



# **MPA Student Handbook**

**Master of Public Administration**

**University of West Georgia**

2024 - 2025



The MPA program at the University of West Georgia is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), the membership association of graduate programs in public administration, public policy and public affairs. NASPAA accreditation signifies that a master's program in public affairs and administration has gone through a rigorous process of voluntary peer review conducted by the Commission on Peer Review and Accreditation (COPRA) and has met NASPAA's Standards for Professional Master's Degree Programs in Public Affairs, Policy, and Administration.

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## Introduction

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Welcome to the Master of Public Administration (MPA) program at the University of West Georgia! The MPA program is a professional degree program housed in the Department of Civic Engagement and Public Service, within University College. The MPA program is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).

The Master of Public Administration Program at the University of West Georgia is a professional degree program that relates academic study to administrative practice. The curriculum is designed for those individuals who are either currently in public service or who are seeking a career in government or nonprofit agencies. The MPA program is designed: (1) to augment the skills and knowledge of those already in the public service; (2) to provide a professional graduate degree program to meet the growing need for additional skilled, knowledgeable public administrators; (3) to encourage students to pursue careers in government and nonprofit by providing public administration education; and (4) to equip superior students for research and study at the doctoral level.

This handbook serves as a guide to the policies, requirements, and expectations of students within the program. Students should take the time to read this handbook in its entirety as they begin their graduate school career and keep it as a reference for the future. Students should feel free to contact their faculty advisor or the MPA Director should they have any questions that are not adequately addressed in the handbook.

No handbook or website can answer all students' questions, and certainly cannot replace contact with the faculty and staff who are here to serve students. In particular, the following faculty and staff may be helpful in answering student questions or providing assistance:

- Jessica Thurber, Department Office Manager, [jthurber@westga.edu](mailto:jthurber@westga.edu)
- Dr. Sooho Lee, MPA Director, [slee@westga.edu](mailto:slee@westga.edu)
- Dr. Kathleen Barrett, Associate MPA Director, [kbarrett@westga.edu](mailto:kbarrett@westga.edu)
- Dr. Anthony Fleming, Department Chair, [afleming@westga.edu](mailto:afleming@westga.edu)
- Dr. Karen Owen, Dean of University College, [kowen@westga.edu](mailto:kowen@westga.edu)
- Dr. Paul Rutledge, [prutledg@westga.edu](mailto:prutledg@westga.edu)
- Dr. Vanessa Griffin, [vwoodwar@westga.edu](mailto:vwoodwar@westga.edu)

## **Mission, Values, and Learning Outcomes**

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### **Mission**

The mission of the MPA program at University of West Georgia (UWG) is to educate current (in service) and future (pre-service) public service leaders with ethical behavior and professional competences that promote public service values extending from UWG's values of achievement, caring, collaboration, diversity, equity, inclusion, innovation, integrity, sustainability, and wisdom. The program prepares students with the knowledge and skills to advance the public interest through teaching, research, and service to the community. (Revised on August 20, 2021)

### **Public Service Values**

1. Professional competencies
2. Service to the public interest
3. Diversity in the faculty and student population
4. Ethical behavior

### **Overall Learning Outcomes**

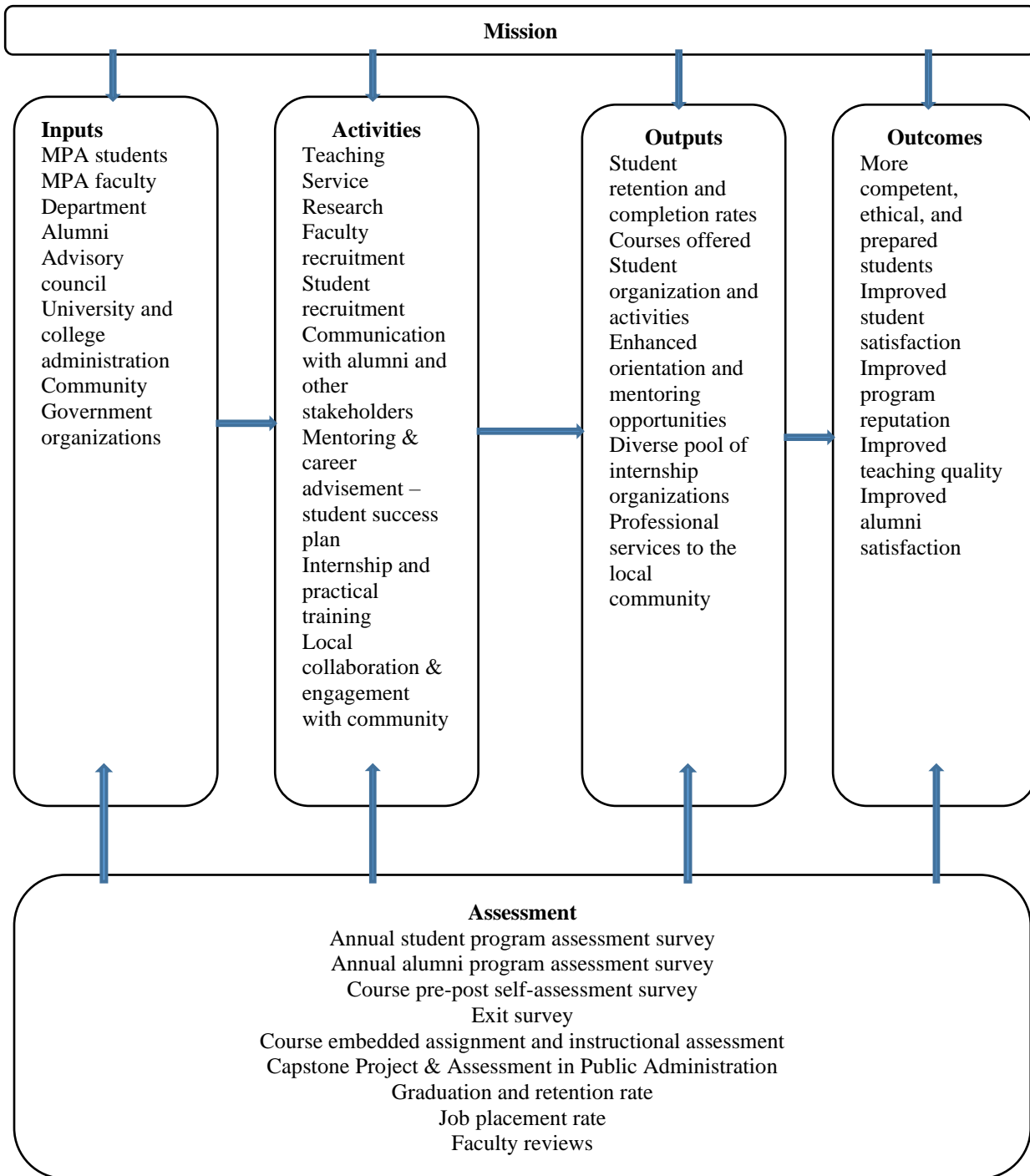
Students will be able to:

1. Demonstrate effective leadership and management skills.
2. Assess the political, economic, and legal nature of the policymaking process and its implications on the work of public managers.
3. Synthesize, analyze, and apply theories and principles of public administration and management to solve problems in public and nonprofit organizations
4. Articulate and apply a public service perspective
5. Apply qualitative and quantitative data analysis skills for public and community problem solving and decision-making
6. Communicate and interact effectively in an environment of changing demographics, evolving technology, and diverse perspectives.

### **NASPAA Universal Competencies**

1. To lead and manage in public interest
2. To participate in, and contribute to, the policy process
3. To analyze, synthesize, think critically, solve problems and make evidence-informed decisions in a complex and dynamic environment
4. To articulate, apply, and advance a public service perspective
5. To communicate and interact productively and in culturally responsive ways with a diverse and changing workforce and society at large

## The MPA Strategic Performance



## Admission Requirements

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Admissions information is found on the program website:

[https://www.westga.edu/academics/gradstudies/program\\_details.php?program\\_id=78](https://www.westga.edu/academics/gradstudies/program_details.php?program_id=78)

### Guidelines for Admittance

- All graduate applicants must complete the [online Graduate Application](#). A one-time application fee of \$40 is required.
- Applicants should also review the Graduate Studies Website for individual program specific requirements and tasks that must be completed prior to admission. See [Graduate Studies Application Process](#).
- International applicants are subject to additional requirements and application deadlines. See [Procedures for International Students](#).
- Official transcripts from a regionally or nationally accredited institution are required and should be sent directly to the UWG Graduate Admissions Office.

### MPA Program Specific Admittance Guidelines

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| <ul style="list-style-type: none"><li>• Two letters of recommendation from former professors or from job supervisors.</li><li>• A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale</li><li>• A personal statement that describes your work experience, professional goals, the reasons you have chosen this program, why you want to attend UWG, and how the MPA program will help you achieve your goals.</li><li>• A current resume</li></ul> |
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### Application Deadlines

Specific Graduate Admissions Deadlines are available via the [Graduate School](#).

In general:

<b><u>Begin Semester</u></b>	<b><u>Apply on or before</u></b>
<u>Fall</u>	<u>July 15</u>
<u>Spring</u>	<u>November 15</u>
<u>Summer</u>	<u>May 15</u>

## Registration for Courses and Financial Aid

Once admitted, students need to register courses and to check on financial aid programs if needed. Students should contact the MPA director for course registration and the Financial Aid Office ([finaid@westga.edu](mailto:finaid@westga.edu) or 678-839-6421) for [financial aid programs](#). The MPA director will provide course offering information and guide students on what courses they will take. Students will register for courses on Banweb after logging in with a valid user id and password. Please see some more related information below.

### The SCOOP

The [Scoop](#) is a collection of calendars and other important information related to registration, courses, fees, and schedules. New and returning students will find The Scoop to be an extremely valuable resource of information and helpful links.



[Sign In](#) [Search](#)

[Apply](#) [Visit](#) [Give](#) [Menu](#)



The Scoop is a collection of calendars and other important information related to registration, courses, fees, and schedules. New and returning students will find The Scoop to be an extremely valuable resource of information and helpful links.

Spring 2024	Summer 2024	Fall 2024
<a href="#">Registrar Calendar</a>	<a href="#">Registrar Calendar</a>	<a href="#">Registrar Calendar</a>
<a href="#">Exam Schedule</a>	<a href="#">Exam Schedule</a>	<a href="#">Exam Schedule</a>
<a href="#">Standard Class Periods</a>	<a href="#">Standard Class Periods</a>	<a href="#">Standard Class Periods</a>
<a href="#">eCore Calendar</a>	<a href="#">eCore Calendar</a>	<a href="#">eCore Calendar</a>
<a href="#">eMajor Calendar</a>	<a href="#">eMajor Calendar</a>	<a href="#">eMajor Calendar</a>
<a href="#">Georgia WebMBA</a>	<a href="#">Georgia WebMBA</a>	<a href="#">Georgia WebMBA</a>



## Schedule of Classes

There are a few ways to view a listing of courses that are being offered each term. You can search for classes in [Self-Service Banner \(SSB\)](#) or you can go to our [Schedule of Classes \(Searchable SSB9 Version\)](#) or Schedule of Classes (Itemized SSB9 Version).

## Finding your Course Syllabus

You may be able to find the syllabus for your course on the [Academic Course Webpage](#). This webpage lists the courses from the current UWG course catalog. Simply visit this webpage and click on the course of interest to find current semester offerings and course information which may include the Syllabus.

## Online Registration

### Registration in the New SSB9 Environment

You can follow the steps listed below or view the Registration Guide (PDF, 1.4MB) for detailed instructions.

1. Sign-in to Student Self-Service Banner.
2. Select 'Student Registration'
3. You will now be in the Registration Module which includes the following links: Prepare for Registration, Register for Classes, Plan Ahead, Browse Classes, View Registration Information, and Browse Course Catalog.
4. To register for classes, select the 'Register for Classes' link.
5. Select the term.
6. Select from one of the following options: Find Classes by searching, Enter CRNs (Ex. 81256), or Register from a pre-generated Plan.
7. Select your courses and submit in the Summary box in the lower right of your screen. Please note you are not registered until the Status changes to Registered and is highlighted green.
8. Print, email, or load your schedule to your personal calendar by selecting the Schedule and Options Tab at the top and choosing the Email/Calendar Icon or Print Icon in the upper right.

Also, see [this video guidance](#)

## Financial Aid Path for New Graduate Students

Please check on [this website information](#) offered by the Financial Aid Office.



 Sign In  Search

[Apply](#) [Visit](#) [Give](#) [Menu](#) 

[Home](#) / [Student Services](#) / [Financial Aid](#) / [Path](#) / New Graduate Students

## Financial Aid Path for New Graduate Students

[Intro](#) [Learn](#) [Apply](#) [Check](#) [Accept](#) [Review](#) [Done](#)

### Your Path to Financial Aid at UWG



#### For New Graduate Students

As a new UWG Graduate Student, you're welcome to follow these five easy steps to apply for and obtain financial aid!

[Start](#)

## **Degree Requirements**

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The program requires the completion of thirty-six (36) credit hours of graduate coursework. The coursework is composed of seven core courses, four elective courses (or three electives + Internship), and a capstone project.

### **Core Courses**

The core curriculum of twenty-one course credit hours is a requirement for all students. Students should take the core courses at the beginning of their matriculation to prepare them for future materials in their elective coursework and research projects. All MPA core courses are offered at least twice during an academic year. The core courses are:

POLS 6200 Public Budgeting and Financial Management  
POLS 6201 Theory of Public Administration and Ethics  
POLS 6202 Research Methods for Public Administration  
POLS 6203 Public Organizational Theory  
POLS 6204 Public Policy Analysis and Program Evaluation  
POLS 6205 Administrative Law and Procedures  
POLS 6206 Public Human Resource Management

### **Elective Courses**

With the approval of the Program Director, each student must select 12 credit hours beyond the core courses. The track courses may be taken from any graduate program in the University. Generally, electives should form a coherent whole. Examples of track emphasis include nonprofit management, public management, disaster/emergency management, criminal justice, and particular areas of public policy. Those students with no experience in government or non-profit management are required to take a three-credit hour PA internship (POLS 6286) in lieu of one elective course. Elective Courses are the 5000 or 6000 level courses that are relevant to the MPA program. Elective Courses are offered in the Fall, Spring, and Summer Semesters.

Major elective courses are listed below. Electives that are not listed below should be approved by the Program Director.

#### **❖ Popular Elective Courses**

POLS 5209 Environmental Policy  
POLS 5210 Public Management  
POLS 5211 State & Local Politics & Administration  
POLS 5213 Comparative Public Administration  
POLS 5215 Management of Nonprofit Organizations  
POLS 5216 Gun Policy  
POLS 5217 Grant Writing for Nonprofit Organizations  
POLS 5222 Leadership in the Public and Nonprofit Sector  
POLS 5985 Public Health Administration and Policy

POLS 5985 Project Management in the Public Sector  
POLS 6211 Disaster and Emergency Management  
POLS 6285 Special Topics in Public Policy/Administration

❖ **Approved Elective Courses**

POLS 5202 - Interorganizational Behavior  
POLS 5204 - Public Finance  
POLS 5207 - Technology Policy  
POLS 5208 - Public Health Administration and Policy  
POLS 5209 - Environmental Policy  
POLS 5210 - Public Management  
POLS 5211 - State and Local Politics and Administration  
POLS 5212 - State and Local Government Finance  
POLS 5213 - Comparative Public Administration and Policy  
POLS 5214 - Urban Politics  
POLS 5215 - Management of Nonprofit Organizations  
POLS 5216 - Gun Policy  
POLS 5217 - Grant Writing for Nonprofit Organizations  
POLS 5218 - Project Management in the Public Sector  
POLS 5222 - Leadership in the Public and Nonprofit Sectors  
POLS 5515 - Terrorism and Counterterrorism  
POLS 5985 - Problems in Politics  
POLS 6211 - Disaster Management  
POLS 6285 - Special Topics in Public Policy/Administration  
POLS 6981 - Directed Readings  
CRIM 5200 - Punishment and Society  
CRIM 5001 - Survey Research Methods  
CRIM 5004 - Managing Data  
CRIM 5100 - Problem Solving Courts  
CRIM 5231 - Women in the Criminal Justice System  
CRIM 5232 - Family Violence  
CRIM 5280 - Contemporary Issues in Criminal Justice  
CRIM 5334 - Human Trafficking  
CRIM 6000 - Principles of Criminology  
CRIM 6003 - Applied Statistics in Criminology  
CRIM 6010 - Crime and Public Policy  
CRIM 6013 - Social Research  
CRIM 6222 - Conflict Resolution  
CRIM 6233 - Ethics and Criminal Justice  
CRIM 6241 - Legal Theories  
CRIM 6255 - Delinquency, Family, and the Community  
CRIM 6266 - Perspectives on Violence  
CRIM 6275 - Planning and Evaluation  
CRIM 6279 - White Collar Crime  
CRIM 6333 - Victimology  
CRIM 6340 - Advanced Criminological Theory  
CRIM 6341 - Constitutional and Judicial Principles  
CRIM 6342 - Crisis Intervention

CRIM 6345 - Homeland Security  
CRIM 6350 - Terrorism  
CRIM 6360 - Law Enforcement Leadership  
CRIM 6370 - Correctional Management  
CRIM 6380 - Criminal Justice Administration  
CRIM 6623 - Crime and Social Inequality

### **Public Administration Internship (POLS 6286)**

Students not ever working in the public or nonprofit sector will do an internship (POLS 6286- Public Administration Internship). The internship must be approved by the Director. To register POLS 6286, please contact the MPA director. The student will also fill out the Internship Evaluation Form and give it to their supervisor who will fill out the assessment of the intern section and return it to the Director by email, mail or in a sealed envelope to the student. In addition, upon the completion of the internship, students should submit a 3 paged double-spaced report that highlights the nature of internship work, short organizational analysis, and lessons. In-service students will take another elective in lieu of the Internship.

- Some Examples of Internship Requesting Organizations (2021-2024)
  - Carroll County Humane Society
  - Leukemia and Lymphoma Society
  - ACCG
  - Secretary of the Senate's Office, GA
  - City of Woodstock
  - City of Douglasville
  - Georgia County Internship Program (GCIP)
  - Coweta County – Public Works
  - Henry County, GA (Planning and Zoning)
  - Douglas County, GA (Solicitor General's Office)
  - City of Buena Vista, GA
  - Georgia Municipal Association (GMA)

### **Capstone Project**

Students will take **POLS 6287 (Capstone Project and Assessment in Public Administration)** in their final semester of the coursework. The Capstone Project and Assessment in Public Administration is a culminating experience in the program, designed to synthesize and apply key concepts from the curriculum to contemporary issues in public administration. The core of the course activities involves students completing an applied research project that not only draws upon the comprehensive knowledge acquired throughout their studies but also addresses real-world challenges in the field. This project serves as a demonstration of the student's ability to effectively integrate theoretical insights with practical applications, preparing them for successful careers in public administration. Furthermore, students will have opportunities to evaluate their competencies in public administration, with guidance primarily from the NASPAA Universal Competencies and the MPA learning outcomes.

## Requirement Summary

Requirements	In-service Students	Not-in-service Students
Core Courses	21 Credit hours	21 Credit hours
Internship	Not required	3 Credit hours
Elective Courses	12 Credit hours	9 Credit hours
Capstone Project (POLS 6287)	3 Credit hours	3 Credit hours
<b>Total</b>	<b>36 Credit hours</b>	<b>36 Credit hours</b>

### Introductory Course (POLS 5200 Principles of Public Administration)

Students who are admitted into the program but do not have a background in political science, public administration, or social sciences must take this introductory course. However, it doesn't count toward the elective course requirement and the degree required total credit.

### Other Important MPA Degree Information

- **Deadline Compliance.** Failure to comply with Exit Paper and Graduation deadlines will result in graduation delays.
- **Schedule.** Schedule early with your major professor and discuss the role of your committee members in the process.
- **Six Year Rule.** You have six (6) years from the date of your oldest course to complete the MPA degree.
- **Transfer Hours.** Students may not transfer in more than nine hours (25%) to the MPA program. Subject to Departmental and Graduate School office approval. Transfer hours count as campus hours. Courses taken during a period that would place a student beyond the six-year period for the completion of his/her degree are not transferable. Transfer of credit forms may be obtained in the Graduate Office.

### Directed Readings and Independent Study Courses

Students may take directed readings and independent study courses depending on their needs and faculty availability. Students should inform their faculty advisor of the study goal, purpose, and scope before the faculty advisor sign a registration form.

## **Wolf Watch**

Wolf Watch (Degree Works) is a web-based tool designed to help students and advisors monitor students' progression toward degree completion. Wolf Watch helps students track degree progress, prepare for registration, and plan for graduation. This degree audit system combines UWG's degree requirements and students' completed coursework in a user-friendly worksheet. Wolf Watch is an effective tool that aids academic advising, but it is not intended to replace face-to-face advising sessions.

\*\*\* When students take elective courses, the record on Wolf Watch does not automatically show the courses in the elective course section. Students need to notify the MPA director that they have completed taking three or four elective courses during their final semester. The MPA director will place a petition on Wolf Watch to move the courses to the proper elective course section. Then, the record is updated soon after.

## **Course Syllabi**

The course syllabi of all the MPA program courses are available on this site:  
<https://www.westga.edu/academics/courses.php>

## Study Plan and Course Loads

Although we suggest the following examples for planning, students still may take courses based upon their preferences and needs. These are simply suggested, not required.

### MPA Curriculum Map (Full time)

Year	Term	Suggested Courses	Credits	Accumulated Credits
1	Fall	6201-Theory of Public Administration and Ethics	3	3
		6202-Research Methods for Public Administration	3	6
		6203- Public Organizational Theory	3	9
	Spring	6200- Public Budgeting and Financial Management	3	12
		6204- Public Policy Analysis and Program Evaluation	3	15
		6205- Administrative Law & Procedures	3	18
	Summer	elective	3	21
elective		3	24	
2	Fall	6206- Public Human Resources Management	3	27
		6286- Internship	3	30
		elective	3	33
	Spring	6287- Capstone Project & Assessment in PA	3	36

### MPA Curriculum Map (Part time - If you take two courses per semester)

Year	Term	Suggested Courses	Credits	Accumulated Credits
1	Fall	6201-Theory of Public Administration and Ethics	3	3
		6202-Research Methods for Public Administration	3	6
	Spring	6203- Public Organizational Theory	3	9
		6204- Public Policy Analysis and Program Evaluation	3	12
	Summer	elective	3	15
elective		3	18	
2	Fall	6206- Public Human Resources Management	3	21
		elective	3	24
	Spring	6200- Public Budgeting and Financial Management	3	27
		6205- Administrative Law & Procedures	3	30
	Summer	6286- Internship	3	33
6287- Capstone Project & Assessment in PA		3	36	



## Certificate Programs

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The MPA program has three certificate programs. Students may choose to use their elective courses toward completing one of the certificates that the program offers. If MPA students complete the requirements, they can receive the certificate with the MPA degree.

Certificate on Management of Nonprofit Organization and Community Development

Certificate on Public Management

Certificate on Disaster and Emergency Management

### **Certificate on Management of Nonprofit Organization and Community Development**

The Nonprofit and Community Development certificate is designed for students who want to learn how to establish, administer, or work for non-governmental and non-profit organizations. While conventional certificate programs have an exclusively managerial focus, our program supplements managerial training by also equipping students with the theoretical and practical skills to engage in grassroots advocacy.

Total semester hours required: 15

Maximum Hours Transferable into the program: 6

(See the Department Website or College Graduate Catalog for required and elective courses needed for the Certificate.)

<p><b>Required Area</b></p>
<p><b>I. Foundation Course:</b>            POLS 5215: Management of Nonprofit Organizations            (Those students who have taken POLS 4215 (management of nonprofit organizations) with a grade of c or higher at UWG can substitute POLS 5215 with other elective courses in the program)</p>
<p><b>II. Resource Development and Management (one course):</b>            POLS 5217: Grant Writing for Nonprofit Organizations            ACCT 6264: Nonprofit Accounting and Auditing            POLS 6200: Public Budgeting and Financial Management</p>
<p><b>III. Electives Courses for Social Issues, Management, Assessment, and Public/Nonprofit Sectors (two courses)</b>            CRIM 6015: Managing Data            CRIM or SOCI 6275: Planning and Evaluation            POLS 5210: Public Management            POLS 5211: State and Local Politics and Administration            POLS 5721: Housing and Community Development            POLS 6201: Theories of Public Administration and Ethics            POLS 6203: Public Organizational Theory            POLS 6204: Public Policy Analysis and Evaluation            POLS 6206 Public Human Resource Management            POLS 6211: Disaster Management            POLS 6202: Research Methods for Public Administration            PSYC 7030: Intro to Organizational Development</p>

PSYC 6400: Psychology, Culture and Society SOCI 5300: Housing and Homelessness SOCI 5734: Social Work Skills SOCI 5803: Environmental Sociology SOCI 6003: Advanced Statistics for Sociology SOCI 6013: Social Research SOCI 6255: Delinquency, Family, and the Community SOCI 6280: Seminar in Social Justice SOCI 6613: Qualitative Research SOCI 6660: Institutional Ethnography SOCI 6700: Social Movements, Protest and Change
<b>IV. Internship (either one internship)</b> POLS 6286: Internship OR SOCI 6286: Internship (In lieu of an internship, students can take an elective graduate course in any area of interest)
<b>Total Required Credits: 15</b>

### Certificate on Public Management

The CPM is designed to meet the needs of practicing public administrators who already have a bachelor's degree and who desire to: broaden their understanding of the concepts and techniques of public management; or pursue the certificate with the goal of career advancement but do not find it necessary or feasible to complete the MPA degree; or continue their education with the goal of earning a graduate degree in public administration (MPA).

Total semester hours required: 12

(See the Department Website or College Graduate Catalog for required and elective courses needed for the Certificate.)

<b>Required Area</b>
<b>I. Core Course (3~6 Credit Hours):</b> POLS 5210: Public Management POLS 6203 Public Organizational Theory
<b>II. Skill Courses (3~6 Credit Hours):</b> POLS 6206 - Public Human Resource Management POLS 6200 - Public Budgeting and Financial Management POLS 6204 - Public Policy Analysis and Program Evaluation
<b>III. Specialization Courses (0~3 Credit Hours)</b> In consultation with the MPA Director, you may choose one of the following graduate level courses in an area of specialization.  POLS 5202 - Interorganizational Behavior POLS 5204 - Public Finance POLS 5207 - Technology Policy POLS 5208 - Public Health Administration and Policy

POLS 5209 - Environmental Policy POLS 5211 - State and Local Politics and Administration POLS 5212 - State and Local Government Finance POLS 6205 - Administrative Law and Procedures POLS 5215 - Management of Nonprofit Organizations PLAN 5701 - Technology and Sustainable Economic Development PLAN 5704 - Planning Theory and Practice CISM 6331 - Strategic Management of Information Technology ACCT 6264 - Nonprofit Accounting and Auditing MGNT 5630 - Dispute Resolution in Contemporary Organizations Or another elective approved by the Director.
<b>IV. Capstone Experience (3 Credit Hours)</b> POLS 6290 Practicum and Assessment
<b>Total Required Credits: 12</b>

### Certificate on Disaster and Emergency Management

This is an embedded certificate program. The certificate is designed for students whose goal is to work with local disaster management organizations to state and federal organizations GEMA, FEMA, and Homeland Security. Through the Disaster/Emergency Management Certificate, students will receive training in how to effectively create, recommend, and implement disaster/emergency management strategies.

Total semester hours required: 15

(See the Department Website or College Graduate Catalog for required and elective courses needed for the Certificate.)

<b>Required Area</b>
<b>I. Core Course:</b> POLS 6211 Disaster/Emergency Management
<b>II. Program Evaluation (one course):</b> POLS 6204 Policy Analysis and Evaluation CRIM 6275 Planning Evaluation
<b>III. Electives Courses (two courses)</b> CRIM 6342 Crisis Intervention CRIM 6345 Homeland Security CRIM 6350 Terrorism POLS 5985 Gun Policy and Public Admin POLS 5210 Public Management POLS 5211 State and Local Administration
<b>IV. Internship</b> POLS 6286 Internship
<b>Total Required Credits: 15</b>

There are also other popular certificate tracks that our students take. However, **these certificates are not administered by the MPA program.**

### **Certificate in Data Analysis and Evaluation Methods**

This certificate focuses on the design of research studies, measurement of variables, data analysis, and formulation of models. Includes instruction in experimental, quasi-experimental, and case study methods; historical research; participant observation; questionnaire design; sampling theory; and statistical methods.

Total semester hours required: 15

(See the College Graduate Catalog for required and elective courses needed for the certificate.)

### **Certificate in Geographic Information Systems**

The GIS Certificate is designed to meet the needs of students and community. The GIS Certificate program aims at providing non-traditional students and field professionals with updated GIS knowledge and skills for further enhancement of their GIS career. It also aims at providing traditional students with a set of practical GIS skills to access the GIS market.

Total semester hours required: 15-19

(See the College Graduate Catalog for required and elective courses needed for the certificate.)

## Academic Standing

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The MPA program follows the Graduate School's policies regarding academic standing. See the [Graduate School's Academic Policies](#) for detailed information regarding academic standing.

## Academic Integrity

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### The UWG Honor Code

*“At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the Honor Code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to plagiarism\*, cheating\*, fabrication\*, aid of academic dishonesty, lying, bribery or threats, and stealing.”*

### Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge.

- A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- A student must give credit to the originality of others and acknowledge indebtedness whenever:
  - a. directly quoting another person's actual words, whether oral or written.
  - b. using another person's ideas, opinions, or theories.
  - c. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written.
  - d. borrowing facts, statistics, or illustrative material; or
  - e. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

## Graduation

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To graduate, students must submit the Online Graduate Application for Graduation and an application fee (\$40.00) prior to the deadlines. The detailed graduation information is found at the Registrar's Office website. The current year deadlines are:

Spring Graduation: October 1  
Summer Graduation: March 1  
Fall Graduation: August 1

## Career Service

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The Career Services department offers a multitude of resources and services that can aid students in their job search. The services include career counseling, resume workshops, mock interviews, and more. The department also regularly holds events such as career fairs, panel discussions, recruiting meetings, etc. Please review their website: <https://www.westga.edu/student-services/careerservices/>

*MPA/University of West Georgia*

### **Job search sites (Updated 6/24/2024)**

#### I. Federal government

USAJobs: Jobs in the Federal government

<https://www.usajobs.gov/>

Careers in government

<https://www.careersingovernment.com/>

#### II. State government (Georgia)

Jobs in Georgia

State government jobs

<https://careers.georgia.gov/>

Local government jobs: Georgia Local Government Access (GLGA) Marketplace

<https://glga.org/>

#### III. Nonprofits

Careers in Nonprofits

<https://careersinnonprofits.com/>

Nonprofit Jobs in Georgia

<https://www.workforgood.org/landingpage/87/georgia-nonprofit-jobs/>

Georgia Nonprofit Careers

<https://gcn.org/georgia-nonprofit-careers/>

UNLOCKING THE SECRETS OF SUCCESSFUL GOVERNMENT JOB SEARCH

<https://www.careersingovernment.com/tools/blog/government-job-search/>

## **Student Needs and Faculty Mentoring**

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### **Faculty Mentoring**

Each year the program assigns a faculty mentor for all MPA students in the department. The purpose of assigning a faculty mentor is to help guide students, answer questions about the curriculum and program, and to help students with opportunities during their time in the program and beyond. The program also strongly suggests that students get to know the entire faculty in the program. Each faculty member has a different scholarly focus, teaching interests, and personality with which students might connect. Please note that this mentor does not automatically become chair of exit paper committee. Students may choose their committee chair based upon their degree plan. The program strongly encourages students to actively communicate with the faculty members.

### **Student Learning Portfolio**

Student Learning Portfolio (SLP) is a tool by which the faculty advises students more adequately, by letting them know about resources in the larger university community that can facilitate students' educational success. Both students and faculty can track and assess students' progress throughout the program. SLP will help students detail the capacities, skills, competencies, abilities, and accomplishments they have acquired or developed over their professional and educational career.

### **Student Annual Program Assessment Survey**

Students are the main stakeholders of the MPA program, and the program needs students' input to assess the program performances and quality, and to develop the program's new direction and strategy. The survey is conducted every spring.

# **Appendix**



## MPA Major Courses

### *Core Courses:*

#### **POLS 6200 - Public Budgeting and Financial Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) A hands-on practical course in how governments collect and spend tax dollars and with what effects. Theories of budgeting are examined for their usefulness in the daily realities of the government budgeting setting. Through in-class group assignments, students learn to construct budgets with economic data, write policy statements, and demonstrate an understanding of capital budgeting, cash and accounting principles.

#### **POLS 6201 - Theory of Public Administration and Ethics**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) What is a good administrator? An examination of dilemmas and hard choices in public administration looked at from three conflicting perspectives: the good person, the good administrator, and the good citizen. topics include personal versus organizational responsibility; professional expertise versus democratic accountability; authority and culpability; and the relation between bureaucratic knowledge and the power it fosters.

#### **POLS 6202 - Research Methods for Public Administration**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Research techniques and computer applications relevant to public and nonprofit agencies. The design, data collection, and analysis component of the research process are emphasized.

#### **POLS 6203 - Public Organizational Theory**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) A survey of the major theories of organizational design and behavior with an emphasis on comparisons of public, private, and nonprofit agencies.

#### **POLS 6204 - Public Policy Analysis and Program Evaluation**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Concepts, techniques of analysis and evaluation methods for the design and assessment of public policy and programs.

#### **POLS 6205 - Administrative Law and Procedures**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) A detailed study, by ways of cases and controversies, of the Constitutional, legal, ethical, and administrative principles which regulate the actions of public servants, the course examines cases from both federal and state administrative experience.

#### **POLS 6206 - Public Human Resource Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) An examination of the processes, policies, and laws pertaining to public personnel, the course analyzes issues concerning personnel administrators including employee protection, motivation, and efficiency.

#### **POLS 6211 - Disaster Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Demographic changes, human settlement patterns, land-use decisions, and political and social policy dynamics have increased vulnerability to natural and man-made disasters. Planning and policy processes and interventions can help reduce disaster vulnerabilities and increase resilience at every stage of the disaster management cycle: disaster mitigation, preparation, response, and recovery. The course will be divided into four modules relating to planning and policy processes corresponding to these four traditional phases of disaster management. Throughout the semester, particular attention will be paid to how disaster planning and policy efforts can increase and promote resilience and reduce vulnerabilities.

***Major Electives:***

**POLS 5208 - Public Health Administration and Policy**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) This course examines the health policy at the national, state, and local levels, with a detailed look at the steps in the process, groups involved, and resultant policies. Through group exercises, each student will experience the policy process, gain an understanding of the dynamics of change, and develop the ability to form coherent policies.

**POLS 5209 - Environmental Policy**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Environmental Policy will emphasize the national and state policy making process, focusing on the dynamics of pluralist change, policy implementation and current environmental status.

**POLS 5210 - Public Management**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Various changes in the management of public organizations are identified and analyzed. Includes the role of technology, modification of the relationship between public and private spheres, and current trends in the management of change and supervision of a diverse work force.

**POLS 5211 - State and Local Politics and Administration**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) An in-depth study of the political process and administrative procedures used in American state and local governments to address social, economic and political issues. Comparative analysis of relevant actors and strategies across the states is incorporated.

**POLS 5215 - Management of Nonprofit Organizations**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) This course is designed to explore the theoretical principles and practical applications of management for charities and/or nonprofit organizations. The underlying thesis of this course is that by understanding fundamental principles such as developing effective mission and objectives statements, fundraising, marketing and accounting strategies, nonprofits can become more effective and responsive to their constituency's needs. The course will include a field research component.

**POLS 5216 - Gun Policy**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Gun control policy is one of the most contentious policy issues in not just the United States, but in other advanced democracies of the world. This class is designed to analyze and assess why gun control policy exists in its current state. The course will explore a variety of arguments for the current state of gun control policy. By the end of the semester students should be able to analyze and evaluate how culture, agenda setting and formulation, institutions and policy making, interest groups, the media, parties, elections, public opinion, and other factors shape gun control policy in the United States.

**POLS 5217 - Grant Writing for Nonprofit Organizations**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) This course helps to develop the skills necessary for students to have the knowledge to be able to develop a solid funding grant proposal. This course is ideal for students who are working for nonprofit and government agencies and are seeking to develop the skills needed to become an effective grant writer. Additionally this course is ideal for students who work with and/or supervise grant based programs or agencies and who wish to acquire the knowledge of how the grant process works.

**POLS 5222 - Leadership in the Public and Nonprofit Sectors**

(3 Lecture Hours 0 Lab Hours 3 Credit Hours) Organized activities need effective leaders. Thus, becoming an effective, successful leader in the public service requires gaining a solid understanding of the nature of organizations and the factors that influence human behavior within

those organizations. This course examines leadership theories and their practical application in modern public and nonprofit organizations. This course provides opportunities for students to develop their leadership knowledge and skills that can help them guide employees to deliver services and products effectively and efficiently in both the public and nonprofit sectors. In addition, this course will consider organizational and leadership challenges and how to meet these with improved leadership strategies.

## Waitlisting

If you try to register for a class and it is full, please add yourself to the Waitlist. You will be added to the class when seats are available, either because someone drops the class, or the number of seats is increased.

Instructions for Waitlisting are below and can be found at <https://www.westga.edu/student-services/registrar/waitlisting.php>.

### Wait Listing for Students

REMEMBER the following if you are on a wait list:

- You are not enrolled/registered for this course.
- You must register for this course in BanWeb if a seat becomes available. It is not automatic.
- You will not be billed for a section with a status of wait list.
- You will be dropped from the wait list and lose your position on the wait list if you do not register in BanWeb by the deadline you are given in your myUWG email.
- The Schedule of Classes may show there is an open seat, but please note if there are students on the waitlist these seats are held for this student population. The next student on the waitlist will be notified and given 18 hours to register, if a seat is showing as available.

How to determine if a Section Offers Waitlisting

[Itemized Schedule of Classes](#) – The itemized schedule of classes will show you Waitlist Seats Available and Waitlist Seats Filled over on the right hand side.

### Waitlist Seats Available Examples:

0 of 50 – This means there are no seats available for waitlisting. 0 of 0 – This course is not offering waitlisting

5 of 10 – This means there are 5 waitlist seats available. Follow the directions in this email to grab a waitlist seat and watch your email for the chance to register.

### Waitlist Seats Filled Examples:

0 of 10 – This means 0 waitlist seats are filled

7 of 10 – This means 7 seats are filled, if you add yourself to the waitlist you will be #8 on the list. (Please note when registration is open seats fill fast, add yourself to the waitlist asap)

10 of 10 – This means all of the waitlist seats are filled

12820	ENGL	2001	03	3.00	Introduction to Literature		Carrollton Campus	
		JAN 08, 2022	MAY 10, 2022	TUE THR	11:00 am - 12:15 pm	NURSING BUILDING		122
Instructor(s):Patrick Erben						Open Seats:30 of 30 as of 10/22/2021 03:09:26		Waitlist Seats AVAILABLE :10 of 10 as of 10/22/2021 03:09:26 Waitlist Seats FILLED :0 of 10 as of 10/22/2021 03:09:26
Additional Information:						Instructional Method: Lecture (A)		
Meets Core Area C-2 Requirement								

**Waitlist Seats AVAILABLE :10 of 10 as of 10/22/2021 03:09:26**  
**Waitlist Seats FILLED :0 of 10 as of 10/22/2021 03:09:26**

### Searchable Schedule of Classes

Once you have searched for the course you want, click on the course title.

**Introduction to Literature - 12820 - ENGL 2001 - 03**

**Associated Term:** Spring Semester 2022  
**Registration Dates:** Oct 27, 2021 to Jan 14, 2022  
**Levels:** Undergraduate-Semester System  
**Attributes:** Meets Core Area C-2 Requirement

**Location:**Carrollton Campus  
**Schedule Type:** Lecture  
**Instructional Method:** Lecture  
**Credits:** 3.000  
[View Catalog Entry](#)

You will then see Registration Availability

<b>Registration Availability</b>			
	<b>Capacity</b>	<b>Actual</b>	<b>Remaining</b>
<b>Seats</b>	30	0	30
<b>Waitlist Seats</b>	10	0	10


Capacity – Total Waitlist Seats Offered Actual – Total waitlist seats filled  
Remaining – How many waitlist seats are still available.

How to Wait List a course section that is full, but has wait list seats available.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Add/Drop Classes.
2. Select the term you wish to register for from the drop-down menu and submit.
3. You are now able to enter CRN #s from the Schedule of Classes.
4. Enter the CRN of the course section you wish to enroll in and click on ‘Submit Changes’.

### Add Classes Worksheet

**CRNs**

10632  

Submit Changes Class Search Reset

- If the section is full and you are eligible to register (no pre-requisite, time conflict, or other registration errors), you will receive a Registration Add Error showing the section is closed.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	10632	PSYC	4350	E01	Undergraduate-Semester System	4.000	Undergrad.	Standard Letter	Culture and Psychology

- If you wish to be added to the wait list, select 'Wait List' from the drop-down menu and click 'Submit Changes'.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level
Closed - 0 Waitlisted	Wait List	10632	PSYC	4350	E01	Undergraduat

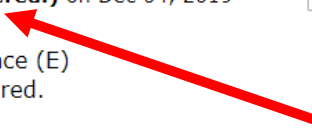
**Add Classes Worksheet**

**CRNs**

Submit Changes Class Search Reset

- You will now see this course with a status of Wait List on your schedule. Please note this status means you are not registered.

**Wait-Listed (This means you are not registered.)** on Dec 04, 2019  None  10632 PSYC 4350 E01

**Campus:** Distance Learning Technology 

**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

How to view your position on the Wait list.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Student Detail Schedule.

**Culture and Psychology - PSYC 4350 - E01**  
**Associated Term:** Spring Semester 2020  
**CRN:** 10632  
**Status:** Wait-Listed on Dec 04, 2019  
**Waitlist Position :** 0 ( You are NOT registered for this class ) ←  
**Notification Expires:** Dec 04, 2019 02:48 pm  
**Assigned Instructor:** [REDACTED]  
**Grade Mode:** Undergrad. Standard Letter  
**Credits:** 0.000  
**Level:** Undergraduate-Semester System  
**Campus:** Distance Learning Technology

**Scheduled Meeting Times**

Type	Time	Days	Building	Room #	Date Range	Schedule Type	Instructors
Class	TBA		Intnet - INTERNET BASED COURSE		Jan 04, 2020 - May 05, 2020	Asynchronous Instruction	[REDACTED] (E)

**Campus:** Distance Learning Technology  
**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

View the Wait list Position number to determine where you are on the wait list. A position of 0 means you should have received an email letting you know you are eligible to register. A position of 1 means you are next on the list to receive a seat, if one becomes available.

How to Register for a section you have wait listed.

Students will receive an email similar to the example below when a seat is available for registration and the student is the next on the list to register. **\*\*\*You must register in BanWeb by the deadline in your email or you will be dropped from the wait list.**

Example Email:

**\*\*ACTION REQUIRED\*\***

Dear UWG Student ,

For Spring Semester 2020 you placed yourself on the wait list for Abnormal Psychology, CRN: 13192 - PSYC 3150 - 02

There is now a space available and you have the opportunity to register for this section.

If you still wish to register, you must select **\*\*Web Registered\*\*** in BanWeb under Add/Drop Classes by 20-NOV-2019 02:56 AM

If you do not register by the deadline above, you will be dropped from the wait list for this section and the next person on the wait list will be notified. If you are receiving pre-requisite, co-requisite, class restriction, or other errors, please contact the department for assistance. All errors must be cleared and registration complete prior to the deadline above.

Please note ITS periodically performs BanWeb updates which require the system to be taken down for a few hours during the week. Please be mindful of these down times, which are communicated through UWG email. Your deadline to register for the wait listed course will not be adjusted due to scheduled maintenance times on BanWeb.

Thank you,  
University of West Georgia Office of the Registrar [registrar@westga.edu](mailto:registrar@westga.edu)

This email was sent at 19-NOV-2019 08:56 AM

Once you receive this email, complete the following steps to register.

1. Login to BanWeb, Click on Student Services & Financial Aid, Registration & Fee Payment, and Add/Drop Classes.
2. Select the term you wish to register for from the drop-down menu and submit.
3. Find the class you have wait listed and have received an email notification for. Select Web Registered from the drop-down menu and click 'Submit Changes'.

**Wait-Listed (This means you are not registered.)** on Dec 04, 2019  10632 PSYC 4350 E01  
**Campus:** Distance Learning Technology  
**Instructional Method:** Entirely at a distance (E)  
100% online. No face to face meeting required.

4. You should now see this section listed on your schedule as Web Registered. If you receive any registration errors, please contact the department offering the course immediately, as all errors need to be resolved prior to your registration deadline outlined in your email.