



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

# RUTGERS

THE STATE UNIVERSITY  
OF NEW JERSEY

## *Master of Public Administration*



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

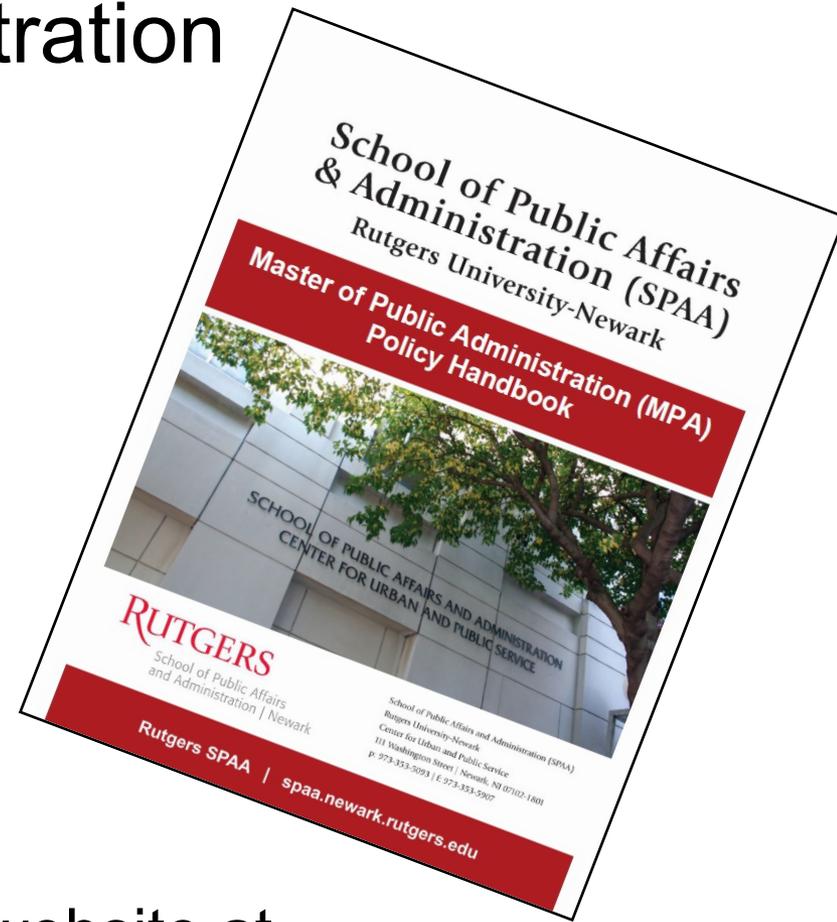


**Domonic Bearfield, PhD**  
Associate Professor  
Associate Dean of Student & Academic Services

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

<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: [lh135@newark.rutgers.edu](mailto:lh135@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/tmpl.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 shows the Rutgers University Schedule of Classes website. On the left is a search filter panel, and on the right is a list of courses for Public Administration (834) in Spring 2019.

**Search Filter Panel:**

- Search by: **Subject** Keyword
- Search term: PUBLIC ADMINISTRATION (834)
- Filters: 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)), Subject (PUBLIC ADMINISTRATION (834)).

**Course List:**

SEC	INDEX	MEETING TIMES / LOCATIONS	EXAM	INSTRUCTORS	BOOKS	REGISTER
20:834:501		INTRODUCTION TO PUBLIC ADMINISTRATION 3 credits				Sections: 1 / 1
90 OPEN	12491	Hours By Arrangement	A	SHIN, C		Books Register
20:834:515		ADMINISTRATIVE ETHICS 3 credits				Sections: 0 / 1
20:834:521		TECHNOLOGY & PUBLIC ADMINISTRATION 3 credits				Sections: 0 / 1
20:834:522		MANAGING PUBLIC ORGANIZATIONS 3 credits				Sections: 0 / 1
20:834:523		HUMAN RESOURCES ADMINISTRATION 3 credits				Sections: 1 / 1
20:834:524		THE PUBLIC POLICY PROCESS 3 credits				Sections: 0 / 1
20:834:526		EVIDENCE-BASED PUBLIC MANAGEMENT & POLICY 3 credits				Sections: 1 / 1
20:834:541		ECONOMIC ISSUES IN PUBLIC ADMINISTRATION 3 credits				Sections: 1 / 1
20:834:542		PUBLIC BUDGETING SYSTEMS 3 credits				Sections: 0 / 1
20:834:561		APPLIED STATISTICS 3 credits				Sections: 0 / 1
20:834:562		APPLIED RESEARCH DESIGN 3 credits				Sections: 1 / 1 Prereqs
20:834:563		CAPSTONE PROJECT 3 credits				Sections: 0 / 2 Prereqs
20:834:576		RESOURCE DEVELOPMENT FOR NONPROFIT ORGANIZATIONS 3 credits				Sections: 0 / 1
20:834:581		HEALTH SYSTEMS & POLICY 3 credits				Sections: 1 / 1
20:834:590		INTERNSHIP I 3 credits				Sections: 1 / 1
20:834:598		INDEPENDENT STUDY-MPA 3 credits				Sections: 1 / 1
20:834:801		MATRICULATION CONTINUED FOR MANAGED PROGRAMS 0 credits				Sections: 1 / 1

# 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	<b>Introduction to Public Administration</b> <i>(Must be taken in the first semester)</i>	3	Choose a Se		
20:834:515	<b>Administrative Ethics</b>	3	Choose a Se		
20:834:521	<b>Technology &amp; Public Administration</b>	3	Choose a Sem		
20:834:541	<b>Economics for Public Administration</b>	3	Choose a Se		
<b>Core II: Research &amp; Analysis</b> (Must complete all 6 Credits / 2 Courses)					
20:834:561	<b>Applied Statistics</b> <i>(Must be taken in the second long semester)</i>	3	Choose a Sem		
20:834:562	<b>Applied Research Design</b> <i>(Prerequisite – 20:334:561 Applied Statistics, should be taken following Applied Statistics.)</i>	3	Choose a Sem		
<b>Core III: Management</b> (Must complete 9 Credits / 3 Courses)					
20:834:522	<b>Managing Public Organizations</b>	3	Choose a Se		
20:834:523	<b>Human Resources Administration</b>	3	Choose a Se		
20:834:524	<b>The Public Policy Process</b> <i>(Formerly Strategic Planning)</i>	3	Choose a Se		
<b>Core IV: Financial Management</b> (Must complete 3 Credits / 1 Course)					
20:834:542	<b>Public Budgeting Systems</b>	3	Choose a Sem		
<b>Core V: Application</b> (Must complete 3 Credits / 1 Course)					
20:834:563	<b>Capstone Project</b> <i>(Prerequisites – 20:834:561 and 20:834:562) (Must be taken in the last semester)</i>	3	Choose a Sem		

***What are your questions?***



**Have a great semester!**