



UNIVERSITY OF DELAWARE  
**BIDEN SCHOOL OF PUBLIC  
POLICY & ADMINISTRATION**

**MPA — Master of Public Administration**  
**Program Policy Statement**

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[MPA Resource Page](#)

*The requirements and guidelines stated herein are in effect for students entering the graduate program as of September 1, 2022.*



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## **Program Policy Statement for the Master of Public Administration (MPA)**

(Revised March 2022)

### **Part I: Context and Program History**

#### ***Biden School Mission Statement***

The Joseph R. Biden, Jr. School of Public Policy and Administration (BSPA) equips students with the knowledge and skills necessary to perform research and public service activities that address pressing social and economic problems and enhance the quality of life in communities in Delaware, the nation, and the world. Through its academic programs and research and public service centers, BSPA engages faculty, professional staff, and students from a variety of disciplines and diverse backgrounds in the classroom, on public service project teams, and in collaboration with outside organizations.

#### ***Degrees Offered in Biden School***

The Joseph R. Biden, Jr. School of Public Policy & Administration (BSPA) is a freestanding school at the University of Delaware and offers both undergraduate and graduate degrees. The undergraduate programs are the Bachelor of Science in Leadership, and the Bachelor of Arts in Public Policy. The graduate programs are the Doctor of Philosophy in Public Policy and Administration, the Doctor of Philosophy in Disaster Science & Management, the Master of Arts in Urban Affairs and Public Policy, and the Master of Science in Disaster Science & Management. It also offers professional degree programs, including the Master of Public Administration (MPA), the Master of Public Policy (MPP), and the Master of Public Health (MPH). In addition, BSPA offers a number of accelerated/combined “4+1” programs that provide the opportunity for undergraduates in selected majors to complete a master’s degree with an additional year of coursework.

#### ***Master of Public Administration (MPA) Overview***

The MPA program was authorized as a permanent degree by the Board of Trustees in May 1976. It is a mission-driven and competency-focused program grounded in a rich history of research and public service coupled with an instructional philosophy of sustained community engagement, ethical behavior and the development of capable, competent, committed

professionals. These same values reflect the expectations and requirements of our international accreditation organization, the Network of Schools of Public Policy, Affairs and Administration (NASPAA).

### MPA Program Mission Statement

“The mission of the Master of Public Administration (MPA) Program is to provide, diverse, talented graduate students with specific competencies for leadership and management, including the knowledge, skills and values essential to accountable and effective practice. The MPA program contributes directly to solutions to public challenges of our times through research and public service projects that involve students in experiential learning. The program also seeks to develop relationships with practitioners, fostering a professional focus and approaching public administration and nonprofit management and furthering the values of the field.”

The MPA prepares students for career positions in government and nonprofit organizations and private sector companies that work closely with these agencies. It is the preferred professional degree for anyone whose ambition is a career in public or nonprofit management as well as for-profit organizations serving these sectors. The MPA program is usually completed in two years of full-time study. An on-line version of the MPA Program is also offered.

The MPA program is administered by the MPA director, operating under guidance specified in the following:

- NASPAA Accreditation Requirements
- Program Policy Statement for the Master of Public Administration (MPA)
- Biden School of Public Policy and Administration By-Laws

### NASPAA ACCREDITATION

The MPA program has been accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA) since 1982 and conforms to all applicable accreditation requirements and governance provisions. Our last NASPAA re-accreditation review occurred in 2018, and the MPA Program is accredited through 2023-2024. NASPAA is the global standard in public service education with over 300 members in the U.S. and non-U.S. universities that award degrees in public administration, public policy, public affairs, nonprofit management and related fields. (See [http://www.naspaa.org/about\\_naspaa/naspaa.asp](http://www.naspaa.org/about_naspaa/naspaa.asp)).

### NASPAA Definition of Nucleus Faculty

Nucleus faculty member is one who participates in the MPA Program’s

1. Governance by participating in faculty meetings, area of specialization committees, student admissions, curriculum planning and overall program administration,
2. Instruction by teaching an average of at least one course per year in the program, advising students and supervising them on analytical papers, theses, or applied research and public service projects, and
3. Research and/or professional and community service activities significantly related to public affairs.

This designation refers to full-time tenured or tenure track faculty and full-time clinical or professors of practice (or comparable titles at institutions). The members of the nucleus faculty need not all be in the same department or unit at the University.

### Online MPA Program

In addition to our on-campus MPA Program, we offer an Online MPA Program. Both the on-campus and the Online MPA Program are NASPAA Accredited.

### MPA 4+1 Program

The 4+1<sup>1</sup> MPA provides professional training to undergraduates with skills that complement the interdisciplinary background and professional focus of the MPA degree. The undergraduate majors, as well as the Honors equivalent, may complete the MPA degree through approximately one additional year of coursework following their undergraduate program. There is no change in the MPA degree requirements in any 4+1 program. The majors available to complete the 4+1 MPA are as follows:

- English BA (ENG-BAAS) / Public Administration MPA (PA-MPA)
- Leadership BS (OCL-BS) / Public Administration MPA (PA-MPA)
- Political Science BA (PSC-BAAS) / Public Administration MPA (PA-MPA)
- Public Policy BA (PP-BA) / Public Administration MPA (PA-MPA)
- Art History BA (ARH-BAAS) / Public Administration MPA (PA-MPA)

## **Part II: Admissions**

The purpose of the admissions criteria is to identify those applicants who can benefit from and make a distinct contribution to the MPA program. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of their graduate program within a reasonable period.

Given its mission, the MPA program seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals are research/service in the government or nonprofit sectors, urban affairs and public policy. To meet its academic and research goals, as well as to be responsive to the multicultural backgrounds of prospective students, the MPA program employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision. (Approved by Academic Council 7/30/86).

**MPA ADMISSIONS POLICY STATEMENT.** The MPA Program's admissions criteria and indicators of these criteria include:

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<sup>1</sup> *A note on nomenclature:* The university prefers we use the "4+1" designation for this type of accelerated dual-degree program. In reality, students would need to take extra credits beyond 10 regular semesters to complete the two degrees in 5 years, if they do not bring in any advanced placement credits. Nevertheless, this program is an accelerated version of what would be required should students take the two programs in sequence, due to certain course credits being "dual-counted" in both the undergraduate degree and graduate degree programs.

Criteria	Indicators and Sources
Genuine interest and motivation to pursue graduate study in public administration/urban affairs and public policy; personal objectives, aspirations, and plans are well formulated, ethically based and coherent.	Personal statement by candidate in admission application and/or subsequent communications; personal interviews (telephone conversations when personal interviews are not possible) with members of the MPA faculty and the MPA admissions committee.
Expectations of sound academic performance in graduate level work.	Review of undergraduate achievement and any previous graduate level work. Particular emphasis on assessing achievement in the context of the quality of the institutions candidate has attended and the trends or patterns in achievement in the last 1 - 2 years of applicant's program. GRE scores; TOEFL scores, if applicable. Recommendations of faculty, professional associates, community leaders. Reports or research papers written by candidate (published or unpublished).
Ability to apply previously acquired competencies to problem areas, community, or organizational needs.	Contributions in and nature of professional work experience, volunteer service and/or internships. Assessments by faculty, professionals, and/or community leaders.

Given the professional objectives of the MPA program, the goal of serving students from a wide range of ages, backgrounds, and career stages as well as empirical analysis of prior student admissions and performance, the successful candidate for admission will ordinarily have an undergraduate grade point index above 3.0 and an index of 3.3 or better in his/her major field of study. In addition, the quality and extent of previous related work experience and the motivation to pursue a professional career in the public sector are particularly important.

Admission to the MPA program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

#### GRE Scores

The GRE is not required for the MPA admissions process.

#### English Proficiency

International applicants must demonstrate a satisfactory command of English, particularly if English is not their first language. The TOEFL or IELTS is required of all international applicants, unless a bachelors, masters, or doctoral degree has been or will be earned from a university recognized by the ministry of education in a country where English is the primary language. The School has established no minimum TOEFL or IELTS score for admission but a minimum score of 600 (paper-based test), or 100 (TOEFL iBT, IELTS) is usually required for admission. English proficiency scores are viewed in the context of the applicant's complete

record. The MPA program follows University guidelines on English proficiency waivers (see <https://www.udel.edu/academics/colleges/grad/prospective-students/grad-admissions/test-scores/>).

### CAP Program

The on-campus MPA program participates in the University's Conditional Admissions Program (CAP) offered in conjunction with the English Language Institute (ELI). Through CAP, the University offers admission to otherwise qualified international graduate students with the condition that they must first improve their English language skills by successfully completing the highest levels of oral and written communications skills training offered by the ELI. Once CAP students meet these English language objectives they begin their regular graduate coursework without submitting a TOEFL or IELTS score. (See <http://sites.udel.edu/eli/programs/cap/>). The Online MPA Program does not participate in the CAP Program.

### MPA Admissions Committee

Applications to the MPA program are evaluated by the MPA Admissions Committee. This committee is appointed by the MPA Director from among the faculty and consists of at least two members. Decisions of the committee are subject to review and modification by the full MPA faculty and are made on behalf of the full faculty.

### Estimates of Program Admissions

The on-campus MPA program generally admits 20 - 25 candidates (both full- and part-time) each year, while the Online MPA program admits about 30 candidates each year. While the great majority of new admissions occur in the fall semester, students may also be admitted to begin their studies in the spring semester. Admissions to the Online MPA program occur throughout the year.

### **Special Admission Requirements for 4+1 MPA Applicants**

Applicants to the MPA through 4+1 programs have additional requirements for admission, in recognition that 4+1 MPA students begin graduate study while still an undergraduate. To be eligible to apply, applicants must have completed 60 credits, which is typically the Fall of their junior year. Students will be admitted based on enrollment availability, their perceived fit within the program, and their ability to meet the minimum recommended entrance requirements of an undergraduate GPA of 3.3 or higher (on a 4.0 scale).

All 4+1 program applicants must complete the Graduate Course Approval Form for 4+1 Admission Application at the time of application. This form is required by the Graduate College (see <http://www1.udel.edu/gradoffice/forms-new/4%2B1.pdf> for the form). On this form, applicants must indicate their plan of study, including the courses intended to be "dual counted" in both their undergraduate program and MPA degree. This form should be completed in collaboration with the MPA advisor and must be signed by their undergraduate major advisor and the MPA Director. It will be reviewed by the Assistant Dean of Student Services to ensure all University policies are being followed. In the case of students with multiple majors, the undergraduate advisor in the major with the preferred connection to the 4+1 should be used.

Applicants to all 4+1 MPA programs must submit their completed application through the Graduate Admissions website (<https://grad.udel.edu/apply/>) by **December 1** for the following spring semester start, or **May 31** for the following fall semester start.

All accepted students will have dual enrollment status in both the Bachelors program and the MPA program. No provisional admissions will be granted.

Additional requirements for admission depend on the undergraduate major.

Students in majors other than Public Policy, will need to declare the Public Policy minor as a condition of admissions. In order to declare a Public Policy minor, students will need to complete the **Change of Major, Minor, Concentration form** from the Registrar's Office at <http://www.udel.edu/chgacaprogram> Choose a minor in the drop down menu listed as "Minor" and then click "Add Line" before finally clicking "Submit". For more information on adding a minor, please view **Change of Major, Minor, Concentration: Additional Information & Frequently Asked Questions** here: <https://www1.udel.edu/registrar/helpdocs/changeplan.html>

#### B.A. English (English BA (ENG-BAAS) / Public Administration MPA (PA-MPA))

English majors may apply to the 4+1 BA-MPA accelerated, combined program after completing 60 credit hours, including having completed (or being enrolled in) the following three courses:

1. UAPP 110 (Changing the World and Public Policy)
2. UAPP 225 (Crafting Public Policy)
3. UAPP 325 (Public Policy Analysis)

Students must additionally declare the Public Policy minor and will double count the 9 credits above towards that minor and will complete the minor with nine additional UAPP credits coming from their MPA courses.

#### B.S. Leadership (Leadership BS (OCL-BS) / Public Administration MPA (PA-MPA))

Leadership majors may apply to the 4+1 BS-MPA accelerated, combined program after completing 60 credit hours, including having completed (or being enrolled in) the following three courses:

1. UAPP 110 (Changing the World and Public Policy)
2. UAPP 225 (Crafting Public Policy)
3. UAPP 325 (Public Policy Analysis)

Students must additionally declare the Public Policy minor and will double count the 9 credits above towards that minor and will complete the minor with nine additional UAPP credits coming from their MPA courses. By completing the MPA, students will complete the Public Policy minor with the nine additional UAPP credits coming from their MPA courses.

Students could may fulfill this requirement by using UAPP110 or UAPP225 as their Social Science breadth requirement.

#### B.A. Political Science (Political Science BA (PSC-BAAS) / Public Administration MPA (PA-MPA))

Political Science majors may apply to the 4+1 BA-MPA accelerated, combined program after completing 60 credit hours, including having completed (or being enrolled in) the following three courses:

1. UAPP 110 (Changing the World and Public Policy)

2. UAPP 225 (Crafting Public Policy)
3. UAPP 325 (Public Policy Analysis)

Students must additionally declare the Public Policy minor and will double count the 9 credits above towards that minor and will complete the minor with nine additional UAPP credits coming from their MPA courses.

**B.A. Public Policy** (Public Policy BA (PP-BA) / Public Administration MPA (PA-MPA))

Public Policy majors may apply to the 4+1 Public Policy BA-MPA accelerated, combined program after completing 60 credit hours, including having completed (or being enrolled in) the following three courses:

1. UAPP 110 (Changing the World and Public Policy)
2. UAPP 225 (Crafting Public Policy)
3. UAPP 325 (Public Policy Analysis)

**B.A. Art History** (Art History BA (ARH-BAAS) / Public Administration MPA (PA-MPA))

Art History majors may apply to the 4+1 ARH BA-MPA accelerated, combined program after completing 60 credit hours, including having completed (or being enrolled in) the following three courses:

1. UAPP 110 (Changing the World and Public Policy)
2. UAPP 225 (Crafting Public Policy)
3. UAPP 325 (Public Policy Analysis)

Students must additionally declare the Public Policy minor and will double count the 9 credits above towards that minor and will complete the minor with nine additional UAPP credits coming from their MPA courses.

These nine credits may also double count as part of ARTH-related coursework.

## **Part III: Degree Requirements**

The 36-credit Master of Public Administration (MPA) degree is designed to provide professional training for public or nonprofit management careers. The curriculum is divided into four areas:

- (1) Core Courses
- (2) Specialization Area
- (3) Internship Experience
- (4) Capstone Project (or Thesis)

All students are required to attain a grade of C or better in all courses counted towards the MPA degree. In accordance with university policy, students must also maintain a minimum cumulative grade point average of 3.0.

Consistent with NASPAA accreditation standards, the MPA curriculum is designed to focus on the acquisition and development of five universal competencies:

- (1) to lead and manage in public governance,



- (2) to participate in and contribute to the policy process,
- (3) to analyze, synthesize, think critically, solve problems and make decisions,
- (4) to articulate and apply a public service perspective, and
- (5) to communicate and interact productively with a diverse and changing workforce and citizenry.

### Core Courses

The MPA core curriculum has been developed to support these five NASPAA universal competencies and includes the following required courses:

- UAPP 684 Performance Management & Program Evaluation (3)
- OR** UAPP 702 Research Methods in Urban and Public Policy (3)
- UAPP 689 Innovation and Technology in Public & NP Orgs (3)
- UAPP 690 Seminar in Public Administration (3)
- UAPP 691 Quantitative Analysis in Public & Nonprofit Sectors (3)
- UAPP 693 Economics in Public & NP Sectors (3)
- UAPP 694 Financial Management in Public & Nonprofit Sectors (3)
- UAPP 696 Human Resources in Public & Nonprofit Sectors (3)
- UAPP 697 Leading Organizations in the Public & Nonprofit Sectors (3)
- UAPP 699 Capstone Project in Public Management and Policy (2)

### Specialization Area

A student will choose an area of specialization prior to the third semester of full-time study. There are six specialization options available through the MPA program:

- (1) Nonprofit Management
- (2) Public Management
- (3) Public Policy Analysis
- (4) Emergency Management
- (5) Health Systems Management
- (6) Individualized Specialization developed by the student in conjunction with their advisor and with the approval of the MPA director.

Each specialization area consists of a minimum of 9 credit hours, including a required three-credit ‘threshold course’ and an additional 6 credits approved by the academic advisor. The MPA faculty have designated the following as required ‘threshold courses’:

- (1) Nonprofit Management – UAPP 673 Governing Nonprofit Organizations (3)
- (2) Public Management – UAPP 684 Performance Management & Program Evaluation (3)
- (3) Public Policy Analysis – UAPP 701 Public Policy (3)
- (4) Emergency Management – DISA 650 Overview of Disaster Science and

- Management(3)
- (5) Individualized Specialization –Developed by the student in conjunction with their advisor and with the approval of the MPA director.

The additional 6 credits for each specialization are to be selected from BSPA course lists developed by the MPA Director in conjunction with the MPA faculty

Information on areas of specialization is available in the School Administration Office and on the School website. (See <https://www.bidenschool.udel.edu/masters-programs/academic-programs/mpa-master-of-public-administration/specializations>).

### Waivers of Required Courses

Courses required in the MPA may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by their advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file. Students must petition to substitute one course for each one that is waived.

Waivers cannot be used to reduce the total number of credit hours (36) required for the completion of the MPA degree. The petition must be approved by the student's advisor and a record of the substitution sent to the MPA Director to be included in the student's file.

With the approval of the MPA program director, a maximum of 9 credits may be waived for a matriculating student in the MPA program who has completed comparable graduate level MPA courses with a grade of a C or higher in a NASPAA accredited (or equivalent graduate program) as part of their undergraduate program.

### Internship Experience

An internship is required for the MPA program unless a student receives permission from the internship coordinator and the MPA Director to waive this requirement. The internship requirement is fulfilled through UAPP 860 Internship Seminar (1).

The internship involves a practical experience in an operating agency, generally outside of the academic departments of the University. The internship requires a minimum of 450 hours of full-time, professional level work experience. The major purposes of the internship program are:

- (1) To provide an opportunity for the student to apply knowledge and skills acquired in the academic program,
- (2) To provide an opportunity for the student to develop appropriate skills and experience to enhance chosen fields of specialization,
- (3) To assist the student in developing experience that will assist them in securing the best possible full-time employment upon completing the requirements for the degree.

The internship placement must be planned with, and receive the approval of, the internship coordinator. During the internship the student carries out work assignments under the

direction of a designated agency supervisor and fulfills academic requirements under the direction of the internship coordinator.

#### Waiver of Internship Requirement

MPA students with substantial prior professional experience may petition to waive the internship requirement. Substantial professional experience is interpreted as at least 2 years of full-time work in a public or nonprofit organization where the individual has responsibility for client service, program administration or policy development and implementation. Students who believe they meet this standard should contact the internship coordinator.

All MPA internship policies, procedures, and evaluations are carried on under the direction and approval of the MPA faculty.

#### Capstone Project or Thesis

This requirement may be fulfilled in one of the following ways:

- (1) By completing a 2 credit Capstone Project practicum course (UAPP 699) in which students:
  - a) work in teams to complete a consulting project for a client,
  - b) provide their recommendations to their clients in a formal consulting report and presentation,
  - c) complete an individual professional portfolio, or
- (2) By writing and defending a master's thesis (UAPP 869) for 6 credits

#### Thesis Option for the MPA Program

Under circumstances deemed appropriate for the student, and with approval of the student's advisor and the appropriate program director, a thesis may be submitted in lieu of the capstone project. The thesis is to be written under the supervision of a three-person faculty committee chaired by the student's principal advisor in his/her area of specialization and defended in an oral examination before this three-person faculty committee. The thesis committee should provide guidance throughout the process of topic selection, research, writing, and evaluation. Successful oral defense of the thesis, as certified by the student's advisor to the MPA program director, enables a recommendation to be made that the MPA degree be conferred. General guidelines and regulations governing the format, development, and presentation of the thesis must conform to the University requirements reflected in the Graduate College Thesis Manual.

Detailed policies for those choosing to write a thesis are available on the School's website. (See <https://www.bidenschool.udel.edu/student-resources/writing-guidelines-resources/theses/thesis-guidelines>).

#### Student Advisement in the MPA Program

All students entering the MPA program are assigned a faculty advisor by the MPA program director, or the student may choose their advisor if the student has a preference. The faculty advisor is responsible for monitoring the progress and performance of the student throughout their course of study with the MPA program. A student may request a change of academic advisor at any time by contacting Biden School Student Services at [pa-academics@udel.edu](mailto:pa-academics@udel.edu).

#### Overall Student Assessment

At the end of each semester the grades of MPA students are reviewed by the MPA Director and the MPA faculty. All students are expected to maintain a 3.0 cumulative index (4.0 scale) to remain in good academic standing. Substandard performance may result in a recommendation from the MPA Director in consultation with the student's advisor to the full MPA faculty that actions be initiated in accord with general University guidelines regarding probation, warning, and termination.

At the end of each academic year, the MPA Director and the faculty review the performance of all students in the program and, if needed, initiate appropriate corrective actions based on program and University guidelines.

## **Part IV: Plan of Study**

All MPA students, in consultation with their academic advisor, are required to complete and periodically review the attached Plan of Study form (**Attachment 1**). Each successive revised form becomes part of the student's official file.

### Plan of Study for students in 4+1 Programs

All courses and requirements for the MPA degree remain the same regardless of whether a student is in a 4+1 Program. Students admitted to any 4+1 program will complete all requirements for their Bachelor's degree prior to the start of their fifth year of study.

Each 4+1 Program Policy Document provides additional information to guide students in their Plan of Study.

- B.A. English (English BA (ENG-BAAS) / Public Administration MPA (PA-MPA))
  - Maximum of 12 credits will be dual counted
  - In consultation with MPA advisor, students in the BA English-MPA 4+1 program will complete four of the MPA Core Courses (12 credits) while in their junior or senior year. The remaining 24 credits required for the MPA degree will be completed after the student has completed their BA in English.
  
- B.S. Leadership (Leadership BS (OCL-BS) / Public Administration MPA (PA-MPA))
  - Maximum of 12 credits will be dual counted
  - In consultation with MPA advisor, students in the BS OCL-MPA 4+1 program will complete four of the MPA Core Courses (12 credits) while in their junior or senior year. The remaining 24 credits required for the MPA degree will be completed after the student has completed their BS in Leadership.
  
- B.A. Political Science (Political Science BA (PSC-BAAS) / Public Administration MPA (PA-MPA))
  - Maximum of 12 credits will be dual counted
  - In consultation with MPA advisor, students in the BA POSC-MPA 4+1 program will complete four of the MPA Core Courses (12 credits) while in their junior or senior year. The remaining 24 credits required for the MPA degree will be completed after the student has completed their BA in Political Science.

- B.A. Public Policy (Public Policy BA (PP-BA) / Public Administration MPA (PA-MPA))- Students in the Public Policy BA-MPA program must complete the degree requirements of the BA in Public Policy and all MPA degree requirements.
  - Maximum of 12 credits will be dual counted toward the both the BA and MPA
  - In consultation with MPA advisor, students in the BA Public Policy-MPA 4+1 program will complete four of the MPA Core Courses (12 credits) while in their junior or senior year. The remaining 24 credits required for the MPA degree will be completed after the student has completed their BA in Public Policy.
- B.A. Art History (Art History BA (ARH-BAAS) / Public Administration MPA (PA-MPA)) – Students in the ARH BA-MPA program must complete the degree requirements of the BA in Art History and all MPA degree requirements.
  - Maximum of 12 credits will be dual counted
  - In consultation with MPA advisor, students in the BA Art History-MPA 4+1 program will complete four of the MPA Core Courses (12 credits) while in their junior or senior year. The remaining 24 credits required for the MPA degree will be completed after the student has completed their BA in Art History.

## **Part V: Financial Aid**

Financial aid is available to MPA students in the form of graduate assistantships, research assistantships, tuition scholarships as well as University graduate scholar awards, assistantships and fellowships. The primary type of aid awarded are research assistantships (RAs) provided to those working on public service or research projects in one of the BSPA affiliated centers, or other University office. Detailed information on financial aid options, along with the applicable application processes and funding policies as approved by the Dean of the Biden School. (See <https://www.bidenschool.udel.edu/masters-programs/tuition-support-scholarships>.) Awards are competitive and merit-based.

Applications and nominations for financial aid for new students are generated by the MPA admissions committee when reviewing the Supplementary Information Form submitted as part of the application packet. These are transmitted as recommendations to the MPA Director and, in turn, to the School Dean for final disposition. Funding commitments are made through consultation between the MPA director, the School Dean, the directors of BSPA affiliated centers and faculty who provide graduate stipend support.

## **Part VI: Program Assessment**

The MPA Program is reviewed regularly by the School dean, the MPA Director and the MPA faculty to assure that the program is meeting its objectives and effectively serving the students.

### Other Assessment Actions

Each spring graduating students are invited to complete an anonymous online Exit Survey to share their views on MPA program admission procedures, course offerings, research assistantships, internship experiences, faculty advisement, diversity

matters, student support services, School facilities, financial aid and general climate for learning and professional development. Survey results are reviewed extensively by the faculty at the beginning of the next School term and corrective actions taken, as appropriate, through the regular governance process.

In addition, MPA alumni and employers of MPA graduates are polled every 3 years for their distinct views on the program. Finally, as a NASPAA accredited MPA program, every six years we must participate in a year-long self-study process that culminates in a three-day site visit by a NASPAA-appointed external team of academics and professionals. The results of the self-study and the external site-visit team are consolidated by NASPAA as part of their re-accreditation process. In turn, the NASPAA comments/recommendations are shared with the MPA faculty and strongly influence planning and governance actions impacting the program.

The BSPA Academic Curriculum Coordinating Committee, consisting of all program directors in BSPA, including the MPA Director, develops and reviews a three-year course offering plan to meet program curricular needs. The committee also reviews all course and curricular changes.

**Attachment 1 – Plan of Study Form** (Revised 01/2022 for Use Fall 2022)

**BIDEN SCHOOL OF PUBLIC POLICY & ADMINISTRATION**

**MPA PLAN OF STUDY**

Name	Email
UD ID#	
Full time <input type="checkbox"/> Part-time <input type="checkbox"/> 4+1 <input type="checkbox"/> Entry Term	
Expected Date of Completion of Degree	
Academic Advisor	
Career Objectives	

**I. Core Curriculum (30 credits)**

Designate the semester/year you have taken, or desire to take, these required core courses.

		Semester/Grade
UAPP 684	Performance Management & Program Evaluation (3)	<b>OR</b>
UAPP 702	Research Methods in Urban & Public Policy (3)	
UAPP 689	Innovation and Technology in Public & Nonprofit Organizations (3)	
UAPP 690	Seminar in Public Administration (3)	
UAPP 691	Quantitative Analysis in Public & Nonprofit Sectors (3)	
UAPP 693	Economics in Public & Nonprofit Sectors (3)	
UAPP 694	Financial Management in Public & Nonprofit Sectors (3)	
UAPP 696	Human Resources in Public & Nonprofit Organizations (3)	
UAPP 697	Leading Organizations in the Public & Nonprofit Sectors (3)	
UAPP 699	Capstone Project (2)	
UAPP 860	Internship Seminar (1)	

**II. Internship Requirement:**

An internship is required for anyone with less than two years of fulltime, professional-level work experience. Those with sufficient prior relevant work experience may request a waiver of the

internship requirement. See the Internship Coordinator for details.

Do you intend to seek a waiver from the Internship Requirement? \_\_\_\_\_ Yes \_\_\_\_\_ No

Waiver approved \_\_\_\_\_ Date \_\_\_\_\_

<b>Internship Experience</b>
<b>Semester/Grade</b>
UAPP 860 Internship Seminar (1)
Internship Placement and Duties

**III. Area of Specialization (Select One):**

A specialization should be selected and approved prior to the third semester. Indicate your area of specialization below. In addition to the threshold course listed for your specialization, list other SUAPP course you plan to take in your area of specialization. Every specialization requires at least 6 credits (three credit threshold course plus an additional three credits).

**Public Management**

Threshold Course: UAPP 684 Performance Management & Program Evaluation

**Public Policy Analysis**

Threshold Course: UAPP 701 Public Policy (3)

**Nonprofit Management**

Threshold Course: UAPP 673 Governing Nonprofit Organizations (3)

**Emergency Management**

Threshold Course: DISA 650 Overview of Disaster Science & Management (3)

**Health Systems Management**

Threshold Course: UAPP 657 Health Policy (3)

<b>Additional Course Numbers &amp; Titles</b>	<b>Semester/Grade</b>	<b>Credits</b>



**Student Designed Specialization**



A student-designed specialization must be developed in consultation with your academic advisor and approved by the MPA Director. This specialization requires a three-credit BSPA Threshold Course determined in consultation with your academic advisor as well as at least three additional credits from approved courses.

Threshold Course Number & Title	Semester/Grade	Credits

Additional Course Numbers & Titles	Semester/Grade	Credits

**IV. Capstone Writing Requirement**

The capstone writing requirement is normally completed in the final semester of study. Students may choose either UAPP 699 (2 credits) or, for those considering graduate study at the PhD level, UAPP 869 Thesis (6 credits). Check School/University policies for thesis guidelines. Your topic should be drawn from your specialization, or another area with your advisor’s permission. Indicate your choice below:

UAPP 699 Capstone Project (2) Title/Topic
Capstone Project Client
Capstone Project Team Member(s)

**OR**

UAPP 869 Thesis (6) Title/Topic
Chair
Committee Members

Academic Advisor's Approval \_\_\_\_\_

Revised: 1/2022