School of Public Service

2084 Constant Hall
(757) 683-3961

http://www.odu.edu/sps (http://www.odu.edu/sps/)

Samuel Brown, Chair
Meg Jones, Associate Director

Master of Public Administration
David Chapman, Graduate Program Director
Meg Jones, Graduate Program Manager

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Email: mpa@odu (mpa@odu.edu)

The mission of the Master of Public Administration (MPA) program in the School of Public Service at Old Dominion University is to develop professionals with the knowledge, skills, and abilities to lead and advance public service in a diverse, multi-sector environment. We expect our graduates to be capable of critical problem solving, effective communication, skillful implementation of policy and programs, and ethical application of management and leadership concepts. The MPA program serves the region, state, and nation; supports the professions of public administration and public service; and advances the state of knowledge through applied and scholarly research.

Curriculum
The MPA curriculum consists of 39 credit hours (13 courses). Courses are required in two categories:

1. Core Concentration (eight required courses)
2. Electives (five courses)

Core Curriculum
The following courses are required of all public administration students.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 651</td>
<td>Administrative Theory I: The Context of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 652</td>
<td>Administrative Theory II: The Process of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 671</td>
<td>Public Budgeting and Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM 701</td>
<td>Public Policy and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PADM 723</td>
<td>Ethics in Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 753</td>
<td>Research Methods in Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 746</td>
<td>Capstone Seminar in Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>FOUN 722</td>
<td>Introduction to Applied Statistics and Data Analysis</td>
<td></td>
</tr>
<tr>
<td>or MPH 612</td>
<td>Statistical Reasoning for Public Health</td>
<td></td>
</tr>
<tr>
<td>or PADM 752</td>
<td>Introduction to Data Analysis</td>
<td></td>
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</tbody>
</table>

Total Hours: 24

Electives
Students choose their elective courses in the general area of public administration. With the approval of the MPA Program Director, students may take graduate-level courses outside of the Department. If a student elects to do an MPA-approved concentration or certificate program, those would count as elective hours.

MPA Elective courses include the following:

Select 5 of the following: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PADM 634</td>
<td>Regional Planning</td>
</tr>
<tr>
<td>PADM 653</td>
<td>Wicked Problems in Public Administration</td>
</tr>
<tr>
<td>PADM/PPCM 672</td>
<td>Public Financial Management</td>
</tr>
<tr>
<td>PADM 695</td>
<td>Advanced Topics *</td>
</tr>
</tbody>
</table>

Recommended Core Course Sequence
Students are required to enroll in Administrative Theory I: The Context of Public Administration (PADM 651) and Administrative Theory II: The Process of Public Administration (PADM 652) as early as possible in their program of study. The remaining core courses are not required to be taken in a specific order however, the Capstone Seminar (PADM 746) must be taken after the other core courses have been completed (or in the same semester as the last of the core courses are being completed). Students should note that core courses are rarely offered during the summer term and should plan accordingly.

Concentration in Multi-Sector Public Service
The Multi-Sector Public Service concentration will consist of one (1) required concentration course PADM 725 (Government, Society, and Business) and three (3) electives.

Students will analyze, synthesize, think critically, solve problems, and make decisions from a multi-sectoral perspective. They will examine the impact of different social, economic, and political forces/phenomena on multi-sectoral
management/policy issues. Students will understand how the changing public service landscape affects policy decision making, management, and governance.

The acceptable electives for the concentration are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 708</td>
<td>Urban and Regional Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>PADM 714</td>
<td>Public-Private Partnerships</td>
<td>3</td>
</tr>
<tr>
<td>PADM 716</td>
<td>Introduction to Nonprofit Sector</td>
<td>3</td>
</tr>
<tr>
<td>PADM 721</td>
<td>Transportation Policy</td>
<td>3</td>
</tr>
<tr>
<td>PADM 734</td>
<td>Negotiation and Dispute Resolution</td>
<td>3</td>
</tr>
<tr>
<td>PADM 740</td>
<td>Community Participation and Civic Engagement</td>
<td>3</td>
</tr>
<tr>
<td>PADM 760</td>
<td>Collaboration in Public Administration</td>
<td>3</td>
</tr>
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</table>

**Concentration in Nonprofit Management and Governance**

The Nonprofit Management and Governance concentration will consist of 12-credit hours, covering the theory underpinning the nonprofit sector, critical issues in the nonprofit sector, the management and governance of nonprofit organizations, budgeting and financial management, and fundraising.

Students will develop knowledge and skills relevant to analysis, synthesis, and critical thinking necessary to solve problems and make recommendations regarding issues facing nonprofit organizations. Students will be able to articulate current issues and challenges of the nonprofit sector, develop recommendations rooted in theory and research evidence, and contribute to policy and practices of nonprofit organizations by actively and effectively engaging with its administrative processes.

The required courses are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PADM 716</td>
<td>Introduction to Nonprofit Sector</td>
<td>3</td>
</tr>
<tr>
<td>PADM 715</td>
<td>Management and Governance of Nonprofit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PADM 717</td>
<td>Nonprofit Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM 713</td>
<td>Fundraising for Nonprofit Organizations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Internship/Field Experience**

Practical professional experience in a public or nonprofit agency setting is an important component of the MPA curriculum. A formal internship is required for students who lack significant experience in a public or nonprofit agency. Internships give students the opportunity to gain professional level experience and provide government or nonprofit agencies with the services of graduate students with high potential for future achievement. MPA students have the opportunity to earn three semester credits for internships and apply these credits as one of their electives. PADM 668 Internship/Field Experience is a 300-hour public service experience in an approved agency. Please contact Dr. Chapman with specific questions you may have regarding internships, mpa@odu.edu.

**The Application Package**

The Old Dominion University Graduate Application is done online at https://odu.edu/admission/graduate/ (https://odu.edu/admission/graduate/). Questions about the online process should be directed to gradadm@odu.edu or by calling (757) 683-3685. This system will step the applicant through all the components needed to apply to the Master of Public Administration program. To be considered for admission, applicants must submit the following:

1. Transcripts of all previous college work. During the admissions process, you may submit unofficial transcripts, but you will be required to provide official transcripts after admission;
2. A written statement describing how your experience in work and other settings and your choice of graduate study in public administration will lead to achieving your career goals. The statement must be cogent and have a good demonstration of writing ability; this should be considered a writing sample (1000 word maximum length);
3. A resume that includes your education and any/all work experience (the GRE is no longer required);
4. Minimum of two letters of recommendation from academic sources and/or employment supervisors. Please do not provide letters from friends, co-workers, or family; and
5. For students whose native language is not English, a minimum score of 550 on the paper-based TOEFL, 79 on the internet-based TOEFL, or 6.5 on the IELTS; conditional admission is not offered.

**Financial Assistance**

Financial aid is available to graduate students at Old Dominion University. Financial aid may be available in the form of University fellowships, tuition grants, and research assistantships. The MPA program offers graduate research assistantships each semester. In addition to the financial aid offered by the University, graduate students may be eligible for aid and student loans administered by other agencies. For information about part-time employment, scholarships, and student loans, contact the Office of Student Financial Aid.

For information and forms concerning application, contact:

Admissions Office
Old Dominion University
Norfolk, VA 23529
Phone: (757) 683-3685
For information concerning financial aid, contact:
Office of Student Financial Aid
Old Dominion University
Norfolk, VA 23529
Phone: (757) 683-3683

For information about on-campus housing, contact:
The Director of Housing Operations
Old Dominion University
Norfolk, VA 23529
Phone: (757) 683-4283

Visit the Old Dominion University MPA web site at http://www.odu.edu/mpa (http://www.odu.edu/mpa/)

**Doctor of Philosophy - Public Administration & Policy**

John Lombard, Graduate Program Director
Katrina Davenport, Graduate Program Manager
http://odu.edu/business/departments/sps/academics/paup (http://odu.edu/business/departments/sps/academics/paup/)

The mission of the Ph.D. in Public Administration & Policy program is to develop expert leaders and scholars in public and non-profit administration and policy who are capable of creating and disseminating knowledge that advances public service in a multi-sector environment with 37 hours of doctoral level course work and 12 hours of dissertation credit.

**Curriculum**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 800</td>
<td>Colloquium - Public Administration and Policy</td>
<td>1</td>
</tr>
<tr>
<td>PADM 801</td>
<td>Policy Theory</td>
<td>3</td>
</tr>
<tr>
<td>PADM 802</td>
<td>Public Administration I</td>
<td>3</td>
</tr>
<tr>
<td>PADM 803</td>
<td>Public Administration II</td>
<td>3</td>
</tr>
<tr>
<td>PADM 804</td>
<td>Multi-Sector Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Research Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 805</td>
<td>Research Design</td>
<td>3</td>
</tr>
<tr>
<td>FOUN 722</td>
<td>Introduction to Applied Statistics and Data Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>
Prospective students will submit the following for consideration:

Applications for admission to the program will be considered once per year.

An online graduate application.

Two letters of recommendation with at least one letter from an academic source.

Demand scores on the GRE, or in cases of substitution, the GMAT, taken within five years prior to applying for admission. Scores from the Miller Analogies Test (MAT) are not accepted or considered for admission. The requirement for the GRE or GMAT may be waived for applicants with at least a grade of B or higher in a graduate level statistics or research methods course, or with a 3.5 or above GPA in a regionally accredited master’s degree program. Applicants who wish to be exempted from the GRE or GMAT requirement should complete the “Request for GRE/GMAT Waiver” form and submit it with their application package for review by the admissions committee. The decision to waive the GRE or GMAT is the sole responsibility of the admissions committee and its decision is final.

A three- to six-page double-spaced written statement of academic and professional goals. The focus of the essay should be on how the Ph.D. degree in Public Administration and Policy will assist the applicant in advancing his/her professional development, and why the applicant wishes to pursue these goals at Old Dominion University and in the School of Public Service.

Résumé with educational and professional experience.

For students whose native language is not English, a minimum score of 550 on paper based TOEFL, 79 on internet based TOEFL, or 6.5 on the IELTS.

Electives

Choose 1 course from the following list:

CRIM 805 Multivariate Statistics in Criminological Research
CRIM 810 Qualitative Methods in Criminology and Criminal Justice
CRIM 815 Advanced Quantitative Techniques in Criminology & Criminal Justice
CRIM 820 Advanced Research Methods in Criminology & Criminal Justice
BNAL 712 Advanced Statistical Models in Business Research
FOUN 812 Research Design and Analysis
FOUN 815 Advanced Qualitative Research
FOUN 823 Analysis of Variance Applied to Educational Research
FOUN 826 Applied Structural Equation Modeling in Educational Research
FOUN 840 Educational Measurement and Assessment
GEOG 502 Geographic Information Systems
HLSC 810 Research Design and Application
HLSC 811 Quantitative Research Methods in Health Care
HLSC 812 Qualitative Research Methods
HLSC 813 Measurement of Health Phenomena
MKTG 813 Fundamentals of Survey Research

GPD approval required for alternative courses.

Electives

Choose 3 courses from the following list:

PADM 806 Multivariate Analysis in Public Administration
FOUN 814 Qualitative Research Design in Education

Research Electives

PADM 806 Multivariate Analysis in Public Administration

GPD approval required for alternative courses.

Electives

Choose 3 courses from the following list:

PADM 808 Urban and Regional Economic Development
PADM 810 Policy and Program Evaluation
PADM 814 Public-Private Partnerships
PADM 815 Management and Governance of Nonprofit Organizations
PADM 816 Introduction to Nonprofit Sector
PADM 820 Public Human Resources Management
PADM 823 Ethics in Public Administration
PADM 825 Government, Society and Business
PADM 850 Performance Measurement and Management
PADM 860 Collaboration in Public Administration
PADM 872 Public Financial Management
PADM 881 Intergovernmental Relations
PADM 895 Advanced Topics

GPD approval required for alternative courses.

Dissertation

PADM 899 Dissertation

Total Hours: 49

Admission

Applications for admission to the program will be considered once per year in March. Students begin classes in the fall.

Prospective students will submit the following for consideration:

• An online graduate application.

• Two letters of recommendation with at least one letter from an academic source.

Requirements of Ph.D. Degree

The following are the minimum requirements for the Ph.D. degree and must be considered in preparing the student's plan of study:

1. Satisfactory completion of 37 hours of coursework;

2. Acceptable performance on written and oral comprehensive exams for advancement to candidacy;

3. Completion of a dissertation representing the candidate's ability to conduct scholarly, original research; and


Retention Standards

The University has established 3.00 as the minimum Grade Point Average (GPA) for continuance in a graduate program and graduation. Probation by the University occurs when a student’s GPA falls below 3.00. Suspension occurs when the student is unable to raise the GPA above 3.00 within the next 12 credit hours taken. In order to remain in good standing in the Ph.D. program, students must maintain a GPA of at least 3.00. If a student earns a grade of C+ or lower in a course, that course will not count toward the student’s degree, and must be repeated and a grade of at least B- recorded for that course. Students may earn no more than one grade lower than B- in course work attempted while enrolled in the Ph.D. program. If a student earns a second grade lower than B-, the student will be indefinitely suspended from the Ph.D. program. Likewise, any student who earns a grade of F in any course work attempted while enrolled in the Ph.D. program will be indefinitely suspended from the program.

If a full-time funded student falls below a GPA of 3.20 (but above 3.00), he or she will be placed on probation by the academic program for a period of one semester. If, at the end of the probationary semester, the student’s GPA remains below 3.20, the student’s funding will be terminated. If a student’s GPA falls below a 3.00, the student’s funding will be terminated.

Earning a Ph.D. is more than an exercise in receiving acceptable course grades. Graduates of ODU’s Ph.D. program in Public Administration
and Policy are expected to embody values such as honesty, integrity, and fairness, and are expected to conduct themselves in a manner consistent with the expectations of the academy. Likewise, students are expected to exhibit growth in their intellectual capabilities and the integration of the scholarly tenets of their chosen discipline. These expectations are ultimately critical to a successful dissertation experience, as well as the ability to maintain the quality and reputation of the Ph.D. program, the School of Public Service (SPS), and the university. Students who fail to meet these expectations may, in accordance with the Student Performance Review Policy, be dismissed from the Ph.D. program, regardless of the student’s current grade point average. Students have the right to appeal the decision of the faculty to the Dean of the Strome College of Business.

**Student Performance Review**

Each Ph.D. student undergoes a performance review by his/her Advisor and/or GPD at the end of each academic year. In addition to certifying that the student is making satisfactory progress toward the degree (i.e., in compliance with the continuation and retention policies), the evaluation will include an examination of the following factors:

- Professional integrity, professionalism, and ethical behavior, as reflected in the ASPA Code of Ethics, Student Code of Conduct.
- Socialization Activities
- Collegiality and personal behavior
- Non-academic performance (e.g., publication efforts, conference papers, participation in SPS and program events, etc.)
- Capability and desire to pass comprehensive examinations and complete a dissertation in a timely fashion

If a student receives an unacceptable review, the student will be brought before the faculty to discuss their past performance as well as their future in the Ph.D. program. An integral part of this meeting would be to counsel the student. In lieu of an appearance, students may elect to write a letter of explanation to the faculty. The faculty will have the ability, by majority vote of the tenure-track faculty, to place the student on probation for one semester or to dismiss the student immediately, regardless of academic standing or time in the program. If the faculty chooses to place the student on probation and the student fails to meet faculty expectations by the end of the semester following this decision, the student will be automatically dismissed.

If a student improves but then receives a second unacceptable review, they will be automatically placed on a one-semester suspension from the program; if there is a third occurrence, the student will be automatically dismissed, regardless of their academic standing or time in the program. As noted in the Retention Policy, students may appeal the faculty decision to the Dean of the Strome College of Business.

**Socialization Activities**

An integral component of successful doctoral study is the socialization of the student into the discipline and the academy. This socialization process is critical to the long-term success of any Ph.D. student, whether they seek a career in academia or elsewhere. All Ph.D. students are required to attend at least seven designated socialization events during their Ph.D. program. This is a non-credit program, but no student will be certified for graduation until this requirement is met as determined by the Graduate Program Director. The SPS will designate at least 3–4 of these events each year, and the events will be advertised in Ph.D. classes and via email. Events may also be held during the summer term.

Students can meet some of the socialization requirement by participating in the Graduate School’s Career Pathways certificate programs, Preparing Future Faculty (PPF) and Preparing Future Professionals (PFP), by completing one of the Certificates or attending the professional development events required for the Certificates. Additional activities that count as socialization activities include attendance at prospectus and dissertation defenses, local ASPA chapter events, conference research presentation, and Dean’s Research Seminar. Students must maintain records and ensure documentation of these events with the GPD by the end of the semester in which they occur.

**Comprehensive Candidacy Exams**

The Candidacy Exams take place at the end of coursework and prior to the writing of the dissertation prospectus. The proposed structure and format are intended to better support Ph.D. students’ transition from coursework to dissertation by focusing on written and oral exams in the form of an empirical research paper proposal that is specific to an individual student’s planned dissertation topic, as opposed to more general concepts. It is a committee-led exam with the student identifying an exam committee comprising of at least three University faculty of which at least two must be School of Public Service faculty members. Exam committee members must be certified for graduate instruction. The student works with the committee during the exam process. The chair of the committee must be SPS faculty member graduate certified at Level I. The D1 Appointment of the Doctoral Advisory Committee form must reflect the composition up of this committee.

The entire comprehensive exam process requires the application of concepts, literature, and methodology of the public administration and public policy field to the distinctive research interests of the student. Furthermore, the exercise of completing the proposed comprehensive exam process provides a valid testing of the student’s ability to use the knowledge gained from coursework.

The exam consists of two portions, written and oral. The exam committee is responsible for evaluating both portions of the comprehensive exam. Students should select and meet with their exam committee prior to the completion of their 37th credit hour of coursework.

In the interim, Graduate Assistants must register for dissertation research credit during the Fall and Spring semesters, which would count towards the three years of funding. All students must be continuously registered for at least one credit during the semester(s) in which they complete their 37th credit (end of required coursework) and are scheduled to take the comprehensive exams.

**Written Comprehensive Examination**

Students will write an empirical research paper with the following content: (1) introduction, (2) literature review, (3) theory/conceptual framework, (4) research design, data collection/availability, proposed analysis, limitations, and (5) contributions. The student and her/his exam committee will determine when to commence the comprehensive exam research paper.

Students have a maximum of three semesters (excluding summer) to submit the written exam following completion of coursework. The three-semester timeframe begins at the conclusion of the term where the student registered for her/his 37th credit hour. Students may submit as many drafts to the committee as deemed appropriate by the committee but can only submit one official written exam to the Test Administrator (by the end of the 3rd semester, excluding summer, following coursework completion). Due to the allowance for draft submissions, no retake of the written exam is permitted. The Test Administrator will test for plagiarism, and any student whose exam fails the plagiarism test will result in dismissal from the Ph.D. program. Failure to meet the deadline will result in exam failure and dismissal from the Ph.D. program.

**Oral Candidacy Examination**

The oral exam is completed with a presentation and oral defense of the written exam to the exam committee. Students must complete the oral examination prior to the end of the semester after the written exam is completed (excluding summer). A student who completes the oral exam and fails must retest prior to the end of the next semester. Failure to meet the deadline will result in exam failure and dismissal from the PhD program.

The oral exam may also serve as the dissertation prospectus defense, if the exam committee is comprised of the student’s dissertation committee, the student’s research meets the standards of the dissertation prospectus, and all guidelines of prospectus are followed. The chair of the dissertation committee and chair of the exam committee (if not the same person) must determine if the conditions are met to satisfy both exam and prospectus requirements.
Advancement to Candidacy
Candidacy confers the informal status of “ABD” (All but Dissertation) onto the candidate. Admission to candidacy occurs after the student has:

- Completed formal course work;
- Passed all parts of the comprehensive examinations
- Submits a dissertation topic that is approved by the dissertation committee chair

Upon admission to candidacy, candidates may retain full-time student status by registering for a minimum of one credit hour for each term, including summer (typically Dissertation Research credit). Failure to comply with this requirement will result in charges to the student’s account for one graduate credit hour plus required fees for each semester after advancement to candidacy. The D9 Advancement to Candidacy form is completed after the student has completed all of the above requirements for candidacy.

The Dissertation Process
The dissertation process involves the appointment of a dissertation committee (may differ from exam committee), the development and oral defense of the dissertation prospectus, the writing of the dissertation, the oral defense of the dissertation and certification for graduation. Students are required to register for a minimum of 12 credit hours of Dissertation Research credit (PADM 899) prior to graduation. Under university requirements, students must be continuously enrolled from the semester they complete the candidacy examinations and prospectus defense until graduation. Students who fail to maintain continuous enrollment in fall, spring, and summer terms are billed for additional credit hours at the time of graduation. If satisfactory progress is not made on the dissertation, the student is dismissed from the program. Candidates should consult with their dissertation chair to determine the number of dissertation credit hours for which they may register in a given semester.

Dissertation Committee
After the comprehensive examination process has been completed, the examination committee is dissolved, and the student creates a dissertation committee. The dissertation committee may or may not have members who previously served on the student’s examination committee (see Oral Candidacy Examination section for exception to the chronology of events). The dissertation committee is formed to supervise the student’s dissertation research. The Appointment of the Doctoral Dissertation Committee form (D2) must be completed and submitted to the GPD. Refinement and final approval of the topic and the dissertation prospectus is the first responsibility of the dissertation committee.

The dissertation committee may not be formed until all course work is completed and the comprehensive examinations have been successfully completed. The dissertation committee shall have at least three full-time Old Dominion University faculty, at least two of which must serve on the faculty of the School of Public Service. A third member of the dissertation committee must be drawn from eligible faculty outside of SPS and must meet the requirements to be certified as Graduate Level II faculty or higher. The dissertation committee chair must be SPS faculty and certified as Graduate Level I faculty.

Adjunct and/or emerit ODU faculty who are certified for graduate instruction at the appropriate level may serve as voting members of the committee upon the recommendation of the chair of the dissertation committee and approval of the GPD and the college dean or dean designee. Adjunct and/or emerit ODU faculty and externally affiliated faculty may serve in the role of dissertation committee co-chair if graduate certified at the appropriate level AND with the approval of the GPD and the dean or dean designee. External, non-ODU faculty may serve on a doctoral dissertation committee if they have special knowledge of the dissertation topic area AND upon the recommendation of the dissertation committee chair and approval of the GPD and college dean or dean designee. All external ODU faculty serving on doctoral dissertation committees must meet standards for Graduate Certification set by the by the College Graduate Committee.

Dissertation Prospectus
The candidate will select a topic for dissertation research under the guidance of her/his dissertation committee. Then, the dissertation prospectus is completed either as part of the candidacy exam (as described above) or as part of a separate process. The dissertation prospectus is a plan detailing the need for the study and methods and procedures to be employed in implementing it. The document should be prepared according to university guidelines. The specific style and content of the prospectus is left to the student’s dissertation committee.

The dissertation prospectus should show that the student has technical mastery of the subject area and is capable of doing independent and scholarly work that will be, in some respect, a significant contribution to knowledge and practice and will modify or enlarge what has been previously known. The Dissertation Prospectus must contain the following elements:

- The Research Problem section must clearly specify the problem to be investigated. The student must justify that the problem is amenable to treatment or test and is worthy of study and investigation. This section must also include the statement of a clear research question that serves to guide the proposed research.
- In the Theoretical Framework, a relationship must be shown between the problem to be investigated, previous research, and a body of theory. References to both theory and past research must be included.
- The Research Design and Methodology portion of the prospectus must be presented in great detail. Research objectives and hypotheses must be stated and the significance of these to the development of research and theory must be demonstrated. The design of the study must be justified. Data collection and analysis procedures must be explained in detail and justified.

Approval of the dissertation topic and the Dissertation Prospectus is not a pro forma activity and the student is cautioned never to regard it as such. Students are strongly encouraged to work closely with their dissertation committee throughout this process; the key to a successful dissertation experience is excellent communication between the candidate and his/her committee.

Dissertation Prospectus Defense
With the permission of the student’s dissertation committee, the committee chair will consult with the GPD to schedule an oral defense of the dissertation prospectus. The prospectus defense is open to all faculty, students, and interested members of the university community.

The candidate will present and defend the proposal for the dissertation, demonstrating the originality of the research, its contribution to the literature of the discipline, requisite literature review, and the methodology that will be used in conducting the research. The committee will judge the merits of the proposal, making necessary suggestions and/or additions, and approve the proposal in writing, providing copies to the GPD. Faculty members not on the committee may also recommend changes to a prospectus, but final approval of the prospectus rests with the dissertation committee. Any proposal or dissertation research that involves human subjects must be reviewed and approved by the college's and/or university's Human Subjects Review Committee. The process and approval must be cited in the text of the prospectus and dissertation.

The prospectus must be approved by the student's dissertation committee. The Result of the Doctoral Examination or Requirement Graduate Form (D3) must be completed at this time.

Dissertation Research
The candidate's program of study culminates in a dissertation representing a major research project that focuses on an issue directly related to public administration and/or public policy and offers new or unique insight; the work must make a clear contribution to knowledge in the discipline. Whether the dissertation is applied or theoretical in orientation, it must address some aspect of the field of public administration or public policy and must both document and respond to a managerial or policy problem in the field. While the dissertation is guided by the candidate’s dissertation committee, the purpose of the dissertation process to allow the candidate to
demonstrate the knowledge, skills, creativity, and ability to conceive and define a problem or research question, ground the work in the appropriate existing literature in the discipline, choose and apply appropriate methods to collect and analyze empirical data to address the research question, and place the findings in the broader context of the state of knowledge within the discipline. It is expected that every dissertation approved by the faculty is of a quality such that findings from the research are suitable for publication in the top journals in the discipline. There are no specific methodological requirements for the dissertation (e.g., quantitative, qualitative, or mixed-methods); the choice of appropriate methods is defined by the candidate and the candidate’s dissertation committee and is generally determined by the nature of the research question posed in the prospectus. While most students may choose to write empirical (data-driven) dissertations, candidates may also elect to write conceptual or theoretical dissertations. The purpose of a conceptual dissertation is to develop new theory, or to revise or rework existing theories in the discipline.

Students are required to register for dissertation credit, during each semester and summer session, as long as they continue to work with the dissertation committee, which may extend beyond the minimum twelve semester credit hours.

Expense Responsibility
Preparing a dissertation requires a monetary expenditure, and costs may total several hundred dollars or more. Financing a dissertation is the candidate’s responsibility. Major costs could include data collection (including any required travel), software licenses, photography, photocopying, and interlibrary loans. With proper planning, these costs can be minimized. Depending on the nature of the candidate’s research topic, there may be dissertation funding from external sources available to help offset these costs.

Oral Defense of the Dissertation
The oral dissertation defense is scheduled by the Chair of the dissertation committee in conjunction with the GPD. Announcement of the defense is made in the appropriate university news media and communicated to appropriate members of the university community at least two weeks prior to the scheduled date. The oral defense is open to the university community and all interested members, especially students, are encouraged to attend. At least two weeks prior to the scheduled defense, the candidate must place two copies of the complete dissertation document in the Pindur Library for access by both faculty and students. The defense is convened by the GPD, and chaired by the dissertation committee Chair who, acting as moderator, rules on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore, with the candidate, research methodologies employed in conducting the study, findings and conclusions revealed by the study and contributions and protocol that may arise during the defense. The aim of the defense is to explore, with the candidate, research methodologies employed in conducting the study, findings and conclusions revealed by the study and contributions.

During the oral defense, all members of the dissertation committee must be present and must render a judgment on the candidate’s performance. In the case of extenuating circumstances, absent members of the committee may participate via teleconference.

Majority approval by the dissertation committee constitutes successful completion of the defense of the dissertation and is so reported by the dissertation committee Chair to the GPD with the updated Result of Doctoral Examination or Requirement D3 form. Any final revisions must be made after the defense and approved by the dissertation committee. Final acceptance of dissertation is reported to the GPD and the Dean with the Doctoral Dissertation Acceptance and Processing D5 form, which is submitted to the Office of the Registrar. In the event that the candidate fails to pass the dissertation defense, the dissertation committee may recommend that the candidate be dismissed from the program or allowed one additional chance at re-examination at least three months after the failed defense.

The dissertation is submitted in accordance with the most recent Dissertation Guide found on the Graduate School website. It is the responsibility of the Dissertation Chair to ensure that the student has followed the latest Dissertation Guide. The dissertation must be submitted via the Electronic Theses and Dissertations website.

Certification for Graduation
Certification for graduation is a formal process, which must be initiated by the student. The student must file a formal Graduate Degree Application in accordance with deadlines established by the Registrar’s office. If the application is not filed, there is no assurance that the degree will be granted when earned even though all other requirements have been fulfilled. The GPD and student are charged with reviewing the student’s file in Degree Works to ensure that all requirements have been fulfilled.

General Program Policies and Availability of Doctoral Forms
Doctoral forms discussed in this manual are available on the ODU Graduate School website (https://www.odu.edu/graduateschool) or by using the ODU webpages of the offices requiring any other needed forms (e.g., https://www.odu.edu/visa/). SPS maintains copies of all completed forms in each student file.

Responsible Conduct of Research Training
All students must complete the Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research (RCR) course. The course must be completed prior to the completion of 12 semester hours. Failure to meet this requirement results in a registration hold and shows up in Degree Works as an unfulfilled requirement, which can delay graduation. See other ODU webpages of the offices requiring any other needed forms (e.g., https://www.odu.edu/visa/). SPS maintains copies of all completed forms in each student file.

Student Orientation Sessions
Prior to the beginning of each fall semester, the SPS schedules an orientation session to discuss program requirements, course scheduling, advising requirements, and other pertinent information. These meetings are mandatory for all new students and students receiving financial assistance and are highly recommended for all students in the program, regardless of progress toward the degree. The sessions are announced at least two weeks in advance, and typically last about 90 minutes.

Time Limit for Degree Completion
All requirements for a doctoral degree must be completed within eight calendar years from the date of beginning the initial course of study following admission to the doctoral program. This time limit may be extended under exceptional circumstances but will require re-validation of any course credit more than eight years old at the time of graduation.

Re-Validation of Out-of-Date Graduate Credit
Academic credit granted outside the time limit established for graduate degrees must be re-validated by a written examination before the work can be applied toward the requirements of a degree program. Responsibility for securing appropriate faculty for this task falls on the student.

Certificate in Public Administration and Policy
Meg Jones, Graduate Program Manager
The School of Public Service in the Strome College of Business at Old Dominion University offers a Graduate Certificate in Public Administration and Policy. The objective of the program is to help working professionals upgrade their skills in the areas of policy analysis and public management, by developing analytical and management knowledge and capabilities.

Courses are available in a live or online setting, depending on semester and demand.
Curriculum
The curriculum consists of the courses listed below. Students are required to take four courses, totaling 12 credit hours, to complete the certificate program. There are three required courses and a choice of an elective.*

Required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PADM 651</td>
<td>Administrative Theory I: The Context of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 701</td>
<td>Public Policy and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PADM 723</td>
<td>Ethics in Public Administration</td>
<td>3</td>
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Elective (choose 1) 3

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<thead>
<tr>
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<th>Credits</th>
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<tr>
<td>PADM 652</td>
<td>Administrative Theory II: The Process of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 671</td>
<td>Public Budgeting and Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM 672</td>
<td>Public Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM 708</td>
<td>Urban and Regional Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>PADM 714</td>
<td>Public-Private Partnerships</td>
<td>3</td>
</tr>
<tr>
<td>PADM 719</td>
<td>Leadership</td>
<td>3</td>
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<tr>
<td>PADM 724</td>
<td>Administration of Human Services</td>
<td>3</td>
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<tr>
<td>PADM 760</td>
<td>Collaboration in Public Administration</td>
<td>3</td>
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<tr>
<td>PADM 734</td>
<td>Negotiation and Dispute Resolution</td>
<td>3</td>
</tr>
<tr>
<td>PADM 781</td>
<td>Intergovernmental Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 3

* Any alteration(s) in required or elective course selection require(s) prior faculty advisor approval.

Graduate Certificate in Public Procurement and Contract Management

Josh Steinfeld, Program Director

http://www.odu.edu/business/departments/sps/academics/procurement

The Graduate Certificate in Public Procurement & Contract Management (PPCM) can provide excellent job opportunities and career growth. This online program prepares students with the skills and tools needed to improve the effectiveness and efficiency of procurement and contract management. The Certificate is designed for Public Administration students, Business Administration students, Engineering students, and students from many other disciplines. The PPCM program consists of four required courses and one elective (15 credits total).

Admission Requirements

Admission to the certificate program will require a bachelor’s degree (or equivalent).

Program Requirements

The award of this certificate is based upon the student’s successful completion of 15 credit hours of graduate level courses in Public Administration:

<table>
<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PPCM/PADM 718</td>
<td>Public Sector Contract Administration</td>
<td>3</td>
</tr>
<tr>
<td>PPCM/PADM 726</td>
<td>Introduction to Public Procurement</td>
<td>3</td>
</tr>
<tr>
<td>PPCM/PADM 728</td>
<td>Public Sector Contract Planning and Formation</td>
<td>3</td>
</tr>
<tr>
<td>PPCM/PADM 731</td>
<td>Public Sector Procurement Law and Ethics</td>
<td>3</td>
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</table>

Select one from the following: 3

<table>
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</thead>
<tbody>
<tr>
<td>PADM/PPCM 672</td>
<td>Public Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM/PPCM 704</td>
<td>Methods of Public Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PADM/PPCM 714</td>
<td>Public-Private Partnerships</td>
<td>3</td>
</tr>
<tr>
<td>PADM/PPCM 719</td>
<td>Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PADM/PPCM 727</td>
<td>Procurement and Project Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM/PPCM 734</td>
<td>Negotiation and Dispute Resolution</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 15

PUBLIC ADMIN/URBAN POLICY Courses

PAUP 890. Dissertation Seminar. 3 Credits.
A multidisciplinary seminar that focuses on the design, implementation, and evaluation of urban programs under real-life conditions in the field. Students and faculty work with urban decision makers utilizing problem-solving skills and analysis.

PAUP 895. Advanced Topics. 3 Credits.
Advanced topics in public administration.

PAUP 898. Directed Research. 1-6 Credits.
Supervised research on a specific problem. A written report is required.

PAUP 899. Dissertation. 1-12 Credits.
An approved research project, written under the supervision of a faculty advisor, in which the student demonstrates the capacity of design and completes independent applied research. The completed project must be approved by the dissertation committee.

PUBLIC ADMINISTRATION Courses

PADM 634. Regional Planning. 3 Credits.
The course analyzes the origins of regional planning agencies, current organizational structures, financing and functional activities. The focus is on the application of the systems approach to metropolitan planning issues. This latter objective is achieved through participation in exercises dealing with economics, transportation and land-use allocation modeling.

PADM 651. Administrative Theory I: The Context of Public Administration. 3 Credits.
Introduction to the profession of public administration; the evolution and development of the field, the role of organizations in contemporary American government, and the roles of politics and administration. The course also provides an introduction to the necessary skills for successful graduate study.

PADM 652. Administrative Theory II: The Process of Public Administration. 3 Credits.
Introduction to management in the public sector. Topics include: organizing public agencies, managing people and work groups, introduction to organizational systems (human resources, budget, and information systems), and effective leadership and decision-making processes.

PADM 653. Wicked Problems in Public Administration. 3 Credits.
This course deals with some of the many complex, intractable, or "wicked" problems that public and non-profit sector professionals will struggle with during the course of their careers. In the context of public administration, a wicked problem is a set of conditions and circumstances that seems to defy resolution or even amelioration because of the incredibly complex nature of the situation.

PADM 668. Internship/Field Experience. 1-6 Credits.
Required of all students without previous experience in government service. Supervised work experience in a public agency. A written report will be required.

PADM 671. Public Budgeting and Financial Management. 3 Credits.
The purpose of this course is to examine the institutions, principles, and techniques of national, state, and local budgeting processes and financial administration. The course explores the allocation as well as the re-distributive role of government and the market. While applying information technology, students will analyze the practices and fundamental concepts of government budgeting, financial management, and public finance, with an emphasis on revenue, expenditure, capital budgeting and debt structures.

PADM 672. Public Financial Management. 3 Credits.
Examination of public sector financial management principles, practices and processes. Emphasis on financial auxiliary services employed in local government financial management. Introduction to governmental accounting practices and financial statements. Micro computer applications to public sector financial decision-making techniques. (Cross listed with PPCM 672).
PADM 695. Advanced Topics. 1-3 Credits.
Topics vary each semester.

PADM 696. Directed Readings. 1-3 Credits.
Specifically planned readings for the graduate student who wishes to pursue special interests outside the scope of formal studies. Supervised on an individual basis.

PADM 698. Directed Research. 1-6 Credits.
Supervised research on a specific program. A written report will be required.

PADM 699. Thesis. 3-6 Credits.
An approved research project, written under the supervision of a faculty committee, in which the student demonstrates the capacity to design and complete independent scholarly investigation. The completed project must be approved by the thesis committee.

PADM 701. Public Policy and Evaluation. 3 Credits.
Exploration of key theories and approaches to public policy. This course covers all phases of the policy process, from formulation to evaluation, with particular focus upon the substance, political dynamics, and evolution of public policy.

PADM 704. Methods of Public Program Evaluation. 3 Credits.
Examination of various methodologies for designing and conducting program evaluation and research. Experimental, quasi-experimental and nonexperimental procedures will be covered. (Cross listed with PPCM 704)
Prerequisites: PADM 753/PADM 853.

PADM 708. Urban and Regional Economic Development. 3 Credits.
This course examines the theory and practice of urban and regional economic development. The tools, institutions, and analytical techniques of urban and regional economic development are examined in light of relevant public policy issues.

PADM 711. Tools of Government. 3 Credits.
Analysis of the range of administrative tools and strategies for the delivery of government services. Emphasizes new administrative alternatives under conditions of constant change.

PADM 712. Emergency Management and Policy. 3 Credits.
Explores policy and regulatory issues of emergency management; intergovernmental responsibilities and relationships among local, state and federal agencies in an "all hazards" approach to preparing and responding to manmade and natural disasters. Examines challenges faced by local, state, and federal managers during a large scale disaster.

PADM 713. Fundraising for Nonprofit Organizations. 3 Credits.
This course introduces students to fundraising principles of nonprofit organizations with an emphasis on different types of philanthropy, fundraising theories and practices, and motivations of givers. They will develop skills in creative problem solving for fundraising practice while learning to analyze and evaluate the fundraising process and methods. Additionally, students will develop the ability to synthesize and integrate current information and emerging ideas into a fundraising strategy and to think critically and analytically about a variety of fundraising perspectives.

PADM 714. Public-Private Partnerships. 3 Credits.
An in-depth analysis of the forces behind the privatization movement. Examines the context of privatization, the theoretical and empirical arguments on both sides of the debate, and the different forms of privatization practiced in the U.S. The course draws on a wide range of disciplines in a quest for an understanding of the privatization phenomenon-political science, public administration, public policy, sociology, economics, management, and others. (Cross listed with PPCM 714).

PADM 715. Management and Governance of Nonprofit Organizations. 3 Credits.
Successful nonprofit organizations require substantial capability in key areas of management such as developing a strong board of directors, recruiting and motivating talented staff and volunteers, creating a strategic plan, and wisely managing fiscal and human resources. The course is built around understanding nonprofit governance structures, relationships, and responsibilities as well as unique management issues associated with them. This course addresses these topics from theoretical and practitioner perspectives.

PADM 716. Introduction to Nonprofit Sector. 3 Credits.
This course offers a broad introduction to the study and practice of the nonprofit sector. The course explores the history, scope, and significance of the nonprofit sector as it relates to philanthropy, voluntary action, civil society, and civic engagement.

PADM 717. Nonprofit Financial Management. 3 Credits.
This course provides students with the knowledge to become effective financial managers by giving them practical applications of theory and skill-building in fiscal and accounting processes of nonprofit organizations.

PADM 718. Public Sector Contract Administration. 3 Credits.
Examines the actions that must be taken following the award of a contract, including assurance of required outcomes, assurance of compliance, proper contract launch, proper contract close-out, and documentation and carrying forward lessons learned. Connections to steps that must be taken in the other two phases of the procurement process are noted. (Course is cross listed with PPCM 718).

PADM 719. Leadership. 3 Credits.
Examines leadership through theoretical and practice-based frameworks. Offers analytical and intellectual examination and reflection on core issues in the practice of leadership. These objectives will be achieved through open discussion, honest self-assessment, experiential exercises, and observation of real-life leadership practice. (Cross listed with PPCM 719).

PADM 720. Public Human Resources Management. 3 Credits.
Examines the basic framework of the public personnel system beginning with the legal requirements imposed by federal and state laws and regulations. General considerations of policy and procedures development, the organization of the personnel system, the adoption of the personnel ordinance, the determination of various levels of employee status and the coverage of the personnel system are included.

PADM 721. Transportation Policy. 3 Credits.
Lecture, 3 hours; 3 credits. This course focuses on surface transportation policy and planning, and highways and roads in particular. Topics include local, state and federal policies, public involvement in transportation planning, transportation and highway finance, privatization and public-private partnerships, critical issues and policy questions.

PADM 723. Ethics in Public Administration. 3 Credits.
This course reviews the theory and application of ethics in the public sector, identifying public values and how they apply in the administration of government. It reviews sources of values employed in public sector decision-making, and reviews how values in public administration are managed and applied. Systems of professional ethics are reviewed in the context of public professions. Case studies and best practices are examined to help the student understand the application of administrative ethics in public management.

PADM 724. Administration of Human Services. 3 Credits.
Analysis of human services involving direct client/agency interaction. Problems of discretion and control are examined as alternative service delivery strategies which can deal with these problems.

PADM 725. Government, Society, and Business. 3 Credits.
This course studies the interdependencies and interactions among three broad entities - business, government, and society - in the delivery of public services, paying special attention to their implications for public policy. Prerequisites: six completed hours of graduate work in MBA or MPA program.

PADM 726. Introduction to Public Procurement. 3 Credits.
This course provides an overview of procurement and contract management as a core function in public sector organizations. The course introduces the student to how properly-aligned, best practice acquisitions can support public entities' strategic goals. Challenges and opportunities for all stakeholders are addressed. Special attention is given to ongoing changes in public procurement. (Cross listed with PPCM 726).

PADM 727. Public Procurement and Project Management. 3 Credits.
Course covers each phase of the public procurement project cycle, with an emphasis on tools and techniques to manage a public procurement project. (Cross listed with PPCM 727).
PADM 728. Public Sector Contract Planning and Formation. 3 Credits.
This course provides insight into why and how public sector contracts should be planned and formed properly. A strong emphasis is placed on the strategic role that procurement can play in public sector organizations and how procurement planning and source selection, in particular, fit into that role. (Cross listed with PPCM 728).

PADM 731. Public Sector Procurement Law and Ethics. 3 Credits.
This course surveys the laws and ethics applicable to public sector procurement and contract management. A theoretical and problem-based, interdisciplinary approach is used to address the major legal and ethical issues that arise when public sector organizations plan, form, and administer contracts. Attention is given to the role of professionalization in socializing appropriate ethics. (Cross listed with PADM 731).

PADM 734. Negotiation and Dispute Resolution. 3 Credits.
The course provides conceptual and practical skills in negotiations. It examines the underlying cultural, legal, and organizational issues and problems that affect managing human resources in the workplace. (Cross listed with PPCM 734).

PADM 739. Cultural Competency. 3 Credits.
This course focuses on the growing challenges and opportunities created by our interconnected world and the knowledge and abilities necessary to lead through situations in which there are misunderstandings or conflicts rooted in differences. The course explores the structure and dynamics of all forms of diversity in public, non-profit, and governmental organizations, the resulting implications for organizational health, and the critical role of cultural-competent leadership.

PADM 740. Community Participation and Civic Engagement. 3 Credits.
This course examines the importance of social, economic, cultural, religious, and civic organizations in building or restoring communities. The course focuses on the revitalization, restoration, or upgrading of communities, cities, and localities or neighborhoods within or adjacent to cities, by the residents themselves. Viewed through the lense of social capital theory, the course further explores examples of short- and long-term change accomplished by community members on their own, within organizations, or in partnership with government officials.

PADM 745. Managing Development and Change in Organizations. 3 Credits.
Examination of the theory and practice of organization development. Participants will take the role of change agent and public manager and apply a range of organization development techniques to public agency situations while giving attention to the particular cultural, political, legal and organizational characteristics of public organizations.

PADM 746. Capstone Seminar in Public Administration. 3 Credits.
Presents an integrated approach to the field of public administration, and examines the political, administrative, and social implications of administrative choices. The emphasis of the course will be a case approach to public administration and public management. Prerequisite: completion of 30 hours in the MPA program or permission of instructor.

PADM 750. Performance Measurement and Management. 3 Credits.
This course focuses on performance-based management approaches in public and non-profit settings. It addresses the performance measurement and management process, the identification of appropriate performance measures, and the implementation of a performance measurement system, as well as managing for performance.

PADM 752. Introduction to Data Analysis. 3 Credits.
An introduction to statistics for students in Public Administration and related fields. Emphasis is placed on the quantitative analysis of demographics and factors affecting public administrators in the field.

PADM 753. Research Methods in Public Administration. 3 Credits.
This course examines various methods for designing and conducting research, collecting and organizing data, and disseminating results. Information technology and applications to practical management problems and public research topics are emphasized.

PADM 760. Collaboration in Public Administration. 3 Credits.
An examination of the fundamental concepts of collaborative governance in the field of public administration and public policy. Emphasis is placed on the government and/or nonprofit management and process of collaborative problem solving and policy implementation in cross-sector and intra-sector environments.

PADM 780. Local Government Management. 3 Credits.
This course provides students with the professional knowledge, skills, and abilities to engage successfully with local governments from the following perspectives: as a generalist public administrator, as a local government specialist, and as a citizen, non-profit leader, or businessperson. In addition, this course provides students with the theoretical and policy context within which local governments operate. Students will master that knowledge by researching how local governments use those concepts in every day administration.

PADM 781. Intergovernmental Management. 3 Credits.
Analysis of relationships among federal, state, and local governmental units in the delivery of governmental programs. Focus on intergovernmental issues in urban metropolitan regions. (Cross listed with PPCM 781).

PADM 785. Social Marketing in the Public Sector. 3 Credits.
The course is an examination of the principles, practices, and use of Social Marketing - the use of techniques to influence a target audience to voluntarily accept, reject, modify, or abandon a behavior for the benefit of individuals, groups, or society as a whole - in the public sector. In addition, the course will familiarize students with current and potential uses of Social Marketing to accomplish public sector goals.

PADM 800. Colloquium - Public Administration and Policy. 1 Credit.
This course introduces students to the field, the academy, the School of Public Service faculty, and university resources; it also sets program expectations for students. Topics include: research process, developing a research agenda, critical analysis of literature, professional development, comprehensive exams process, and academic v. nonacademic careers.

PADM 801. Policy Theory. 3 Credits.
This course provides an overview of theories of public policy. It provides a solid foundation for knowledge in this area. Students will be introduced to the leading theories, frameworks, and models that help describe and explain the policy process. The course examines the historical heritages of the policy sciences and the bases upon which public policy discussions take place at all stages of the policy process.

PADM 802. Public Administration I. 3 Credits.
The course reviews the history of administrative theory and the broad topics of administrative theory. The course is intended to address the impact that organizational structure and political/social environment have on administration. This course will not cover every theory, model, or framework relevant to public administration. However, this course is intended to provide the doctoral student with the theoretical foundations of public administration and understanding of their historical context in the field.

PADM 803. Public Administration II. 3 Credits.
This course is a continuation of PADM 802 and is intended to provide a framework for doctoral students to develop their understanding of public and nonprofit management organizational practices in the American context. The course is not exclusively directed to any one level of government, but includes national, state, and local management and organizational behavior. The course provides material on the concepts and perspectives on managerial rationale, responsibilities, decision making, and approaches to administration. Prerequisite: PADM 802.

PADM 804. Multi-Sector Administration. 3 Credits.
The course explores public administration from Neoliberalism and beyond to focus on the development of multi-sector administration, where multi-sector is defined as policy action across governments, nonprofit organizations, for-profit organizations, and/or grass-roots groups and individuals. The course is expected to cover the methods, challenges, and consequences of multi-sector administration. This course will also address the management and evaluation of multi-sector relationships. This is not an introduction to organizational structure or theory.
PADM 805. Research Design. 3 Credits.
The course examines advanced research design and evaluation methods used in public administration and management research. Experimental, quasi-experimental, and nonexperimental procedures in the context of urban settings will be emphasized. Includes usage of various statistical software.

PADM 806. Multivariate Analysis in Public Administration. 3 Credits.
This course explores the proper use, calculation, and interpretation of multivariate statistics as commonly found in the literature in public administration. The course will prepare students to choose the appropriate statistical tools, generate testable hypotheses, correctly apply the statistical tool, analyze the results, and present and interpret the results of those tests in a manner appropriate for public administration in the field. Prerequisite: FOUN 722.

PADM 808. Urban and Regional Economic Development. 3 Credits.
This course examines the theory and practice of urban and regional economic development. The tools, institutions, and analytical techniques of urban and regional economic development are examined in light of relevant public policy issues.

PADM 810. Policy and Program Evaluation. 3 Credits.
Examination of various methodologies for designing and conducting public policy and program evaluation and research. Experimental, quasi-experimental and non-experimental procedures will be covered.

PADM 811. Tools of Government. 3 Credits.
Analysis of the range of administrative tools and strategies for the delivery of government services. Emphasizes new administrative alternatives under conditions of constant change.

PADM 812. Emergency Management and Policy. 3 Credits.
Explores policy and regulatory issues of emergency management; intergovernmental responsibilities and relationships among local, state and federal agencies in an “all hazards” approach to preparing and responding to manmade and natural disasters. Examines challenges faced by local, state, and federal managers during a large scale disaster.

PADM 813. Fundraising for Nonprofit Organizations. 3 Credits.
This course introduces students to fundraising principles of nonprofit organizations with an emphasis on different types of philanthropy, fundraising theories and practices, and motivations of givers. They will develop skills in creative problem solving for fundraising practice while learning to analyze and evaluate the fundraising process and methods. Additionally, students will develop the ability to synthesize and integrate current information and emerging ideas into a fundraising strategy and to think critically and analytically about a variety of fundraising perspectives.

PADM 814. Public-Private Partnerships. 3 Credits.
An in-depth analysis of the forces behind the privatization movement. Examines the context of privatization, the theoretical and empirical arguments on both sides of the debate, and the different forms of privatization practiced in the U.S. The course draws on a wide range of disciplines in a quest for an understanding of the privatization phenomenon-political science, public administration, public policy, sociology, economics, management, and others.

PADM 815. Management and Governance of Nonprofit Organizations. 3 Credits.
Successful nonprofit organizations require substantial capability in key areas of management such as developing a strong board of directors, recruiting and motivating talented staff and volunteers, creating a strategic plan, and wisely managing fiscal and human resources. The course is built around understanding nonprofit governance structures, relationships, and responsibilities as well as unique management issues associated with them. This course addresses these topics from theoretical and practitioner perspectives.

PADM 816. Introduction to Nonprofit Sector. 3 Credits.
This course offers a broad introduction to the study and practice of the nonprofit sector. The course explores the history, scope, and significance of the nonprofit sector as it relates to philanthropy, voluntary action, civil society, and civic engagement.

PADM 817. Nonprofit Financial Management and Fund Raising. 3 Credits.
Lecture 3 hours; 3 credits. This course provides students with the knowledge to become effective financial managers by giving them practical applications of theory and skill-building in fiscal processes and fundraising of nonprofit organizations.

PADM 818. Public Sector Contract Administration. 3 Credits.
Examines leadership through theoretical and practice-based frameworks. Offers analytical and intellectual examination and reflection on core issues in the practice of leadership. These objectives will be achieved through open discussion, honest self-assessment, experiential exercises, and observation of real-life leadership practice.

PADM 819. Leadership. 3 Credits.
Examines leadership through theoretical and practice-based frameworks. Offers analytical and intellectual examination and reflection on core issues in the practice of leadership. These objectives will be achieved through open discussion, honest self-assessment, experiential exercises, and observation of real-life leadership practice.

PADM 820. Public Human Resources Management. 3 Credits.
Examines the basic framework of the public personnel system beginning with the legal requirements imposed by federal and state laws and regulations. General considerations of policy and procedures development, the organization of the public personnel system, the adoption of the personnel ordinance, the determination of various levels of employee status and the coverage of the personnel system are included.

PADM 823. Ethics in Public Administration. 3 Credits.
This course reviews the theory and application of ethics in the public sector, identifying public values and how they apply in the administration of government. It reviews sources of values employed in public sector decision-making, and reviews how values in public administration are managed and applied. Systems of professional ethics are reviewed in the context of public professions. Case studies and best practices are examined to help the student understand the application of administrative ethics in public management.

PADM 824. Administration of Human Services. 3 Credits.
Analysis of human services involving direct client/agency interaction. Problems of discretion and control are examined as alternative service delivery strategies which can deal with these problems.

PADM 825. Government, Society and Business. 3 Credits.
An overview of business-government society interactions, with special attention to the influence of public policy and corporate strategy on corporate social responsibility. An important theme is the ethical component of management decision making.

PADM 826. Introduction to Public Procurement. 3 Credits.
This course provides an overview of procurement and contract management as a core function in public sector organizations. The course introduces the student to how properly-aligned, best practice acquisitions can support public entities' strategic goals. Challenges and opportunities for all stakeholders are addressed. Special attention is given to ongoing changes in public procurement.

PADM 827. Public Procurement and Project Management. 3 Credits.
Course covers each phase of the public procurement project cycle, with an emphasis on tools and techniques to manage a public procurement project.

PADM 828. Public Sector Contract Planning and Formation. 3 Credits.
This course provides insight into why and how public sector contracts should be planned and formed properly. A strong emphasis is placed on the strategic role that procurement can play in public sector organizations and how procurement planning and source selection, in particular, fit into that role.

PADM 831. Public Sector Procurement Law and Ethics. 3 Credits.
This course surveys the laws and ethics applicable to public sector procurement and contract management. A theoretical and problem-based, interdisciplinary approach is used to address the major legal and ethical issues that arise when public sector organizations plan, form, and administer contracts. Attention is given to the role of professionalization in socializing appropriate ethics.
PADM 834. Negotiation and Dispute Resolution. 3 Credits.
The course provides conceptual and practical skills in negotiations. It examines the underlying cultural, legal, and organizational issues and problems that affect managing human resources in the workplace.

PADM 839. Cultural Competency. 3 Credits.
This course focuses on the growing challenges and opportunities created by our interconnected world and the knowledge and abilities necessary to lead through situations in which there are misunderstandings or conflicts rooted in differences. The course explores the structure and dynamics of all forms of diversity in public, non-profit, and governmental organizations, the resulting implications for organizational health, and the critical role of cultural-competent leadership.

PADM 840. Community Participation and Civic Engagement. 3 Credits.
This course examines the importance of social, economic, cultural, religious, and civic organizations in building or restoring communities. The course focuses on the revitalization, restoration, or upgrading of communities, cities, and localities or neighborhoods within or adjacent to cities, by the residents themselves. Viewed through the lens of social capital theory, the course further explores examples of short- and long-term change accomplished by community members on their own, within organizations, or in partnership with government officials.

PADM 845. Managing Development and Change in Organizations. 3 Credits.

PADM 850. Performance Measurement and Management. 3 Credits.
This course focuses on performance-based management approaches in public and non-profit settings. It addresses the performance measurement and management process, the identification of appropriate performance measures, and the implementation of a performance measurement system, as well as managing for performance.

PADM 860. Collaboration in Public Administration. 3 Credits.
An examination of the fundamental concepts of collaborative governance in the field of public administration and public policy. Emphasis is placed on the government and/or nonprofit management and process of collaborative problem solving and policy implementation in cross-sector and intra-sector environments.

PADM 872. Public Financial Management. 3 Credits.
Examination of public sector financial management principles, practices and processes. Emphasis on financial management and reporting employed in local government financial management. Introduction to governmental accounting practices and financial statements.

PADM 880. Local Government Management. 3 Credits.
This course provides students with the professional knowledge, skills, and abilities to engage successfully with local governments from the following perspectives: as a generalist public administrator, as a local government specialist, and as a citizen, non-profit leader, or businessperson. In addition, this course provides students with the theoretical and policy context within which local governments operate. Students will master that knowledge by researching how local governments use those concepts in every day administration.

PADM 881. Intergovernmental Relations. 3 Credits.
Analysis of relationship among federal, state, and local governmental units in the delivery of governmental programs. Focus on intergovernmental issues in urban metropolitan regions.

PADM 885. Social Marketing in the Public Sector. 3 Credits.
Analysis of relationships among federal, state, and local governmental units in the delivery of governmental programs. Focus on intergovernmental issues in urban metropolitan regions.

PADM 895. Advanced Topics. 3 Credits.
Advanced topics in public administration.

PADM 898. Directed Research. 3 Credits.
Supervised research on a specific problem. A written report is required.

PADM 899. Dissertation. 1-12 Credits.
An approved research project, written under the supervision of a faculty advisor, in which the student demonstrates the capacity of design and completes independent applied research. The completed project must be approved by the dissertation committee.

PADM 998. Master's Graduate Credit. 1 Credit.
This course is a pass/fail course for master's students in their final semester. It may be taken to fulfill the registration requirement necessary for graduation. All master's students are required to be registered for at least one graduate credit hour in the semester of their graduation.

PADM 999. Doctoral Graduate Credit. 1 Credit.
This course is a pass/fail course doctoral students may take to maintain active status after successfully passing the candidacy examination. All doctoral students are required to be registered for at least one graduate credit hour every semester until their graduation.