

M.P.A. PROGRAM
MID-CAREER DEGREE
STUDENT HANDBOOK
2006-2007

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 2006</i>	<i>Winter 2007</i>	<i>Spring 2007</i>	<i>Summer 2007</i>
Registration Period 1	May 5-June 18	Nov 3-26	Feb 16-Mar 4	Full Term/Term A/Term B: April 16-May 23
Registration Period 2	June 19-Sept 26	Nov 27-Jan 2	Mar 5-25	Full Term/Term A/Term B: May 24-June 17
Registration Period 3	Sept 27-Oct 3	Jan 3-9	Mar 26-Apr 1	Full Term/Term A: June 18-24 Term B: June 18-July 25

— 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 Directory, 2006-2007 13

A GUIDE TO STUDENT SERVICES AND ADMINISTRATIVE OFFICES

— 2006-2007 —

Administrative Offices		
Dean	<i>Sandra Archibald</i>	
Associate Dean	<i>Steven Smith</i>	Manage faculty, academic, and curriculum issues
Associate Dean of Research	<i>Alison Cullen</i>	Coordinates, informs, and advises on faculty research
Assistant Dean of Finance and Operations	<i>Linda Lake</i>	Financial manager (including payroll for student research assistants and scholarship recipients) Building manager Manage the non-academic functions of the School Administrative support to Dean
Assistant to the Dean	<i>Jennifer Raines</i>	Dean's calendar, special projects, administrative support to the Dean
Director of Graduate Studies	<i>Associate Professor David Layton</i>	Student advising/student services Monitor academic progress
Director of Computing Services	<i>Kole Kantner</i>	Manage computing and informational databases

Student Services		
Director of Student Services	<i>Jason Smith</i>	Manage recruitment and admissions to traditional MPA and Evening Degree Programs
Acting Directors of Student Services	<i>Carrie Evans, Jodi Charles</i>	Administer financial aid awards and assist students in financial aid application process
Director of Career Services	<i>Andrea Lowe</i>	2 nd and 3 rd year student, mid-career, ExMPA, alumni advising, employer development
Assistant Director of Student Services	<i>Vacant new position</i>	Advise students and recruit for traditional and mid-career programs
Assistant Director of Career Services	<i>Kari Hamilton</i>	Advise 1 st year students and manage 1 st year internships, internship funding opportunities, RA/TA/GA searches, Career Services workshops, manage JILES
PCMI Recruiter	<i>Jeffrey Carter</i>	Recruit for the PCMI program.
Director of International Fellows Programs	<i>Elisabeth Mitchell</i>	Manage and recruit admissions to the Population Leadership Program Administer Hubert H. Humphrey Fellowship Program Assist Fellows in both programs
MPA Program Coordinator	<i>Melissa Best</i>	Coordinate all systems and procedures related to degree requirements, grading, registration, on-leave status, graduation, special petitions, etc. Review of student records prior to graduation Administrative support to Associate Dean of Graduate Programs and Director of Graduate Studies Maintain files for all prospective and current Evans School students
Program Assistant	<i>Anna Mains</i>	Reception, Mail, and general information
Peer Advisor	<i>Brian Chung</i>	Day-to-day student advising

EVANS SCHOOL STAFF AND FACULTY DIRECTORY

Office Facilities

Office Hours:	8:00 a.m. - 6:00 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 near the restrooms; managed by ESO
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 60 hours per week, except for vacation and holiday periods.
Computer Lab (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.

Faculty

C. Leigh Anderson, Associate Professor	Parr 224, 543-0365; cla@u.washington.edu
Michael Blake, Associate Professor	Savery 331F. 221-7859; 221-7859; mlblake@u.washington.edu
Jonathan Brock, Associate Professor	Parr 227, 616-5817; jbrock@u.washington.edu
Alison Cullen, Associate Dean of Research and Associate Professor	Parr 209B, 616-1654; alison@u.washington.edu
Sara Curran, Assistant Professor	417 Thompson, 543-2072, scurran@u.washington.edu
J. Patrick Dobel, Professor	Parr 230, 616-1680; pdobel@u.washington.edu
Laura Evans, Assistant Professor	Parr 207B, 5-9044, Evansle@u.Washington.edu
Diana Fletchner, 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 230, 221-4599; mgugerty@u.washington.edu
Joaquin Herranz, Assistant Professor	Parr 209F, 616-1647, jherranz@u.washington.edu
Charles Hirschman, Professor	Savery Hall #102D, 543-5035; charles@u.washington.edu
Sanjeev Khagram, Associate Professor	Parr 323, 897-1410, skhagram@u.washington.edu
Andrew Light, Associate Professor	Parr 328, 543-9888; alight@u.washington.edu
Mark Long, Assistant Professor	Parr 209C, 3-3787, MarkLong@u.washington.edu
Marieka M. Klawitter, Associate Professor	Parr 221, 616-1673; marieka@u.washington.edu
Rachel Garshick Kleit, Associate Professor	Parr 209F, 221-3063; kleit@u.washington.edu
David Layton, Associate Professor	Parr 330, 221-3585; dflayton@u.washington.edu
Marcia Meyers, Professor	324 and Social Work, 616- 4409; mkm36@u.washington.edu
Edward L. Miles, Professor	685-1837; edmiles@u.washington.edu
Stephen Page, Associate Professor	Parr 209A, 221-7784; sbp@u.washington.edu
Robert D. Plotnick, Professor	Parr 225, 685-2055; plotnick@u.washington.edu
Steven Rathgeb Smith, Associate Dean and Professor	Parr 203, 616-1674; smithsr@u.washington.edu
Craig Thomas, Associate Professor	Parr 205, 221-3669; thomasc@u.washington.edu
Paul Waddell, Professor	Parr 331, 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

Lecturers	
Steve Arnold, Lecturer	616-0650, sarnold@u.washington.edu
Leslie Breitner, Principal Lecturer	Parr 119, 616-8698; breitner@u.washington.edu
Daniel Carlson, Senior Lecturer	Parr 408, 616-8785; kareli@u.washington.edu
Diana Gale, Senior Lecturer	Parr. 119, 685-0918; dhgale@u.washington.edu
David Harrison, Senior Lecturer	Parr 408, 221-4601; dsharr@u.washington.edu

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	
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>