

M.P.A. PROGRAM
MID-CAREER DEGREE
STUDENT HANDBOOK
2007-2008

September 2007

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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	Elective Elective
Winter	541 Integrated Management Sequence II 522 Budgeting*	527 Quantitative Analysis I Elective	Elective Elective*
Spring	542 Integrated Management Sequence III Elective	528 Quantitative Analysis II Elective	Leadership Seminar 2 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.*

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

(6 credits)

Leadership seminars are offered in the Fall and Spring quarters to serve students at the beginning and end 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 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 are unable to complete Leadership Seminar 2 (Spring quarter) may substitute an additional Evans School management or leadership elective.

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.

SKILLS WORKSHOPS

Evans School Skills Workshops (PBAF 598) teach practical policy and managerial skills. They are typically taught by distinguished practitioners from the public and non-profit sectors. Topics covered by skills workshops complement the offerings of the regular Evans School curriculum by providing students with a wide range of practice-oriented courses. The workshop topics generally do not fit easily into traditional, 3-credit academic courses.

Skills workshops usually carry one credit and are graded on a credit/no-credit (C/NC) basis. They are offered in a variety of scheduling and teaching formats to encourage creativity and innovation. Each workshop involves at least ten contact hours and requires additional work to be completed outside of class.

Up to 6 credits of skills workshop credit can be applied to the 60-credit total for Traditional MPA students and the 54-credit total for Mid-career students required for graduation.

The following skills workshops will be offered during the 2007-2008 academic year. Additional topics may be added.

AUTUMN 2006

Beyond the Numbers

How to Read, Write and Speak

Organizational Change

Tribal Governance Policy

WINTER 2008

Grant Writing

Cultural Competence: Skills For Leaders

Navigating the MPA Job Search

So You Want To Be a Negotiator

International Financial Services of the Poor

SPRING 2008

Interpersonal Communication

Microfinance

Intro to Fund Raising

Strategic Planning

INDEPENDENT STUDY

Students may develop ideas for independent study, and then work with a faculty member to complete the project. The project can develop from work or volunteer experience or from academic work, but must involve a written product. The work should be equivalent to that done for the same number of credits of other course work (about 30 hours per credit for the quarter). The student should put together a one page proposal and timeline prior to registration. The student should contact the Administrative Coordinator for an entry code for the independent study. **Students can count up to 6 credits of independent study towards their MPA degree.**

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 from the degree requirements for graduation.* However, it does free up an additional 3 units of graduate credit that students can apply toward 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
J	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. (if granted instructor approval to take course)
- 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 courselistings 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	Autumn 2007	Winter 2008	Spring 2008	Summer 2008
Registration Period 1	May 4-June 17	Nov 2-25	Feb 22-Mar 9	Full Term/Term A/Term B: April 21-May 28
Registration Period 2	June 18-Sept 25	Nov 26-Jan 6	Mar 10-30	Full Term/Term A/Term B: May 29-June 22
Registration Period 3	Sept 26-Oct 2	Jan 7-13	Mar 31-Apr 6	Full Term/Term A: June 23-29 Term B: June 24-July 30

— 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.