

***STUDENT HANDBOOK  
MASTER OF PUBLIC ADMINISTRATION***

**Hugo Wall School of Urban and Public Affairs  
Wichita State University**

**Fall 2009**

## TABLE OF CONTENTS

### Introduction

Mission Statement .....	2
Statement of Values .....	2
History .....	3
Hugo Wall School Faculty.....	4

### Master of Public Administration

Admission/Application.....	5
Prerequisites.....	6
Course Work.....	6
Core Courses .....	7
Elective Courses.....	8
Course Scheduling .....	11
Advising .....	12
Plan of Study .....	12
Academic Performance .....	12

### Graduate Certificates

City and County Management .....	14
Economic Development.....	14
Nonprofit Management .....	14
Public Finance.....	15

### Enrolling at Wichita State University

Admission to Graduate School .....	15
Requirements for International Applicants .....	16
Admission Standing .....	17
Senior Rule Admission .....	18

### Academics

Grading.....	18
Incompletes .....	18
Repeats .....	18
Transfer Work.....	19
Academic Honesty.....	19

### Degree Completion

Progress/Time Limits .....	19
Plan of Study .....	20
Degree Application .....	20
Graduation Checklist .....	21
Commencement .....	21

### Financial Assistance

Graduate Assistantship.....	21
Fellowships.....	22
General.....	23

<b>University Policies</b>	
Identification .....	23
Shocker Card.....	23
E-mail .....	23
Course Load Definitions .....	23
Registration .....	24
Changing Your Schedule (Drop/Adds) .....	24
Payment .....	24
Additional Fees/Refunds.....	24
Residency.....	24
Withdrawal - Administrative .....	25
<b>Employment Opportunities</b>	
MPA Placement.....	25
University Assistance.....	26
Specialized Assistance .....	26
Internships.....	27
<b>Professional Associations in Public Administration</b>	
American Society for Public Administration (ASPA) .....	27
International City/County Management Association (ICMA).....	28
International Personnel Management Association (IPMA).....	28
Government Finance Officers Association (GFOA) .....	28
Student Associations .....	29
Networking.....	29
<b>Additional Resources</b>	
Application Forms.....	29
Hugo Wall School Contacts .....	30
Additional Contacts.....	30

***NOTE: This handbook is intended to provide general information for students admitted to or considering the Master of Public Administration (MPA) program at Wichita State University. This handbook contains policies, regulations, and procedures current and in effect at the time of publication. However, the Hugo Wall School, Wichita State University and the Graduate School reserve the right to make changes at any time to reflect current university policies, administrative regulations and procedures, and revisions required by changes in federal and state law. Information provided in this handbook is subject to change without notice and does not constitute a contract between the Hugo Wall School, Wichita State University or the Graduate School and a student or an applicant for admission to the MPA program. For complete policies and guidelines, students should refer to the Wichita State University Graduate Catalog***

# **MASTER OF PUBLIC ADMINISTRATION**

## **STUDENT HANDBOOK**

### **HUGO WALL SCHOOL OF URBAN AND PUBLIC AFFAIRS Wichita State University**

The Hugo Wall School (HWS) of Urban and Public Affairs attracts faculty, staff, students, and practitioners dedicated to enhancing the quality of public affairs in their communities, state and nation. By integrating teaching, research and service, the School makes a distinctive contribution to Wichita State University's long-standing commitment of service to Wichita, the surrounding communities, and the region.

This unique mission—enhancing the quality of public affairs—guides instruction, research, and service offered through the Hugo Wall School of Urban and Public Affairs. The School serves as the academic home for the Master of Public Administration (MPA) degree, the Center for Urban Studies (CUS), and the Kansas Public Finance Center (KPFC). Through these units, faculty, staff, and students blend teaching, research, and service in the interdisciplinary field of urban and public affairs. Research enriches teaching and service. Community service enhances teaching and research.

The Hugo Wall School offers special opportunities for students interested in urban and public affairs. Students completing the Master of Public Administration degree gain experience through hands-on research and network with practitioners in the field of public administration. The MPA degree leads to a variety of careers in public management, public finance, and public policy. Graduates from the degree program serve as city managers and county administrators, program managers and agency heads, finance directors and budget analysts, community planners and policy analysts.

Faculty, staff, and students engage in research and community service through the Center for Urban Studies and the Kansas Public Finance Center in the Hugo Wall School. These units respond to requests from public officials for applied research, community and organizational surveys, leadership development, management and professional development, consultation and technical assistance, and group facilitation, as well as many other services.

The Hugo Wall School is committed to enhancing the quality of public life through high-quality graduate instruction, excellence in applied research and responsive community service. This focus results not only in an excellent graduate education for students, but allows a special connection with the community's needs through research and service.

The Hugo Wall School—now in its 51<sup>st</sup> year—is a critical centerpiece of the university's unique role in Kansas as the only urban serving research university. The most recent

survey by U.S. News and World Report ranks the school as the 17<sup>th</sup> most highly regarded program in public finance and budgeting and the 72<sup>nd</sup> (out of 261) most highly regarded public affairs programs in the country. The Hugo Wall School is the third highest ranked public finance and budgeting program that does not offer a doctoral program. The public finance and budgeting program at Wichita State University is ranked higher than programs at American University, Arizona State University, the University of California-Berkeley, and the University of Texas-Austin. These rankings place the academic programs of the School as the most highly recognized on the Wichita State University campus.

Further, the Hugo Wall School of Urban and Public Affairs is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). Nationally, only 164 programs at 156 schools have earned the distinction of NASPAA accreditation.

### **Mission Statement**

The Hugo Wall School of Urban and Public Affairs enhances the quality of public affairs and administration through:

- excellence in instruction that prepares individuals for positions of leadership and responsibility in management, finance and policy for public and nonprofit organizations;
- excellence in scholarship that expands and disseminates knowledge to audiences of academics, professionals and practitioners in government; and nonprofit organizations;
- excellence in service to Wichita State University and the profession of public administration.

### **Statement of Values**

*Enhancing the Quality of Public and Nonprofit Affairs and Administration:* A commitment to enhancing the quality of public and nonprofit affairs and administration guides our instruction, research, and service. We honor this commitment by advancing the understanding of democratic processes and fostering respect for individual citizens, their elected representatives, and appointed public and nonprofit officials.

*Engaging Our Urban Community:* We embrace engagement with our urban community through instruction, research, and service in public/nonprofit affairs and administration. Community engagement requires responsiveness to community well being and accountability to the public at large.

*Honoring the Public Trust:* We honor the trust placed in our public university and conduct ourselves ethically as stewards of public resources.

*Aspiring to Excellence:* We pursue excellence through individual and collective endeavors including partnerships with the community. Regional, national, and international standards inform our pursuit of excellence.

*Promoting Equality of Opportunity:* We welcome individual differences, value diversity, and promote equality of opportunity in public/nonprofit affairs and administration.

## **History**

The Hugo Wall School of Urban and Public Affairs reflects the vision of its namesake, Dr. Hugo Wall, a professor who served the University for forty-two years, from 1929 to 1971. In the mid-1940s, Professor Wall began envisioning an academic unit that would link the University and the community. This unit would conduct and publish independent research on community and public affairs, offer training for governmental officials, carry out civic education, and provide technical assistance to public officials. This research and service mission would be supplemented by graduate education in public administration offered by the University.

Professor Wall's vision first emerged at the University in the late 1950s in the form of a Center for Urban Studies. The University established the Center to conduct applied research and community service under Dr. Wall's direction. Stable funding for the Center began in 1965, shortly after the transition of the University of Wichita into Wichita State University. City of Wichita voters approved the adoption of a citywide mill levy dedicated to the new state university, and the University allocated a portion of the mill levy to the Center for Urban Studies for research and service focused primarily on the city.

To respond to a university-wide discussion about the mission of an "urban university," Wichita State University elected to initiate a new graduate degree, a Master of Urban Affairs, designed to impart knowledge of the urban environment. This interdisciplinary degree drew upon faculty throughout the University from political science, sociology, economics, engineering and management, among others, and was coordinated through the Center for Urban Studies. In 1974, the University awarded its first Master of Urban Affairs degree.

Through the next two decades, the University implemented several structural changes that would allow for the establishment of the Hugo Wall School of Urban and Public Affairs. In 1979, the University assigned all faculty with primary interests in the field of public administration to the Center for Urban Studies. The degree track changed from a Master of Urban Affairs to a Master of Public Administration. Instruction had begun to change the focus of the program to preparing students for positions of responsibility in government, principally state and local government.

A number of developments occurring from the mid-1980s through the present have extended the mission of the Hugo Wall School and its Center for Urban Studies geographically and enhanced the School's capacity to perform its mission. Beginning in

1988, the Sedgwick County Board of Commissioners extended the mill levy dedicated to the University countywide. As a consequence, the Center for Urban Studies gives increasing attention to the governments of Sedgwick County and other cities within the county.

In 1993, Wichita State University officially added its new school, named after Professor Hugo Wall, as the home for the Center for Urban Studies, the Master of Public Administration degree, and other related academic units. Addition of the Kansas Public Finance Center in 1994 created the three-part Hugo Wall School of Urban and Public Affairs that exists today.

The Center for Urban Studies and the Kansas Public Finance Center increasingly receive and respond to requests for research and service from statewide associations of local officials and governments, including, the League of Kansas Municipalities, the Kansas Association of Counties, the Kansas Association of City/County Management, the City Clerks and Municipal Finance Officers Association of Kansas, the Kansas Association of County Clerks, the Kansas Municipal Energy Agency, Kansas Municipal Utilities, Inc., and the newly formed Kansas Government Finance Officers Association.

### **Hugo Wall School Faculty**

#### *H. Edward Flentje, Professor*

Joined faculty in 1979; specialist in state government, state-local relations and Kansas political history; Ph.D. in political science, University of Kansas, 1970; M.A., George Washington University, 1965; B.S., Emporia State University, 1964.

#### *Mark A. Glaser, Professor*

Joined faculty in 1994; specialist in productivity measurement and development, community development and citizen perceptions of government; Ph.D. in administration and urban studies, University of Texas at Arlington, 1981; MUA, Wichita State University, 1974; B.B.A., 1970.

#### *Nancy McCarthy Snyder, Associate Professor*

Joined faculty in 1977; specialist in state and local government budgeting, school finance, income distribution and social welfare policy; Ph.D. in economics, Southern Illinois University at Carbondale, 1977; M.S. 1973; A.B., Clarke College, 1970.

#### *Melissa A. Walker, Associate Professor*

Joined faculty in 2006; specialist in nonprofit management and finance; Ph.D. in social policy and public management, University of Chicago, 2005; M.P.A., Harvard University, 1992; B.A. in sociology, Northwestern University, 1976.

#### *John D. Wong, Professor and Interim Director*

Joined faculty in 1990; specialist in urban and regional economics, health policy and state and local government revenue forecasting; Ph.D. in law, policy, and society,

Northeastern University, 1990; J.D., Washburn University, 1986; M.A., Wichita State University, 1984; B.B.A., 1982.

*Samuel J. Yeager, Professor and MPA Coordinator*

Joined faculty in 1976; specialist in organization behavior, personnel administration, statistics and computer applications; Ph.D., University of Georgia, 1976; M.P.A., Auburn University, 1972; M.S., Troy State University, 1971; M.L.S., George Peabody College, 1968, B.A., University of Massachusetts, 1967.

### **Adjunct Faculty**

*William P. Buchanan*, County Manager, Sedgwick County; M.P.A., Kent State University, 1968.

*Joe J. Palacios*, retired City Manager, Hutchinson; M.U.A., Wichita State University, 1976.

*Norman D. Williams*, Chief of Police, Wichita; M.P.A., Wichita State University, 2000.

## **MASTER OF PUBLIC ADMINISTRATION**

### **Admission/Application**

Admission to the MPA program is determined by the MPA Coordinator, in consultation with the HWS Director and faculty as needed. All decisions are in compliance with Graduate School requirements.

The minimum admission requirements for full standing in the Master of Public Administration program are:

- (1) a bachelor's degree from a regionally accredited institution, and
- (2) a grade point average of at least 3.0 (on a 4.0 scale) based upon the last 60 hours of course work and including any post-bachelor's graduate work.

INTERNATIONAL STUDENTS must attain a minimum score of 600 paper-based, 250 computer-based, or 100 internet-based on the Test of English as a Foreign Language (TOEFL).

Faculty will consider exceptions to the minimum grade point average (3.0 in the last 60 hours) based on a student's academic record, career plans, work and volunteer experience, and letters of reference. In reviewing requests for exceptions faculty give consideration to achieving a diverse student body, racially and culturally, and a balance of pre-service and in-service students.

Admission and application to the MPA program is a two-part process which is as follows:

**Part I:** Complete Graduate School application and submit to the Graduate School.

**Part II:** Submit to the MPA Coordinator of the Hugo Wall School the following:

1. A letter of application outlining a student's career plans and how the MPA degree would further those plans;
2. A resume including a student's work and volunteer experience; and
3. Two letters of reference from individuals with direct knowledge of a student's work experience or academic performance.

The Graduate Record Examination (GRE) is not required for admission.

### **Prerequisites**

The MPA program does not require prerequisite courses for admission. The MPA Coordinator reviews a prospective student's transcripts, and either the MPA Coordinator or the HWS Director interviews all prospective students. Students who lack word processing and spreadsheet computer skills are advised to acquire those skills to be successful in the program and in professional life. Students with little or no background in government are advised to take Political Science 321: Introduction to Public Administration before completing their undergraduate studies or before enrolling in the MPA.

### **Course Work**

The Master of Public Administration degree requires completion of 39 graduate hours, 24 hours being required core courses and 15 hours of electives. The core courses introduce students to fundamentals of the public administration field.

Each student is expected to work with his or her advisor to develop a plan of study identifying an area of study consisting of five elective courses that suit their career interests. Common choices for electives emphasize Public Management, Public Finance, and Public Policy, but students have chosen other areas as well. There are no formally prescribed curricula for concentrations. Additionally, students may choose to complete a Graduate Certificate (see page 13) as part of their elective course work.

Students are advised to focus on completing core courses in their first year and in the second year consider appropriate core and elective courses in consultation their faculty advisor. For first year part-time and full-time students entering the MPA program in the fall semester, an appropriate core course sequence would be as follows:

#### **Part-time Students** (6 hours/semester)

Option 1:

First Fall Semester:	PAdm 702 and PAdm 745
First Spring Semester:	PAdm 725 and PAdm 802

Option 2:

First Fall Semester: PAdm 745 and PAdm 765

First Spring Semester: PAdm 725 and PAdm 865

**Full-time Students** (9 hours/semester)

First Fall Semester: PAdm 702, PAdm 745, and PAdm 765

First Spring Semester: PAdm 725, PAdm 802, and PAdm 865

For students who enroll in MPA course work every semester, degree completion will take about three years for a part time student (six credit hours a semester) and approximately two years for a full-time student (nine credit hours a semester).

**Core Courses**

All MPA students must complete the following eight core courses, each of which merits three hours of graduate credit:

**Public Administration 702: Research Methods in Public Administration**

Acquaints students with applied policy research methods. Emphasizes locating, collecting, appraising, and utilizing both primary and secondary sources of data of the type used in policy, planning, and administrative research projects.

**Public Administration 710: Public Sector Organizational Theory and Behavior**

Reviews the scope of the field of public administration including a survey of key concepts and schools of thought underlying the field, and examines issues shaping the future development of the field.

**Public Administration 725: Public Management of Human Resources**

Surveys the major areas of management of human resources in the public sector. Includes hiring, training, evaluation, and pay promotion policies. Special emphasis on the laws governing public personnel management and on the unique merit, equal employment opportunity, productivity, unionization, and collective bargaining problems found in the public sector.

**Public Administration 745: Public and Nonprofit Governance**

Surveys the political and governmental institutions that underlie the practice of public administration. Includes political systems, constitutional authority, legislative process, intergovernmental relations, and government regulation.

**Public Administration 765: Public Sector Economics**

An analysis of fiscal institutions and decision making in the public sector of the American economy, budget planning and execution, taxation, debt, and fiscal policy. Prerequisites: Econ 201Q and 202Q or instructor's consent.

**Public Administration 802: Quantitative Methods for Public Sector Professionals**

Uses standard microcomputer statistical software and analysis to introduce statistics and quantitative analysis for organizational and policy decision-making. Emphasizes the application of statistics and writing with quantitative evidence to real public sector policy questions. Assumes little or no background in statistics and software applications. Prerequisite: either CJ 702, or PAdm 702.

**Public Administration 865: State and Local Government Finance**

An analysis of state and local government expenditure and revenue systems, with an introduction to state and local financial administration. Prerequisites: PAdm 765 or instructor's consent.

**Public Administration 895: Public Decision Making**

Focuses upon decision making by public managers through case study method. Reviews models of public decision making. Explores public management from the perspective of public purposes, politics, organizational results, and ethics. Prerequisites: successful completion of all other core courses in the MPA or instructor's consent.

**Elective Courses**

The public administration elective courses are listed below. Courses are three credit hours, however certain courses are designated for independent study with variable credit (from 1 to 3 hours). Students, with the concurrence of their advisor, may also choose electives outside the Hugo Wall School to apply toward the MPA degree.

**Public Administration 501: Integrity in Public Service**

Exposes the student to the basic principles of personal and professional integrity and how those principles apply to their daily life as a member of the community and as an employee of a government or social service agency. Employs a case study method, using cases and examples from a wide range of government and non-profit agency experiences. Students become aware of the moral and ethical issues which may arise in their professional and personal lives; begin to develop critical thinking and analytical skills regarding ethical behavior; and become more personally and professionally responsible. Prerequisite: junior- or senior-level or instructor's consent.

**Public Administration 560: The Planning Process**

For students desiring to work in an urban planning agency or who will be involved in planning issues as an administrator at the city, county, state, or federal level. Also for students seeking an understanding of the complex process of urban-related life. Examines the role of planning in solving human and environmental problems. Emphasizes the relationship between specialists, citizens and elective officials as participants in the planning process.

**Public Administration 585: Management in the Nonprofit Sector**

Examines the management and governance of nonprofit organizations. Includes strategic planning, marketing and fund-raising, management of financial and human resources (including volunteers), governing structures, and the role of boards.

**Public Administration 621: Environmental Law**

An in-depth analysis of emerging federal, state, and local legislation; judicial decisions; and administrative policies in environmental protection. Explores the roles of a variety of governmental agencies and nongovernmental organizations as related to prevention and enforcement processes of environmental protection. Includes issues in the development and implementation of environmental policy. Prerequisite: an advisor-approved methods class.

**Public Administration 625: Computer Applications for Public Policy**

Familiarizes students with major types of software applications for microcomputers and their use in public policy analysis.

**Public Administration 651: Dispute Resolution**

Examines a range of topics including causation, typologies, communications, mediation, arbitration, and other dispute resolution techniques. Includes criminal and victim mediation and both inter-group and inter-organization relations and dispute resolution techniques. Analyzes case studies.

**Public Administration 688: Urban Economics**

A survey of the economic structure and problems of urban areas on both the microeconomic and macroeconomic levels. Stresses the application of regional economic analysis in the study of urban areas as economic regions. Prerequisites: Econ 201Q and 202Q, or Econ 800, and junior standing.

**Public Administration 700: Urban Affairs**

A study of the policy issue faced by local government in an urban setting from a multidisciplinary point of view.

**Public Administration 750: Public Administration Workshop**

Specialized instruction using variable format in a public administration or urban affairs relevant subject. Repeatable for credit.

**Public Administration 755: Special Topics in Urban and Public Affairs**

Provides students with an opportunity to engage in advanced study in topics that are of immediate concern and arise only occasionally. Content varies with issues that arise, student needs, and faculty expertise. Directed to Master of Public Administration students. Prerequisite: instructor's consent.

**Public Administration 760: State and Local Economic Development**

Explores the roles of state and local governments, and officials in economic development through the use of case studies. Examines financing in economic development from the perspectives of public purpose and community objectives.

**Public Administration 775: State and Local Government Law**

Exposes students to the legal principles which undergird the foundation of governmental operation and administration.

**Public Administration 785: Public Works Administration**

Introduces public works administration and management. Includes discussion of public works professionals; public works organizations and institutions; infrastructure planning, policy and project analysis; procurement, purchasing and contract administration; geographic information systems; and transportation, water, waste water, and surface water system construction, maintenance and replacement.

**Public Administration 798: Independent Study**

For graduate students to pursue research in areas not normally covered in course work. Repeatable for credit with departmental consent. Prerequisite: departmental consent.

**Public Administration 825: State and Local Government Administration**

Examines administrative leadership in state and local government through case study and field experience. Draws on the experience of professional public managers. Designed for students nearing completion of the Master of Public Administration degree and planning careers in public management. Prerequisite: instructor's consent.

**Public Administration 845: Public Policy Analysis and Program Evaluation**

An overview of approaches to public policy analysis and program evaluation. Examines the roles of participants in public policy development, implementation, and evaluation. Explores policy and program functions and their intended and unintended impacts. Focuses upon methodologies for collection of data and their use in the assessment of programs and program impacts. Prerequisites: an approved statistics class and an approved methods class.

**Public Administration 866: Public Financial Management**

Deals with selected aspects of state and local government financial management. Introduces fund accounting, costing of government services, capital budgeting, and asset management. Prerequisite: PAdm 865 or instructor's consent.

**Public Administration 867: State and Local Government Budgeting**

Analyzes the development and utilization of the budgetary process in government administration emphasizing the budget in relation to its role in policy formulation and management. Prerequisite: PAdm 865 or instructor's consent.

**Public Administration 868: Seminar in Public Finance Systems**

An analytical study of selected topics in the politics and administration of revenue, expenditure, and borrowing policies of governmental organizations. Prerequisite: departmental consent.

**Public Administration 870: Fundraising and Financial Management for Nonprofit Organizations**

Focuses on fundraising and financial management in nonprofit organizations. Examines fundraising from public and private sources including funding research, proposal writing, and budgeting. Includes analysis of financial statements for the purpose of managing both the short-term and the long-term financial condition of a nonprofit organization. Prerequisite: PADM 865.

**Public Administration 871: Community Networks**

Students learn how to use systems logic to define problems and develop collaborative solutions through networks that involve governmental and nongovernmental organizations. Prerequisites: PADM 702, 745, and 802.

**Public Administration 872: Alternative Service Delivery**

An overview of alternative forms of public service delivery other than the direct provision of services by government. Alternative service delivery encompasses the use of private businesses, community or nonprofit groups, individual volunteers, and public-private partnerships to deliver public services. Some alternative delivery mechanisms include: the use of grants and vouchers; managed competition; franchising; contracting; service agreements; design/build/operate/finance; and service shedding.

**Public Administration 890: Internship**

Integrates academic pursuits and practical experience. Students admitted to the internship are assigned to work in an approved government, community, or private organization for a minimum of nine months. Prerequisites: completion of all PAdm. core courses and 6 hours of additional graduate credit hours.

**Public Administration 898: Applied Research Paper**

Original research project under a faculty member's direction. Project requires conceptualization, execution, preparation of a written report, and defense of that report before a faculty committee. Intended to be a major project or capstone activity completed at the end of a student's program of study. It must be an individual effort, not a group project. Prerequisite: graduate-level research methods class.

**Course Scheduling**

During the fall and spring semesters, most MPA classes meet one day a week, Monday through Thursday, from 7:05 p.m. to 9:45 p.m. Classes are also commonly held from 4:00 p.m. to 6:50 p.m. or on weekends. This format for course scheduling allows professionals and working students to complete the degree.

## Advising

When a student is admitted to the Master of Public Administration program, a faculty member is assigned to that student as an advisor. All faculty members participate in advising. In addition, any student may seek advice from the MPA Coordinator.

Students consult with their advisor for all matters pertaining to their academic careers, including changes in their programs. The advisors' knowledge and expertise assist students in their progress toward the degree. Every faculty member keeps regular office hours and may be reached by phone, email, regular mail or in-person. Since faculty members have many time commitments and other advisees, scheduling an appointment is recommended.

Advisors assist graduate students in creating a Plan of Study and selecting elective courses defining an area of concentration.

## Plan of Study

A Plan of Study is a Graduate School form listing all the courses a student will take and the semester they plan to enroll in the courses. **Students should develop their Plan of Study in consultation with, and approval by, their faculty advisor** in order to take advantage of the 15 hours of electives and tailor their educational experiences to career goals.

A Plan of Study should be filed during the semester *after* 12 credit hours of course work are completed. The form must be signed by the degree candidate, the advisor, the MPA Coordinator or HWS Director, and the dean of the Graduate School. All academic work completed and planned for the degree must be included in the Plan of Study at the time of submission. Graduate students must meet program requirements in effect at the time the Plan of Study is officially approved. Changes may be made to the Plan of Study by submitting a revision to the Plan of Study form.

Failure to meet the deadline for filing a Plan of Study may result in a delay in graduation or loss of credit hours planned for use in the program. The final proposed plan should be on file with the Graduate no later than the 20<sup>th</sup> day of the fall or spring semester, or the 10<sup>th</sup> day of the eight-week summer term, during the semester of graduation. (see page 19 of this Handbook for Graduate School regulation).

## Academic Performance

To maintain good standing in a graduate program, students must maintain a grade point average of at least 3.00 in all courses on the student's Plan of Study (excluding transfer work) and for all graduate work taken at Wichita State University. Failure to perform at this academic level will result in the following action.

*Academic Probation:* If a student's cumulative graduate grade point average falls below 3.00, the Graduate School will automatically place him or her on academic probation. Upon raising the grade point averages to 3.00, the student will automatically return to full standing. Any student on probation may not enroll in more than 9 graduate hours in a fall or spring semester or more than 6 graduate hours in a summer semester.

*Academic Dismissal:* Students on probation may be dismissed from the graduate program if they continue to perform below the acceptable academic standards. A student who begins a semester on probation and fails to achieve a 3.00 semester GPA will be dismissed from the graduate program if, in the opinion of the graduate faculty, he or she is unable to carry out advanced work or make satisfactory progress towards a graduate degree. Any student who fails to maintain a 2.00 grade point average in all work taken after admission will be dismissed from the Graduate Program.

Following academic dismissal, those who wish to be considered for readmission to Graduate School must complete a minimum of 9 hours of upper-division course work, selected with the help of a graduate advisor or the MPA Coordinator. The course work must be completed with a 3.00 grade point average or higher, and the student must meet both Graduate School and the program requirements to be readmitted. Students recommended for readmission will enter the program on probation.

## **GRADUATE CERTIFICATES**

The Hugo Wall School of Urban and Public Affairs offers Graduate Certificates for advanced study in graduate-level courses for a specific area. The certificate programs enhance career opportunities of graduate students, as well as state and local practitioners.

To enroll in a Graduate Certificate program, students must first be admitted to Wichita State University Graduate School. Students should have a bachelor's degree from a regionally accredited university and a grade point average of at least 3.0 in the last 60 hours of work, including any post-bachelor's graduate work. For certificate completion students must earn a grade of *B* or better in all required courses.

Applicants who are currently enrolled in a graduate degree program at Wichita State University can also complete a Graduate Certificate as part of their degree program. *Students pursuing certificates must notify the Graduate School and complete a separate Plan of Study for each graduate certificate being completed listing the required certificate courses.* Completion of certificate requirements is noted on the student's University transcript and a Graduate Certificate is awarded by Wichita State University.

## **Graduate Certificate in City and County Management**

The Graduate Certificate in City and County Management offers advanced study in city and county management. The courses are drawn from the Master of Public Administration degree program of the Hugo Wall School of Urban and Public Affairs. The curriculum is designed to stimulate critical examination and application of theory, concepts, and best practices in the county management.

Courses Required:

- Public Administration 725: Public Management of Human Resources
- Public Administration 865: State and Local Government Finance
- Public Administration 825: State and Local Government Administration

Complete **one** of the following elective courses:

- Public Administration 560: Planning Process
- Public Administration 760: State and Local Economic Development
- Public Administration 775: Local Government Law
- Public Administration 785: Public Works Administration

## **Graduate Certificate in Economic Development**

The Graduate Certificate in Economic Development provides advanced study in economic development by state and local governments. The courses are drawn from the Hugo Wall School and the Barton School of Business. The curriculum is designed to provoke critical examination and application of economic development theory, concepts and best practices by practitioners in state and local governments.

Courses Required:

- Public Administration 560: Planning Process
- Real Estate 619: Urban Land Development
- Public Administration 688/Economics 688: Urban Economics
- Public Administration 760: State and Local Economic Development

## **Graduate Certificate in Nonprofit Management**

The Graduate Certificate in Nonprofit Management curriculum will engage students in rational examination and application of nonprofit management theory, concepts, and best practices by practitioners in nonprofit organizations.

Courses Required (in sequence):

- Public Administration 725: Public Management of Human Resources
- Public Administration 865: State and Local Government Finance
- Public Administration 870: Fundraising and Financial Management in Nonprofit Organizations

Complete **one** of the following elective courses:

- Economics 663: Economic Insecurity
- Public Administration 845: Public Policy Analysis and Program Evaluation
- Public Administration 871: Community Networks
- Public Administration 872: Alternative Service Delivery

### **Graduate Certificate in Public Finance**

The Graduate Certificate in Public Finance provides advanced study in public finance. The courses are designed to enhance each student's ability to think critically about the social, economic and political context of public finance problems.

Courses Required (in sequence):

- Public Administration 765: Public Sector Economics
- Public Administration 865: State and Local Government Finance
- Public Administration 866: Public Financial Management
- Public Administration 867: State and Local Government Budgeting

## **ENROLLING AT WICHITA STATE UNIVERSITY**

### **Admission to Graduate School**

Applications for graduate study are made through the University Graduate School. The Graduate School office should receive all records required for admission at least **three weeks (or earlier) prior to registration for a specific semester** to enable complete processing before the semester begins. Records received after this time will be processed as time allows, but the Graduate School cannot guarantee that this will occur in time to allow enrollment for graduate credit. Students who require visa status need to allow additional time for processing.

Application materials are available on-line at: <http://webs.wichita.edu/gradsch> or by contacting:

Graduate School  
Wichita State University  
107 Jardine Hall  
1845 Fairmount  
Wichita, Kansas 67260-0004  
(316) 978-3095

Questions about the application process can be directed to the Graduate School or the Graduate Coordinator.

There are non-refundable admission application fees at two levels: (1) for those who are U.S. citizens or permanent resident aliens, and (2) those who require a visa status. This fee must be paid in U.S. dollars at the time the application for admission is submitted.

### **Requirements for International Applicants**

The formal admission of international applicants is a two-part process:

- (1) The first part evaluates the applicant's academic admissibility based upon the application form and transcripts or mark sheets provided. If these documents merit recommendation for admission, the Graduate School will notify the applicant of his or her eligibility for admission and take an application to begin the second part of the admission process.

Two official copies of transcripts for *all* undergraduate and graduate course work completed are required *before* review of documents commences. This applies to any graduate work completed at an American university. Undergraduate transcripts must be translated into English where applicable. If the transcript does not indicate award of a bachelor's degree or a four-year equivalent degree, official copies of a degree statement or diploma are required.

- (2) The second part requires the student to demonstrate sufficient English proficiency assessed by the Test of English as a Foreign Language (TOEFL) or Academic Module of the IELTS examination and financial resources (outlined by WSU Statement of Financial Responsibility) to support graduate work in America. Completion of these requirements will allow the preparation of the I-20 immigration document. International students applying to the MPA program must score 600 or better on the written TOEFL, at least 250 on the computerized equivalent or 100 internet-based or a score of 7.5 on the IELTS examination.

If interested in studying English at Wichita State University prior to taking the TOEFL, contact:

Intensive English Language Center  
Wichita State University  
1845 Fairmount  
Wichita, KS 67260-0122  
USA  
(316) 978-3232

Application forms may also be requested by e-mail at [international@wichita.edu](mailto:international@wichita.edu)  
<http://webs.wichita.edu/?u=intleadm&p=/Intensive>

International students presently in the United States on a student visa obtained by admission to another U.S. university will not be considered for admission to Wichita State University until they have attended the institution issuing their original I-20 for at least one semester. Exceptions to this policy require the concurrence, in writing, of the institution issuing the original I-20.

The first semester enrollment of all international students must be in the program to which the student is admitted unless written permission to gain admission and enroll in a different program is obtained from the original department.

### **Admission Standing**

Students are admitted to Graduate School at one of the following levels:

*Full Standing:* Students have fulfilled all admission requirements.

*Conditional Standing:* Students with background deficiencies or who have not provided all pertinent credentials but who have otherwise met the requirements for full standing, may be admitted on a conditional basis. Students are allowed one semester to submit remaining credentials and one year to remove background deficiencies.

*Probational Standing:* Students who do not meet minimum academic requirements for full standing admission may be admitted on probation if reasonable evidence is presented of the student's ability to do satisfactory work. Those students must earn a 3.00 GPA after the first 9 hours of graduate credit work in order to be removed from probation. Students admitted on a probationary status are not eligible for assistantship positions.

Admission will remain valid if students enroll in and complete at least one class as a graduate student within one calendar year of the admission date. Students may not be admitted to more than one graduate degree program at one time.

## **Senior Rule Admission**

Senior rule allows seniors at WSU or other bachelor's degree granting institutions to take courses for graduate credit. The student must be within 10 hours of completing his or her bachelor's degree to enroll for graduate credit, and he or she must finish the bachelor's degree requirements in the semester graduate credit is sought. In addition, the student must have a grade point average of 3.00 or above in the major area and all upper-division courses. Work on courses taken for graduate credit shall go beyond the requirements of the bachelor's degree.

To earn graduate credit under this option, students must apply to the Graduate School for regular admission and complete a Senior Rule application no later than 2 weeks before the semester in which enrollment is desired. Senior Rule admission requires approval from the student's undergraduate major advisor, the chairperson or graduate coordinator for the department in which the work is to be taken, the student's undergraduate college dean and the dean of the Graduate School.

## **ACADEMICS**

### **Grading**

Graduate level course work is graded *A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F*. Faculty have the option of assigning an *I* (incomplete) if they feel sufficient justification exists for a student's failure to complete the course.

### **Incompletes**

To receive credit for an incomplete grade, students must complete their work on the course within the following two semesters, excluding summer. The grade earned as a repeat will then become the grade of record. Should the work not be completed in that time, the student must enroll in the course as a repeat. Incompletes in graduate courses that are not cleared or repeated will remain on the transcript permanently as *I* (they will not revert to *F*).

### **Repeats**

A graduate student may enroll in graduate courses (for credit) a second or subsequent time. If a course is repeated, the Graduate School will consider that the last grade earned replaces the original grade for purposes of admission and degree completion. Although the last grade earned becomes the grade of record, the original course grade remains on the graduate transcript. Repeated courses are identified on the transcript by an extra letter after the grade: *I, included in the GPA; E, excluded from GPA*.

## **Transfer Work**

Graduate credit may be transferred from an accredited graduate school. The Graduate Coordinator and faculty will determine the acceptability of transfer courses. A student may transfer up to 12 credit hours. Normally, a student wishing to replace a specific course with a transfer course will provide evidence of course equivalence including a course description, syllabus, and completed course work.

Transfer courses must carry a minimum grade point average of 3.0 on a 4.0 scale. Grades lower than *B*, including grades of *B-*, will not be accepted. An official transcript containing transfer work must be on file with the Graduate School. Accepted transfer work must have been in courses begun 6 years or less before the semester in which work on the Master of Public Administration degree will be completed.

Transfer courses and work that originally received a grade of *C* or below may not be validated. Courses completed 10 or more years before the degree is granted, even if previously validated, may not be used to meet the degree requirements.

## **Academic Honesty**

Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the University. Violations are defined as:

- Cheating in any form, on exams or elsewhere.
- Plagiarism or using the work of others as one's own.
- Misrepresentation of any work done in the classroom or for class preparation.
- Falsification, forgery or alteration of any documents that pertain to academic records.
- Disruptive behavior or abusiveness toward faculty or other students.

## **DEGREE COMPLETION**

### **Progress/Time Limits**

Degree-seeking candidates and certificate-seeking candidates are expected to make satisfactory progress toward their degree or certificate in a timely manner. University accreditation require that a student complete all requirements for a master's degree within a six-year time limit.

Any course started more than six years prior to completion of the master's degree may not be used for degree requirements. If the student wishes to have a course exceeding the six-year time limit count toward degree completion, the outdated course must be validated or substituted with another course taken within the time limits. In limited circumstances, the student may submit a Request for Exception to Graduate Regulations to waive the time limits for a particular course. For course validation, the Graduate

School must receive a Validation Request form from the student and approve it before the student begins work to validate the course. The instructor will have to identify on the form the process that will be used to certify *B* or better performance by the student.

### **Plan of Study**

In order to officially define a program of study for a graduate degree, student must submit the Plan of Study form leading to admission to candidacy. Submission of the proposed Plan of Study require that the conditions of admission (if any) to the program area have been completed. The proposed plan identifying the completion option must be on file in the Graduate School office no later than the 20<sup>th</sup> day of the fall or spring semester, or the 10<sup>th</sup> day of the eight-week summer term, during the semester of graduation. MPA students should file the Plan of Study after completing 12 credit hours of course work (see pages 12).

The Plan of Study is developed in conjunction with the advisor and signed by the candidate, the advisor, the chairperson of the major department, and the dean of the Graduate School. All academic work completed and planned for the degree must be included in the Plan of Study at the time of submission. Students may make changes to the Plan of Study that are necessary of enrollment problems or other circumstances by submitting the Plan of Study form and showing only the necessary revisions. More extensive changes may be accomplished by filing a new Plan of Study marked "revised plan."

The Plan of Study form is also required for each of the graduate certificate programs offered in the Hugo Wall School. A student completing the MPA as well as a graduate certificate in the same semester will have to submit one Plan of Study for the MPA and one Plan of Study for each graduate certificate completed.

### **Degree Application**

An Application for Degree card and \$15 filing fee must be filed with the Graduate School within four weeks (20 class days) after the beginning of any fall or spring semester in which students plan to finish all requirements for the degree. Students planning to graduate at the end of the summer session must file an Application for Degree card within two weeks (10 class days) after the beginning of the regular eight-week session even if they plan to enroll for the second four-week session only. In the latter case, the degree card must be filed by the second week with an indication of intent to enroll for the second four weeks.

If, after a student filed a degree card, the degree is not completed, a new card and filing fee must be filed within the time frame just described for the semester in which requirements for the degree are again expected to be completed. Failure to meet these deadlines will result in a delay in graduation and in the awarding of the diploma.

Students completing a graduate certificate must also file an application for degree form and pay the filing fee of \$15. The same time requirements noted above apply for filing a certificate degree form.

### **Graduation Checklist**

The following steps must be completed in order to graduate from Wichita State University:

1. Approved Plan of Study on file with the Graduate School by the published deadline.
2. Application for Degree submitted by the published deadline.
3. Removal of incomplete grades by the published deadline.
4. Cumulative grade point average of 3.0 or above for all WSU courses on the Plan of Study and for all graduate level work completed at WSU.
5. Enrollment in semester of graduation unless all degree requirements are met prior to the first day of classes of the semester of graduation.

### **Commencement**

Commencement is held twice each year in May and in December. Graduates who complete degree requirements during the preceding summer or the fall semester are eligible to attend December commencement. Graduates who complete degree requirements in the spring and upcoming summer semester are eligible to attend the May commencement.

Diplomas are available approximately one month following the close of a given semester. All degree recipients may obtain their diplomas from the Registrar's office.

## **FINANCIAL ASSISTANCE**

### **Graduate Assistantship**

The Hugo Wall School of Urban and Public Affairs awards a limited number of graduate assistantships each year to qualified graduate students enrolled in the Master of Public Administration degree program. To be eligible students must be admitted in full standing to the MPA program.

Graduate assistants assist faculty in the Hugo Wall School in instruction and also work as directed by faculty and professional staff on research and community service projects through the Center for Urban Studies and the Kansas Public Finance Center.

Graduate assistantships are normally awarded for an academic year on the basis of a student's undergraduate record, demonstrated leadership abilities and potential for success in the field of public administration. *Graduate assistants may not hold other remunerative employment.*

Students holding graduate assistantships are expected to enroll in at least 9 graduate hours. Graduate assistants receive a stipend for the period of their appointment which is paid out according to the university's payroll schedule for the fiscal year. Graduate assistants may qualify for a 35 percent tuition waiver. Graduate assistants working 20 hours per week are eligible for resident tuition rates (only on courses numbered 500 and above), health insurance and a discount on books purchased from the WSU Bookstore.

Applications for assistantships beginning in the fall semester are due April 1. For complete application information, call (316) 978-7240.

## **Fellowships**

Four endowed fellowships in the Hugo Wall School provide financial assistance to selected MPA students. These fellowships are awarded on a competitive basis to students with exemplary records and specific career interests in the field of public administration. Students must be admitted in full standing to the MPA program. Selection is based upon academic record, demonstrated leadership abilities and potential for success in the field of public administration; and without regard to race, religion, color, national origin, gender, age, sexual orientation, marital status, disabled/Vietnam-era veteran status, or disability. Applicants must enroll in a minimum of six graduate credit hours each semester during the academic year for which they are applying.

The *Hugo Wall Fellowship* is an endowed fellowship established in 1973 to honor the contributions made to the field of urban affairs and public administration by the late Dr. Hugo Wall, Wichita State University professor and namesake of the Hugo Wall School of Urban and Public Affairs. Fellowships are awarded to outstanding students seeking the Master of Public Administration degree.

The *George Pyle Fellowship* was initiated in 1990 by members of the Wichita State University Managers Association (WSUMA) and the faculty of the Hugo Wall School, to honor George Pyle's thirty-nine years of service in the field of city management.

The *George Van Riper Fellowship* was established in 1997 from an endowment honoring the late George Van Riper, a graduate of the MPA degree program and practitioner in the field of public finance. Van Riper fellowships are awarded to graduate students planning careers in public finance.

The *Mike Hill Fellowship* was established in 2001 to honor former Sedgwick County Sheriff Mike Hill's career in law enforcement. Hill Fellowships are awarded to Master of Public Administration students pursuing a career in law enforcement.

Fellowship applications are due April 1 for the following fall semester. *Applicants for graduate assistantships are automatically considered for fellowship awards.* For complete application information, call (316) 978-7240.

### **General Financial Aid**

Other forms of financial aid are available through the Office of Financial Aid, which may be contacted at (316) 978-3430, and through the Graduate School at (316) 978-3095.

## **UNIVERSITY POLICIES**

### **Identification Number**

All students are identified in WSU's computer files through *myWSU* ID found on their Shocker Card. The *myWSU* ID number will allow the student to access enrollment, financial aid, change address/phone information, course schedule, and grade information. The student's may log on to *myWSU and Self-Service* with this number.

The *myWSU* system allows students to enroll, drop/add, pay, check grades and financial assistance. The student may log in using their shocker ID number.

### **Student Identification Card (Shocker Card)**

Each Wichita State University student is required to have a photo identification card, known as the Shocker Card. This card is used to determine a student's enrollment status. Additionally, the Shocker Card is required to utilize the following services: Ablah Library, Heskett Center, Athletic Ticket Office, Student Government, Student Health Services, WSU Police Department and the Shocker One Stop (SOS) and *myWSU* portal. The initial card is free and does not expire. Lost, stolen or discarded cards may be replaced for a fee.

### **E-Mail**

Each student attending WSU is assigned an Email address in the WSU E-mail Services system. Initial set-up of the account is done through *myWSU*. The School and Professors utilize this system for disseminating information regarding classes and advising, special activities and other timely reminders. The Email account stays with the person as long as they attend WSU.

### **Course Load Definitions**

Full-time status equals enrollment in nine (9) hours of graduate level course work in fall and spring semesters, and six (6) hours in the summer. Graduate students may not

enroll in more than 16 hours in fall or spring semesters nor more than 10 hours in summer sessions. International students must be enrolled as full-time students each semester.

## **Registration**

The registration schedule is established by the University's Registrar. All registration is completed on-line unless there are unique problems that can not be handled on-line, by mail, or by phone. Students must enroll according to procedures listed in the *Schedule of Courses* which is available at the University's website: [www.wichita.edu](http://www.wichita.edu).

## **Changing Your Schedule (Adding and Dropping Classes):**

You may change your schedule on-line any time through the drop/add period for your specific course. The Schedule of Courses will have the drop/add period printed in it for each semester.

## **Payment**

Tuition and all fees must be paid in full before enrollment is complete and students are eligible to attend classes.

Short-term loans are available to assist students in making tuition payments through an installment plan. These loans are limited to 75 percent of a student's total tuition and fees, plus a nonrefundable administrative fee. For more information on short-term loans, students should contact the office of Tuition and Fees, (316) 978-3333.

## **Additional Fees/Refunds**

Additional fees as established by the Registrar will be assessed in certain situations such as registering late for courses. A summary of these can be found in the Graduate Catalog and in the *Schedule of Courses*.

Tuition and fees refunds are given for withdrawals in accordance with dates published in the *Schedule of Courses*. Refunds requested **after** the last published date are done so by submitting a Refund Waiver Form to the Office of the Controller.

## **Residency**

Resident status for tuition purposes is defined as someone who has resided (been physically present) in the state of Kansas for one year or 12 consecutive months *prior* to enrollment or re-enrollment and who has demonstrated the intent to make Kansas his/her permanent home.

Resident status provides for the following exceptions:

1. Employees of the University, their spouse and dependent children (this does not apply to student assistants and graduate assistants);
2. Individuals who are full-time active military and stationed in Kansas, their spouse and dependent children;
3. Individuals in active military status who were discharged or retired in Kansas;
4. Individuals who graduated from a 4-year accredited high school program in Kansas within 6 months of enrollment at a state university in addition to being Kansas residents for fee purposes within 12 months of their high school graduation;
5. Dependent students with at least one parent as a Kansas resident; or
6. Individuals recruited to or transferred to Kansas within the last 12 months for full-time employment, their spouse and dependent children.

For further information, contact the Registrar's Office at (316) 978-3055.

### **Withdrawal – Administrative**

The Graduate Dean may administratively withdraw students for the following reasons: (1) student's class attendance is irregular and the instructor does not feel that full benefit can be derived from the course; (2) student fails to withdraw from classes using the official procedure; or (3) student does not meet requirements for courses numbered 800 and above.

## **EMPLOYMENT OPPORTUNITIES**

### **MPA Placement**

Graduates of Wichita State University with a Master of Public Administration serve in diverse sectors, both in Kansas and across the nation. A small sample of positions held by MPA alumni of WSU include:

- Assistant City Manager, Wichita, Kansas
- Executive Director of Research, Wichita Public Schools, Kansas
- Finance Director, Corvallis, Oregon
- Community Development Analyst, Long Beach, California
- County Manager, Routt County, Steamboat Springs, Colorado
- City Manager, Derby, Kansas
- President/CEO, Goodwill Industries, Wichita, Kansas
- City Manager, Hutchinson, Kansas
- City Manager, Wichita Falls, Texas
- Program Director, Catholic Charities, Wichita, Kansas

An MPA degree offers a variety of employment possibilities for graduates. Some examples of such possibilities are:

Project Manager  
City Administrator/Manager  
Management Analyst  
Contract Administrator  
Policy Analyst  
Budget Director

Program Director  
County Administrator/Manager  
Diplomatic Liaison  
City Council Assistant  
Finance Officer  
Budget Analyst

### **University Assistance**

Students in the MPA program have placement services provided through WSU and the Hugo Wall School of Urban and Public Affairs. University-wide placement services are also available through the Office of Career Services. Career Services provides general career advice and employment related assistance, such as assessing career interests, career counseling, and preparation of resumes and other documents. The Office of Career Services can be contacted at (316) 978-3435.

Faculty of the Master of Public Administration program provide career advice and conduct mock interviews to help students prepare for actual job interviews.

### **Specialized Assistance**

The Hugo Wall School offers more specialized placement assistance on career opportunities by:

- maintaining a Current Job Listings section on the School's website, listing local and state public sector and nonprofit career opportunities;
- posting of public sector career opportunities (local, state, and national) on the bulletin board outside the Hugo Wall School main office, which are updated bi-weekly;
- providing public sector internship and employment links on the School's website presenting an extensive list of local, state and national sites; and
- individual faculty and staff who frequently receive notices of position openings for alumni, government agencies and other services.

## **Internships**

While internships are optional, pre-service students within the MPA program are encouraged to consider an internship, either for credit as part of the degree program or as their first work experience upon completion of the program. A number of local governments in the region, particularly the City of Wichita and Sedgwick County, offer management internships that provide an excellent experience for students completing or near completion of a Master of Public Administration degree. Wichita State MPA students have competed successfully for these positions throughout the history of the program. In addition, students have gained management internships in cities that compete nationally for interns, such as Dallas, Texas; Long Beach, California; Glendale, Arizona; and Phoenix, Arizona; and in programs for Presidential Management Internships and state government internships.

Internships are awarded by employers on a competitive basis generally for a one-year period. Most interns are placed in local government. Consequently the experience covers the full range of local government activities, such as working with city and county managers, finance, water, public works, constituent services, citizen participation or with special projects.

To take an internship for credit, students must complete all eight core courses plus six additional credit hours, for a minimum of 30 of the 39 hours required for the degree. To receive credit, students enroll in Public Administration 890: Internship. As an intern, the individual must complete a minimum of 9 months in a full-time appointment and participate in the internships seminars. While intern positions are supervised by the managers/department heads within the agency, the faculty member responsible for conducting the internship seminar determines grades.

## **PROFESSIONAL ASSOCIATIONS IN PUBLIC ADMINISTRATION**

Since networking is an important aspect of the employment market, students benefit from joining professional associations related to their career interests. A list of professional associations pertinent to public administration follows:

### **American Society for Public Administration (ASPA)**

APSA's membership includes students, practitioners from local, state and federal agencies, and academic specialists. ASPA publishes *Public Administration Review (PAR)*, a journal that contains articles of commentary, analysis and research. ASPA provides members with issues of *Public Administration Times*, which has information such as job openings and current events articles within the public administration realm. Student membership is encouraged.

Address:

American Society for Public Administration  
1301 Pennsylvania Ave. NW, Suite 840  
Washington, DC 20004  
Web address: [aspanet.org](http://aspanet.org)

**International City/County Management Association (ICMA)**

ICMA is a professional and educational organization that represents appointed managers and administrators in local governments throughout the world. Student membership is encouraged. ICMA membership includes:

- *ICMA Newsletter* that contains such information as job openings and current events from throughout the world.
- *WHO'S WHO in Local Government Management*, which provides networking information.

Address:

International City/County Management Association  
777 N. Capitol Street, NW, Suite 500  
Washington, DC 20002  
Web address: [icma.org](http://icma.org)

**International Personnel Management Association (IPMA)**

IPMA is a recognized association for public personnel professionals. Members receive information on topics such as personnel policy, workplace trends, federal legislation and more. Student membership is encouraged.

Address:

International Personnel Management Association  
1617 Duke Street  
Alexandria, VA 22314  
Web address: [ipma-hr.org](http://ipma-hr.org)

**Government Finance Officers Association of the United States and Canada (GFOA)**

GFOA is a professional organization that supports public sector finance professionals. The goal of GFOA is the solid management of government resources or finances. Members receive updates on developments within the field, year-round training seminars, publications that include a newsletter and *Government Finance Review*, and much more. Student membership is encouraged.

**Address:**

Government Finance Officers Association of the United States and Canada  
203 N. LaSalle St., Suite 2700  
Chicago, IL 60601-1210  
Web address: gfoa.org

**Student Associations**

Students in the MPA program developed a student association to oversee the needs of current MPA students. The Hugo Wall Public Administration Society's (HWPAS) purpose is to provide forums for exchanging ideas, to help members improve their professional capabilities, and to encourage and interchange ideas and experience among members.

Further information concerning HWPAS may be found at the following website address:  
<http://hws.wichita.edu>

**Networking**

Various events sponsored by the Hugo Wall School take place throughout the academic year which allow MPA students to network and become familiar with various organizations and individuals throughout the community. These include: Area Manager Seminars; Nonprofit Executives Seminars; the Midwest Regional Public Finance Conference; Hugo Wall Day and the Celebration of Excellence; variety of trainings/workshops targeted to public and private sector employees; and other School sponsored social and informal events.

**ADDITIONAL RESOURCES**

**Application Forms**

Application forms may be requested electronically, by telephone, by mail, or in person from the Graduate School Office.

Graduate School  
107 Jardine Hall  
1845 Fairmount  
Wichita, KS 67260-0004  
(316) 978-3095  
<http://webs.wichita.edu/gradsch/>

Graduate School forms mentioned in this handbook are available on-line at the website noted above.

## **Hugo Wall School Contacts**

If you wish to may contact a representative of the Hugo Wall School of Urban and Public Affairs to request information or to have additional questions answered, please feel free to write, telephone, or visit the main office:

Hugo Wall School of Urban and Public Affairs  
208 Lindquist Hall  
Wichita State University  
1845 Fairmount  
Wichita, KS 67260-0155  
(316) 978-7240  
(316) 978-6533 (fax)

The Hugo Wall School Website: <http://hws.wichita.edu>  
Dr. Sam Yeager, MPA Coordinator: [sam.yeager@wichita.edu](mailto:sam.yeager@wichita.edu).

## **Additional Contacts**

Financial Aid           (316) 978-3430  
Registrar               (316) 978-3055  
Graduate School       (316) 978-3095