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COLLEGE OF CHARLESTON FACILITIES

PROGRAM OF STUDY

ADDITIONAL USEFUL LINKS
WELCOME TO THE COLLEGE OF CHARLESTON MPA PROGRAM

Welcome to the MPA Program at the College of Charleston. We are very pleased that you have selected the College of Charleston and are confident the mutual learning that will take place throughout your time in the program will provide benefits for all. From its inception over 30 years ago until the fall of 2012, the MPA program was a joint program with the University of South Carolina. The program has enjoyed autonomous, stand-alone status for the past six academic years and was fully reaccredited by NASPAA in 2015. Structurally, the MPA Program is housed within the Department of Political Science in the School of Humanities and Social Sciences.

Our program faculty are committed to excellence in education, experiential learning, and the kind of collaboration that makes an essential difference in the work of the leaders and agencies that serve the Lowcountry. Moreover, our strong affiliation with the Joseph P. Riley Center for Livable Communities means that, through the Center, faculty, staff, and student expertise are leveraged to support the economic and cultural vibrancy of the City of Charleston and other communities throughout South Carolina. As a result, our students have multiple opportunities to participate in exceptional professional education experiences through our partnership with the Riley Center as well as through applied research projects in the classroom; various internships and applied learning experiences; and through connections with alumni and other leading professionals through sponsored events, guest speakers, and professional associations such as the Southeast Chapter of Public Administration (SECOPA) and the American Society for Public Administration (ASPA). Being in at the College of Charleston offers you outstanding opportunities to engage in the important work of the public service and civic life in the region.

The program office is located at 14 Coming Street. Dr. Judith Millesen is the MPA director. Her email is millesenjl@cofc.edu and her telephone number is 843.953.6697. Ali Titus, Program Coordinator and Community Assistance Program Director, is also available to answer specific questions about the MPA program; her telephone number is 843.953.6690; and her email is abtitus@cofc.edu.

MPA program faculty and staff are here as a resource for you as you embark on an educational experience that will prepare you for an exciting future, whether you are building the foundation for a new career or charting the path to the next stage of your current career. We hope you will find our program exciting, engaging, and challenging and we look forward to our collective work. In addition, we hope that this is just the beginning of a long and mutually beneficial relationship you will forge with the program and the College. There will be plenty of opportunities for you to stay engaged with our work once you have graduated. You might consider guest speaking in a class, offering a workshop, hosting an intern, or something else all-together. The bottom line is that we hope you will stay engaged. Congratulations on entering the MPA program and joining the College of Charleston!
COLLEGE OF CHARLESTON MPA PROGRAM MISSION

The mission of the MPA Program at the College of Charleston is to prepare public service leaders. Upon graduation our students will have the ability to think critically and creatively about public issues; the dedication and capacity to serve a diverse community; and the skills to enter a professional position in a public organization. Our program provides the academic and applied skills necessary for upward mobility in the public service sector. To accomplish this mission, our program provides the following:

- A rigorous core curriculum that combines applied learning with an examination of the theoretical underpinnings of public service and provides concentrated areas of study in arts management, environmental policy, nonprofit management, and urban and regional planning;
- An environment that nurtures a commitment to public service;
- Opportunities to support collaboration and the creation of partnerships among communities and public service organizations.

STRATEGIC GOALS

As part of its strategic planning process, the MPA program has adopted six inter-related strategic goals.

Goal 1: Prepare outstanding public service leaders.
Goal 2: Continue and enhance the program’s connections to the community and the opportunities of students, faculty, and staff to contribute to the well-being of the region.
Goal 3: Demonstrate faculty excellence in teaching, scholarship, and outreach and professional service.
Goal 4: Demonstrate excellence in student support activities.
Goal 5: Build and sustain the program’s administrative and governance capacity.
Goal 6: Continue to foster and promote a welcoming environment for all students, staff and faculty that values and strengthens the diversity of the program.

PUBLIC SERVICE VALUES

The public service values emphasized by our program are reflected in our mission, goals, curriculum, and program activities. The MPA Program advances:

**Democratic Values**: public administration professionals must respect the rule of law as they contribute to their organization's efforts to serve the public interest and the expectations of the public and its representatives.

**Professional Values**: public administration professionals must serve with competence, excellence, efficiency, objectivity, and impartiality.

**Ethical Values**: public administration professionals must act at all times in ways that uphold the public trust.

**Social Justice Values**: public administration professionals' exercise of authority and responsibility must be dictated by respect for human dignity, fairness, and social equity.
STUDENT LEARNING COMPETENCIES
The MPA program at the College of Charleston is fully accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). To that end, we have adopted the recommended five core competencies and implemented a competency-based curriculum so that when our students graduate from the MPA Program, they will have demonstrated the knowledge, skills, and attitudes for career success in public and nonprofit administration. Specifically, our students should hold the program accountable to ensuring student learning and professional preparedness in the following five core competencies:

- Lead and manage in public governance;
- Participate in and contribute to the public policy process;
- Analyze, synthesize, think critically, solve problems, and make decisions;
- Articulate and apply a public service perspective; and
- Communicate and interact productively with a diverse and changing workforce and citizenry.

ADMISSION REQUIREMENTS AND ACADEMIC POLICIES
All incoming graduate students are expected to have had previous course work in the social sciences, business administration, or public policy. Generally, a minimum of six undergraduate classes or the equivalent is expected, although exceptions can be made for those with coursework in closely related fields or with practical political or administrative experience.

Graduate students are expected to maintain a cumulative grade point average of 3.0, or a "B" average. Regular degree seeking students whose GPAs fall below 3.0 will be placed on academic probation. Students who are on probation must raise their averages to a satisfactory level (3.0 or better) upon the completion of three additional courses, or within one calendar year from the date they were placed on probation. A student who fails to make this progress will be withdrawn from the program. Students receiving three grades below the grade of "B" or one grade of "F" in their program will be withdrawn from the College and will not be allowed to reapply to their programs for one calendar year.

Those who are conditionally admitted into the program must earn the grade of “B” or better in each course taken during their first twelve hours. Failure to meet this requirement will result in dismissal from the program. Calculation of the GPA for purposes of establishing your standing in the program will only include classes taken after you have been conditionally admitted (this excludes courses taken as a non-degree student). In addition, nine of the first twelve semester hours will be restricted to core courses.
Faculty and Staff

LaTasha Chaffin-DeHaan, Assistant Professor, Ph.D., M.A., Western Michigan University
LaTasha Chaffin-DeHaan joined the College of Charleston in August 2013. Her teaching and research interests are in the field of American Politics with a particular emphasis on examining public policy and bureaucratic outcomes and their impacts on diverse and vulnerable populations. Her research interests extend to U.S. and comparative social welfare policy, judicial policy and state and local politics and policy. She offers courses in the undergraduate and graduate programs in American Government, Public Administration, American Public Policy, US Political Economy and Human Resource Management. Her work appears in the Journal of Public Policy, Politics and Policy and The Journal of Race and Policy. Dr. Chaffin-DeHaan can be reached at chaffinly@cofc.edu or 843.953.1036

Gerald Gordon, Instructor and Riley Fellow, PhD Catholic University of America
Jerry Gordon is the former president and CEO of the Economic Development Authority in Fairfax County, Virginia. He has also worked for Arlington County, Virginia, and the United States Department of Labor. Dr. Gordon was instrumental in creating the Emerging Business Forum and bringing the 1998 World Congress on Information Technology to Fairfax County. He has taught at Catholic University, the University of Maryland, George Mason University, and Virginia Commonwealth University; and consulted with city and state governments throughout the United States and around the world, as well as the governments of Poland, the island of Vieques in Puerto Rico, and Micronesia. Dr. Gordon is the author of 12 books on strategic planning and economic development. In the last decade Dr. Gordon has chaired the boards of the Fairfax Symphony, the Arts Council of Fairfax County, the Foundation for Fairfax County Public Schools and the George Mason University Honors College. He also has served on the board of the International Economic Development Council and is a Fellow Member and Honorary Life Member of the organization. Dr. Gordon can be reached at ggordon1950@yahoo.com

Gibbs Knotts, Professor and Political Science Department Chair, Ph. D., M.A. Emory University
Gibbs Knotts joined the Department of Political Science as Department Chair in 2012. He teaches undergraduate courses in American politics and graduate courses in the public administration program. He has published works on political participation, southern politics, public administration, and the scholarship of teaching and learning. His most recent book is The Resilience of Southern Identity: Why the South Still Matters in the Minds of Its People (University of North Carolina Press, 2017). He received the College of Charleston’s Distinguished Research Award in 2017. Prior to arriving at the College of Charleston he worked at Western Carolina University where he served in a variety of administrative roles including MPA Director, Graduate School and Research Associate Dean, Political Science and Public Affairs Department Head, and College of Arts and Sciences Interim Dean. Dr Knotts can be reached at knottshg@cofc.edu or 843.953.6792
**Judith Millesen, Professor and MPA Director, PhD University at Albany**

Dr. Millesen joined the College of Charleston in January 2018 as the MPA Director. With more than 20 years of experience in many aspects of nonprofit administration including strategic planning and management, meeting facilitation, and board development. Her research focuses on making a strong link between theory and practice and is focused on nonprofit administration and capacity building in the sector with special interests in board governance and community philanthropy. Dr. Millesen can be reached at millesenjl@cofc.edu or at 843.953.6697

**Matthew Nowlin, Assistant Professor, Ph.D. University of Oklahoma**

Matthew Nowlin has been at the College of Charleston since August of 2013. His research and teaching interests are in Public Policy with a particular interest in the policymaking process, environmental policy, and energy policy. He teaches courses in American Government, Public Policy, and Environmental Policy. Dr. Nowlin current research is focused on how policy issues are defined; and linkages between public policy and public opinion. In addition, his work addresses substantive questions in climate change and used nuclear fuel politics and policy. His work has appeared in *Policy Studies Journal, Risk Analysis, Social Science Quarterly, and Weather, Climate, and Society*. Dr. Nowlin can be reached at nowlinmc@cofc.edu or 843.953.0279

**Robert O'Neill, Instructor, and Riley Fellow, MPA Syracuse University**

Bob O'Neill is the former executive director of ICMA (International City/County Management Association). O'Neill also served as president of the National Academy of Public Administration (NAPA) and from 1997 to 2000 as Fairfax County executive, where he is credited with developing a series of strategies aimed at revitalizing older residential communities and commercial areas within Fairfax County as well as launching a series of initiatives focused on performance and results management. His “reinvention” of the government of Hampton, Virginia, as city manager from 1984 to 1997, was widely recognized; his many accomplishments included a downtown and waterfront revitalization initiative and development of a nationally recognized youth-at-risk program. O'Neill earned his BS in political science from Old Dominion University and his master's in public administration from the Maxwell School of Citizenship & Public Administration, Syracuse University. He also completed the Executive Program at Colgate Darden School of Business, University of Virginia, and received an honorary doctorate of laws from Old Dominion University. Mr. O'Neill can be reached at oneilljrrj@cofc.edu
**Kendra Stewart, Professor, PhD University of South Carolina**
Dr. Stewart is currently on temporary assignment from her work as the Director of the Joseph P. Riley Center for Livable Communities as the Senior Advisor to Interim President, Stephen C. Osborne. She began her career at the College of Charleston as the Director of the Joint MPA Program. She has taught at Columbia College, the University of South Carolina, and Eastern Kentucky University. While at EKU, she served as Interim MPA Director and chaired a University wide Strategic Planning Committee. Dr. Stewart is the past President of the Southeastern Conference on Public Administration (SECOPA), and currently serves as chair on the national council of the American Society of Public Administration. Her teaching and research interests include organizational behavior, homeland security, women and politics, and non-profit management. She received her PhD and MPA degrees from the University of South Carolina and a B.A from the University of Central Florida. Between 1994 and 1998, Dr. Stewart worked for the South Carolina Budget and Control Board. Dr. Stewart can be reached at stewartk@cofc.edu or 843.953.6691.

**Ali Titus, Program Coordinator, CAP Director**
A 2010 alumna from the College of Charleston MPA program, Ali spent seven years working in the nonprofit sector before returning to the College. She has worked in institutional advancement for institutions of higher education as well as the American Civil Liberties Union of SC. From 2014-2016, Ali served as a Program Officer at Coastal Community Foundation of SC where she facilitated the granting of more than $1.5M annually to nonprofits and co-led internal efforts to develop the Foundation’s diversity, equity, and inclusion culture and practice, which resulted in changes to organizational policies and procedures. Before joining the staff of the MPA program, Ali served as a program manager at Center for Women where she developed South Carolina’s only multi-partisan campaign training program for women. Ali serves on the City of Charleston’s Commission on Women and is on the boards of Charleston Freedom School and Charleston Legal Access. Ali can be reached at abtitus@cofc.edu or 843.953.6690.

**Adjunct Faculty**

**Steven Bedard, Instructor, MBA, University of Georgia**
Area of expertise: Municipal budgeting  
Mr. Bedard can be reached at bedards@cofc.edu

**Jim Budds, Instructor, MPA, University of South Carolina**
Areas of expertise: Municipal government and local economic development  
Mr. Budds can be reached at buddsjg@cofc.edu

**Jorge Luna, Instructor, MPA Arizona State University**
Areas of Expertise: Transportation planning and policy  
Mr. Luna can be reached at jluna1998@gmail.com

**Barbie Schreiner, Instructor, MPA College of Charleston**
Areas of expertise: Nonprofit fundraising and marketing  
Ms. Schreiner can be reached at schreinerbr@cofc.edu
MPA PROGRAM REQUIREMENTS
The MPA is a professional degree requiring:

- 39 semester hours, including the following:
  - 21 hours of core required courses.
  - 15 hours of electives (18 if the internship requirement is waived for previous -experience).
  - A three-hour credit internship. Internships are graded on a satisfactory/unsatisfactory basis.
- A minimum grade point average of 3.0.

Transfer Credit
The Director must approve all transfer credits completed at another institution: a maximum of 12 credit hours can be transferred into the program. Decisions on transfer credits are made after the student has been admitted to the program.

Core Curriculum
The program’s core curriculum is designed to explore the essential elements of public management and policy, as well as prepare students for increasingly complex responsibilities in state and local government, nonprofit organizations, public/private partnerships, and in regional and federal agencies. The core curriculum emphasizes both the skills and knowledge required to effectively manage and develop organizational resources and to understand the larger constitutional and political setting in which policy is developed and administrative tasks are defined and assessed.

Public Service Roles and Responsibilities (PUBA 600) provides the foundation for the study of public administration and should ideally be taken during the student’s first semester in the program. This course introduces the student to the field of public administration and raises essential questions and controversies that will be explored throughout the curriculum. Many of these central themes will be re-examined and applied in the Capstone Seminar (PUBA 701).

The core curriculum consists of the 21 semester hours of coursework listed below and a 3-6 hour internship:

- PUBA 600 Public Service Roles and Responsibilities
- PUBA 601 Research and Quantitative Methods for Public Administration
- PUBA 602 Public Policy
- PUBA 603 Managing Public Organizations
- PUBA 604 Managing Human Resources
- PUBA 605 Managing Financial Resources
- PUBA 701 Capstone Seminar
- PUBA 777 Internship in the public sector. (Please see pages 19-22 for internship requirements.)
Elective Courses
In addition to the core courses and three-hour internship, students will take 15 hours of elective courses (18 hours if the internship requirement is waived for previous experience). Elective courses are available in four areas of specialized study

- Nonprofit Administration
- Arts Management
- Municipal Government and Urban Planning
- Environmental Policy and Administration

Electives should be carefully chosen, in consultation with your advisor (who is usually the MPA program director, unless you have selected another faculty member as your advisor) to develop the expertise and skills relevant to the student’s career path. If a student desires to earn a certificate in one of the elective areas, all requirements for the selected certificate must be met.

Internship Requirement
The MPA internship requirement is an integral part of preparation for a student’s employment in the public or nonprofit sector. The internship is a supervised, field experience in which the student participates in the functioning of a public/nonprofit organization. A graduate internship is designed to gain valuable professional experience in a career field in which the student has interest. A minimum of 300 placement hours for an average of 20 hours per week for a 15-week semester is required for academic credit. Given its importance, the student should begin examining internship opportunities as soon as possible after beginning the MPA program. To ensure the appropriate internship placement, the student should explore as many opportunities as possible.

Students must complete fifteen (15) hours in the program before registering for the internship. The student should confer with the Program Director prior to seeking an internship. Enrollment and registration for the internship must be completed in conjunction with the Graduate School's established registration procedures and deadlines prior to the term the student begins the internship. Additional information and specific requirements can be found in the MPA Internship Handbook.

Students who are working in the public or nonprofit sector or have significant work experience of at least two years may be granted an internship waiver. To request an internship waiver, send a letter detailing the work experience you believe qualifies you for a waiver, along with a current resume, to the MPA program director. If granted, the student is required to take an additional elective course.
**Thesis/Capstone Requirement**

All students must take PUBA 701 Capstone to complete the MPA program. If a student has intentions of pursuing a PhD in the field, this course may be waived by the program director in lieu of writing a thesis. In order to complete the thesis requirement a student must have a core MPA faculty member as his or her advisor along with a committee of two other faculty members. In order to register for thesis hours, the student must develop an independent study contract with the advisor containing an agreed upon research proposal and timeline. The final thesis must adhere to all the guidelines set forth in the Graduate School’s Thesis Manual.

**MES/MPA Concurrent Degree Program**

The College of Charleston is one of a few programs in the country to offer a concurrent Master’s degree program in Public Administration and Environmental Studies (MES). The concurrent MES/MPA program allows a student to attain two Master’s degrees in three years rather than four without compromising any of the academic content in either program. This program is aimed at preparing students for professional level positions in public organizations that address environmental issues. Please see the Concurrent Degree Student Handbook for more detailed information.

**Certificate Programs**

The College of Charleston’s Master of Public Administration (MPA) Program offers graduate certificates in Arts Management and Urban and Regional Planning. Up to 12 hours taken in the certificate programs may be transferred into the MPA program with the approval of the program director. Students in the certificate program must still apply and be accepted into the MPA program before credit hours can be transferred. Program alumni interested in obtaining a certificate in Arts Management or Urban and Regional Planning may use up to 12 hours taken in the MPA program towards their certificate program with the approval of the program directors of the MPA program and the certificate program. Students must go through the admissions process and be accepted for the certificate program in order to be eligible to earn a certificate.

Students interested in earning both an MPA and a certificate are eligible to do so but must go through the application process for both programs. Along with the required coursework for the MPA and the certificate program, students must complete an internship that is relevant to the field in which they are obtaining their certificate unless the internship has been waived based on public and/or nonprofit work experience. Applications for each certificate program are reviewed by both the certificate’s program director and the MPA program director.
**Arts Management Certificate**
The Graduate Certificate Program in Arts Management requires a minimum of twelve (12) hours of graduate coursework selected from the following courses, including at least two (2) required classes and at least two (2) certificate electives.

**Required Classes**  
PUBA 560 Contemporary Perspectives on Arts Management  
PUBA 561 Advanced Arts Management

**Electives**  
PUBA 556 Fundraising and Marketing for Nonprofits  
PUBA 563 Arts and Technology  
PUBA 564 Arts Education

**Urban and Regional Planning Certificate**
The Graduate Certificate Program in Urban and Regional Planning requires the completion of twelve (12) credit hours of graduate coursework. Accepted students are required to complete PUBA 612 History and Theory of American Urban Planning, and select one elective from each sub-field of study: Policy and Policy Management, Legal Issues, and Development Practice.

**Core Course (required)**  
PUBA 518: History and Theory of American Urban Planning

**Policy and Management (complete 1 course)**  
PUBA 511 Urban Policy  
PUBA 516 Local and Regional Economic Development: Policy and Practice  
PUBA 517 Urban Transportation: Problems and Prospects  
PUBA 520 Local Government Politics and Administration

**Legal Issues (complete 1 course)**  
PUBA 513 Planning Law  
PUBA 531 Administrative Law  
PUBA 535 Land Use Law  
EVSS 605 Environmental Law and Regulatory Policy  
PUBA 534 Environmental Law and Regulatory Policy

**Geographic Information Systems (complete 1 course)**  
PUBA 514 Urban Applications in GIS (Geographic Information Systems)  
EVSS 549 Geographic Information Systems
OTHER COURSE DESIGNATIONS AND OPPORTUNITIES
Opportunities to develop higher-level skills and specialized study include a thesis project (PUBA 710), a directed independent study (PUBA 711), and advanced special topic seminars (PUBA 502). In addition, courses are often available through other graduate programs on campus, through the Medical University of South Carolina’s Health Administration program, and various Master’s programs at the Citadel. All of these course options require permission from the MPA Director at the College of Charleston and the Graduate School Dean at both the home and host institution. Cross registration forms are in the Graduate School Office, 3rd Floor, Randolph Hall.

PROGRAM ASSISTANCE

Academic Advising
It is essential for students to meet with the MPA Director or their assigned advisor to design a program of study that develops the skills, substantive knowledge, and practical experience that will best serve the student’s career goals upon acceptance into the program. While the core curriculum is designed to serve all who desire a public sector career, the choice of electives, the nature of the internship experience and the need for remedial coursework will vary from student to student.

Course Scheduling
The program is designed to meet the needs of both full-time professional administrators and pre-service students. Students enrolled in 9 hours of classes are considered full time; 12 hours is the maximum course load. With courses scheduled during evening hours, a professional can maintain a full-time work schedule and obtain an MPA degree simultaneously. However, be sure that your employer understands that some flexibility is necessary in order to pursue your advanced degree. If your employer is not willing to make these accommodations you should plan your curriculum accordingly. Students are required to finish their degree within 5 years of obtaining degree-seeking status.

Withdrawing from Courses
It is extremely important that any student withdrawing from a course procure a withdrawal form from the graduate school office. The importance of formally withdrawing from a course cannot be overstated. Students who withdraw from classes without notifying the graduate school office will receive the grade of "F" from their instructors. It is expected that students will familiarize themselves with due dates and deadlines.
MyCharleston
MyCharleston is the College of Charleston’s quick, easy way to access a variety of departments online. Your student ID and password allow you to log on to a personalized account and complete a variety of tasks. These include searching the course catalog and registering for courses, checking grades, paying tuition, applying for parking permits, and obtaining a degree audit.

Graduate Assistantships
Graduate Research Assistantships for MPA students are available. The Department supports five graduate assistantships during the academic year. Only students who are enrolled full-time with no academic restrictions will be considered for an assistantship. The assistantships are awarded on the following criteria:

- Student’s academic performance
- Individual skills, abilities and qualifications
- Letters of recommendation
- Department needs with respect to specific research projects

Applications for graduate assistantships are available on the Graduate School website. To be considered for an assistantship for the fall semester, the application must be completed by April 15th, and for spring semester, by October 15th. Graduate assistants are expected to work up to 20 hours per week. In some cases, they may be assigned to individual faculty for research projects.

One graduate assistant each year will be assigned to assist the MPA program with recruitment, administration, and program support, which includes maintaining the website and publishing the program newsletter.

There are other assistantships available on campus in some administrative departments, which are open to all full-time graduate students.

Special Accommodations
If you need accommodations for your courses due to a disability, please contact the Center for Disability Services at SNAP@cofc.edu or (843) 953-1431. MPA instructors are very willing to make any adjustments necessary to address student needs.

Student Grievance Procedure
Students may obtain a copy of the grievance procedures from the Graduate School Office at 843-953-5614. Students may also refer to the College of Charleston Student Handbook for policies and procedures http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php
Pi Alpha Alpha Honor Society
Pi Alpha Alpha is the national society formed to recognize and promote excellence in the study and practice of public affairs and administration. The MPA program has hosted a local chapter of the honor society since 1994. Membership is open to graduate students who have completed 30 hours of coursework, maintained a GPA of at least 3.7, and who are in the upper twenty (20%) of their class. Induction into Pi Alpha Alpha occurs every spring semester. You will be contacted by the program director if you are eligible, and invited to join and participate in the induction ceremony. This honor is especially important as you make yourself uniquely qualified for potential employment.

Graduation
Students must submit an Application for Graduation to the Graduate School Office by the dates indicated on the academic calendar for the semester in which they expect to graduate. If a candidate for graduation fails to complete his or her degree requirements, the graduation application must be canceled at least two weeks before the end of the semester. The application must be resubmitted in the semester the requirements are completed. Students must also pay a graduation fee at the time of submission or resubmission of the application. Fees may be paid at the Treasurer’s Office. No bill will be sent. Additionally, students MUST be enrolled in courses or in one-hour of continuous enrollment (PUBA 900) in the semester in which they intend to graduate.

CAREER DEVELOPMENT
Graduates of the MPA program have found employment in a wide variety of public settings at all levels of government as well as with nonprofit organizations. Securing meaningful employment requires efforts by program faculty, staff, and the student. In addition to the Director, program faculty can provide valuable academic and professional guidance. It is particularly important to develop clear and realistic career goals, design an appropriate program of study, and to develop basic skills and competencies to be competitive in the job market. It is also important to begin networking with professionals in the public sector – especially in the student’s area of interest. Students are encouraged to take advantage of the following organizations and opportunities to develop academic skills, practical experience, and professional contacts. Additionally, the College of Charleston Career Services office offers a wealth of knowledge and is available to both undergraduate and graduate students. Be sure to take advantage of their expertise and helpfulness.

Academic Support Services on Campus
The Center for Student Learning, the Reference Desk at Addlestone Library, and the Office of Career Services offer valuable campus wide services. See “College of Charleston Facilities” (page 30) for contact information.
Workshops, Speakers, and Roundtables
Periodic workshops, training sessions, and speakers are sponsored through the MPA program. Topics are open for student input and designed around their needs. Some recent topics included: grant writing, public/private partnerships in the Lowcountry, GIS training, time management, growth management in the Lowcountry, community nonprofit organizations, and an open meeting with a career panel.

Master of Public Administration Student Association (MPASA)
Fellow students have a wide range of experience and knowledge to share. The MPASA serves students through formal input during MPA faculty meetings and arranges social and professional activities. Elections for 7 positions are held during the spring semester. New and returning students are encouraged to participate; both part-time and full-time students are eligible to run for one-year terms. MPASA also appoints 2 of the 7 student representatives to the Graduate Student Association’s Senate Council. Second-year student Janna Peterson is the current president of the association; other leaders, their respective contact information, and events and activities are available on the MPA website: www.blogs.cofc.edu/mpasa. MPASA encourages all students to network with each other outside of classes.

Master of Public Administration Advisory Committee
The Master of Public Administration Advisory Committee is composed of alumni from the MPA program and established members of the public and nonprofit sectors in the Lowcountry. The Advisory Committee serves as an important bridge between the program and professionals working in the field and provides advice on a number of program issues.

Lowcountry Chapter, American Society for Public Administration (ASPA)
The Lowcountry ASPA is the local chapter of the American Society for Public Administration. ASPA membership provides extensive networking opportunities in the Lowcountry, access to national organization resources, and a subscription to Public Administration Review, the leading journal in the field. Applications are available from the MPA office and online at www.aspanet.org. The Lowcountry Chapter is eager to include MPA students in their membership, and currently maintains two board seats for students in the MPA program. You are encouraged to contact Kendra Stewart, the Chapter President at 843.953.6691 to ascertain if these positions are currently available and for further information about ASPA opportunities and membership. Fees for ASPA membership are reasonable – $40 for an electronic only membership and $75 for a full student membership.

The Joseph P. Riley, Jr. Center For Livable Communities
As the primary outreach vehicle of the College, the Center provides public assistance to local and state governments and nonprofit organizations. The Center’s technical assistance and research capabilities include survey research, formal evaluation design, data collection and analysis, planning, personnel studies, compensation studies, economic impact analysis, and budgeting. Students are encouraged to become involved in Center activities. In addition, the Center often sponsors national and local conferences that are open for student participation and attendance. Please see Dr. Kendra Stewart, Director of The Riley Center, for more information or visit the website at riley.cofc.edu.
# College of Charleston Facilities

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Web</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services</td>
<td>953-5692</td>
<td>careercenter.cofc.edu/</td>
<td>Provides career counseling, workshops, and occupational information.</td>
</tr>
<tr>
<td>Center for Student Learning</td>
<td>953-5635</td>
<td>csl.cofc.edu/</td>
<td>Offers students personalized assistance in the areas of reading and studying skills, writing skills, math, and the sciences. Free of charge. Located in the Addlestone Library.</td>
</tr>
<tr>
<td>Computer Facilities</td>
<td>Help Desk</td>
<td>953-3375 it.cofc.edu/computing/</td>
<td>The Addlestone Library houses over 250 Dells and Macs. The JC Long Computer Lab has 100 personal high-performance Pentiums and Macs. Printing is handled by three high speed Laser printers.</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>953-5640</td>
<td>wellness.cofc.edu/</td>
<td>Provides professional counseling and testing services.</td>
</tr>
<tr>
<td>Health Services</td>
<td>953-5520</td>
<td>studenthealth.cofc.edu/</td>
<td>Provides routine office care and referrals to local physicians, hospitals, and laboratories. Information about student health insurance is also available.</td>
</tr>
<tr>
<td>Financial Aid and Veteran's Affairs</td>
<td>953-5540</td>
<td>finaid.cofc.edu/</td>
<td>Assists in applying for federal financial aide programs, scholarships and work-study programs.</td>
</tr>
<tr>
<td>Library</td>
<td>953-5530</td>
<td>cofc.edu/library/</td>
<td>Reserve readings for graduate courses are kept at the front desk.</td>
</tr>
<tr>
<td>Parking</td>
<td>953-7834</td>
<td>parkingservices.cofc.edu/</td>
<td>Student parking lots are available after 5:00 PM at no cost. A parking permit application is available through Parking Services if you would like a reserved parking place.</td>
</tr>
<tr>
<td>Residence Life and Housing</td>
<td>953-5523</td>
<td>reslife.cofc.edu 40 Coming Street</td>
<td>There are no campus facilities for graduate students, but information concerning off-campus housing is available.</td>
</tr>
<tr>
<td>Stern Student Center</td>
<td>953-5726</td>
<td>sterncenter.cofc.edu/</td>
<td>The student union includes a food court, automatic teller machines, a swimming pool and gym, and bulletin boards with campus information.</td>
</tr>
<tr>
<td>Social Campus Events</td>
<td></td>
<td><a href="http://www.cofc.edu/sota">www.cofc.edu/sota</a></td>
<td>Lectures, dances, concerts, sporting events, etc. are open to all students with college identification.</td>
</tr>
<tr>
<td>Sports Facilities</td>
<td>953-5556</td>
<td>Campusrec.cofc.edu</td>
<td>Tennis courts, handball courts, gym, classes, and intramurals.</td>
</tr>
</tbody>
</table>
### Program of Study

Name______________________ Date________________

Admission Status:   Unconditional  Conditional  Non-degree

Employer____________________  Full Time  Part Time  In-service  Pre-service

Timetable for Graduation___________________________________

Area of Specialization:  Nonprofit  Arts Management  Municipal/URBP  Environmental
                         General Policy/Management  Dual MPA-MES

### Course Plan

<table>
<thead>
<tr>
<th>Semester</th>
<th>Advisor initials</th>
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<th>Advisor initials</th>
<th>Semester</th>
<th>Advisor initials</th>
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</thead>
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<tr>
<td>Summer 2018</td>
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<td>Summer 2019</td>
<td></td>
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<tr>
<td>Fall 2018</td>
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<td>Fall 2020</td>
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<td>Fall 2020</td>
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<tr>
<td>Spring 2019</td>
<td></td>
<td>Spring 2020</td>
<td></td>
<td>Spring 2020</td>
<td></td>
</tr>
</tbody>
</table>
**ADDITIONAL USEFUL LINKS**

**College of Charleston**

- MPA Program: publi.cofc.edu
- The Graduate School at the College of Charleston: gradschool.cofc.edu
- Financial Aid Office: finaid.cofc.edu
- College of Charleston Career Services: careercenter.cofc.edu
- CISTERNonline - On-Campus Jobs: cisternonline.experience.com
- Academic Calendar: registrar.cofc.edu/calendars/

**Municipalities & Employers**

- City of Charleston, SC: www.charleston-sc.gov
- Charleston County: www.charlestoncounty.org
- Town of Summerville: www.summerville.sc.us
- State of South Carolina - Jobs: www.jobs.sc.gov
- Town of Mount Pleasant: www.tompsc.com
- South Carolina Association of Nonprofit Organizations: www.scanpo.org

**Associations**

- American Society for Public Administration (ASPA): www.aspanet.org
- International City/County Management Association (ICMA): www.icma.org
- Municipal Association of SC: www.masc.sc
- Charleston Young Professionals: www.charleston-yp.com