

Student Handbook

Master of Public Administration in Public and Nonprofit Management

SUNY Buffalo State

**Public Administration and Nonprofit Management Division
Political Science Department**

2017/18 Edition

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Introduction

This handbook provides students matriculated in the Master of Public Administration in Public and Nonprofit Management (MPA) Program with information and guidance they may 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 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 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 Membership

The [Network of Schools of Public Policy, Affairs and Administration](#) (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.

SUNY Buffalo State's Public Administration and Nonprofit Division of the Political Science Department is a Member of the NASPAA. Buffalo State's MPA core curriculum is designed to comply with NASPAA accreditation standards and is assessed using NASPAA criteria for NASPAA accreditation. Our faculty attend NASPAA meetings and trainings.

Academic Policies

The following section of this handbook contains information regarding SUNY Buffalo State's and the Public Administration and Nonprofit 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.
2. Finances: In determining billing status, students pay tuition based on the number of credits they register for - up to 12 credits.

3. 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](#) or details and personalized counseling.

4. 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>

Online Courses

SUNY rules and regulations require that no more than 50% of the degree's credits can be earned through distance education unless a program has been approved accordingly. Buffalo State's Graduate Certificate in Public Management and its MPA are not certified as distance education programs. (See <http://system.suny.edu/academic-affairs/app/academic-program-planning/forms/>.) Therefore, no more than 18 credit hours can be taken online towards the MPA.

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. It is suggested students enroll in *PAD 735 Public Organizations* in their first nine credit hours. PAD 500 and PAD 680 are offered each fall and spring semester. PAD 735 is offered in the fall semester. PAD 500 is also offered (online) each summer.

MPA students are required to take *PAD 680 Research Methods of Public Administration and Nonprofit Management*, *PAD 681 Data Analysis and Presentation*, and *PAD 690 Master's Project* in sequence. Students are NOT permitted to take any of these courses concurrently.

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

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

Some courses are offered during Summer and J term sessions. In these sessions, courses are offered online to meet the needs of working professionals. J-term course includes an overseas study mission.

J-Term 2018 will be a study mission to India to conduct fieldwork about the NGO system in India. Students register for *PAD 603 Nongovernmental Organizations and International Development*. Dr. Soni (MPA, Cornell University, PhD University at Buffalo – SUNY) leads this study mission. She is the recipient of a Ford Foundation Fellowship in recognition of her work with NGOs in India. For more information about the India NGO Study Mission, contact Dr. Soni (sonis@buffalostate.edu).

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 student's MPA adviser 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 and Nonprofit 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 or state internship experience for those students seeking to gain experience in the public or nonprofit sectors prior to embarking on the MPA project.

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 Policy at SUNY Buffalo State

SUNY Buffalo State's Cross Registration Policy is available at <http://registrar.buffalostate.edu/cross-registration>. **With respect to the MPA, cross-registration is only permitted for elective (track courses) and MUST be approved by the student's MPA adviser (the individual listed in Banner/Degree Works). The adviser must write an advisement note in Degree Works stating approval.**

Quick Summary (Graduate):

No credit hour limit per semester (cross-registration is available in fall and spring semesters only).

Cross-registration is at a SUNY college.

Credits from host college brought back to home college as actual grade and will count in GPA.

Student is billed by home school for tuition and fees and is responsible for payment.

Form available ([SUNY Cross-Registration Agreement](#)) in the lobby at the Registrar's Office, Moot Hall 210

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

<http://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

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'

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. A form is required to petition for inclusion of courses that were taken before this six-year period expired. This form is available at: <http://graduateschool.buffalostate.edu/forms>.

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. Source: <http://catalog.buffalostate.edu/graduate/graduate-thesisproject-continuation-policy.htm>

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 MPA program is 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

THE FOLLOWING REQUIREMENTS ARE FOR STUDENTS ADMITTED FOR FALL 2017
(students admitted earlier should refer to their Degree Works worksheet or this webpage)

NO SUBSTITUTIONS IN THE CORE PERMITTED UNDER ANY CIRCUMSTANCES*

21 credit hours (7 courses-sections offered each fall and spring semester)

PAD 500 Public Administration and Policy **MUST BE TAKEN IN THE STUDENT'S FIRST SEMESTER**

PAD 601 Public Budgeting

PAD 640 Human Resource Management in Public and Nonprofit Organizations

PAD 646 Strategic Planning for Public and Nonprofit Organizations

PAD 680 (formerly 689) Research Methods in Public Administration **MUST BE TAKEN IN THE STUDENT'S FIRST SEMESTER**

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

PAD 735 Public Organizations (former title, Administrative Practices in Public and Nonprofit Sectors) **MUST BE TAKEN IN THE FIRST NINE CREDIT HOURS**

*The core is designed to meet NASPAA's Standard 5.1 Universal Required Competencies. Therefore, courses in the core may not be substituted for any other courses. In order to transfer courses into the core, when permitted, these courses must have been completed in a NASPAA accredited MPA program.

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 three specialized tracks

- Public Administration (government)
- Nonprofit Management
- International Public Management

Student take four courses in their track (12 credit hours).

Courses available to students enrolled in Public Administration Track

PAD 607 City and County Management OR PAD 608 Intergovernmental Relations
(REQUIRED)

PAD 501 Comparative Public Administration

PAD 502 Administrative Law

PAD 540 U.S. Public Policy

PAD 560 The Aging Network

PAD 587 Special Topics

PAD 588 Public Administration Graduate Internship

PAD 590 Independent Study

PAD 602 Comparative Public Policy

PAD 643 Supervision in the Human Services

PAD 650 Introduction to Health Policy & Management

PAD 685 Performance-based Management in the Public Sector (previously, PAD 587
Performance-based Measurement in the Public Sector)

PAD 688 Leadership in Public and Nonprofit Organizations

PAD 700 Migration Policy

PAD 701 Administrative Ethics

PAD 704 Human Rights and Humanitarian Policy

PAD 712 Managing Program Evaluation

PAD 715 Survey Methods & Design

Courses available to students enrolled in Nonprofit Management Track

PAD 604 Nonprofit Management and Governance (REQUIRED)
PAD 540 U.S. Public Policy
PAD 560 The Aging Network
PAD 588 Public Administration Graduate Internship
PAD 590 Independent Study
PAD 587 Special Topics
PAD 648 Nonprofit Grants Management and Fund Development
PAD 650 Introduction to Health Policy & Management
PAD 603 NGO Management & International Development
PAD 643 Supervision in the Human Services
PAD 647 The Nonprofit and Voluntary Sector
PAD 688 Leadership in Public and Nonprofit Organizations
PAD 701 Administrative Ethics
PAD 712 Managing Program Evaluation
PAD 715 Survey Methods & Design

Courses available to students enrolled in International Public Management Track

PAD 605 International Public Management and Service (REQUIRED)
PAD 501 Comparative Public Administration
PAD 587 Topics Course
PAD 588 Graduate Internship
PAD 590 Independent Study
PAD 602 Comparative Public Policy
PAD 603 NGO Management & International Development
PAD 700 Migration Policy
PAD 704 Human Rights and Humanitarian Policy
PAD 712 Managing Program Evaluation
PAD 715 Survey Methods & Design

Any substitution in track courses MUST be approved by the MPA faculty adviser accompanied by an advisement note in Degree Works.

NASPAA Universal Required Competencies

MPA Core courses are designed to meet NASPAA's universal competencies. Students who complete the core courses in 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 program. Therefore, graduates must be able to demonstrate (applied) research competency in their field of specialization (either public administration, nonprofit management, or international public 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 office, nonprofit agency, or IO/INGO (international organization or international non-governmental organization). 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 are encouraged to serve an internship to gain experience in a public or nonprofit agency.

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. Cronk, Brian. C. (2016). *How to Use SPSS*. 9th Ed. Glendale, CA: Pyrczak Publishing.

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. Students must master EndNote bibliographic software and learn the basics of SPSS (input data, descriptive statistics analysis).

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 demonstrate mastery of 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 where students present their MPA project proposals. 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 the completion 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.

There is a list of completed and in-progress MPA projects at this website:
<http://publicadministration.buffalostate.edu/mpa-projects>

Upon approval by the MPA Faculty Committee, projects can be uploaded to the Digital Commons. Several MPA projects are available for download at:
http://digitalcommons.buffalostate.edu/mpa_projects/.

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>

Role of the MPA Project Adviser

Students are assigned an MPA project advisor in PAD 681 (if not before). The student meets their MPA project adviser to discuss their project at least once during the semester when he/she is enrolled in PAD 681.

A student must complete a research proposal (produced at the end of PAD 681) before beginning PAD 690. It is the MPA Project Adviser's role to guide the progress of a student's project to completion. In this role, the adviser is to be available to the student as a means of scheduling appointments to discuss the project, review student drafts, and other related activities. It is not the role of the adviser to contact the student to schedule meetings. As such, students are expected to individually be proactive about contacting their respective adviser to ensure they complete their project in the previously specified timeframe. Each MPA project adviser has their own mentorship style, which the student and mentor will discuss.

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. Sometimes a third reader is included in the process. This decision is made by the MPA project adviser.

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 681 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>

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 can be downloaded from the RITE webpages: <https://rite.buffalostate.edu/software-directory.html#endnote>

SPSS

SPSS is the industry standard for statistical analysis. SPSS is used in PAD 680, PAD 681, and PAD 690. Many Buffalo State labs have SPSS, including the Political Science Department Lab.

The Political Science lab is located in Classroom Building B208. The code is **4213**. Press each number individually. Then push ENTER. Lift up the handle.

There are seven computers, one scanner, and one printer.

PAPER. If you're working during the day, the department secretary can give you paper. But if you're using the lab in the evening, you might wish to pack some paper in your bookbag as this lab is heavily used and runs out of paper during the day.

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 680, with training continued 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 in the spring semester as close as possible to this week.

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 ceesayaa@buffalostate.edu with your userID.

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 **MPA Adviser**. Exceptions are indicated through the "Notes" function in Degree Works. The MPA adviser is listed on Degree Works and Banner.

Track Coordinators

Nonprofit Management Track Coordinator - Dr. Atta Ceesay
Public Administration Track Coordinator - Dr. Jason Rivera
International Public Management Track Coordinator- Dr. Suparna Soni

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.

ESL Tutoring

There is now one-to-one, by appointment tutoring available for multilingual graduate students. Any graduate students interested in working with a tutor as they complete their graduate coursework may schedule an appointment by clicking on the link below. Students will be asked to fill out a short form in order to reserve a tutoring time slot. Students are limited to two hour-long time slots per day. <http://libcal.buffalostate.edu/booking/eslgst>

Writing Course

The Public Administration Division reserves the right to require students to take a writing course if the student is struggling in the program due to poor writing skills. Students will be advised in this matter by the MPA Program Director, Dr. Atta Ceesay.

Course Registration

Students use Banner to register for classes.

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

Awards, Fellowships, Scholarships, Honor Society

Outstanding MPA Project Award

Dr. Keith Henderson Scholarship (selected by Financial Aid Officer, applied to tuition)

SUNY Chancellor's and President's Award (selected by college-wide committee, by application)

Diversity Fellowship (apply to Graduate School, information on Graduate School website)

Excelsior Fellowship (for students graduating in the current academic year, PAD issues a call out at the end of the fall semester)

NASPAA Simulation (takes place in early winter, Pi Alpha Alpha adviser selects student by application)

Pi Alpha Alpha (induction takes place in April of each academic year)

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>