

M.P.A. PROGRAM
EVENING DEGREE
STUDENT HANDBOOK
2005-2006

September 2005

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SECTION I: MPA REQUIREMENTS & CURRICULUM

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MAJOR EVANS SCHOOL REQUIREMENTS

You will be eligible to receive the M.P.A. degree when you have:

1. Completed the curriculum requirements including at least 54 credits in courses numbered 400 or above;
2. Maintained a cumulative grade point average of 3.0 or higher, with grades of 2.7 or higher in every core course (note: core courses may be waived; please contact the Program Coordinator (109A) for waiver exam information);
3. Complied with the rules and regulations of the Graduate School of the University, which has final responsibility for approval of degrees.

For midcareer students, completion of the Evans School academic program normally requires three full academic years at part-time status. Midcareer students may also choose to have full-time status, allowing for completion of the program within 2 full academic years.

Part-time students must complete the degree program within six years of matriculating at the Evans School.

To receive a Master's degree, you must complete a Master's Degree Request available on the Web. **You must apply within the first 7 weeks of the quarter in which you wish to graduate.** If you cannot complete the Master's Degree Request on the Web, please contact [Graduate School Student Services](#). If you do not receive your degree in the requested quarter, you must complete another Master's Degree Request for the quarter in which you expect to complete requirements.

THE APPLICATION FOR GRADUATION (DEGREE WARRANT)
MAY BE OBTAINED ONLINE AT
<http://www.grad.washington.edu/stsv/mastapp.html>

EVANS SCHOOL MIDCAREER PROGRAM CURRICULUM

Evans School Midcareer M.P.A. Program: 54 Credits			
— Sample 3-Year Plan —			
	Year 1 (18 credits)	Year 2 (18 credits)	Year 3 (18 credits)
Fall	540 Integrated Management Sequence I 543 Leadership Seminar 1	516 Microeconomics Elective	545 Leadership Seminar 3 Elective
Winter	541 Integrated Management Sequence II 522 Budgeting *	527 Quantitative Analysis I 544 Leadership Seminar 2 (1 credit)**	Elective Values Class*
Spring	542 Integrated Management Sequence III Elective	528 Quantitative Analysis II Elective	Elective Elective
Summer	Summer attendance is not required, but EDP students can reduce academic year course loads by taking summer classes.		

**NOTE: The Values and Budgeting courses may be taken during any quarter where an elective class is designated. However, PBAF 522, Budgeting is offered during Winter Quarter only.*

***Midcareer students are required to take only 4 credits during winter quarter of year two. The two remaining credits may be taken as skills workshops or another 3-credit course any time during the program.*

The Evans School Midcareer Program is designed to allow students to integrate their current and past work experience with new skills and knowledge. Students take a core curriculum to build a foundation, and electives to develop their areas of expertise.

The Midcareer program consists of 33 required credits and 21 elective credits (as illustrated above). The Program features the following curricular elements:

CORE CURRICULUM

(24 credits)

The core curriculum allows students to build a solid foundation of management and analysis skills. Courses are designed to allow midcareer students the opportunity to explore new topics and skills in the context of their work experience.

The Integrated Management curriculum includes 3 management classes during year 1 (one management class per quarter). During year two students take consecutive analysis classes (Microeconomics, Policy Analysis, Quantitative Analysis I and II). The core curriculum also includes a budgeting class (PBAF 522), which can be taken any year, although it is only offered during winter quarter.

Students must take at least one Values course. Values courses address the moral values that pervade public life and discuss the basis of ethical issues in public policy making and management. Classes focus upon helping students understand a range of values and how they have significant implications for policy and management. Emphasis is placed on the need to think clearly about moral issues and integrate them into policy, management, and decision making.

Students may choose from the following Values courses:

<ul style="list-style-type: none">• PBAF 504 Leadership Ethics• PBAF 506 Ethics and Public Policy• PBAF 596 Ethics & Values in Environmental Policy• PB AF 599 Foundations of Public Service• PBAF 599 Competing Values in Public Service	<ul style="list-style-type: none">• EDLPS 520 Education as a Moral Endeavor• EDLPS 521 Intro to Philosophy of Education• HSERV 518 Social and Ethical Issues in Health Services• INFO 444 Value Sensitive Design
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Either PBAF 504 or PBAF 506 will be offered in the evening at least once per year. (PBAF 596 and some sections of PBAF 599 are often offered during the day and may thus be less accessible to Midcareer students).

Midcareer students usually take two evening courses each quarter and graduate in three years. **Since the materials in the required courses (core and leadership seminar classes) build upon each other, those classes MUST be taken in sequence.**

LEADERSHIP SEMINAR

(7 credits)

Leadership seminars are offered during three quarters of the program. These seminars create a forum in which professionals can relate their workplace roles and challenges to the theories and skills examined in the Evans School curriculum. In an effort to foster a professional and academic support network, the seminars are open only to Midcareer Program students.

The first leadership seminar focuses on the public work environment and personal leadership. Students will examine the social, political and institutional forces that influence leaders as they develop their own leadership style. The second leadership seminar is a one-credit "retreat," and focuses on the students' leadership skills and abilities. The final leadership seminar is taken during the student's third year of study and serves as the "capstone" for this program. This seminar focuses on the practice of effective leadership. Students work in 4-6 person consulting teams to analyze and problem solve in real organizations. Each student also focuses on developing a leadership skill development plan for him or herself.

Midcareer students who plan to finish their degree before the scheduled Leadership seminar III (Autumn of the third year) can, with the approval of the Director of Graduate Studies, substitute an additional management course for Leadership III. Students who plan to complete the degree prior to the Leadership II (Winter of the second year) can, with the approval of the Director of Graduate Studies, take Leadership II in their first year and substitute an additional management course for Leadership III.

ELECTIVES

(23 credits)

Students may choose electives from the Evans School curriculum, as well as other UW departments (although some departments will have limited evening course offerings). Electives must be relevant courses numbered 400- or above, and should be approved by your faculty advisor prior to registering.

Although summer attendance is not required, electives may be taken during the summer quarter in order to reduce the academic year course load.

WAIVING CORE COURSES

Midcareer students who feel they have substantial academic and/or professional background in a core area may attempt to waive a class. The exams are administered at the beginning of the academic year, and can be taken

before the first or second year of study. Review sheets outlining concepts to be covered in the tests are available from the Student Services Office in Parrington 109.

Students passing the exams with a grade of 3.0 or above will be exempt from those courses. *Passing a waiver exam does not waive 3 completed credits.* However, it does free up an additional 3 units of graduate credit that students can apply towards their electives.

WAIVER EXAMS

516 (Microeconomic Policy Analysis)- exam

522 (Budgeting)- exam

527 (Quantitative Analysis I)- exam

528 (Quantitative Analysis II)- written work

540 (Integrated Management Sequence I)- prior courses/written work

541 (Integrated Management Sequence II)- prior courses/written work

542 (Integrated Management Sequence III)- prior courses/written work

There is no structured waiver exam for 528, 540, 541 and 542. Instead, students must submit prior written work to a relevant faculty member for review. Students who plan to waive 540, 541 and 542 should note that they must waive the whole management sequence and cannot waive just one of the courses.

Please check with the Student Services Office for more information.

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REGISTRATION INSTRUCTIONS

Consult Evans School Quarterly Schedule and UW Time Schedule for class listings and registration dates. The Evans School Time Schedule can be accessed at <http://evans.washington.edu/courses/index>. You can register for your classes on MyUW (the UW's computer registration system). MyUW can be accessed at <http://www.myuw.washington.edu>.

- For Evans School classes, you will need to consult the Evans School Time Schedule to see when you can register and whether a course needs an entry code. Please see below for specific instructions.
- For non-Evans School classes, consult the UW Time Schedule or call the department for specific registration instructions.

ACCESSING THE REGISTRATION SYSTEM

Students register for classes through the MyUW Registration system. MyUW can be accessed via the UW home page, or by going directly to <http://www.myuw.washington.edu>. Instructions are printed in the UW time Schedule and are easy to follow. For most of the Evans School classes, you will need only the schedule line number (SLN) listed in the time schedule to register. In some cases, you will also need a personal entry code (EC) issued from the Evans School or other UW departments. Be sure to have the number(s) ready before registering.

After choosing your classes, you need to pay close attention to the comment column of the Evans School quarterly schedule to see when you can register and whether you need an entry code. Please note that registration is divided into three different time periods and there are restrictions for each period. Below is an explanation of the abbreviations used on the Evans School Time Schedule.

Pd	Period
PBAF only	Only students admitted to the traditional MPA program can register
PBAFE only	Only students admitted to the midcareer MPA program can register
all	All students can register, including those from outside the department
EC	Entry code
Prereq	Prerequisite
Jt w/	Joint with

HOW TO READ THE TIME SCHEDULE

examples:

PBAF 516A Microeconomics Pd 1 & 2 (PBAF only); Pd 3 (all, need EC)

- Traditional students can register without an entry code in Period I or II.
- Midcareer students request an entry code in Period I.
- Traditional or midcareer students request to be placed on waitlist (if no spots are available).
- Any UW student can register with an entry code in Period III.

PBAF 540YA Integrated Management Seq. Pd 1 & 2 (EDP only); Pd 3 (all, need EC)

- Midcareer students can register without an entry code in Period I and II.
- Traditional students request an entry code in Period I.
- Any UW student can register with an entry code in Period III.

ADDITIONAL TIPS FOR REGISTRATION

To avoid late fees, students must register before the first day of any quarter. Even if you have not decided on classes, you should at least pay the student insurance and optional charges portions to avoid the late registration fee of \$25.00. Full-time students may add or drop courses (as long as they are already registered) during the first week of classes free of charge, as long as their total number of credits is 7 or more. Part-time students adding or dropping after the first day of classes may owe partial tuition, if their total number of credits drops below their original number.

Students may add or drop courses during the second week of classes but will be charged a \$20.00 change fee each time they call or log on to make changes. After the third week of classes, students may add a class only in unusual circumstances and only by petition. A late fee will be assessed. Students may drop courses only through the 2nd week of the quarter. However, each student will be permitted to drop one course per academic year (September- August) between the beginning of Week 3 and the end of Week 7 of any one quarter.

STUDENTS WISHING TO USE TUITION EXEMPTION

The University of Washington offers the Tuition Exemption Program ([UW Administrative Policy Statement 22.1](#)) to all eligible faculty, professional, and classified staff employees on a **space-available basis**. Students who wish to use this exemption are strongly encouraged to read through the policy at the following link: http://www.washington.edu/students/reg/tuition_exempt.html.

Students wishing to use the exemption can e-mail evansreg@u.washington.edu, at 6:00 am on the first day of period one registration and request to be added to the wait list for classes. This does not guarantee a space in the class. Students must attend the first day of class to receive an entry code from the instructor.

REGISTERING FOR NON-EVANS COURSES

When taking classes outside of the Evans School, you should consult the pertinent department and the University Time Schedule for course listings and registration instructions. All procedural questions should be addressed directly to the individual departments. Some useful phone numbers are listed in the table on page 11. You should be aware that some courses in other departments may not require entry codes. If this is the case, you can simply register for the class as soon as registration begins. In the University Time Schedule, classes requiring entry codes will be marked with an arrow (>) symbol.

IMPORTANT REGISTRATION DATES AND DEPARTMENTAL CONTACTS

Important Dates	<i>Autumn 2005</i>	<i>Winter 2006</i>	<i>Spring 2006</i>	<i>Summer 2006</i>
Registration Period 1	May 6-June 19	Nov 4-27	Feb 17-Mar 5	Full Term/Term A/Term B: April 17-May 24
Registration Period 2	June 20-Sept 27	Nov 28-Jan 2	Mar 6-26	Full Term/Term A/Term B: May 25-June 18
Registration Period 3	Sept 28-Oct 4	Jan 3-9	Mar 27-Apr 2	Full Term/Term A: June 19-25 Term B: June 20-July 26

— Registration Information —

Registration/Registrar's Office 543-5378 MyUW www.myuw.washington.edu

— Graduate Advisors in Related Departments —

Economics	685-1384	Business Admin.	543-4661
Political Science	543-1898	Education	543-7833
Social Work	543-8617	Forest Resources	543-2730
Marine Affairs	543-4326	Urban Planning	543-4190
Health Services Admin	543-8778	Ocean & Fishery Science	543-6605
International Studies	543-6001	Law School	543-0453

In order to be considered a full-time Mid-Career student, you will need to take a minimum of 6 credits. Please consult the Evans School Quarterly Schedule and the UW Time Schedule for class listings. The Evans Time Schedule can be accessed at <http://evans.washington.edu/courses/schedules.php> and the UW Time Schedule can be accessed at <http://www.washington.edu/students/timeschd/>. Please note that our courses are 3 credits each unless stated otherwise on the Evans School Time Schedule.

Wait Lists:

If a course is full, you may e-mail Evansreg@u.washington.edu to be added to the wait list.

Section III: Appendix

Appendix A: Evans School First-Year Midcareer Student Roster, 2005-2006-2005..... 13

APPENDIX A: EVANS SCHOOL FIRST-YEAR MIDCAREER STUDENT ROSTER, 2005-2006

NAME	TITLE	DEPARTMENT, BUSINESS, ETC
Courtney Acitelli	Alumni Relations Manager	University of Washington Alumni Association
Kimberly Aldrich-Davis	Program Director	Seattle Specialized Residential Support
Carla Beauclair	Lead Budget Analysis	City of Bellevue
Dale Becker	Hydrologist	Tribal Source Water Protection Program, Evergreen Rural Water of Washington
Sherri Bloomer	Project Manager	Rosetta Inpharmatics
Kathryn Bouchard	Assistant Director	Business School – Dean’s Office, University of Washington
Kim Dinh	Administrator	Office of the President/Provost, University of Washington
Deborah Finken	Enterprise Business Systems Operations Manager	Fluke Networks
Emily Fishkind	Principal	Fishkind Consulting
Terence Hill	Coordinator of First Year Programs	University of Washington
Hai Ho	Research Coordinator	University of Washington
Kyle Hogan	Former Account Executive/Sales Manager	Pan Pacific Shipping, Inc.
Jennifer Lail	Former Director of Development & Communication	Center for Women & Democracy, University of Washington
Deborah Livingstone	Speech Pathology Trainee Program Supervisor	VAPSHCS, University of Washington, Rehab Medicine Department
Cheryl Logan	Senior Account Manager	World Vision
Christina Marx	Assistant Director	Development & Alumni Relations, Evans School of Public Affairs, University of Washington
Jenna Smith	Former Implementation and Program Management	Seattle Public Utilities
Sharon Spung	Manager, Claim Services, Office of Risk Management	University of Washington
Elizabeth Troutman	Special Projects Coordinator	Office of Annual Giving, University of Washington
Alicia Yamamoto	Grant and Contract Administration	Fred Hutchinson Cancer Research Center

EVANS SCHOOL STAFF AND FACULTY DIRECTORY

Office Facilities	
Office Hours:	8:00 a.m. - 5:00 p.m., Monday through Friday Closed weekends and holidays
Address:	Parrington Hall, Room 109 University of Washington, Box 353055 Seattle, Washington 98195-3055
Phone/FAX:	(206) 543-4900 (<i>Students may leave this number with others for emergency purposes only.</i>) FAX: (206) 543-1096
Teaching Assistant Offices:	Parrington 124C - Phone: 616-7316, 221-4543
Student Lounge:	The Evans School student lounge is in Parrington 124. Lockers are available on a first come, first served basis near the restrooms
Computer Lab:	The Evans School Computer Lab is located in Parrington 124. Hours vary. Check lab door for up-to-date hours information. The lab is open approximately 75 hours per week, except for vacation and holiday periods.

CSSCR (Center for Social Science Computation and Research)	Savery 145 (basement); phone: 543-8110 Hrs: 8:00 a.m.-9:00 p.m., M-Th; 8:00 a.m.-5:00 p.m., Fri 12 Noon-4:00 p.m., Sat; Closed Sundays
Mail:	Each student will be assigned a mail box, located in the Student Lounge (Parrington 124) at the beginning of Autumn Quarter. Messages, general notices and other information will be placed there. It is important to check the boxes at least once a week.

Administration

Sandra Archibald, Dean	Parr 208E, 616-1648; sarch@u.washington.edu
Jennifer Raines, Assistant to the Dean	Parr 208, 543- 1129;jraines@u.washington.edu
Stephen Smith, Associate Dean, Professor	Parr 203, 616-1674; smithsr@u.washington.edu
David Layton, Director of Graduate Studies, Associate Professor	Parr 209E, 221-3585; evansdgs@u.washington.edu
Linda Lake, Administrator	Parr 208G, 616-1624; lake@u.washington.edu
Andrea Boulanger, Director of Career Services	Parr 109D, 616-1609; aboulang@u.washington.edu
Jason Smith, Director of Student Services	Parr 109B, 616-1613,
Elisabeth Mitchell, Director of International Programs	Parr 124D, 161-1618; emitchel@u.washington.edu
Lorrie Cain, Program Coordinator	lgcain@u.washington.edu Parr 109A, 616-1608;
Melissa Best, Program Coordinator	bestma@u.washington.edu Parr 109A, 685-6884;
Dani Reynaud, Peer Advisor	Parr 119, 616-1617; evanspm@u.washington.edu
Kole Kantner, Computer Systems Administrator	Parr 124H, 616-1649; kole@u.washington.edu
Computer Lab Manager	Parr 124A, 616-1615;

Policy Research Centers and Projects

Center on Reinventing Public Education	Parrington 405, 685-2214 http://www.crpe.org
Human Services Policy Center	45 th Plaza Bldg, 45 th & Roosevelt, 685-3135/685-3136 http://www.hspsc.org
Urban Health Initiative	7900 Greenlake Dr. N., #302, Seattle, WA 98103 http://www.urbanhealth.org/
Policy Consensus Center	Parrington 403, 616-5817
Center for Urban Simulation and Policy Analysis	Point 5 Bldg., University Ave, Seattle, WA 98105
Marc Lindenberg Center for Humanitarian Action, International Development & Global Citizenship	Parrington 321, 221-3839
Urban Health Initiative	7900 E. Greenlake Dr. N, Suite 302, Seattle, WA 98115 616-3637, uhi@u.washington.edu
Nancy Bell Evans Center for Nonprofit Leadership & Civic Engagement	Professor Steven Rathgeb Smith, Director email: smithsr@u.washington.edu

Faculty

C. Leigh Anderson, Associate Professor	Parr 224, 543-0365; cla@u.washington.edu
Jonathan Brock, Associate Professor	Parr 227, 616-5817; jbrock@u.washington.edu
Alison Cullen, Associate Professor	Parr 209B, 616-1654; alison@u.washington.edu
Brewster C. Denny, Professor and Dean Emeritus	441-0222

J. Patrick Dobel, Professor	Parr 230, 616-1680; pdobel@u.washington.edu
Laura Evans, Acting Assistant Professor	Evansle@u.Washington.edu
Diana Fletcher, Assistant Professor	Parr 229, fletschn@u.washington.edu
Andrew C. Gordon, Professor	Parr 209G, 616-1657; acg@u.washington.edu
Mary Kay Gugerty, Assistant Professor	Parr 228, 221-4599; mgugerty@u.washington.edu
Joaquin Herranz, Assistant Professor	jherranz@u.washington.edu
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Barry I. Hyman, Professor	MEB 261, 543-9038; hyman@u.washington.edu
Mark Long, Assistant Professor	MarkLong@u.washington.edu,543-3787
Sanjeev Khagram, Associate Professor	skhagram@u.washington.edu , 897-1410
Marieka M. Klawitter, Associate Professor	Parr 221, 616-1673; marieka@u.washington.edu
Rachel Garshick Kleit, Assistant Professor	Parr 209F, 221-3063; kleit@u.washington.edu
David Layton, Associate Professor	Parr 209E, 221-3585; dflayton@u.washington.edu
Marcia Meyers, Associate Professor	Social Work, 616-4409; mkm36@u.washington.edu
Edward L. Miles, Professor	685-1837; edmiles@u.washington.edu
Stephen Page, Assistant Professor	Parr 220, 221-7784; sbp@u.washington.edu
Robert D. Plotnick, Professor	Parr 225, 685-2055; plotnick@u.washington.edu
Steven Rathgeb Smith, Professor	Parr 203, 616-1674; smithsr@u.washington.edu
Paul Waddell, Professor	Parr 209A, 221-4161; pwaddell@u.washington.edu
Richard O. Zerbe Jr., Professor	Parr 226, 616-1676; zerbe@u.washington.edu
William M. Zumeta, Professor	Parr 231, 543-0743; zumeta@u.washington.edu

Senior Lecturers

Leslie Breitner, Senior Lecturer	Parr 119, 616-8698; breitner@u.washington.edu
Daniel Carlson, Senior Lecturer	Parr 408, 616-8785; kareli@u.washington.edu
Gerald Cormick, Senior Lecturer	745-8792; cormick@u.washington.edu
Diana Gale, Senior Lecturer	Parr. 331, 685-0918; dhgale@u.washington.edu
David Harrison, Senior Lecturer	Parr 323, 221-4601; dsharr@u.washington.edu
Charles Royer, Senior Lecturer	7900 E. Greenlake Dr N. Suite 302, 616-3693; croyer@u.washington.edu

Affiliate Faculty

Steve Arnold, Affiliate Associate Professor	616-0650, sarnold@u.washington.edu
Nancy Campbell, Affiliate Professor	855-0830; nancy@nmcampbell.com
Dwight Dively, Affiliate Associate Professor	684-5200; dwight.dively@ci.seattle.wa.us
Debra Friedman, Affiliate Associate Professor	340C Gerberding Hall, 543-6616;
Richard Thompson, Affiliate Professor	98 Gerberding Hall, 543-7604;

Adjunct Faculty

Hilda Blanco, Urban Design & Planning	448-F Gould Hall, 616-9057; hblanco@u.washington.edu
Elaine Faustman, Environmental Health	F-516C Health Sciences, 685-2269;
Stephen Gloyd, Health Services	H-660A Health Sciences, 616-2922;
James Karr, Zoology	222A Fisheries, 685-4784, jrkarr@u.washington.edu
Carolyn Madden, Health Services	H-694 Health Sciences, 616-2986;
Peter J. May, Political Science	221-B Smith Hall, 543-9842; pmay@u.washington.edu
Clare Ryan, Forest Resources	123H Anderson, 616-3987; cmryan@u.washington.edu

Research Faculty

Jacob Adams, Research Associate Professor	Parr 109M; 685-2214; adamsje@u.washington.edu
Richard Brandon, Senior Research Fellow	45 th Plaza Bldg, 543-8483; brandon@u.washington.edu
Dan Goldhaber, Research Associate Professor	Parr 327; 616-8793; dgoldhab@u.washington.edu
Paul Hill, Research Professor	Parr 324, 685-2214; bicycle@u.washington.edu
Marguerite Roza, Research Assistant Professor	Pass 327, 616-2367; margroza@aol.com

Faculty biographies can be accessed at <http://es.evans.washington.edu/facstaff/facultylist.php>