



# Master of Public Administration Student Handbook

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**The Master of Public Administration Program at Florida International University is fully accredited by the Network of Schools of Public Policy, Affairs, and Administration**

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## Introduction to the MPA Student Handbook

Welcome to the Master of Public Administration (MPA) Program at Florida International University. Along with our over 3,500 MPA graduates nationally and internationally, we look forward to being part of your journey and foundation to success in advancing public service, community empowerment, and social goods.

This MPA Student Handbook provides essential information about the MPA program, curriculum requirements, and opportunities afforded to you as you complete your degree. All MPA students are expected to read and comply with the Handbook. The MPA Student Handbook is subject to change and any inconsistencies between the Handbook, MPA website, and other printed materials should be reported to the MPA Program Director.

Please do not hesitate to contact the MPA Program Director or any MPA faculty and staff member with questions and concerns. Be sure to visit our website, [mpa.fiu.edu](http://mpa.fiu.edu), for more information and follow us on social media to stay connected.

Please download a copy of the [FIU Student Handbook](#) for services, programs, facilities, organizations, and activities of the university, designed to enhance the quality of students' educational experience and facilitate their career development.

## Overview of FIU MPA Program

The FIU MPA program was founded in 1978, one of the earliest graduate programs at FIU. It is housed within the Department of Public Policy and Administration, Steven J. Green School of International and Public Affairs. In addition to the MPA program, the Department has a Bachelor of Public Policy and Service and a Ph.D. in Public Affairs.

The MPA program consists of three academic tracks:

- Evening MPA track at the Modesto A. Maidique Campus (MMC), which requires 42 credit hours,
- Fully Online MPA track, which requires 42 credit hours, and
- Executive MPA track, which requires 36 credit hours.
  - Hybrid Executive MPA featuring fully online instruction and three week-long, in-person academic residences respectively in Miami, Tallahassee, and Washington, DC, focusing on local, state, and federal public policy and administration

Both the Evening and Online MPA tracks are open to applicants with or without work experience, while the Executive MPA track is designed for professionals with significant experience (typically five to ten years) in public and nonprofit organizations. The same mission, program goals, and public service values govern all the MPA tracks. All MPA tracks comply with the same curriculum, degree expectations, expected competencies, and student learning



outcome assessment requirements.

Full-time MPA faculty are internationally and nationally recognized scholars in their respective fields. Many are/were holding leadership positions in national and international professional associations, such as, the American Society for Public Administration (ASPA), Association for Budgeting and Financial Management (ABFM), and International Association of Schools and Institutes of Administration (IASIA). For faculty's research expertise and experience, please visit our website, <https://pa.fiu.edu/about-us/people/index.html>.

The MPA program takes pride in its part-time, adjunct faculty. They are established practitioners and leaders in local and regional governments and nonprofit organizations. They provide invaluable best practices and successful practitioner experience of public administration and policy innovations. To know more about their careers and achievements, please visit our website, <https://pa.fiu.edu/about-us/people/index.html>.

The MPA program owes its success in preparing and developing the next generation of public servants and leaders in large part to our staff members. They are dedicated, responsive, and always keen to students' needs and priorities. Please feel free to reach out and say hello and visit our website, <https://pa.fiu.edu/about-us/people/index.html>.

The MPA program regularly meets with its MPA Advisory Board for program updates, guidance, and feedback regarding program mission and public service values, program operations, curriculum design, and student development and success. Please visit our website, [MPA Advisory Board](#), for our current Board members. We also appreciate your considering becoming a Board member when/if your schedule permits.

Active MPA students are all invited and encouraged to serve as student representatives to the MPA program committee, which oversees the MPA program. Call for nominations will typically be emailed to students during the Fall semesters and all active MPA students are welcome to participate and to make the MPA program even better and stronger. To know more about current MPA committee student representatives, please visit our website, <https://mpa.fiu.edu/about-us/mpa-student-representatives/>.

## Mission, Program Goals, and Public Service Values

### Mission

The mission of the Master of Public Administration Program at Florida International University is to provide individuals preparing for, or advancing in, careers in public affairs, public administration, and public policy with the skills and values necessary to be effective, thoughtful, and civic-minded leaders, administrators, policy makers, and analysts committed to the sustaining of democratic societies. Our program serves the unique needs of the South Florida community and employers, as well as the State of Florida, the U.S., and international populations by addressing the challenges of diverse urban areas at the local, state, national, and international levels. We embrace the strength of our diverse faculty, students, alumni, and community to contribute to the scholarship and practice of public administration and public service and enhance the quality of life in an increasingly globalized environment.

## Program Goals

- Provide high-quality education for a diverse body of public and nonprofit practitioners and students who are interested in public service careers.
- Prepare students with skills and knowledge for effectively leading and managing public and nonprofit organizations.
- Undertake and disseminate applied and academic research and theories which address current public and nonprofit administration and policy issues.
- Advance excellence in the practice of public policy and administration and its ability to serve the public interest.

## Public Service Values

Four public service values are prominent in our mission:

1. **Effectiveness:** The MPA program strives to prepare public administrators and leaders capable of delivering public services in a responsive and effective manner. This is a particularly important value in the context of the South Florida region which is primarily served through the MPA program.
2. **Equity, diversity and inclusiveness:** The MPA program emphasizes creating and strengthening a climate of inclusion through diversity of faculty, students and curriculum. The MPA program exists in one of the most diverse regions in the United States, and strives to equip the MPA graduates with cultural competence skills to manage and lead in a diverse, inclusive, and global environment.
3. **Enhance the quality of life:** The MPA program aims to produce students who are committed to building stronger and more resilient communities.
4. **Commitment to democratic values, rule of law, public service, and sustainable economic development.**

## Accreditation and Academic Reputation

The FIU MPA program is a member of and is fully accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). The NASPAA Standards are a global quality benchmark for graduate-level public service programs around the world. The MPA program was initially accredited in 1983, one of

the earliest accredited programs at FIU. Its most recent NASPAA re-accreditation was awarded in 2019 and runs through 2025.

Graduating from a NASPAA-accredited MPA program assures that you have successfully acquired NASPAA stipulated competencies and are adequately prepared for the profession of advancing public values, social goods, and community interests and priorities.



FIU MPA program is highly ranked locally, regionally, and nationally. According to the *U.S. News and World Report*, FIU MPA program is ranked in 2022-2023 as:

- #63 in Best Public Affairs Programs
- #11 in Homeland Security and Emergency Management
- #26 in International Global Policy and Administration
- #35 in Public Budgeting and Finance



The *U.S. News and World Report* positions FIU MPA as the highest ranked program in South Florida, among the top three in the State of Florida, and among the top six in the nation among Hispanic Serving Institutions. In addition, the MPA is the second highest ranked graduate program within FIU, according to [FIU's Graduate School Rankings](#) of the *U.S. News and World Report*.

In addition, the Online MPA is ranked:

- #1 in the nation by PublicServiceDegrees.org
- #9 in the nation by BestColleges.com



The Executive MPA is ranked:

- #15 in the nation by ValueColleges.com

## NASPAA Universal Competencies and Student Learning Outcomes

The five domains of NASPAA required universal competencies are the abilities to:

- Lead and manage in the public interest.
- Participate in, and contribute to, the policy process.
- Analyze, synthesize, think critically, solve problems and make evidence-informed decisions in a complex and dynamic environment.
- Articulate, apply, and advance a public service perspective.
- Communicate and interact productively and in culturally responsive ways with a diverse and changing workforce and society at large.

To become effective public leaders, students must develop a solid foundation in technical, analytical, ethical, diversity and equity, accountability, and leadership skills. In addition, students receive greater depth in a specialization training of their choice. Each specialization is organized around an MPA certificate.

Seven MPA Graduate Certificates Offered:

- ✓ [Graduate Certificate in Homeland Security and Emergency Management](#)
  - ✓ [Graduate Certificate in Human Resource Policy and Management](#)
  - ✓ [Graduate Certificate in Inclusion, Diversity, Equity, Access and Leadership \(IDEAL\)](#)
  - ✓ [Graduate Certificate in Nonprofit and Community Development](#)
  - ✓ [Graduate Certificate in Public Finance, Procurement and Contract Management](#)
  - ✓ [Graduate Certificate in Public Management & Civic Leadership](#)
  - ✓ [Graduate Certificate in Urban Policy Innovations](#)
- ✓ To this end, the MPA program implements a competency-based curriculum that establishes the students' specific skills and abilities as they complete the required courses. Specific Student Learning Outcomes (SLOs) are:

Students will learn to:

- ✓ Work in collaborative & team-oriented environments
- ✓ Articulate the principles, challenges and opportunities in serving the public
- ✓ Analyze and solve policy problems with both quantitative and qualitative approaches in the public sector
- ✓ Demonstrate proficiency in crafting policy and management options for addressing public problems
- ✓ Communicate persuasively and in culturally responsive ways with multiple and diverse publics in written form
- ✓ Communicate persuasively and in culturally responsive ways with multiple and diverse publics in verbal form
- ✓ Identify different cultural, institutional, and economic drivers behind budget processes, institutions, and reforms
- ✓ Read and interpret budgetary documents, and apply fiscal information to inform evidence-based decisions
- ✓ Apply ethical criteria for making decisions and analyzing ethical dilemmas within public administration
- ✓ Manage key human resource systems and practices to encompass both technical and emotive skills
- ✓ Operate in a diverse workplace
- ✓ Demonstrate proficiency in advancing equity, diversity, and inclusion in historically disadvantaged communities and populations
- ✓ Articulate the challenges and opportunities created in the international context of public management and policy making
- ✓ Understand opportunities, challenges, and applications of technology in making evidence-informed policy decisions to advance the public interest



## Curriculum

Guided by the NASPAA competencies, FIU MPA curriculum prepares students to become effective public leaders by developing a solid foundation in technical, analytical, ethical, diversity and inclusion, cultural competency, accountability, and leadership skills.

### MPA Core Required Courses

- There are nine (9) required MPA core courses for a total of 27 credit hours:
- **PAD 6053:** Political, Social & Economic Context of Public Administration  
(Note: This course must be taken in the first semester)
- **PAD 6227:** Public Finance and the Budgetary Process
- **PAD 6306:** Policy Analysis and Planning
- **PAD 6417:** Human Resources Management and Policy
- **PAD 6434:** Leadership and Decision Making
- **PAD 6701:** Quantitative Applications in Public Administration
- **PAD 6718:** Smart Governance
- **PAD 6726:** Applied Research Methods for Accountability in Public and Non-Profit Organizations
- **PAD 6056:** The Practice of Public Management  
(Prerequisite: Completion of MPA Core or last semester of course work status)

### MPA Elective Courses

MPA elective courses are offered in line with course requirements of MPA certificates. Strategically selecting all elective courses around an MPA certificate will enable students to graduate, without excess credits or time, with an MPA degree and a certificate, which signifies a public service specialization. Course offerings will be adjusted by student demand, and courses with low enrollment will be cancelled. If it is a core required course, it will be rescheduled. Executive MPA students have a lockstep course schedule with pre-determined elective courses.

For more information about core and elective courses, please see our [Graduate Course Catalog 2023-2024](#).

### MPA Course Schedule At-A-Glance

The MPA program takes pride in providing routine course offerings to facilitate students' long-term planning. Please find Evening and Online MPA program course schedule at a glance by visiting: [https://mpa.fiu.edu/\\_assets/docs/mpa-scheduler-at-a-glance-fall-2023.docx](https://mpa.fiu.edu/_assets/docs/mpa-scheduler-at-a-glance-fall-2023.docx)

Please note that course schedules are subject to budgetary approval and faculty availability. Courses may also be cancelled due to low enrollment.

### Suggested MPA Semester Plan

Any MPA student may take up to five courses in one semester, but the MPA program suggests no more than three courses per semester. Executive MPA students however have an intensive format and hence will typically take four courses each semester according to the lockstep course schedule. The MPA program does not require minimum credits a student should take in a semester. But please confirm with your benefit administrator, financial aid officer, and/or HR specialist to ensure that you have met all course load requirements and course grades to be eligible for and receive your tuition assistance benefits and/or reimbursement. MPA courses will be offered in rotation across three semesters: Fall, Spring, and Summer. A suggested semester plan to meet the 42 required credits (14 courses) is provided in the Appendix. Executive MPA students should follow their lockstep course schedule and consult with the EMPA program coordinator for questions.

The suggested semester plan is based on a load of three courses in the Fall and Spring semesters and two courses in the Summer. Students should adjust their course loads according to their availability and schedules. All MPA students are urged to discuss their course selection and load during required MPA advising meetings.

### Elective Courses Outside of the MPA Program

All MPA students are encouraged to strategically select all elective courses around an MPA certificate. In so doing, students will be able to graduate, without excess credits or time, with an MPA degree and a certificate, which signifies a specialization. MPA students may take up to two (2) elective courses outside of the MPA program. The two courses may come from a pre-approved course list pertaining to an MPA certificate or are subject to approval in writing by the MPA Program Director. Elective courses not on a pre-approved certificate course list or not approved in writing by the MPA Program Director will not be counted towards the MPA graduation credit requirement.

## MPA Certificates and Specializations

Seven MPA certificates are available to students, and each certificate serves as an MPA specialization. Acquiring specialized knowledge and skills in a well-defined public policy and administration field may greatly enhance MPA graduates' competitive edge and prospect in their careers. All students are encouraged to select elective courses around a certificate. MPA students are able to graduate with an MPA degree and a certificate without excess credits or time, if they choose their MPA elective courses strategically. Each certificate requires five courses for a total of 15 credits. Among the five courses, three are specific and required for a certificate. Students can select the other two from an approved list pertaining to a certificate. Executive MPA students must follow their lockstep course schedule, but may select and complete a certificate beyond

their required 36 credit hours with additional tuition and/or fees.

### Application for an MPA Certificate

All MPA certificates are open to students who are actively enrolled in the MPA program or another degree-seeking Master's or Doctoral degree program at FIU. The MPA Graduate Certificates are open to degree-seeking students. Only one certificate: Public Management & Civic Leadership is open to both degree-seeking and non-degree-seeking students. Eligible applicants should submit the [Graduate Certificate Application](#) and submit the application fee, \$30.00, non-refundable, payable by check, money order, or credit card. Students are encouraged to file their applications early.

### Certificate in Homeland Security and Emergency Management

Co-Chair: Dr. Susannah Ali, MPA  
Director Co-Chair: Dr. N. Emel Ganapati

The Graduate Certificate in Homeland Security and Emergency Management is designed to provide critical analytic skills to “first-responders” and those in related fields. The certificate will help professionals navigate a complex intergovernmental policy framework with an eye to best practice allocation of scarce local and regional resources devoted to preventing or mitigating the potential impacts of natural and manmade perils. Coursework will focus on the roles and responsibilities of public, nonprofit, and private organizations in the context of South Florida’s vulnerable operating environment. The content of this certificate is aligned with FIU’s urban mission of providing engaged learning in its service area as well as the Departmental mission of our accredited Master of Public Administration (MPA) program whose primary student body is in the local government sector.

#### Required Courses: (9 credits)

URP 5426	Emergency Management and Planning	3
PAD 6399	Homeland Security Management for State and Local Government	3
PAD 6379	Homeland Security Risk Assessment	3

#### Elective Courses: (6 credits)

PAD 6315	Introduction to Urban Planning and Growth Management	3
PAD 5443	The Public Administrator and Media Relations	3
PAD 5043	Government and Minority Group Relations	3
PAD 6605	Administrative Law	3
PAD 6710	IT and E-government	3
PAD 6717	GIS Applications for Urban Management	3
CPO 6771	Politics of Disaster	3

DSC 6020	Terrorism and Homeland Security	3
EVR 5122	Natural Disasters and Social Vulnerability	3
GIS 5935	Topics in Geographic Information Systems	3
INR 5066	Global and Human Security	3
INR 6067	Human Security	3
MAN 6706	Crisis Management (MA)	3
PHC 6251	Disaster and Emergency Epidemiology	3
PHC 6374	Environmental Disasters and Human Health	3
SYG 6932	Special Topics in Disaster Studies	3
PAD 5934*	Contemporary Issues in Public Administration	3
PAD 6946	Internship	3

### Certificate in Human Resource Policy and Management

Co-Chair: Dr. Susannah Ali, MPA

Director Co-Chair: Dr. Valerie Patterson

Human Resource Policy and Management is designed to give graduate students a range of policy-analysis and management skills. It provides training in alternative personnel systems, (civil service, collective bargaining, privatization and service contracting), personnel techniques for productivity improvement, current issues, and ethics and professionalism. This certificate emphasizes the application of behavioral science concepts and techniques to employers in a multicultural context.

#### Required Courses: (9 credits)

PAD 6156	Applied Organization Theory and Behavior	3
PAD 5427	Collective Bargaining and the Public Sector	3
PAD 6605	Administrative Law and Procedures	3

#### Elective Courses: (6 credits)

PAD 5043	Equitable and Inclusive Governance	3
PAD 5435	Gender Equity and Leadership in PA	3
PAD 5460	Performance Management	3
PAD 5616	Contracting and Managing Third Party Governments	3
PAD 6436	Professionalism and Ethics	3
PAD 6710	IT & E Government	3

PAD 5934*	Contemporary Issues	3
PAD 6946	Internship	3

### Certificate in Inclusion, Diversity, Equity, and Leadership in Public Administration (IDEAL)

Co-Chair: Dr. Susannah Ali, MPA Director

Co-Chair: Dr. Meredith Newman

The Certificate in International and Comparative Public Administration is designed as a specialization for students interested in international policy and administrative affairs. The certificate program will expose students to international policy aspects such as globalization, immigration, information technology, transnational institutions and other related areas.

#### Required Courses: (9 credits)

PAD 5187	Cultural Competency	3
PAD 5043	Equitable and Inclusive Governance	3

PAD 5435	Gender Equity Leadership in Public Administration	3
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#### Elective Courses: (6 credits)

PAD 5416	Social Equity and Human Resource Management	3
PAD 5805	Economic Development & Urban Revitalization	3
PAD 6436	Professionalism & Ethics	3
PAD 6807	Urban and Municipal Government Administration	3
PAD 5934*	Contemporary Issues in Public Administration	3
PAD 6946	Internship	3

### Certificate in Nonprofit and Community Development

Co-Chair: Dr. Susannah Ali, MPA

Director Co-Chair: Dr. Sukumar Ganapati

The Graduate Certificate in Nonprofit and Community Development is intended to provide critical tools and analytic frameworks useful to local decision-makers responsible for developing and managing sustainable, high-wage communities in an increasingly competitive world economy. Course material will address the critical drivers of local and regional development in the context of South Florida’s “gateway” status for commerce and immigration. Content will address spatial, managerial, and social components of development. The certificate is aligned with FIU’s urban mission of providing engaged learning in its service area as well as the Departmental mission of our NASPAA-accredited Master of Public Administration (MPA) program whose primary student body is in the local government sector.

**Required Courses: (9 credits)**

PAD 6142	Management of Nonprofit Organizations	3
PAD 5805	Economic Development and Urban Revitalization	3
PAD 6209	Financial Management in Public and Nonprofit organizations	3

**Elective Courses: (6 credits)**

PAD 6807	Urban and Municipal Government Administration	3
PAD 6946	Internship	3
PAD 5934*	Contemporary Issues in Public Administration	3
PAD 6717	GIS Applications for Urban Management	3
URP 6315	Introduction to Urban Planning and Growth Management	3

URP 5426	Emergency Management and Planning	3
PAD 5043	Equitable and Inclusive Governance	3
PAD 5443	The Public Administrator & Media Relations	3
PAD 5616	Contracting & Managing Third Party Governments	3
PAD 6038	Policy Formation & Legitimization	3
PAD 6156	Applied Organizational Theory & Behavior	3
PAD 6366	Policy & Program Implementation	3
PAD 6436	Professionalism & Ethics	3
PAD 6437	Dynamics of Individual Growth	3
PAD 6836	Development Administration	3

## Certificate in Public Finance, Procurement, and Contract Management

Co-Chair: Dr. Susannah Ali, MPA

Director Co-Chair: Dr. David Guo

The Certificate in Public Finance, Procurement and Contract Management is designed as a specialization for students interested in careers in budgeting, finance, purchasing, and contract management in the public and non-profit sectors. The certificate program will expose students to competencies in areas like contract and project management, public finance and the budgetary process, procurement and ethics, and legal aspects of procurement and public finance.

**Required Courses: (9 credits)**

PAD 6209	Financial Management in Public and Nonprofit Organizations	3
PAD 6855	Introduction to Public Procurement	3
PAD 6856	Contract and Project Management	3

**Elective Courses: (6 credits)**

PAD 5256	Public Economics and Cost Benefit Analysis	3
PAD 5460	Performance Management	3
PAD 6436	Professionalism and Ethics	3
PAD 6605	Administrative Law and Procedures	3
PAD 6710	IT and E-government	3
PAD 5934*	Contemporary Issues in Public Administration	3

PAD 6946	Internship	3
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Certificate in Urban Policy Innovations

Co-Chair: Dr. Susannah Ali, MPA

Director Co-Chair: Dr. Travis Whetsell

The Graduate Certificate in Urban Policy Innovations is designed to provide critical analytical and policymaking skills to public and nonprofit leaders and professionals. It prepares them to identify, analyze, and develop innovative policy solutions for urban issues and challenges in areas of, including but not limited to, housing, transportation, economic development, urban revitalization, sustainability and resilience, smart growth, social equity, law enforcement and crime, climate change, and health care. The certificate is devoted to developing the next generation of problem solvers, policy innovators, and public leaders. It provides professional training and career preparation for those seeking careers and advancements in the design, implementation, evaluation, and advocacy of public policies, as analysts, consultants, and elected officials in the local, state, and federal governments. Th which develops quality workforce in public policy, administration and management. This certificate program is open to degree seeking students only.

**Required Courses: (9 credits)**

PAD 5256	Public Economics and Cost Benefit Analysis	3
PUP 6006	Public Policy Analysis and Evaluation	3
PUP 6105	Urban Challenges and Policy Innovations	3

**Elective Courses: (6 credits)**

PAD 5043	Equitable and Inclusive Governance	3
PAD 5805	Economic Development and Urban Revitalization	3
PAD 6156	Applied Org Theory & Behavior	3
PAD 6205	Public Financial Management	3
PAD 6366	Policy & Program Implementation	3
PAD 6436	Professionalism & Ethics	3
PAD 6605	Administrative Law and Procedures	3
PAD 6717	GIS Applications for Urban Management	3
PAD 6807	Urban and Municipal Government Administration	3
PAD 6816	Regional and State Government Administration	3
PAD 6836	Development Administration	3

PUP 6015	Public Policy	3
URP 5426	Emergency Management and Planning	3
URP 6315	Introduction to Urban Planning and Growth Management	3
URP 6930	Special Topics in Urban and Regional Studies	3
PAD 5934*	Contemporary Issues in Public Administration	3
PAD 6946	Internship	3

### Certificate for MPA/Non-MPA Students: Certificate in Public Management and Civic Leadership

Co-Chair: Dr. Shaoming Cheng, MPA Director

Co-Chair: Dr. Howard Frank

This graduate certificate program provides students with a thorough understanding of the managerial concepts and techniques of public administration and is designed particularly for those who already have a professional field of specialization. The Certificate is designed for non-Master of Public Administration (MPA) students, although students who are admitted into this Certificate program may apply for admission to the MPA program. Current MPA students may not be admitted to this Certificate.

#### Required Courses: (15 credits)

PAD 6053	Political, Social, and Economic Context of Public Administration	3
PAD 6156	Applied Organization Theory and Behavior	3



PAD 6227	Public Finance and the Budgetary Process	3
PAD 6306	Policy Analysis and Planning	3
PAD 6907	Independent Study (as the certificate capstone)	3

## Student Classification and Internship

### Pre-Service vs. In-Service Students

At the time of admission, MPA students are grouped as Pre-Service and In-Service students based on their public and nonprofit work experience. In-Service students typically have three (3) or more years' public and nonprofit experience, at the analyst level or better. Clerical experience does not count for qualification of In-Service students. Private sector work experience does not count for an internship waiver either. All Executive MPA students are classified as In-Service students in light of their work experience admission requirement and are exempted from internship. In-Service students are exempted from internship, but they must complete required credit hours to graduate, specifically, 42 credits for Evening and Online MPA and 36 credits for Executive MPA.

All Pre-Service MPA students without sufficient public service experience at the time of admission are required to take the public internship course, PAD6946. They will have the opportunity to complete a 300-hour public service internship at a location and position level approved by the MPA Internship Faculty Supervisor. Before registering PAD6946, it is a student's responsibility to search and apply for internship opportunities and receive an internship offer.

An internship hold will be placed automatically every semester for all Pre-Service students after they have at least 18 credits. Students must discuss their internship plans and progress during MPA advising meetings and are encouraged to reach out to Mr. Dirk Hart, Program Manager, for further guidance.

In rare circumstances, the required internship may be waived, at the discretion of the MPA Program Director, for Pre-Service MPA students based on their exceptional public service achievements. Waiving the internship requirement does not equate to waiving required credit hours. Students who receive an internship requirement waiver must replace that course with an elective of their choosing. All MPA students must complete stipulated credit hours to graduate.

### Internship Responsibilities

Students are responsible for arranging their internships. Internship opportunities will be circulated via the MPA email listserv and posted on departmental social media accounts. Students seeking an internship should first choose an agency in the fields of public service, community engagement, and/or public policy making and then apply for an internship position. Discussing various options with MPA faculty and staff who can facilitate this process is

recommended. Please note that the application process for federal agencies may take a year or longer to complete. Students are encouraged to register at [USA Jobs](#) and receive daily notification of internship and job openings. Once a student obtains an internship offer, please complete a written Internship Proposal Agreement and submit it to Mr. Dirk Hart, MPA Program Manager at [dhart@fiu.edu](mailto:dhart@fiu.edu) for review. Upon departmental approval, the student will be granted permission to enroll in PAD6946 Internship Course for academic credits. More information regarding the MPA program's internship requirement and PAD 6946 can be found on the program's [Professional Development](#) page.

## Public Internship Course

The purpose of the public internship course, PAD6946, is to enable students to develop a more comprehensive view of the practice of public administration by translating academic knowledge into real world practice. Students will gain supervised work experience in public or nonprofit organizations, involving a variety of professional job duties depending on the agency and/or position. Students who successfully complete a 300-hour internship during a semester, equivalent of 20 hours per week for 15 weeks, can receive three (3) credits for the internship course. Internship course credits will be counted towards the MPA degree and certificate requirements. Internships may be paid or unpaid and credits may not be awarded retroactively. Students may not apply for internship course credits for work performed at some previous time.

All Pre-Service MPA students are required to take the public internship course. An internship hold will be automatically placed in student accounts every semester for all Pre-Service students. Failure to fulfill the internship requirement will result in delays in graduation. To be eligible for the internship course, the student:

- Must be in good academic standing (minimum 3.0 overall GPA)
- Successful completion of at least eighteen (18) credit hours of MPA coursework at FIU, including the introductory course in public administration (PAD6053) and approval of the MPA Program Manager and Internship Faculty Supervisor
- Must provide a written agreement from the agency describing the internship duties and responsibilities. The public internship MUST have a management or research component (cannot be a clerical position)

## MPA Alumni Mentorship/Internship Program

Current MPA students will have access to a robust network of alumni who are eager and willing to meet you and share their professional expertise and personal experience. Participating MPA students will be matched to alumni mentors based on shared professional interest and area of expertise, career goals and mutual availability. A formal mentoring relationship typically lasts for one academic semester, but both student mentees and alumni mentors are encouraged to stay connected after completing the formal mentorship program. MPA student mentees and alumni mentors should develop a mentoring plan and assess accomplishment of the mentoring plan. Throughout the semester, MPA student mentees are expected to meet at least once per month with their mentors by phone, email, or in person. To participate and/or for inquiries, please contact Dr. Nicki Fraser ([nfraser@fiu.edu](mailto:nfraser@fiu.edu)).

A mentoring relationship may be expanded to an alumni internship program, when student

mentees are supervised by alumni for at least 300 hours in one semester at the level of analyst or better. Typical MPA internship requirements and expectations apply.

### MPA Student Leadership Internship with ICMA Credentialed Managers

In collaboration with the International City/County Management Association (ICMA), the MPA program has developed the Student Leadership Internship Program for FIU MPA students. Student leadership interns will work directly and closely with ICMA Credentialed Managers and shadow their schedules in all facets of governmental operations. They will learn the foundations and best practices of local government operations in accordance with ICMA's mission to advance professional local government through leadership, management, innovation, and ethics. Student leadership interns are eligible to register for the public internship course and receive three credits upon successfully completing the Student Leadership Internship Program.

The Student Leadership Internship Program serves as a fast-track career development pathway. It is open to both Pre-Service and In-Service students. Pre-Service students who successfully complete 300 hours within a semester will fulfill the internship requirement and are eligible to receive three credits of the internship course PAD 6946. In-Service students may choose to participate in the Student Leadership Internship Program with or without registering for the internship course PAD 6946. In-Service students who elect not to sign up for the internship course PAD 6946 will not earn credits towards their graduation.

To be eligible for the Student Leadership Internship Program, the student:

- Must be in outstanding academic standing (minimum 3.5 overall GPA)
- Must be an active member of the FIU student chapter of ICMA (ICMA@FIU), in good standing. To join, please contact Dr. Amanada D. Clark ([amaclark@fiu.edu](mailto:amaclark@fiu.edu))
- Preference will be given to applicants who are an active member of the Phi Alpha Alpha Honors Society (PAA@FIU). To join, please contact Dr. Nicki Fraser ([nfraser@fiu.edu](mailto:nfraser@fiu.edu))
- Successful completion of at least eighteen credit hours of MPA coursework at FIU, including the introductory course in public administration (PAD 6053) and approval of the Career Development Coordinator and Internship Faculty Supervisor

### Accelerated MPA Degree Pathways for Undergraduate Students

The MPA program offers two types of accelerated degree pathway allowing qualified undergraduate students to be admitted into the MPA program and to take up to four courses (12 credits) towards their respective Bachelor's and MPA degrees. One is the Combined BPPS/MPA Pathway specifically for students in the Bachelor of Public Policy and Service (BPPS) program, while the other is the Accelerated 4+1 Degree Pathway for undergraduate students from other disciplines and degree programs.

Both the "Combined" and "4+1" pathways have the same admission and completion requirements. Either allows qualified students to earn both their Bachelor's and MPA degrees in a shorter amount of time than typically required for earning degrees sequentially. A student admitted to an Accelerated MPA Degree Pathway will be considered to have undergraduate status until the student applies for graduation from their bachelor's degree program. Upon

conferral of the bachelor's degree, the student will be granted graduate status and be eligible for graduate assistantships.

Students admitted into either Accelerated MPA Degree Pathway should take up to four MPA courses (12 credits) from the listed below toward satisfying both their Bachelor's and MPA degree requirements:

- **PAD 6053: Political, Social and Economic Context of Public Administration** must be taken within *the first two semesters* after a student is accepted into an MPA Degree Pathway.
- Students may select at least two of the following courses to be double counted (students may select three courses):
  - **PAD 6227: Public Finance and the Budgetary Process**
  - **PAD 6306: Policy Analysis and Planning**
  - **PAD 6417: Human Resource Policy and Management**
  - **PAD 6434: Leadership and Decision-making**
  - **PAD 6701: Quantitative Methods in Public Administration**
  - **PAD 6726: Applied Research Methods for Accountability in Public and Non- Profit Organizations**
  - **PAD 6718: Smart Governance**
- If only two courses are selected from the above list, students may select one additional graduate-level course to be double counted. The course must have a course number of 5000 or higher and have a prefix of PAD, PUP, URP or URS.

Students in the MPA Degree Pathway should consult their undergraduate advisor regarding substitutions of the courses mentioned above for undergraduate courses in their program. **Students must pass graduate courses with a grade of B or higher to count them toward their MPA degree.** Students accepted into either MPA Degree Pathway must fulfill all the MPA requirements to receive their MPA degree.

## MPA Program Requirements

### Acceptance of MPA Admission

All applicants who are offered admission into the MPA program should confirm their acceptance of MPA admission and acknowledge MPA program requirements. They should download and sign an acknowledgement letter and return it via email to MPA Program Coordinator, Ms. Sara M. Suarez ([sarsuare@fiu.edu](mailto:sarsuare@fiu.edu)), before the first MPA advising meeting. Failure to sign and return the acknowledgement form may result in losing your admission offer and/or delays in class registration.

### Advising

All Evening and Online MPA students are required to complete an advising meeting before the start of their first semester to discuss course registration and program requirements. Onward, courses are locked for permission and students are enrolled in courses that are aligned with the course map after discussing their course options and course load with the program coordinator.

Evening and Online MPA students can schedule their advising appointments by contacting MPA Program Coordinator, Ms. Sara M. Suarez (sarsuare@fiu.edu). Executive MPA students are automatically enrolled in their courses, as per their cohort and can consult the Program Manager, Mr. Dirk Hart (dhart@fiu.edu) for any additional questions.

All questions and/or issues pertaining to class registration should be discussed and resolved during advising meetings.

### Change of MPA Subplan

Any MPA student may request to change his/her MPA subplan, for example, from Evening MMC to Fully Online MPA by completing a change of degree form and submitting the request to the MPA Program Coordinator. Please find the application form by downloading the [Change of Graduate Degree Form](#). If approved, the change of MPA subplan will be in effect in the subsequent semester of the semester when an application is filed and approved. Therefore, the change of MPA subplan cannot be requested in the semester when a student is expected to graduate.

### Credit Transfer into FIU MPA

Students may request transfer of up to six (6) graduate-level credits beyond a bachelor's degree toward their MPA degree. Graduate credit transfer is subject to approval of the MPA Program Director. Transferred credits may only substitute FIU MPA elective courses; no course substitution for FIU MPA core courses.

#### Requirements for Graduate Credit Transfer:

- The student received a grade of 3.0 or better on a 4.0 scale (B or above).
- The course was taken at FIU or an accredited institution.
- The course must be relevant, as judged by the MPA Program Director, to the MPA program.
- The course must be listed on an official transcript sent to the University Graduate School Admissions Office by the institution where the course was taken.
- The completion date must be no longer than six years at the time of graduation with the FIU MPA degree.

### Course Registration according to MPA Tracks

Students are admitted into the MPA program by MPA tracks, specifically, Evening MPA at MMC, Fully Online MPA, and Executive MPA. Students are required to take courses according to their respective MPA tracks when available.

Evening MMC MPA students are encouraged to take as many of the nine (9) core courses in person as possible. If scheduling conflicts occur, please consult the MPA Program Coordinator to discuss alternatives. MMC students can choose either in-person or fully online elective courses. When choosing fully online courses, MMC MPA students will be put on a wait list pending space availability after Fully Online MPA students have completed class registration.

Fully Online MPA students should take all courses online, and Executive MPA students should

take all courses scheduled for the executive track.

## Incomplete Grade

An incomplete grade (IN) is a temporary symbol given at the discretion of the instructor for work not completed due to serious interruption, not caused by the student's own negligence. An IN grade indicates that only a small portion of the required coursework remains to be completed. It may be granted after a satisfactory explanation has been given to the instructor for the student's inability to complete the required work. The conditions of the Incomplete grade must be detailed in writing, signed by the student and instructor, and submitted to the MPA Program Director prior to recording the IN grade.

Students receiving an incomplete grade must complete the appropriate coursework within two semesters (including summer). If coursework is not completed in this time frame, the incomplete grade (IN) will automatically default to a failing grade (F). Students should not re-enroll in the same course to make up the Incomplete grade.

If a student receives an Incomplete grade and has applied for graduation at the end of the term, he or she must resolve the Incomplete grade prior to the conferral of the degree. The Graduation Office begins to confer degrees on the day grades are released and continues within the timeframe given to them by the State of Florida. If the student does not complete the Incomplete within the established timeframe, the student's graduation will be denied, and he or she will need to apply for graduation for the following term. Students must be actively enrolled in a graduate level course in order to apply for graduation.

## Professional Development Attendance

Each MPA student is required to attend at least one professional development activity or event each semester. Students are encouraged to attend more as their schedules permit. Students are also encouraged to become involved in committees of professional and/or civic-minded organizations and attend professional meetings and conferences in public administration, policy, and affairs. If in doubt about whether a meeting or event qualifies as a professional development activity, please verify in advance with the MPA Advisor.

The activities and events should be documented by the student and reviewed during semesterly advising meetings. The professional development reporting form is available in the Appendix. Students are responsible for tracking and reporting any discrepancies to ensure all completed activities meet MPA program requirements.

## Academic Warning and Probation

To remain in good academic standing, MPA students must maintain a graduate GPA of 3.0 or higher.

- Any MPA student whose cumulative graduate GPA falls below a GPA of 3.0 will be placed on **academic warning**, indicating academic difficulty.



- Any MPA student on academic warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on **academic probation**, indicating serious academic difficulty.
- Any MPA student on academic probation whose cumulative and semester GPAs fall below 3.0 will be **automatically dismissed** from the MPA program and the University. The dismissed student has ten working days to appeal the dismissal decision.

Any MPA student under academic warning and/or academic probation must meet with the MPA advisor and the MPA Program Director to develop an academic improvement plan.

### Application for MPA Graduation

All students must apply for graduation in the semester they expect to complete MPA required credit hours. Students should initiate their graduation applications via the MyFIU Portal under the academics tab. Be sure to stay up to date with FIU's [Academic Calendar](#) on important dates and deadlines. Please also visit Commencement [at FIU](#) for updates regarding the commencement ceremony.

### Dismissal from FIU MPA

MPA students are dismissed if they meet any of the following conditions:

- Fail to register a course for three consecutive semesters,
- Have a GPA that falls below 3.0 and remains below 3.0 for two consecutive semesters,
- Violate the FIU [Student Conduct and Honor Code](#) and are found responsible for academic misconduct.

### Readmission into FIU MPA

A dismissed MPA graduate student must wait at least one year after dismissal before applying for readmission. If readmitted, the student must follow the MPA requirements at the time of readmission. MPA students who are dismissed because of poor academic performance or academic misconduct will not be readmitted. No exception will be granted.

## MPA Student Life and Resources

### MPA Scholarships

Students can find more information regarding university-wide scholarship opportunities by visiting [FIU's Office of Scholarships](#).

Three scholarship opportunities are available to MPA students. For scholarship eligibility and application requirements, please visit Scholarships.

- **Mayor Henry Milander Public Service Scholarship.** The Mayor Henry Milander Public Service Scholarship was established in 1983 in honor of long distinguished contributions of Mr. Henry Milander, legendary Mayor of the City of Hialeah, in community leadership and public management.
- **Anne Ackerman Public Service Scholarship.** In 1989, the Forum of North Dade established the Anne Ackerman Public Service Scholarship in honor of the memory and contributions of Anne Ackerman to public service in South Florida.

#### Public Administration Student Emergency Fund

The Public Administration Student Emergency Fund is available to Public Administration Students who are facing a financial hardship and cannot reasonably resolve this hardship through their assistantship/fellowship, loans, and/or personal resources. The maximum amount awarded to a student is \$500.

Hardships covered by the Fund (not an exhaustive list) include:

- Medical expenses (a sudden health emergency)
- Death in the family or other family emergency
- Loss of a job or unexpected loss of income
- Risk of eviction
- Costs related to replacing belongings due to a natural disaster

Hardships not covered by the Fund are:

- Tuition, fees, health insurance
- Book expenses
- Study abroad or travel costs
- Non-essential utilities (e.g., cable)
- Costs for entertainment or recreation

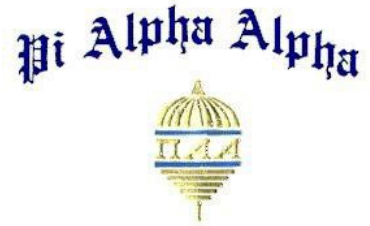
Eligibility criteria for the Fund include the following:

- The student is enrolled in an undergraduate, master's or doctoral level program in the Department. Although priority will be given to full-time students, part-time students are also eligible,
- The student is making satisfactory academic progress,
- The financial emergency is taking place while the student is enrolled at FIU (exceptions can be made for students on medical leave of absence),
- The student is experiencing a financial emergency that may impede his/her academic progress.

There is no deadline for applying for the Fund. Each case will be considered on its own merits by a committee composed of faculty, staff and/or students. The Fund is limited. Therefore, the students will be assisted on a first-come, first-serve basis. Students should complete the [application form](#) and submit it to Dr. Emel Ganapati ([ganapat@fiu.edu](mailto:ganapat@fiu.edu)).



## Pi Alpha Alpha Honor Society FIU Student Chapter (PAA@FIU)



Pi Alpha Alpha (PAA) is the National Honor Society for Public Affairs and Administration. The purpose of the honor society is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration. The society seeks to promote advancement of quality in the education and practice of the art and science of public affairs and administration. PAA fosters integrity, professionalism and effective performance in the conduct of government and related public service activities. PAA membership identifies those with the highest performance levels in educational program preparing them for public service careers. To apply, please visit [PAA@FIU](#). Faculty Advisor of PAA@FIU is Dr. Nicki Fraser [nfraser@fiu.edu](mailto:nfraser@fiu.edu).

PAA membership is open to undergraduate and graduate students in schools of public affairs and administration, faculty, alumni, public officials and scholars who have made significant contributions to the field. MPA students must meet the following criteria:

- Completed at least of eighteen (18) credit hours
- Hold a minimum 3.7 GPA

## International City/County Management Association FIU Student Chapter (ICMA@FIU)

The mission of the International City/County Management Association (ICMA) mission is to create excellence in local governance by developing and fostering professional management to build better communities. ICMA@FIU Student Chapter also aspires to introduce student members to existing local governance structures, leaders, and initiatives that are of distinction. ICMA Student Chapters are part of ICMA's Next Generation Initiatives. Faculty Advisor of ICMA@FIU is Dr. Amanda D. Clark, [amaclark@fiu.edu](mailto:amaclark@fiu.edu).

ICMA@FIU membership is open to all FIU undergraduate and graduate students, particularly students interested in local government and management. To be a member of ICMA@FIU, please open an FIU Orgsync account by going to PantherConnect and search for International City/County Management Association at Florida International University in order to join. Membership is free. Please visit our [ICMA at FIU](#).

## Student Representatives to the MPA Program Committee

All current MPA students in good academic standing are invited and encouraged to serve as student representatives to the MPA program committee. Call for nominations is typically sent out via the MPA email listserv in Fall semesters. Self-nominations are welcome. Student representatives will be involved in all facets of MPA program operations and provide guidance and feedback on behalf of all MPA students. Time commitment is moderate, involving monthly committee meetings with reasonable reading of program documents and/or reports. To know more about current student representatives and related opportunities, please contact MPA Program Coordinator, Ms. Sara M. Suarez ([sarsuarez@fiu.edu](mailto:sarsuarez@fiu.edu)).

## FIU University Requirements and Resources

### Tuition and Fees

Florida residents are eligible for in-state tuition and students employed by the State of Florida may qualify for a [State Employee Tuition Waiver](#). The MPA program also accepts the FIU Employee Tuition Waiver. For more information regarding FIU's tuition and fees, please visit the [Office of Student Financials](#) to use the online [Tuition Fee Calculator tool](#).

### Time Limits for Graduate Degree Completion

MPA students must complete their degree requirements within six (6) years. All coursework used to meet degree requirements, including credits transferred to FIU MPA program, must be completed within six years prior to degree conferral. An approved leave of absence does not affect the time limits for degree completion.

### Student Conduct and Academic Integrity

Any student can report Student Conduct violations and Honor Code violations (Academic Misconduct), whether these behaviors occur inside or outside of the classroom setting. To know more about the Student Conduct and Honor Code and report an issue, please visit <https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/>.

### Use of Artificial Intelligence (AI)

You must be honest in all academic work, consistent with the academic integrity policy outlined in the [Code of Student Conduct Links to an external site](#), and any additional syllabus language. **All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and/or unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism.** Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism.

If you are unsure whether something may be plagiarism or another form of academic dishonesty, please get in touch with your course professor(s) to discuss the matter as soon as possible.

### Reporting Discrimination, Harassment and Sexual Misconduct

FIU complies with Title IX and strives to create and maintain an education and employment environment that is fair and equitable to each university community member. Anyone who experiences or witnesses discrimination, harassment or sexual misconduct in connection with academic, educational, extracurricular, athletic, and other programs of the University is urged to report the incident, whether it takes place on or off campus. At FIU, such behaviors are not

tolerated and are prohibited both by law and by University policy.

FIU is committed to providing a campus climate free from illegal discrimination and/or harassment. Anyone within our campus community that has witnessed or experienced sexual harassment, discrimination, or any form of sexual violence can speak to a Title IX Coordinator of the Office of Inclusion, Diversity, Equity, & Access, <https://dei.fiu.edu/toolbox/title-ix/>. Alternatively, anyone can file an anonymous complaint using the Ethical Panther Hotline at <https://fiu.i-sight.com/portal> or by calling 1-888-520-0570 (24 hours a day, 365 days a year). Please be advised that the Hotline service is not to be used in case of emergencies or as a substitute for contacting law enforcement. If you are facing an emergency, a crime or threat to property is in progress, or you believe someone is facing a threat of imminent danger or bodily harm, please contact the police or emergency responders immediately.

Conduct prohibited by Title IX may also implicate other state or federal laws. Making a complaint to the Title IX Coordinator does not replace the complainant's right to pursue other options or remedies under the law, nor does it satisfy any timeliness requirements for asserting a claim under state or federal law.

## Academic Grievance

Charges of Academic Grievance may be brought against a faculty member, committee, or department chair by a student. For more info, <https://studentaffairs.fiu.edu/get-support/academic-grievances/index.php>. The student must meet with the faculty member, chair, or dean to settle the grievance informally via open and transparent communication processes. After all means of informal resolution have been exhausted, the student can proceed to file a Formal Academic Grievance. Please find academic grievance policy and procedure at <https://policies.fiu.edu/files/739.pdf>.

The academic grievance policy and procedure do not address sexual harassment issues or discrimination based on age, sex, sexual orientation, religion, race, marital status, national origin, or disability. The Equal Opportunity Programs (EOP) Office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act.

## Opportunities for MPA Alumni

### MPA Advisory Board

MPA alumni are invited and encouraged to participate in the MPA advisory board. The advisory board provides guidance to operations of the MPA program. Time commitment of board members are moderate, involving no more than two meetings a year. To know more about current board members, please visit <https://mpa.fiu.edu/about-us/mpa-advisory-board/>.

### MPA Alumni Mentorship/Internship Program

MPA alumni will have opportunities to share their professional and personal experience and expertise with current students. Participating MPA alumni will be matched to student mentees

based on shared professional interest and area of expertise, career goals and mutual availability. A formal mentoring relationship typically lasts for one academic semester, but both student mentees and alumni mentors are encouraged to stay connected after completing the formal mentorship program. MPA student mentees and alumni mentors should develop a mentoring plan and assess accomplishment of the mentoring plan. Throughout the semester, MPA student mentees are expected to meet at least once per month with their mentors by phone, email, or in person. To participate and/or for inquiries, please contact Dr. Nicki Fraser ([nfraser@fiu.edu](mailto:nfraser@fiu.edu)).

A mentoring relationship may be expanded to an alumni internship program, when student mentees are supervised by alumni for at least 300 hours in one semester at the level of analyst or better. Typical MPA internship requirements and expectations apply.

### Giving to the Students

The MPA program and the Department offer various opportunities to MPA alumni to give back and make lasting impacts on enhancing students' academic experience and nurturing the next generation of public servants and leaders. Your contribution--of any size--will help us impact the lives of many students. We truly appreciate your consideration and generosity.

All donated funds may be eligible for tax deduction and are fiduciarily managed by the FIU Foundation, a 501c(3) nonprofit organization. 100% of all available funds will be used towards established purposes benefiting our students. Here are existing funds:

- **Public Administration Student Emergency Fund.** The PA Student Emergency Fund is available to Public Administration Students who are facing a financial hardship and cannot reasonably resolve this hardship through their assistantship/fellowship, loans, and/or personal resources.
- **Ramon Sanchez Student Enrichment Fund.** The purpose of the Ramon Sanchez Student Enrichment Fund is two-fold: 1) to honor the legacy of Mr. Ramon Sanchez, a long-time adjunct in the Department of Public Administration, who tragically died from injuries sustained in a car accident in January 2012; and 2) to fund lectures and other events that strengthen our PA students' and alumni experiences.

Let us together help our students dream, inspire and achieve their goals. Give now! You can choose any of the following means to donate and contribute. Please reach out to the MPA Program Director for questions and/or technical difficulty.

- [Payroll Deductions](#)
- [Pay Directly with Credit Card](#)
- [Download Pledge Form](#)

### Public Service Distinguished Alumni Award

The Public Service Distinguished Alumni Award is to celebrate alumni of the Department of Public Policy and Administration who have demonstrated excellence and leadership in public service and have made significant societal contributions to residents, communities, and the

public service profession. Award honoree(s) will be selected every year and an award ceremony and reception will be held annually in the Fall preceded by the Department's New Student Orientation.

Nominations are solicited from faculty, staff, students, alumni, advisory board members, and community stakeholders for the Public Service Distinguished Alumni Award. Self-nominations are welcome and will be accepted. The annual deadline for nominations is June 30. Please submit nominations and supporting documents to Mr. Dirk Hart, [dhart@fiu.edu](mailto:dhart@fiu.edu).

**Eligibility and Criteria:**

- Must be a graduate of the Bachelor, Master, or Ph.D. program of the Department of Public Policy and Administration or its predecessor academic units. The Department of Public Policy and Administration was named as the School of Public Administration and the Department of Public Administration at different points of time. All graduates are eligible.
- An up-to-date resume demonstrating a record of distinguished professional achievements, outstanding scholarship, and/or exceptional leadership in local, state, national or international governance.
- A nomination letter signifying exceptional community service in support of advancement and continued excellence of FIU and the Department.
- Must demonstrate a commitment to maintaining a lifelong relationship with FIU and the Department through active outreach, community engagement, and alumni activities.

## Appendices

Appendix A: Full-Time Semester Plan

**FULL TIME**

**Suggested MPA Semester Plan**

	<b>Evening MMC MPA Starts in Fall Semester</b>	<b>Fully Online MPA Starts in Fall Semester</b>	<b>Fully Online MPA Starts in Spring Semester</b>
<b>1<sup>st</sup> semester</b>	PAD6053 PAD6726 Elective	PAD6053 PAD6701 PAD6417	PAD6053 PAD6227 PAD6726
<b>2<sup>nd</sup> semester</b>	PAD6417 PAD6701 PAD6306 Online	PAD6227 PAD6726 Elective	Elective in summer Elective in summer
<b>3<sup>rd</sup> semester</b>	Elective in summer	Elective in summer	PAD6417 PAD6701 Elective
<b>4<sup>th</sup> semester</b>	PAD6434 PAD6227 Elective	PAD6306 PAD6718 Elective	Elective PAD6434 PAD6306
<b>5<sup>th</sup> semester</b>	PAD6056 PAD6718 Elective	PAD6056 PAD6434 Elective	Elective in summer
<b>6<sup>th</sup> semester</b>	Elective in summer	Elective in summer	PAD6718 PAD6056

Note: A total of 14 courses (42 credits) are required by the MPA program

Appendix B: Part-time Semester Plan

**PART TIME**

**Suggested MPA Semester Plan**

	<b>Evening MMC MPA Starts in Fall Semester</b>	<b>Fully Online MPA Starts in Fall Semester</b>	<b>Fully Online MPA Starts in Spring Semester</b>
<b>1<sup>st</sup> semester</b>	PAD6053 PAD6726	PAD6053 PAD6701	PAD6053 PAD6227
<b>2<sup>nd</sup> semester</b>	PAD6417 PAD6701	PAD6227 Elective	Elective in summer
<b>3<sup>rd</sup> semester</b>	Elective in summer Elective in summer	Elective in summer	PAD6417 PAD6701
<b>4<sup>th</sup> semester</b>	PAD6434 PAD6227	PAD6417 PAD6718	PAD6726 PAD6306
<b>5<sup>th</sup> semester</b>	PAD6718 Elective	PAD6434 PAD6726	Elective in summer
<b>6<sup>th</sup> semester</b>	Elective in summer	Elective in summer	PAD6718 Elective
<b>7<sup>th</sup> semester</b>	PAD6306 Elective	PAD6306 Elective	PAD6434 Elective
<b>8<sup>th</sup> semester</b>	PAD6056 online	Elective PAD6056	Elective in summer PAD6056

Note: A total of 14 courses (42 credits) are required by the MPA program



### Appendix C: MPA Student Advising Checklist

1. Advising hold will be put in automatically each semester, so MPA students must meet their advisors at least once per semester
2. Course selection
  - a. Core courses (9 in total, 27 credits)
    - i. 6053 first semester, 6056 last semester
    - ii. 6701 should be taken before 6726
    - iii. Offered in bands
    - iv. Course schedule at a glance, can be downloaded at [mpa.fiu.edu](http://mpa.fiu.edu) – [MPA Course Schedule Plan](#).
  - b. Electives (5 in total, 15 credits)
    - i. Choose electives strategically around a certificate
    - ii. Apply for a certificate early, for dept. course planning and offering purpose
    - iii. Certification application must be submitted to FIU graduate school at least one semester before graduation
    - iv. How to apply? Submit the [Graduate Certificate Application](#) via email to MPA Program Coordinator, Sara M. Suarez ([sarsuare@fiu.edu](mailto:sarsuare@fiu.edu))
3. Internship
  - a. Can start internship after 18 credits
  - b. Internship opportunities sent via emails
  - c. Mr. Dirk Hart ([dhart@fiu.edu](mailto:dhart@fiu.edu)), Career development coordinator
  - d. Contact Dr. Shaoming Cheng ([scheng@fiu.edu](mailto:scheng@fiu.edu)) if internship waiver is requested
4. Professional development attendance
  - a. Once per semester
  - b. Both online and MMC students
  - c. Sign-in sheet or selfies/pics with the banner/logo of the event
  - d. Example professional development events
    - i. SF ASPA luncheon, SF ASPA conferences, ASPA related meetings
    - ii. ICMA@FIU, AGA@FIU, and PAA meetings and activities
    - iii. Internship/job fairs and workshops
    - iv. Other events
5. Career development and advancement
  - a. Job search
  - b. Recommendation letters

