

New Student Orientation Master's in Public Administration



Welcome to GCSU!

- On behalf of the faculty and staff in the Department of Government and Sociology, we would like to welcome you to GCSU!
- This online orientation is designed to help you make the most of your academic career here at GCSU.
- Each section provides you tools to help ensure your success as you progress toward your academic goals.

Master of Public Administration

Welcome and congratulations on your admission to the Master of Public Administration program. We are excited that you are joining us for this next step in your leadership and management career.

The online Master of Public Administration (MPA) degree is designed to prepare individuals for leadership roles and management careers in the nonprofit and public sectors.

The program is intended for experienced individuals employed in public service and/or nonprofit positions who wish to pursue the Master's in Public Administration to broaden their educational backgrounds and prepare for increased leadership responsibilities. We look forward to having you participate in our program.



Mission and Goals

Mission:

The online Master of Public Administration program prepares students to ethically and competently serve, manage, and lead in the diverse public sector through teaching, research, and service to the discipline and broader community.

Goals:

To accomplish our mission, we seek to:

- Prepare students for careers in the public sector
- Promote the diversity of the student body and faculty
- Cultivate faculty committed to teaching, scholarship, and service

Faculty Information



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Interim Department Chair

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Research Interests

- International Organization and Global Governance
- Nonstate Actors and Nonprofit Management
- U.S. Multilateral Foreign Policy

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- Public Administration and
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- Southern Politics

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Research Interests

- Education Policy
- Nonprofit Sector
- Race and Class in Education
- Racial Equity
- Program Evaluation

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- Public Policy and Evaluation
- E-Government
- Politics in Film

Staff Information



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Advisor Information

Academic Advisor

- Program Information
- Registration
- Add/Drop
- Course Withdrawals

Min Kim

MPA Program Coordinator

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Academic Services Administrator

- All information about application
- Information about conditional acceptance
- For general questions about the program

Aleks Rudkevich

MPA Program Assistant

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Curriculum Information

For more information regarding suggested class schedule and for detailed course descriptions, please click on the links below:

- Program Handbook & Course Descriptions

<https://www.gcsu.edu/artsandsciences/gov/public-administration-mpa>

- Class Schedule

<https://www.gcsu.edu/registrar>

Program Details

- Our program generally has more than 90 students enrolled in any one semester
- Our student body has roughly 90% of part-time students
- Our classes range in size from about 20 students
- All of our core courses are offered once a year and our elective courses are usually offered at least once every two years.

Structure of the MPA Program

- Our MPA program is a 36 hour program:
 - 24 hours of core courses
 - 9 hours of elective courses in an area of emphasis of your choice
 - 3 hours of Capstone Project or 6 hours of Thesis
- Students may choose their area of emphasis from among an established elective course list.
- Program of Study
https://www.gcsu.edu/sites/files/program-assets/node-166/attachments/pos_1920.pdf

MPA Core Courses

- **PUAD 6538 Public Administration and Public Service (Fall & Spring)**
- PUAD 6558 Public Personnel Management (Fall)
- PUAD 6603 Leadership and Organizational Behavior (Fall)
- PUAD 6605 Quantitative Techniques (Fall)
- PUAD 6578 Public Finance and Budgeting (Spring)
- PUAD 6601 Public Policy Analysis (Spring)
- PUAD 6606 Research Methods (Spring)
- PUAD 6615 Administrative Ethics (Spring)

MPA Elective Courses

- Course descriptions can be found in the online Graduate Catalog.

• PUAD	5401	Public Policy Making
• PUAD	5415	Environmental Policy
• PUAD	5471	Urban and Regional Planning
• PUAD	5581	Bureaucratic Behavior
• PUAD	5615	Non-Governmental Organizations & Non-Profit Management
• PUAD	5616	Grant Writing & Program Evaluation
• PUAD	5617	Non-profit Financial Management
• PUAD	5625	International Org & Admin
• PUAD	5655	National Security Policy
• PUAD	5660	Pub-Priv Partnerships-International Admin
• PUAD	6568	Admin Law for the Public Manager
• PUAD	6625	Intergovernmental Relations
• PUAD	6635	Comparative Administration
• PUAD	6940	Independent Research
• PUAD	6950	Special Topics
• PUAD	6960	Internship and /or Cooperative

Capstone Project

- The Capstone Project, PUAD 6700 offers each student the opportunity to demonstrate mastery of the theory and practice of public administration by applying the knowledge and skills gained in the MPA program to a project of the student's choice. This involves completing a project report reflecting the cumulative knowledge gained from these experiences. The course is intended only for students who are completing their Masters of Public Administration (MPA). The course prerequisite is PUAD 6606 (Research Methods) or its equivalent, the completion of 27 hours in the MPA program, and Program permission.
- For this requirement, students must identify a real management problem or policy issue that concerns some level of government or quasi-government agency and then develop problem-resolution strategies to resolve the problem or substantially ameliorate the situation.

Capstone Project

- Students will be expected to develop a set of alternative strategies and evaluation criteria, and then analyze them in order to determine a preferred alternative based on selected criteria.
- The student is expected to demonstrate that he or she has acquired the skills necessary to solve problems in a practical sense and is ready to begin work in the public sector or to improve work conducted by those already in the public work force.
- The student is also expected to assess any ethical issues associated with the proposed recommendations and implementation strategy.

Thesis

- Students contemplating further graduate work or wanting an in-depth research experience should consider the thesis option. The thesis option entails 6 credit hours, leaving 30 credit hours of regular courses. The thesis option consists of two separate courses followed by a thesis defense. These must be taken in the following sequence:

PUAD 6971 Thesis Research Design

PUAD 6972 Thesis Writing and Development

PUAD 6973 Thesis Defense

Registration Procedures/Issues

- Incoming students are required to consult the MPA coordinator about their proposed courses of study and areas of emphasis.
- Once students have received their GCSU ID #'s they may register online for their courses.
- If a student does not maintain continuous enrollment for each fall and spring, he/she will need to apply to the Graduate Admission for readmission.

Academic Progression

- All students are expected to maintain a 3.0 GPA
- Students whose GPA falls below 3.0 may be dropped from the MPA Program.
- No one may graduate with less than a 3.0.
- An Incomplete grade must be satisfactorily removed during the next semester of enrollment or by the end of one calendar year if not enrolled, whichever comes first, or the symbol I will be changed to the grade of F.
- The University Calendar lists the deadlines for making up incompletes, dropping courses, and filing for graduation.

Expectations

- MPA students are expected to display the same characteristics and behaviors as students as will be expected of them as public sector employees.
- Therefore, they are expected to behave with as professionals with a high degree of commitment and integrity in their personal interactions and in their academic work.
- They are also expected to ask questions and challenge their fellow student and the faculty.
- Students, in turn, can expect the same behavior and professionalism from the faculty.

Typical full-time student schedule

YEAR ONE:

- **Fall**
 - PUAD6538 Public Administration & Public Service
 - PUAD6605 Quantitative Techniques
 - PUAD Elective

- **Spring**
 - PUAD6601 Policy Analysis
 - PUAD6606 Research Methods
 - PUAD Elective

Typical full-time student schedule

Summer Session I, II, III (if needed)

- PUAD Elective or Internship

Typical full-time student schedule

YEAR TWO:

- **Fall**
 - PUAD6558 Public Personnel Management
 - PUAD6603 Leadership and Organizational Behavior
 - PUAD Elective or Internship

- **Spring**
 - PUAD6615 Administrative Ethics
 - PUAD6578 Public Finance and Budgeting
 - PUAD6700 Capstone Project

Typical Part-time student schedule

YEAR ONE:

- **Fall**
 - PUAD6538 Public Administration & Public Service
 - PUAD6558 Public Personnel Management
- **Spring**
 - PUAD6601 Policy Analysis
 - PUAD6578 Public Finance and Budgeting

Typical Part-time student schedule

Summer Session I, II, III (if needed)

- PUAD Elective or Internship

Typical Part-time student schedule

YEAR TWO:

- **Fall**
 - PUAD6605 Quantitative Techniques
 - PUAD6603 Leadership and Organizational Behavior
- **Spring**
 - PUAD6615 Administrative Ethics
 - PUAD6606 Research Methods

Typical Part-time student schedule

Summer Session I, II, III (if needed)

- PUAD Elective
- PUAD6700 Capstone Project

Financing Your Graduate Education

- Graduate Assistantships
 - <http://www.gcsu.edu/financialaid/graduate-assistantships>
- Loans
- Out of State Tuition Remissions
- Federal Work Study
- Employment – sometimes in other academic units

Graduation Procedures

- All incompletes and other degree requirements must be successfully met before one can graduate.
- The semester before students expect to graduate they should submit an Application for Graduation with the Registrar's Office.
- The MPA Program will confirm the student's academic progress with the Registrar's Office during the semester of graduation.
- All students must be enrolled during the semester in which they graduate.

Honor Societies

- There are a number of honor societies for which you may qualify as an MPA student.
 - Pi Alpha Alpha - Public Administration national honor society
 - Pi Sigma Alpha - Political Science national honor society

Internship & Fellowship Opportunities

- There are many opportunities for MPA students to continue their learning beyond their degree and to gain valuable professional experience. These often lead to full-time positions afterwards. Please contact our MPA Internship Coordinator, wc.wilkinson@gcsu.edu or read the MPA internship handbook

Other Internship & Fellowship Opportunities

These are important web sites listing internship opportunities

- <http://ourpublicservice.org/OPS/> This site is a partnership between the US Office of Personnel Management and the Partnership for Public Service
- <https://www.usajobs.gov/StudentsAndGrads> This site is maintained by the US Office of Personnel Management.
- <http://www.firescience.org/public-administration-degree-programs-online/> This site addresses several public safety and service career fields.
- Our accrediting body, NASPAA (National Association of Schools of Public Affairs and Administration), www.naspaa.org, maintains a site on which various internships are posted. <http://www.publicservicecareers.org/>

MPA Online Learning

- **What is it?**

Online learning is a course delivery model that allows you to take your courses online. Taking an online course is not necessarily more difficult than taking an on-campus course. However, the skills needed to succeed are different.

- **What skills are required to succeed in an online course?**

- Be independent and self-motivated
- Manage your time efficiently so you can focus on your course work
- Read and write well
- Collaborate with your classmates on group projects
- Complete your assignments without face-to-face help
- Check in frequently to review announcements and
- participate in online discussions

MPA Online Learning

- **What technical skills do I need?**

- You should possess basic computer and Internet skills, including:
- Word processing skills (type, cut, paste, copy, save, rename, etc.)
- Email skills (send email, attach files, etc.)
- Internet skills (open a browser, browse websites, download content, etc.)

- **What tools do I need?**

You need to have a computer and be able to access the Internet. The recommended web browsers are Mozilla Firefox or Google Chrome. Your course may require other technology as well.

- **How do I prepare for the first day of classes?**

You must log in to your course on the first day of classes. **This is mandatory.**

- **Helpful Hint:**

Make sure you have a back up computer available for technical emergencies.

After Acceptance: Set Up Your Account

- Set up your account. Your PAWS account will allow you to register for classes, print your schedule, find your advisor, access financial aid awards, pay for your classes, view course offerings and much more!
 1. Visit <http://unify.gcsu.edu/>
 2. Select “Initial Student Access” icon
 3. Refer to your acceptance letter for your GCID number and GC email address
 4. Complete the information and select submit
 5. You will be brought back to the main unify.gcsu.edu page
 6. Select the “MyPassword” tab along the top bar
 7. Select “Set or Change Enrollment” to enroll in the system by setting unique security questions
 8. You will be brought back to the main unify.gcsu.edu page
 9. Now you are ready to log in and explore the virtual world of GC!
- For questions about creating your account, contact our Serve Help Desk at: serve@gcsu.edu or (478) 445-7378.

After Acceptance: Class Registration

- Contact your academic advisor or MPA program coordinator (min.kim@gcsu.edu, 478-445-7393) for information about a program of study and available courses. Once you have created a program of study, you can register for classes in PAWS.
 1. Visit <http://unify.gcsu.edu/>
 2. Enter your GC email address and Unify password
 3. Access PAWS from the third tab at the top or from the PAWS icon under the student tab
 4. Choose “Student Services” tab
 5. Select “Student Records” to view holds prior to registration.
 1. Select “View Holds”
 2. Complete the action required so that you may continue with registration
 3. Contact your advisor or graduate coordinator with questions
 6. Select “Registration”
 1. Select “Add or Drop Classes”
 2. Select term
 3. Enter of search for desired courses
 4. Click the box next to the course for which you would like to register and click “Register”
- For questions about registration, contact the Registrar at: registrar@gcsu.edu or (478) 445-6286. To quickly search for class offerings:
https://vapp.gcsu.edu:4443/pls/PROD/gcsu_open_classes.pick_term_pub

After Acceptance: Pay Tuition

1. Visit <http://unify.gcsu.edu/>
2. Enter your GC email address and Unify password
3. Access PAWS from the third tab at the top or from the PAWS icon under the student tab
4. Choose “Student Services” tab
5. Select “GCSU Term Balance” to view your bill
 1. Select term
6. Select “Student Account Center” to pay your bill online
 1. Click “GC Student Account Center” button
 2. Follow the prompts in the new screen to pay bill online
- For questions about tuition, contact the Business Office at:
businessoffice@gcsu.edu or (478) 445-52

After Acceptance: Complete the Final Steps

- **Complete** the [FAFSA and/or GSFAPPS](#) by July 1
(November 1 for spring admitted students)
- **Provide** [Verification of Lawful Presence](#) by July 1
(December 1 for spring admitted students)
- **Complete** your certificate of immunization, health questionnaire and special needs request (found in admission packet)
- **Request** your final high school/college transcripts be sent to Georgia College prior to August 1. Official copies should be sent to admissions@gcsu.edu or GC Office of Admissions, Campus Box 023, Milledgeville, GA 31061

PAWS

- **What is it? How can I use it?**

PAWS is the main location to reach university-related information that resides on the web. Inside you will find the tools needed to accomplish your various tasks. You can register for courses and much more. Now that you've been admitted, please utilize all of our web-based features and services.

- **How To Login To PAWS**

Go to paws.gcsu.edu

Click on Click Here to get to PAWS

Click Enter Secure Area

Enter your GCID for this secure site

Enter your PIN number (first time user pin number is your birthdate mmddyy)

(If you do not know your GCID, use the Lookup GCID button. If you do not know your Pin, use the Get My Pin button.)

GeorgiaVIEW D2L

- **What is it?**

GeorgiaVIEW is GCSU's learning management system, also known as the LMS.

- **Why do I need it?**

You will use GeorgiaVIEW to access all of your online course content, including your assignments, exams, etc.

- **How can I access it?**

Visit the PAWS portal, and login. Once you are logged in, you can access [GeorgiaVIEW](#). The recommended web browsers for GeorgiaVIEW are Mozilla Firefox or Google Chrome.

- **Where can I go for help?**

For complete instructions on how to use GeorgiaVIEW, view the Student Tutorials. In addition, GeorgiaVIEW contains a variety of tutorials and resources, as well as direct access to the D2L Help Center.

Sometimes courses do not appear in GeorgiaVIEW until **the day before** classes start. If your class is NOT listed the **day that classes start**, please contact ideas@gcsu.edu.

WebEx

- **What is it?**

WebEx is a video-presence application that allows its users to collaborate in an online environment as opposed to face-to-face. Meeting Center conveniently works inside your web browser with no program to download, install, or configure. Meeting Center can be used for audio-only calls (like the traditional conference call), visual meetings via webcams, and for presentations—you can share anything that is displayed on your screen for everyone in the meeting to view.

- **Why do I need it?**

You will use WebEx along with GeorgiaVIEW for watching online lectures, participating discussions, visiting online office hours and setting up group meetings for student projects.

WebEx

- **How can I access it?**

1. You will be sent an email with meeting information such as date, time, and who initiated the meeting. If the meeting has a required password, it will be included in this email.
2. Click the link in the email to go to the WebEx website.
3. On the right-hand side of the screen, you will see an area to log in. Type your name (e.g., John D.) and your email address and press "**Join.**"
4. A separate window will pop up and prompt you for your choice of audio. You may either use a phone or your computer for audio.
5. If you choose to join the conference using a phone, you will need to call into the meeting. Dial the number given under step 1, and then use the access code and Attendee ID to connect when prompted.
6. If you choose to use your computer for audio, click "**Call Using Computer.**" You will have the opportunity to test your microphone and headset/speakers before connecting to the conference.

- **Where can I go for help?**

For complete instructions on how to use WebEx, view the WebEx Meeting Participant Tutorial,

<http://www.uww.edu/Documents/colleges/cls/lsmmedia/webexattendeetutorial.pdf>

Student WebEx Account Setup

1. Student will go to gcsustudent.webex.com .
2. Student will click on **Request a Host Account** on the left side of the page.
3. Student will then select to **Sign Up** for an account.
4. Once the student has filled in the necessary information he/she will receive three emails one to activate their account and another to setup their password and one more to confirm your login information.
5. Once you are logged in there will be a popup that will want you to install the WebEx productivity tools. You can do this if you use Microsoft Outlook, IBM Lotus Notes, Microsoft Office Communicator, or Microsoft Lync. If you don't use any of these applications please click **Don't show me again**.
6. At this point you should be able to access your room by clicking on the button that says **enter room**.

Technical Support

- **What is it?**

GCSU Information Technology (IT) is here to assist you when you experience technical difficulties while taking your online course.

- **Why do I need it?**

IT can answer questions about your PAWS, your email account, your applications, and other technology resources. Your instructor is available to answer your course-related questions, but cannot assist you with technology issues.

- **Where can I go for help?**

If you need help, email the Serve Help Desk, serve@gcsu.edu a description of your problem.

Orientation Verification

In order to certify that you have completed the online orientation, please complete the [MPA New Student Orientation Survey](https://gcsu.co1.qualtrics.com/jfe/form/SV_5dNJj3HuIj5o88B). Or visit the below link

https://gcsu.co1.qualtrics.com/jfe/form/SV_5dNJj3HuIj5o88B