

# **Student Handbook**

## **Master of Public Administration in Public and Nonprofit Management**

**SUNY Buffalo State  
Public Administration Division  
Political Science Department**

**2015/16 Edition**

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## **Introduction**

This handbook provides student in the Master of Public Administration and Nonprofit Management Program with information and guidance that they need to assist them in successfully completing their degree program. It presents current MPA program policies and procedures and supplements the policies of SUNY Buffalo State.

This handbook supplements, but does not replace, SUNY Buffalo State's Graduate Catalog. The Graduate Catalog is available at: <http://catalog.buffalostate.edu/graduate/>

## **MPA Mission Statement**

*The SUNY Buffalo State MPA program prepares individuals to exercise delegated public authority and that authority delegated from governing boards of non-profit organizations in an informed, efficient, ethical, transparent, accountable, culturally competent, and lawful manner. As a Carnegie designated community-engagement campus, our MPA both serves and is a change agent in public and nonprofit agencies in Western New York through faculty and student research, student internships, and faculty service to public and nonprofit agencies throughout the region. Recognizing the role of Buffalo, SUNY, and the State of New York in the world, the MPA program also is dedicated to educating students for a global world through its faculty research and curriculum. The MPA is committed to recruiting and nurturing a diverse faculty and student body and promoting social equity both at SUNY Buffalo State and in the communities which we serve.*

## **Program Goals**

SUNY Buffalo State's Master of Public Administration in Public and Nonprofit Management (MPA) program provides an advanced course of study concentrating on the conceptual, technical, and professional education skills required for administrative and leadership positions. Special emphasis is placed on the research and data analysis tools needed for modern management in the public and non-profit sectors, locally, nationally and internationally.

## **What is an MPA?**

The Masters of Public Administration (MPA) degree is the core professional degree for a management career in public service. The curriculum is designed to aid students in developing the skills and techniques used by leaders and managers to implement policies, projects, and programs that resolve important societal problems. Graduates of an MPA program work in all

levels of government (federal, state, and local), in nonprofits, in international organizations, consulting firms, and in the private sector (NASPAA, 2012).

## **NASPAA Accreditation**

SUNY Buffalo State's Public Administration Division of the Political Science Department is an Associate Member of the [Network of Schools of Public Policy, Affairs and Administration](#) and is currently preparing its MPA for NASPAA accreditation.

NASPAA is the global standard in public service education. It is the membership organization of graduate education programs in public policy, public affairs, public administration, and public & nonprofit management. Its nearly 300 members - located across the U.S. and in 14 countries around the globe - award MPA, MPP, and similar degrees. NASPAA is the recognized global accreditor of master's degree programs in these fields. NASPAA's twofold mission is to ensure excellence in education and training for public service and to promote the ideal of public service.

## **Academic Policies**

The following section of this handbook contains information regarding SUNY Buffalo State's and the Public Administration Division's academic policies.

### **Academic Preparation**

The MPA prepares individuals for positions of leadership and management in public and nonprofit organizations. The program provides students with an advanced course of graduate study concentrating on the conceptual, technical, and professional education and skills required for administrative and leadership positions in governmental offices and nonprofit organizations. The program blends three essential components of training to prepare graduates for a career in the public or nonprofit sector:

1. In-depth knowledge of the public and nonprofit sectors.
2. Professional or craft knowledge in the administration of government and nonprofit organizations.
3. Exposure of students to the world of practice by means of an MPA project (PAD 690).

### **Academic Load**

1. Full-time status: Full-time academic status typically consists of a course load of 9 graduate-level credit hours per semester. Some departments, though, require that students take more credits for accreditation purposes (check with your department).
2. Graduate assistants: Full-time academic status for graduate assistants is 6-9 graduate level credit hours per semester. Final assignments are determined by the department supervising the GA appointment.
3. Last semester of study: Full-time academic status is granted to students in their final semester of study if they are working full-time on a master's project or master's thesis. Advisers and department chairs need to verify the student's workload in these cases.

4. Finances: In determining billing status, students pay tuition based on the number of credits they register for - up to 12 credits.
5. Financial Aid: To be eligible for financial aid, students must be enrolled as matriculated students in an eligible program of study. Other guidelines vary depending on the type of aid. Various state and federal financial aid programs require that students be registered for 12 graduate credits; loans typically do not. Students should contact the [Financial Aid Office](#) or the [Graduate School](#) for details and personalized counseling.
6. Fully employed part-time students registered in the fall and spring semester should limit themselves to a maximum of two courses each semester.  
Source: <http://catalog.buffalostate.edu/graduate/course-load.htm>

### **Sequence of Courses**

MPA students are required to enroll in PAD 500 Public Administration & Policy and PAD 680 Research Methods in Public Administration within their first six credit hours. These courses are offered during the fall and spring semesters and in Session I in the summer session.

### **Continuous Registration and Leave of Absence**

All matriculated students must enroll in at least one credit per Fall and Spring semester until they graduate; this is continuous registration. Summer registration is not required.

Students who fail either to maintain continuous registration or request a leave of absence must reapply to the Program (which means paying an additional application fee to the University) and pay a penalty fee equal to one credit per semester that they did not enroll, up to a maximum of four credits.

A leave of absence is granted for exceptional circumstances of hardship (family illness, etc.) Normally, leaves are granted for up to one year.

Students must be registered during the semester in which they graduate. See PAD 721 (project continuation), which is the course that is used to ensure continuous enrollment.

### **Add, Drop, Withdrawal**

The details, about add, drop and withdrawal policy is available on-line at <http://registrar.buffalostate.edu/courses>. It presents the academic policies of the college and the MPA Program at the time you matriculate. You are responsible for knowing the policies that apply to you and ensuring that any necessary paperwork is properly completed. This expectation applies to financial aid; course registration; students accounts; continuous registration; leaves of absence; incompletes; adds, drops and withdrawals; declaration of candidacy; internship forms; and any other paperwork directly related to your academic progress.

### **Summer/J-Term Sessions**

Courses of core requirements and track requirement are regularly offered during Summer and J term sessions. In these sessions, courses are usually offered online to meet the needs of working professionals.

### **Independent Study**

#### PAD 590 Independent Study

A maximum of 3 credit hours of independent study (PAD 590) may be included as an MPA elective. The track coordinator must approve this course in advance and communicate this approval by writing and posting a note to the student's DegreeWorks.

### **Internships**

The Public Administration division offers three credit hours for internships for graduate students in Western New York or the NYS Assembly through PAD 588 Public Administration Graduate Internship. This experience is designed as local internship experience for those students seeking to gain experience in the public or nonprofit sectors prior to embarking on the MPA project or for students in the public administration track, the NYS Assembly is also available.

Students should visit the MPA Internships webpage to learn more about opportunities and requirements. Contact the Internship Coordinator, Dr. Suparna Soni. See <http://publicadministration.buffalostate.edu/internships>

Jobs, fellowships, grants, and internships are posted to the Public Administration Facebook page. <https://www.facebook.com/Public-Administration-Division-SUNY-Buffalo-State-682842155080348/?ref=hl>

(Facebook is also linked to the Public Administration Home Page.)

### **Grading System**

The MPA grading system follows that of SUNY Buffalo State. Refer to:

<http://catalog.buffalostate.edu/graduate/grading.htm>

### **Transfer of Credit**

See policy under Transfer Credit on page 16 of the Graduate Catalog.

PAD 690 Master's Project and PAD 681 (formerly 699) must be taken at Buffalo State (no transfer credit accepted to satisfy this requirement)

### **Cross Registration**

Graduate students may cross-register to take coursework at the following SUNY institutions: SUNY at Buffalo, and SUNY Fredonia. Students must be registered for at least one course at Buffalo State in order to cross register at another institution. Students are eligible to cross-register on a space-available basis for one course per semester (fall and spring semesters only). Students are only eligible to cross-register for a course that is not available at their home college and is listed and approved on the cross-registration form. Students will be billed directly by their home college for all credit hours including cross-registration.

Cross-registration forms are available in the Registrar's Office or online. They must be signed by the student's adviser and returned to the Registrar's Office for signature. Students then take signed forms to the campus where the course will be taken, where they follow the registration procedures of that campus.



Transcripts are forwarded automatically to Buffalo State at the end of the semester. Courses taken through cross registration are recorded as if they had been taken at Buffalo State; the credit hours and grades are included in the student's cumulative GPA.

**With respect to the MPA, cross-registration is only permitted for elective (track courses).**

## **Financial Aid**

The goal of the Financial Aid Office is to assist students with securing sufficient funding to cover their educational expenses. According to our records, the vast majority of graduate students receive some form of financial aid (federal; state; institutional; private) while attending SUNY Buffalo State. Staff members in the Financial Aid Office, Moot Hall 230, are available year-round to assist students and their families with the financial aid application process.

The Public Administration program does not offer graduate assistantships. A list of available internships can be found at:

<https://jobs.buffalostate.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1452372230031>

For complete information about financial aid, see

<http://catalog.buffalostate.edu/graduate/financial-aid.htm>

## **Academic Requirements**

### **Time Limit for Degree Completion**

All coursework and degree requirements must be completed within the six-year period immediately preceding a student's graduation. Coursework completed more than six years prior to date of graduation cannot be used to satisfy degree requirements unless approved by the adviser, department chair and school dean.

### **MPA Project Continuation Policy**

If a student does not defend the MPA project in the semester in which she/he registered for PAD 690, it is the student's responsibility to register for PAD 721 Thesis/Project Continuation with his/her MPA project adviser. The student must email his/her MPA project adviser requesting permission to register for PAD 721. PAD 721 is non-credit bearing and tuition free. PAD 721 is available for two years. If the student has still not defended his/her MPA project, the student is required to register for PAD 722 (see below).

Once a student has (a) earned 24 or more graduate hours, (b) registered for at least 1 graduate capstone requirement credit and received an IP grade, and (c) not completed the capstone requirement within two years, the student **MUST** register for 722 Thesis/Project Extended – non-credit bearing but billable for 1 credit at existing graduate tuition rates, until the MPA project has

been completed. If the student does not register for the 722 course, he or she will become a non-matriculated student and will have to reapply for admission to the Graduate School and pay all other appropriate fees. Reapplication must be made in accordance with the established deadline dates and current admission requirements. Once a student has completed the thesis or project, the IP graduate will be changed to the appropriate grade.

## **Degree Requirements**

Graduate School requires a minimum cumulative GPA of 3.0 (B grade) in all graduate-level coursework. No grade lower than a C grade (2.0) is acceptable to meet degree requirements. A minimum of 15 credit hours of coursework at the 600- or 700-level is required in all degree programs.

### **Credit Hours Required**

The program, totaling 36 credit hours includes seven required core courses (21 credit hours); four track courses (12 credit hours); and 3 credit hours of the MPA project. Students may earn up to three credit hours for PAD 588 Graduate Internship.

Students MUST take PAD 681 and PAD 690 at SUNY Buffalo State.

### **Course Descriptions**

Course descriptions are posted to: <http://catalog.buffalostate.edu/graduate/pad---public-administration.htm>

### **Required Core Courses**

PAD/PSC 500 Public Administration and Policy (must be taken in the student's first semester)

PAD 680 (formerly 689) Research Methods in Public Administration

PAD 681 (formerly 699) Data Analysis and Presentation (must be taken at Buffalo State to satisfy MPA degree requirements; no transfer credit accepted)

PAD 601 Public Budgeting

PAD 607 Metropolitan Governance

PAD 640 Human Resource Management in Public and Nonprofit Organizations

PAD 735 Public Organizations (former title, Administrative Practices in Public and Nonprofit Sectors)

### **Master's Project**

PAD 690 Master's Project is by advisement. PAD 690 MPA project is the capstone experience in the MPA program. It involves several stages including purpose statement, literature review, original research, write-up, presentation, and dissemination of results. A capstone experience is a requirement in NASPAA-accredited MPA programs.

### **Specialization Tracks in the MPA Program**

The program offers two specialized tracks: Public Administration (government) and Nonprofit Management. Student take four courses in their track (12 credit hours).

#### *Courses available to students enrolled in the Public Administration Track*

PAD 501 Comparative Public Administration  
PAD 502 Administrative Law  
PAD 540 U.S. Public Policy  
PAD 560 The Aging Network  
PAD 587 Special Topics (can be taken more than once, different titles required)  
PAD 587 Special Challenges & Issues in Human Resource Management (new course, Fall 2015)  
PAD 588 Public Administration Graduate Internship  
PAD 590 Independent Study  
PAD 602 Comparative Public Policy  
PAD 607 City and County Management (if not taken in the core)  
PAD 608 Intergovernmental Relations  
PAD 643 Supervision in the Human Services  
PAD 688 Leadership in Public and Nonprofit Organizations  
PAD 701 Administrative Ethics  
PAD 712 Managing Program Evaluation

#### *Nonprofit Management*

The Nonprofit Administration Track prepares students to effectively plan, develop, manage, evaluate and lead nonprofit programs.

List of Courses, Internship requirements

BUS/COM 519 Communication for Leaders and Managers

PAD 540 U.S. Public Policy

PAD 560 The Aging Network

PAD 587 Special Topics (can be taken more than once for electives - different titles required)

PAD 587 Nonprofit Governance

PAD 587 Special Challenges & Issues in Human Resource Management

PAD 588 Public Administration Graduate Internship

PAD 590 Independent Study

PAD 603 NGO Management & International Development

PAD 643 Supervision in the Human Services

PAD 645 Program Planning in Nonprofit Organizations

PAD 688 Leadership in Public and Nonprofit Organizations

PAD 701 Administrative Ethics

PAD 712 Managing Program Evaluation

### **NASPAA Universal Required Competencies**

Core courses in the MPA are designed to meet NASPAA's universal competencies. Students who complete the MPA program will have demonstrated competency in the following five areas:

1. Lead and manage in public governance.
2. Participate in and contribute to the policy process.
3. Analyze, synthesize, think critically, solve problems and make decisions.
4. Articulate and apply a public service perspective.
5. Communicate and interact productively with a diverse and changing workforce and citizenry.

## **Course Syllabi**

The current semester's syllabi are available at Public Administration Bb Community Site. Each syllabus lays out the requirements with respect to class attendance and participation, comprehensive readings, course policies, and assignment due dates.

## **Research Requirements**

This is a Master's program in public administration and nonprofit management, which is considered a "professional degree." Therefore, graduates must be able to demonstrate (applied) research competency in their field of specialization (either public or nonprofit management). This competency is assessed through completion of an MPA project (PAD 690). The applied requirement is met through conducting agency-based research, whether at a public or nonprofit agency. In-service (working professionals in the field) are expected to conduct their research at their current place of employment (practicum model), although there are some exceptions (e.g. where ethics rules do not permit in-office research). Pre-service students should serve an internship in order to

### **PAD 680 Research Methods for Public Administration**

MPA students are required to register for this course within their first 6 credit hours.

Required text for purchase (do not rent). These texts will be used for all three courses PAD 680,681, AND 690.

1. Creswell, J. (2014). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches* (4th Ed.). Thousand Oaks, California: Sage. Please do not purchase a previous edition.
2. Galvan, J. (2013) *Writing Literature Reviews: A guide for Students of the Social and Behavioral Sciences* (5th Ed.). Glendale, California: Pyczak Publishing.
3. Cronk, B. *SPSS Handbook*.

This course is designed to have students design, execute, and interpret research for public and nonprofit managers. Quantitative and qualitative research methods, constructing and testing hypotheses, data collection and analysis, use of SPSS, ethical consequences of social science research, preparing a research report.

At the completion of this course, students will be able to: identify the basic rudiments of research design, differentiate between quantitative and qualitative techniques used to carry out research;

compare and contrast their benefits, solve problems using the appropriate statistical software to facilitate decision-making, apply data from quantitative and qualitative research to design and diagnose decision situations in public administration, evaluate the ethical consequences of completing public administration research and analyze a published public administration research study; write a well-organized research proposal; deliver a well-organized speech on the research proposal.

### **PAD 681 Data Analysis and Presentation**

Required texts as listed above.

Prerequisite: PAD 680 or instructor permission.

This is the second course in a three-course research sequence (PAD 680, PAD 681, PAD 690) which is designed to prepare MPA graduate students in research and presentation skills for the public and non-profit sectors. PAD 681 is designed for students who have mastered the research methods skill set and the language of applied social science research taught in PAD 680. In PAD 681, students develop their MPA project research proposal. It prepares students for advanced research and data analysis in public administration and nonprofit management.

Upon completing the course, students are expected to learn inferential statistical techniques and IRB application for human subjects' protection. Students must master EndNote (bibliographic) and SPSS (statistical) software packages. Students are also expected to hone their presentation skills and are evaluated in an end of the term oral/visual presentation in the MPA Poster Session. See this website for examples of MPA project proposal posters:

<http://publicadministration.buffalostate.edu/mpa-projects>

### **Citi Course Requirement**

This course is completed as part of the PAD 680 course requirements. Students must attach their CITI certificate to their IRB application. In case of a misplaced/lost certificate, log on to the CITI site to retrieve and print. Look for "Social and Behavioral Responsible Conduct of Research" - Completion Report - there will be a link to print and/or download your report.

### **PAD 690 Master's Project**

MPA students are trained in state-of-the-art research, skills which they share with the community through their applied Masters' Projects. Many different types of studies are conducted such as needs assessments, program evaluations, and policy analyses in the public and nonprofit sectors.

#### *Course Description*

Research or investigation of a particular problem, planned and carried out by student with consultation and guidance from instructor. Many different types of studies are conducted such as needs assessments, program evaluations, and policy analyses in the public and nonprofit sectors.

#### *MPA Project Guidelines*

MPA Project Guidelines can be obtained at this URL:

<http://publicadministration.buffalostate.edu/mpa-project-information>

### *Previous MPA projects*

There are several examples of MPA projects at this website:

<http://publicadministration.buffalostate.edu/mpa-projects>

Here is a list of title of some projects that have been defended:

- An Analysis of the Public Funds Used by Charter Schools in Buffalo, New York
- Stress Impact of Supervisor Styles in U.S. Navy Reservists in Central New York
- SNAP Administration in NYS Counties: Which is More Effective - Case or Team Based?
- Affordable Care Act Impact on the Infectious Disease Management Workload in Nonprofit/Public Hospitals - A Case Study of Roswell Park
- Property Tax Abatements in City of Buffalo: Assessing the Impact of the Mixed Use Exemption (NYS Real Property Tax Law 485 [a])
- Vicarious and Secondary Trauma and its Effect on Erie County Child Protective Caseworkers
- The Effect of Commercial Development Styles on Property Tax Revenue: A case study of commercial property in North Buffalo, New York
- Generational Comparisons of Motivation and Learning in the Public Sector: A Case Study of Erie County
- Care Transitions: Assessing Delivery Gaps in the Services System in Erie County
- Nonprofit Public Service Motivation: Comparison of Direct Care Staff and Managers at Suburban Adult Services, Inc.

### *Role of the MPA Project Adviser*

Students are assigned an MPA project advisor in PAD 681(if not before). . A student must complete a research proposal (produced at the end of PAD 681) before registering for PAD 690.

### *Role of the Second Reader*

The Public Administration Committee selects the second reader upon the recommendation of the MPA project advisor. Second readers are not brought into the process until the MPA project advisor has approved the student's research proposal.

### *Institutional Review Board (IRB) Process*

It is college policy to ensure that the rights and welfare of human subjects are adequately protected in research conducted under its auspices. In addition, federal and state laws and regulations require these protections. In order for the college to fulfill its responsibility and to comply with the law and regulations, all human subjects research conducted under college auspices must receive appropriate review and approval. ALL PAD 690 projects involving human subjects must be approved in the IRB process. MPA Projects involving Human Subjects Research are approved at one of three levels - 2, 3, or 4. The IRB level is determined in PAD 699 or PAD 690 in consultation with Buffalo State's IRB Administrator.

The MPA project advisor must sign his or her approval of the project on the IRB form. (The student signs as "Project Director.") The MPA project advisor will judge the quality of the project based on various criteria and advise student throughout the completion of the project.

More information about the IRB process can be found at this website:  
<http://publicadministration.buffalostate.edu/irb-compliance>

### *MPA Project Defense*

MPA Students present and defend their projects. There are four defenses scheduled each year to correspond with the dates SUNY confers degrees: January, May, August, and December. See the Public Administration webpage for a listing of upcoming defense dates:  
<http://publicadministration.buffalostate.edu/newsevents>

### *Digital Commons*

A complete list of MPA projects can be viewed on our community engagement webpage. Some MPA projects have been uploaded to Buffalo State's Digital Commons at:  
<http://publicadministration.buffalostate.edu/newsevents>

### *IP Grade*

If a student does not defend the MPA project in the semester in which she/he registered for PAD 690, it is the student's responsibility to register for PAD 721 Thesis/Project Continuation with his/her MPA project adviser. The student must email his/her MPA project adviser requesting permission to register for PAD 721. PAD 721 is offered at no cost with no credits. PAD 721 is available for two years. If the student has still not defended his/her MPA project, the student is required to register for PAD 722

## **Software Requirements**

### **EndNote**

Students are required to use the bibliographic software EndNote in their research and manuscript preparation. EndNote is taught in PAD 680 and PAD 681. Instructions for free download of EndNote for members of the Buffalo State community are posted to the Public Administration Community on Blackboard.

### **SPSS**

SPSS is the industry standard for statistical analysis. SPSS is available for free in the Cloud (see Public Administration Community on Blackboard for instructions for accessing or can be used at Buffalo State computer labs. It is also available at a student rate from vendors (usually sold for limited use periods of time). SPSS is used in PAD 680, PAD 681, and PAD 690.

### **MS Office Suite**

Students are expected to enter the MPA program with at least BASIC skills in Microsoft Office Excel and PowerPoint and INTERMEDIATE skills in Microsoft Word as follows:

#### *Excel*

Basic – format cells; copy and move data; manage workbooks; autofill; print worksheets and workbooks

Intermediate-create, modify, and format charts; perform multiple-level sorting; use mathematical, logical, statistical and financial functions; create and modify some Macro commands

Advanced – perform some programming in VBA; work with pivot tables; use personalized toolbars; manage Macro commands (concepts, planning, operations, execution, modification interruption)

### *Word*

Basic-basic formatting, editing, printing, document page setup

Intermediate-customize toolbars, import and insert graphs, embed Excel data, elaborate reports

Advanced-style and autoformat features, work with large documents that require table of contents, footnotes, endnotes, and cross-references; manage and track document changes using highlights and comments.

### PowerPoint

Basic-create title and bullet slides; work with notes; print presentation; create an organization chart; select a template

Intermediate/Advanced-create a template; work with graphics; animation and multimedia; inserting movies and sound; customize PowerPoint toolbars and automate the slide production; build interactive presentations, using hyperlinks, creating interactive objects, working with slide show options

### **Qualtrics**

Buffalo State uses Qualtrics for web-administered surveys. No other survey platform is permitted for MPA projects. Qualtrics is introduced in PAD 681.

## **MPA Program Activities**

Throughout an academic year, Public Administration division coordinates and organizes the following events:

### **Student Orientation**

January and August

### **MPA Project Defense**

January, May, August, December

### **MPA Project Proposal Poster Session**

May, December

### **Public Service Week**

The first week of May – various events are planned.



## **Communication with Students**

There is a great deal of information available on SUNY Buffalo State's Public Administration website:

**[Public Administration Website](http://publicadministration.buffalostate.edu/)** (<http://publicadministration.buffalostate.edu/>)

### **Blackboard Community - Public Administration**

Click "Community." If you do not see Public Administration, contact [buonanl@buffalostate.edu](mailto:buonanl@buffalostate.edu) with your userID. Dr. Buoanno will enter you into the Bb community site.

### **Events & News**

Upcoming events and news are posted at [Events & News](http://publicadministration.buffalostate.edu/newsevents) (<http://publicadministration.buffalostate.edu/newsevents>)

### **Facebook**

[Public Administration Facebook page](#)

## **INTERNSHIPS AND JOBS**

### **Facebook**

Jobs, fellowships, grants, and internships are posted to the Public Administration Facebook page. [Public Administration Facebook page](#)

### **Career and Development Counseling Center**

The Buffalo State College Career Development Center (CDC) provides comprehensive services to matriculated undergraduate and graduate students, alumni, employers, and faculty/staff. The center's staff assists students and alumni with career exploration and decision-making, gaining valuable experience, job search preparation, finding jobs and internships, and selecting and applying to graduate schools. Visit: <http://cdc.buffalostate.edu/>

## **FACULTY**

### **Contacting Faculty**

Each faculty member of the Public Administration Division hold office hours on weekly basis. Students are encouraged to utilize these office hours for their questions or concerns, and receive proper guidance. Each semester faculty schedule and office hours are posted on their respective office doors.

See: <http://publicadministration.buffalostate.edu/faculty>

Office hours are also posted to the Public Administration Community Bb site.

## **Advisement & Course Registration**

### **Degree Works**

With the migration to [Degree Works](#), graduate program candidacy forms are no longer used. Check Degree Works and contact your [track coordinator](#) with questions. Exceptions are indicated through the "Notes" function in Degree Works.

### **Track Coordinators**

Nonprofit Track Coordinator - Dr. Atta Ceesay

Public Administration Track Coordinator - Dr. Laurie Buonanno

### **Writing Help**

The Writing Help Center in Butler Library (room 157B) offers an array of free services to assist students throughout all stages of the writing process. Tutors are available to help students with brainstorming, drafting, revising, editing, and other writing needs or questions.

### **Writing Course**

The Public Administration Division offers a writing course during summer session and J-Term. Instructors may refer students to this course as needed.

### **Course Registration**

Students use Banner to register for classes.

Two-year course MPA course projections are posted to the Public Administration Community Blackboard site.

## **The Student Conduct Code**

### **Academic Honesty**

Buffalo State's official academic misconduct policy states, "all students at the college are expected to display honesty and integrity in completing course requirements and following college academic regulations." Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgements.

### **Plagiarism**

Cheating and Plagiarism will be subject to the Academic honesty and integrity procedures as per Policy Number: VIII:04:00 'Academic Misconduct'

## **MPA Alumni Association**

Information about the MPA Alumni Association is available at:

<http://publicadministration.buffalostate.edu/alumni-association>

## **Works Cited**

NASPAA. (2012). MPA & MPP FAQ. Retrieved from <http://www.naspaa.org/students/faq/faq.asp>