



**KENTUCKY STATE  
UNIVERSITY**

# MASTER OF PUBLIC ADMINISTRATION

## Program Description (Closed to New Enrollment July 1, 2023 - teach-out)

The Master of Public Administration degree program at Kentucky State University is modeled after professional standards for such programs and shares its educational philosophy. The objectives of the MPA program include providing knowledge, skills, and experience that can be directly utilized by public and private sector professionals in their changing work environment. The program equips students with the technical skills and liberal arts values necessary for responsible administrative roles in state, local, federal, quasi-governmental, non-profit, and private sector systems. The program provides the interdisciplinary foundations of public administration, quantitative skills, sensitivity toward humanistic dimensions of public organizations, fiscal management, and computer utilization.

A majority of public administration courses are offered in the evening to accommodate students with full-time jobs. By taking two courses each semester, such students can complete all degree requirements in three years. Many of KSU's MPA students work for government agencies and receive employer tuition assistance, but some full-time students receive graduate assistantships in exchange for part-time work. Full-time students typically earn the Master of Public Administration degree in two years of study.

## Requirements for the Master of Public Administration

The Master of Public Administration program is designed to serve both in-service students (those with work experience) and pre-service students (those without work experience), and focuses on problem-solving methods. The academic component is supported by a variety of applied research activities. Each of the research activities is designed to provide the student with research skills, as well as a body of knowledge and information needed by practicing public administrators. Master of Public Administration degree requirements may be completed with 42 semester credit hours of graduate-level coursework. A three (3) credit hour internship is suggested for all pre-service Master of Public Administration students.

A professional core of knowledge is expected of each Master of Public Administration candidate. It includes perspectives on public administration, quantitative methods, research methods and policy analysis, public sector economics, organization theory, computer applications, public personnel management, public sector economics, and budgeting in government agencies. Upon completion of these core courses, the student must choose a specialty area for advanced coursework. Students newly admitted to the Master of Public

Administration program must take PUA 500 Perspectives on Pub Adm during their first semester of enrollment.

The Master of Public Administration program offers four concentrations in response to the various needs for public sector expertise. These concentrations include: Human Resource Management, International Development, Management Information Systems, and Nonprofit Management. Students may select their final 9 semester credit hours from two different graduation options: thesis or coursework. All students must take a comprehensive examination over the core and concentration. An oral defense of the thesis is required of those students who elect to undertake that option.

## Degree Schematic

Code	Title	Hours
<b>Core Courses</b>		
PUA 500	Perspectives on Pub Adm	3
PUA 501	Quantitative Methods	3
PUA 503	Research Meth/Pol Analy	3
PUA 504	Organization Theory	3
PUA 505	Managerial Comp Applic	3
PUA 506	Human Res Mgt in Public Sector	3
PUA 605	Public Sector Economics	3
PUA 607	Budgeting in Gov Agencies	3
<b>Concentrations</b>		
The student must select and complete three concentration courses at the 600 level in Public Administration in consultation with the student's advisor.		9
<b>Internship (suggested for pre-service students)</b>		
PUA 699	Internship in Public Admin	3
<b>Options</b>		
Select one of the following options:		9
Thesis Option		
Coursework Option		
<b>Total Hours</b>		<b>45</b>

### Thesis Option (6 semester credit hours plus three additional coursework hours):

A thesis is a formal paper reflecting systematic research on a significant problem. It should represent a student's independent research, carried out under the supervision of the Public Administration faculty. A thesis may use primary data collected by the student and/or secondary data collected by governmental and non-governmental organizations. It must, however, provide evidence of originality, appropriate organization, clarity of purpose, critical analysis, and accuracy. Mere descriptions, cataloguing, compilation, and bibliographic reviews are not adequate. Approval of the Chairperson of the School of Public Administration is required prior to registration for the thesis option.

### Coursework Option (9 semester credit hours):

Students who select the coursework option must complete their final 9 semester credit hours from any 600 level courses. Approval of the student's advisor is required prior to registration for the coursework option.

## Concentrations

The concentrations in the Master of Public Administration program offered by Kentucky State University address the human-resource needs in the public sector and the student's career objectives. The Master of

Public Administration program currently offers four concentrations, each of which is briefly described below. Within each concentration three advanced courses are required.

### Human Resource Management

This specialty area is designed for students who are interested in both public- and private-sector personnel management positions. The following courses are offered:

Code	Title	Hours
<b>Required Course</b>		
PUA 691	Human Resource Mgt Seminar	3
<b>Optional Courses</b>		
Select two of the following:		6
PUA 612	Human Resource Law	
PUA 614	Applied Human Relations	
PUA 616	Cur Top Pub Sector HR Manage	

### Management Information Systems

This specialty area is designed for students seeking to integrate information technology into public management. Students complete twelve hours of coursework presented at the graduate level (500 and above) by the Division of Computer and Technical Sciences (DCTS). Both students possessing prior computer science backgrounds and those lacking such preparation may complete this specialty. The School of Mathematics and Computer Science determines appropriate graduate course placements for individual students based upon their educational and work histories.

### International Development

This specialty area generally attracts public service professionals from the developing nations, sponsored by their government and USAID. American students interested in careers in international administration may also choose this specialty. The following courses are offered:

Code	Title	Hours
<b>Required Courses</b>		
PUA 633	Sem Development Adm	3
<b>Optional Courses</b>		
Select two of the following:		6
PUA 634	Political/Administrative Dev	
PUA 635	Globalization and Development	
PUA 636	Current Topics/Intern Dev	

### Nonprofit Management

This specialty area is designed for students interested in engaging in community enhancement activities either through a government or nonprofit organization. It emphasizes how both urban planning and organizational leadership can be employed to serve deprived communities.

Code	Title	Hours
<b>Required Courses</b>		
PUA 645	Sem Nonprofit Manag/Comm Deve	3
<b>Optional Courses</b>		
PUA 606	Fundraising & Grantsmanship	3
PUA 648	Cur Topics Non-Profit Adminis	3

Once a student has received the Master of Public Administration degree, additional specializations may not be added to the transcript or diploma.

Students may take additional course work as non-degree students, but this work will not count toward an additional specialization or degree.

### Comprehensive Examinations

All Master of Public Administration degree candidates are required to pass a written comprehensive examination in their final semester at Kentucky State University. The comprehensive examination is normally offered during the fall and spring semesters. Limited availability of faculty resources makes it difficult to schedule a comprehensive examination in the summer session. It is the individual student's responsibility to complete an application for a comprehensive examination. The application must be approved by the student's advisor and submitted to the chairperson of the School of Public Administration for placement on the comprehensive examination list. The student's request to participate in the fall semester examination must be made no later than September 15. Requests to participate in the spring semester examination must be made no later than February 15.

### Grades

Grades below "C" may not be presented for Master of Public Administration graduation credit, nor shall graduation be approved for students with grade-point averages below 3.0. Students may not graduate with more than 6 semester credit hours of courses with a grade of "C". This regulation does not apply when a grade of "C" or below has been superseded by successful completion (grade of "B" or better) of a particular course at a later date.

### Probation and Dismissal

A. Initial Procedures for students admitted on probation

Any student admitted on a probationary status who fails to perform satisfactorily while initially enrolled will be dismissed from the program. To remain in the program all probationary students must do the following:

1. Attempt at least nine (9) hours of MPA coursework within one year of admission.
2. Earn a GPA of at least 3.0 on the first nine or more hours attempted, with no grades of "D" or "F"

Probationary students who fail to meet either of these initial performance requirements (1 or 2) will be permanently dismissed from the program. Probationary students who meet these initial performance requirements will be automatically converted to regular status in the program. They will then be subject to the same probation and dismissal procedures imposed on other students.

B. Procedures for Other Students

A student is placed on probation when his/her grade-point average falls below 3.0. A student placed on probation may subsequently enroll in up to 9 semester credit hours of graduate-level coursework. In taking the subsequent 9 semester credit hours of courses, the student must bring his/her overall grade-point average up to at least 3.0 to continue in the program and to remain in good academic standing.

A dismissed student may, after one year, appeal in writing to the chairperson of the School of Public Administration for re-admission. If re-admission is granted, the student will be placed on probation for up to 9 semester credit hours of courses. A student who does not bring his/her overall grade-point average up to at least 3.0 in taking the subsequent 9 semester credit hours of courses will be permanently dismissed from the University without appeal.

## Minimum Hours Required

The MPA program requires completion of a minimum of forty-two graduate semester hours.

## Time Limit for Completion of Degree

All program requirements must be completed within six years of initial admission. Students should consult the revised *Master of Public Administration Student Handbook*, available from the chairperson of the School of Public Administration, for further information about graduate study.

## Program Course Load

Full-time students carry a normal load of 9 semester credit hours of graduate-level coursework per semester. (Part-time students who are employed full-time are advised to carry no more than 6 semester credit hours of graduate-level coursework in any semester.)

## Graduate Student Assistantships

A limited number of graduate assistantships are available for full-time students pursuing the Master of Public Administration degree. Students holding these positions work 20 hours per week and receive stipends. Graduate assistants assist the chairperson and faculty members in their instructional and research activities. Students interested in such positions may make application to the chairperson of the School of Public Administration. Assistantships are awarded on the basis of need and high academic achievement.

## Activities

As public service professionals, Master of Public Administration students are encouraged to join the American Society of Public Administration (ASPA) and other relevant professional organizations such as the Kentucky Political Science Association, the United Nations Association (Frankfort chapter), and the International Personnel Management Association.

The national/regional/state conferences of ASPA and other organizations provide opportunities for students and faculty to present research papers. Membership in professional organizations provides forums for students to engage in and present their research, associate with colleagues, and grow and develop professionally.

### PUA 500: Perspectives on Pub Adm

Provides conceptual perspectives on management in the public sector. Topics covered include public policy, organization theory, management, planning, financial management, leadership, and intergovernmental relations.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 501: Quantitative Methods

A study of statistical measures from a managerial perspective and the use of social science package computer programs for doing statistical analyses.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 503: Research Meth/Pol Analy

An introduction to skills and concepts useful for research involving analysis and evaluation of public policy and programs.

**Prerequisite:** PUA 501 or consent of instructor

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 504: Organization Theory

Surveys the theories of complex organizations. Special emphasis will be placed on theories dealing with public bureaucracies.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 505: Managerial Comp Applic

This course provides students with hands/on experience using computer operating environments, text processing, electronic spreadsheets, and data bases. Introduces management information systems theory and related ethical issues.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 506: Human Res Mgt in Public Sector

Provides students with an overview of personnel management concepts and focuses on various functions and laws which comprise the public personnel management.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 605: Public Sector Economics

This course provides an introduction to microeconomics and macroeconomics. Emphasis is on the leading indicators and the institutions which shape public policy.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 606: Fundraising & Grantsmanship

Explores the techniques associated with fundraising for government and nonprofit organizations. The course includes an analysis of grant writing, special event, and direct donations.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 607: Budgeting in Gov Agencies

Applies budgetary principles and theories to the actual preparation of sample budget documents in the local, state, and federal agencies. Critical analysis of budget documents carried out in a series of classroom exercises. Use of computer program in budget preparation will be introduced.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 612: Human Resource Law

Introduces students to varying regulations and concepts with which they must deal in administering the personnel functions of an organization.

**Prerequisite:** PUA 506

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 614: Applied Human Relations

Applies human relations theory and practice to the public sector to develop a people/in/systems focus that will meet the needs of government workers.

**Credit Hours:** 3

**Contact Hours:** 3

### PUA 615: Personnel Assessment

Examines techniques used to make decisions concerning personnel selection, promotion, and performance appraisal. Documentation requirements, EEO concerns, and other issues affecting employee assessment are examined.

**Prerequisite:** PUA 506

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 616: Cur Top Pub Sector HR Manage**

Examines changes taking place in Human Resource Management in the public sector. May be repeated twice.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 633: Sem Development Adm**

Critically examines ways in which governmental, non-governmental, and international aid organizations provide assistance to developing countries.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 634: Political/Administrative Dev**

Develops theoretical understanding by examining processes through which political and administrative development occur. Utilizes this perspective to analyze contemporary challenges confronting developing nations.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 635: Globalization and Development**

Examines controversies concerning globalization from the perspectives of both wealthy and development nations.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 636: Current Topics/Intern Dev**

Examines issues taking place in development nations, or involving interactions between wealth and developing societies. May be repeated twice.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 645: Sem Nonprofit Manag/Comm Deve**

An introduction to management issues in nonprofit organizations and the community development process. The course looks at economic, cultural, and social issues in underdeveloped communities.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 648: Cur Topics Non-Profit Adminis**

Examines changes taking place in the management of non-profit organizations. May be repeated twice.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 680: MIS Administration**

This course introduces the student to the terminology, techniques and tools necessary for the public sector information systems administrator. The theoretical basis is in systems analysis and design, Decision Support Systems (i.e., management science and operations research), and computer/human interfaces.

**Prerequisite:** PUA 505 or consent of instructor

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 682: Sem on Mgt Info Sys**

Topics include the use of computer hardware and software to retrieve data, manage databases, model alternatives, and prepare reports.

**Prerequisite:** PUA 680 or consent of the instructor

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 683: Dec.Support Systems**

This course combines theory with the practical techniques of PERT, CPM, linear programming, modeling, what if analysis, break even analysis, and decision trees.

**Prerequisite:** PUA 680 or consent of the instructor

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 684: Netwking/Data Comm for Pub Sec**

This course is designed to provide public sector managers who have limited technical knowledge with a basic understanding of current concepts and practices related to information technology networking and data communications

**Prerequisite:** PUA 680

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 685: Ethics for Public Sector Mgt**

Enables students to recognize ethical dilemmas in public sector management, develop their skills of ethical analysis, and to be aware of their own personal moral judgments.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 687: Adv Topics Public Adm**

Focus on issues of current interest in the public sector. Topics include the determination, review, and analysis of timely public affairs topics. May be repeated twice.

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 689: Directed Study**

Completion of approved project designed to provide the student with an opportunity to develop an area of expertise not covered by the regular curriculum. May be repeated once.

**Prerequisite:** Presentation in writing of a detailed study plan, permission of the instructor who will direct the work, and approval by the academic unit head

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 691: Human Resourse Mgt Seminar**

Applied public sector personnel management as viewed from the theoretical, legal, and practical perspective. Special emphasis on the development of personnel policies and plans.

**Prerequisite:** PUA 506

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 699: Internship in Public Admin**

Integrates theoretical perspectives with work as an intern in a public or non-profit setting.

**Prerequisite:** Not already employed full-time in the field; prior permission of the instructor

**Credit Hours:** 3

**Contact Hours:** 3

**PUA 797: Residence Credit/Thesis**

MPA students who have already earned 6 semester credit hours in PUA 798 and 799 may be registered for this course which will enable them to use university resources for research.

**Credit Hours:** 0

**Contact Hours:** 0

**PUA 799: Thesis**

Independent and original research on a specialized topic in Public Administration. Oral defense is required. May be repeated once.

**Prerequisite:** Previous approval by a Public Administration faculty committee

**Credit Hours:** 3

**Contact Hours:** 3