

M.P.A. PROGRAM
EVENING DEGREE
STUDENT HANDBOOK
2003-2004

September 19, 2003

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SECTION I: MPA REQUIREMENTS & CURRICULUM

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MAJOR EVANS SCHOOL REQUIREMENTS

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

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

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

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

YOU MUST APPLY TO GRADUATE FROM THE M.P.A. DEGREE NO LATER THAN MIDNIGHT OF THE SECOND FRIDAY OF THE QUARTER IN WHICH YOU WISH TO GRADUATE. YOU MUST BE REGISTERED FOR AT LEAST 2 CREDITS DURING THAT QUARTER. THE APPLICATION FOR GRADUATION (DEGREE WARRANT) MAY BE OBTAINED ONLINE AT <http://www.grad.washington.edu/stsv/mastapp.htm>

EVANS SCHOOL MIDCAREER PROGRAM CURRICULUM

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

**NOTE: The Values and Budgeting courses may be taken during any quarter where an elective class is designated. (See #3, next page) However, PBAF 522, Budgeting is offered during Winter Quarter only.*

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

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

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

CORE CURRICULUM

(24 credits)

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

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

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

Students may choose from the following Values courses:

- PBAF 504 Leadership Ethics
- PBAF 506 Ethics and Public Policy
- PBAF 596 Ethics & Values in Environmental Policy
- PBAF 599 Democracy in a Networked Age
- PBAF 599 Competing Values in Public Service
- EDLPS 520 Education as a Moral Endeavor
- EDLPS 521 Intro to Philosophy of Education
- HSERV 518 Social and Ethical Issues in Health Services
- INFO 444 Value Sensitive Design
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Either PBAF 504 or PBAF 506 will be offered in the evening at least once per year. (PBAF 596 and some sections of PBAF 599 are often offered during the day and may thus be less accessible to Midcareer students).

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

LEADERSHIP SEMINAR

(7 credits)

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

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

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

ELECTIVES

(23 credits)

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

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

WAIVING CORE COURSES

Midcareer students who feel they have substantial academic and/or professional background in a core area may attempt to waive a class. The exams are administered at the beginning of the academic year, and can be taken before the first or second year of study. Review sheets outlining concepts to be covered in the tests are available from the Student Services Office in Parrington 109.

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

WAIVER EXAMS

516 (Microeconomic Policy Analysis)- exam

522 (Budgeting)- exam

527 (Quantitative Analysis)- exam

528 (Quantitative Analysis)- written work

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

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

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

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

Please check with the Student Services Office for more information.

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REGISTRATION INSTRUCTIONS

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

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

ACCESSING THE REGISTRATION SYSTEM

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

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

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

ENTRY CODES

It is our goal to eliminate the need to use entry codes for registration as much as possible. Therefore, courses that we do not expect to fill do not require an entry code (i.e. gateway and elective courses). However, we do hold a number of "entry code only" spaces in each class for students who cannot register. Generally, you will need to request an entry code for a class only if:

- 1) You are a student in the midcareer program who wishes to take a "non-YA" course.
- 2) You are a student in the traditional program who wishes to take a "YA" course.
- 3) You are a UW or Washington State employee in the tuition-exemption program (note: this does NOT include students with R/A or T/A ships). Students in this program cannot register until the 3rd or 4th day of the quarter and will need to request entry codes for every class to insure that a space is reserved for you. It is imperative that you request codes as early as possible beginning at 6:00 am on the first day of Period I.
- 4) The course you want to take is full. If this is the case, contact Sunni Chariton at sunnich@u.washington.edu and she will place you on a wait list for the class. Instructors issue entry codes to waitlisted students on the first day of class if there is room.

IT IS IMPERATIVE THAT YOU REQUEST CODES AS EARLY AS POSSIBLE BEGINNING AT 6:00 AM ON THE FIRST DAY OF PERIOD 1 TO ENSURE THAT YOU GET A CODE OR ARE PLACED ON A WAIT LIST.

***ONCE YOU RECEIVE AN ENTRY CODE FOR A CLASS, YOUR SPACE IS GUARANTEED, EVEN IF YOU DON'T REGISTER UNTIL CLASSES START.**

REQUESTS FOR ENTRY CODES ARE TAKEN BY EMAIL ONLY AND SHOULD BE SENT TO SUNNI CHARITON (SUNNIC@U.WASHINGTON.EDU). **ANY QUESTIONS ABOUT REGISTRATION PROCEDURES SHOULD BE DIRECTED TOWARDS THE ADMINISTRATIVE COORDINATOR OR THE PROGRAM COORDINATOR IN ROOM 109. ADVISING QUESTIONS SHOULD BE DIRECTED TOWARDS YOUR FACULTY ADVISOR OR THE PEER ADVISOR.**

HOW TO READ THE TIME SCHEDULE

examples:

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

· Traditional students can register without an entry code in Period I or II.

- Midcareer students request an entry code in Period I.
- Traditional or midcareer students request to be placed on waitlist (if no spots are available).
- Any UW student can register with an entry code in Period III.

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

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

ADDITIONAL TIPS FOR REGISTRATION

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

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

REGISTERING FOR NON-EVANS COURSES

When taking classes outside of the Evans School, you should consult the pertinent department and the University Time Schedule for course listings and registration instructions. All procedural questions should be addressed directly to the individual departments. Some useful phone numbers are listed in the table on page 16. You should be aware that some courses in other departments may not require entry codes. If this is the case, you can simply register for the class as soon as registration begins. In the University Time Schedule, classes requiring entry codes will be marked with an arrow (>) symbol.

IMPORTANT REGISTRATION DATES AND DEPARTMENTAL CONTACTS

Important Dates	Autumn 2003	Winter 2004	Spring 2004	Summer 2004
Registration Period 1	May 9-June 22	Nov 7-30	Feb 20-Mar 7	Full Term/Term A/Term B: April 19-May 26
Registration Period 2	June 23-Sept 28	Dec 1-Jan 4	Mar 8-28	Full Term/Term A/Term B: May 27-June 20
Registration Period 3	Sept 29-Oct 5	Jan 5-11	Mar 29-Apr 4	Full Term/Term A: June 21-27 Term B: June 21-July 28

— Registration Information —

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

— Graduate Advisors in Related Departments —

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

REGISTRATION INSTRUCTIONS FOR INCOMING AUTUMN 2003 STUDENTS

If you have not yet registered for your autumn quarter core courses, you must do so as soon as possible. Please contact Sunni Chariton (sunnic@u.washington.edu) if you require further information or assistance in registering for your core courses.

In order to be considered a full-time student, you will need to take a minimum of 10 credits. Please consult the Evans School Quarterly Schedule and the UW Time Schedule for class listings. The Evans Time Schedule can be accessed at <http://www.evans.washington.edu/students/courses/index.html> and the UW Time Schedule can be accessed at <http://www.washington.edu/students/timeschd/>. Please note that our courses are 3 credits each unless stated otherwise on the Evans School Time Schedule.

After orientation, you will have the opportunity to meet with your academic advisor to discuss additional courses. During Autumn quarter ONLY, you will need to request entry codes for ALL of your elective courses. Entry code requests for Evans School courses can be submitted by emailing Sunni Chariton (sunnic@u.washington.edu) beginning Friday, September 26th at 8:00 AM. Please include your name, course number and section, and course title in the email. If you don't have access to a computer, the Evans School Computer Lab (PAR 124) will be open at 8:00 AM for your use. Your entry codes will be emailed back to you by 6:00 PM of the same day.

Beginning Winter 2004, you will register for all of your classes on MyUW beginning 6:00 am on the first day of Registration Period I. For most courses, you will be able to register without an entry code (entry codes are required at all times for degree project credits and independent study credits).

SECTION III: APPENDIX

Appendix A: Evans School First-Year Midcareer Student Roster, 2003-2004.....	13
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APPENDIX A: EVANS SCHOOL FIRST-YEAR MIDCAREER STUDENT ROSTER, 2003-2004

NAME	TITLE	DEPARTMENT, BUSINESS, ETC.
Allen, Craig H.	Professor of Law, Adjunct Professor of Marine Affairs	UNIVERSITY OF WASHINGTON
Barnhart, Ardeth	Director of Portal Services	GO2NET/INFOSPACE
Bird, Shane	Research Analyst	SENATE REPUBLICAN CAUCUS
Bracy, Kathleen	Manager	UW OFFICE OF RESEARCH AND GRADUATE EDUCATION
Cantrell, Daniel	Product Manager	RADAR, INC.
Ceaser, Angela	Housing Finance Specialist	SEATTLE OFFICE FOR CIVIL RIGHTS
Chatalas, Helen	Chief of Staff	KING COUNTY COUNCILMEMBER, DWIGHT PELZ
Cloney, Sheila	Special Projects Coordinator	CITY OF KIRKLAND
Cope, Marilyn	Legislative Analyst	METROPOLITAN KING COUNTY COUNCIL
Curry, Mathew	Producer, Director, Cinematographer	COMMERCIAL AND NONPROFIT FILM PRODUCTION
Dawson, Debbie	Senior Animal Control Officer	EDMONDS POLICE DEPT.
Day, Angela	Partner/CFO	DAYVILLE HAY AND GRAIN, INC.
Demorest, Karen	Alumni Relations Manager	UW OFFICE OF ANNUAL GIVING
Estep, Margaret	Assistant Director	UW NEW STUDENT PROGRAMS
Feola, Laura	Manager of Program Operations	HARBORVIEW INJURY PREVENTION AND RESEARCH CENTER
Freeman, Stephanie	Contracting Officer	US DEPARTMENT OF STATE, US CONSULATE GENERAL: LAGOS, NIGERIA
Greimann, Steven	Advisor in Non-Governmental Organization and Small Enterprise Development Group	US PEACE CORPS
Hamaker, Amy	Rating Veterans Service Representative	DEPT. OF VETERANS AFFAIRS
Hodson, Douglas	Legislative Analyst II	TRANSPORTATION COMMITTEE, METROPOLITAN KING COUNTY COUNCIL
Marchesini, Gina	Instructor	SEATTLE AND SHORELINE SCHOOL DISTRICTS
Meade, Mary Lorna	Risk Management Officer	CITY OF ISSAQUAH
Mercer, Eden	Recycling Consultant Subcontractor	HILTON FARNKOPF & HOBSON, LLC
Myrick, Gareth Sebastian	President of the Board/Project Manager	MORGAN COMMUNITY ASSOC.
Railton, Robert	Labor Negotiator II	KING COUNTY, SEATTLE WA
Reilly, Stephen	Founder/Coordinator	COMMUNITY ALLIANCE FOR YOUTH
Rimando, Rosannette	Learning Specialist	UPWARD BOUND PROGRAM, SOUTH SEATTLE COMMUNITY COLLEGE

Schambier, Robert	Homeland Security Staff Officer	THIRTEENTH COAST GUARD DISTRICT, MARITIME HOMELAND SECURITY BRANCH
Smith, Timothy Mark	Engineering Manager	NORTHWEST REGIONAL OFFICE, WSDOT
Tekeba, Tigabie	Community Liaison	SEATTLE HOUSING AUTHORITY
Vanderwood, Gerard	Director of Communication	URBAN HEALTH INITIATIVE
Walsh, Sean	Case Manager/Counselor	CITY OF SEATTLE AGING AND DISABILITY SERVICES
Winter, Roberta	Former business developer	BENEFITPAGES.COM