</b> (Must complete 9 Credits / 3 Courses)					
20:834:522	Managing Public Organizations	3	Choose a Se		
20:834:523	Human Resources Administration	3	Choose a Se		
20:834:524	The Public Policy Process (Formerly Strategic Planning)	3	Choose a Se		
<b>Core IV: Financial Management</b> (Must complete 3 Credits / 1 Course)					
20:834:542	Public Budgeting Systems	3	Choose a Sem		
<b>Core V: Application</b> (Must complete 3 Credits / 1 Course)					
20:834:563	Capstone Project (Prerequisites – 20:834:561 and 20:834:562) (Must be taken in the last semester)	3	Choose a Sem		



***What are your questions?***



**Have a great semester!**