

# **New Student Orientation 2020**

## **Master of Public Service and Administration (MPSA) Program**

**Dr. Lori Taylor, Department Head**

**Ms. Kimberly Reeves, Senior Administrative Coordinator**

**Ms. Stephanie Bustos, Administrative Coordinator II**

# Bush School Mission Statement:

- ❖ Educate
- ❖ Explore
- ❖ Engage

To support this vision and these missions, we reaffirm our belief in the following core values of this great university:

**Excellence ★ Respect ★ Leadership**  
**Loyalty ★ Integrity ★ Selfless Service**

We also recommit to the principles of *public service* and *democracy* and the value of *diversity of thought and expression* that have helped define The Bush School since its inception.

# OVERVIEW OF THE MPSA CURRICULUM

## **The mission of the Department of Public Service and Administration is to inspire excellence in public service by:**

- ❖ preparing individuals for impactful careers as thoughtful, objective, effective, and ethical public servants;
- ❖ producing theoretical and applied research that addresses the critical issues of the day and advances the understanding of public service;
- ❖ engaging with the community to serve the changing needs of society locally, regionally, nationally, and globally; and
- ❖ fostering an interdisciplinary environment that stresses the development of critical thinking skills and an appreciation for the benefits of diversity and inclusion.

# Curriculum for AY 2020-2021

## Fall Semester - First Year

### All Tracks

**PSAA 601:** *Foundations of Public Service*

**PSAA 621:** *Economic Analysis*

**BUSH 631:** *Quantitative Methods in Public Mgmt I*

**PSAA 643:** *Foundations of the Nonprofit Sector*

# Spring Semester – First Year

## All Tracks

**PSAA 611: *Public Policy Formation***

**One elective course** selected in consultation with faculty advisor.

# Spring Semester – First Year (*cont'd*)

## PPA Track

**Quantitative Methods II Course (choose one):**

**BUSH 632:** *Quantitative Methods II*

**OR BUSH 635:** *Quantitative Methods II: Policy Emphasis*

**PSAA 622:** *Public Finance*

## PM Track

**Quantitative Methods II Course (choose one):**

**BUSH 632:** *Quantitative Methods II*

**OR PSAA 630:** *Program Evaluation*

**PSAA 634:** *Public Management*

## NPM Track

**Quantitative Methods II Course - PSAA 630:** *Program Evaluation*

**PSAA 632:** *Fiscal Mgmt of Nonprofits*

# Summer

## Professional Internship

(Required for students without two years of professional public service experience related to their degree and career goals.)



# Fall Semester - Second Year

## All Tracks

**PSAA 675:** *PSAA Capstone Seminar I*

**Two elective courses** selected in consultation with faculty advisor.

## PPA Track

**PSAA 615:** *Policy Analysis*

## PM Track

**PSAA 623:** *Budgeting in Public Service*

## NPM Track

**PSAA 644:** *Management of Nonprofits*

# Spring Semester - Second Year

## All Tracks

**PSAA 676:** *PSAA Capstone Seminar II*

**Three elective courses** selected in consultation with faculty advisor.

# Schematic Overview of Curriculum

Term	Core Courses	Public Policy Analysis (PPA) Track	Public Management (PM) Track	Nonprofit Mgmt (NPM) Track
Year 1 Fall	PSAA 601: Foundations of Public Service	n/a	n/a	n/a
	PSAA 621: Economic Analysis			
	PSAA 643: Foundations of Nonprofits			
	BUSH 631: Quantitative Methods I			
Year 1 Spring	PSAA 611: Public Policy Formation	PSAA 622: Public Finance	PSAA 634: Public Mgmt.	PSAA 632: Fiscal Mgmt. of Nonprofits
		BUSH 632: Quant. Methods II OR BUSH 635: Quant. Methods II	BUSH 632: Quant. Methods II OR PSAA 630: Program Evaluation	PSAA 630: Program Evaluation
		1 Elective	1 Elective	1 Elective

# Schematic Overview of Curriculum

<b>Summer Internship - Between First and Second Years of Study</b>				
<b>Term</b>	<b>Core Course</b>	<b>Public Policy Analysis (PPA) Track</b>	<b>Public Management (PM) Track</b>	<b>Nonprofit Management (NPM) Track</b>
<b>Year 2 Fall</b>	<b>PSAA 675: Capstone I</b>	<b>PSAA 615: Policy Analysis</b>	<b>PSAA 623: Public Budgeting</b>	<b>PSAA 644: Management of Nonprofits</b>
		<b>2 Electives</b>	<b>2 Electives</b>	<b>2 Electives</b>
<b>Year 2 Spring</b>	<b>PSAA 676: Capstone II</b>	<b>3 Electives</b>	<b>3 Electives</b>	<b>3 Electives</b>

# Tracks

- Public Policy Analysis
- Public Management
- Nonprofit Management

# Public Policy Analysis (PPA)

*Associated faculty: Lahey (coordinator), Cortes, Dague, Griffin, Lewis, L. Taylor, Vedlitz*

The Public Policy Analysis track offers students an in-depth understanding of how decision makers can assess policy choices. It includes a consideration of why government should or should not take action in response to particular problems. It also familiarizes students with specific evaluative techniques such as cost-benefit analysis, cost-effectiveness analysis, and risk assessment. Students have numerous opportunities to apply what they learn to current policy issues.

## PPA Track Core Courses (Both required.)

**PSAA 615:** Public Policy Analysis

**PSAA 622:** Public Finance

## PPA Track Electives (Choose two):

- PSAA 605:** Homeland Security Policies and Strategies
- PSAA 606:** Environmental Policy and Management
- PSAA 613:** Immigration and Education Policy
- PSAA 614:** Governance and Institutional Reform
- PSAA 616:** Diversity in Public & Nonprofit Organizations
- PSAA 617:** U.S. State and Local Govt: Institutions and Policy
- PSAA 618:** Education Policy
- PSAA 619:** U. S. Urban Policy and Management
- PSAA 625:** Urban Sustainability and Management
- PSAA 635:** Social Welfare and Health Policy
- PSAA 637:** Decision Making in Govt and Administration
- PSAA 638:** Health Economics and Public Policy
- PSAA 640:** Energy and Security Policy
- PSAA 671:** Science and Technology Policy
- INTA 625:** International Trade Policy
- INTA 651:** National Security Policy
- PLAN 616:** Analyzing Risk in Public Policy

# Public Management (PM)

*Associated faculty: Greer (coordinator), Bowman, Bright, Bullock, Compton, Graham, Hilderbrand, Kerr, K. Taylor, West*

The Public Management track focuses on the capabilities required for effective and ethical leadership in the public and nonprofit sectors. These include knowledge and skills pertaining to the internal operation of public-service organizations and to the relationship between those organizations and their operating environments.

## PM Track Core Courses (Both required):

**PSAA 623:** Budgeting in Public Service

**PSAA 634:** Public Management



## PM Track Electives (Choose two):

**PSAA 602:** Tools for Advancement and Leadership

**PSAA 604:** Emergency Management and Homeland Security

**PSAA 606:** Environmental Policy and Management

**PSAA 608:** Cybersecurity Policy, Issues & Operations - A Manager's Guide

**PSAA 610:** Comparative Public Administration & Mgmt

**PSAA 614:** Governance and Institutional Reform

**PSAA 616:** Diversity in Public and Nonprofit Organizations

**PSAA 619:** U. S. Urban Policy and Management

**PSAA 625:** Urban Sustainability and Management

**PSAA 626:** Contract Management

**PSAA 630:** Program Evaluation (if not used as Quant. Methods II requirement)

**PSAA 636:** Grant and Project Management

**PSAA 637:** Decision Making in Government and Public Service

## PM Track Electives – (continued):

**PSAA 641:** Organizational Theory for the Public Sector

**PSAA 642:** Ethics and Public Policy

**PSAA 644:** Management and Leadership of Nonprofits

**PSAA 646:** Accountability in Public Service

**PSAA 648:** Performance Management in Public and Nonprofits

**PSAA 661:** Human Resource Mgmt. in Govt and Public Service

**PSAA 670:** Public Information Management Systems

**PSAA 673:** Conflict Resolution in Public Management

# Nonprofit Management (NPM)

*Associated faculty: Brown (coordinator), Kerr, Nakamura, Robichau, Qu, K. Taylor*

The Nonprofit Management Track provides students with an understanding of the role of the nonprofit sector as it has evolved and the distinctive character of nonprofit management and the challenges it must address. Discussions include the variation of structures and activities of assorted nonprofit organizations. It also examines development, political activities, and other dimensions of the relationship between nonprofit organizations and their environments.

## NPM Track Core Courses (Both required):

**PSAA 632:** Fiscal Management of Nonprofits

**PSAA 644:** Management and Leadership of Nonprofits

## **NPM Track Electives: (Choose two):**

**PSAA 603:** Nongovernmental Mgmt. in International Settings

**PSAA 626:** Contract Management

**PSAA 631:** Marketing for Nonprofits

**PSAA 633:** Philanthropy and Fundraising in Nonprofits

**PSAA 635:** Social Welfare and Health Policy

**PSAA 636:** Grant and Project Management

**PSAA 645:** Networks and Inter-organizational Collaborations

**PSAA 648:** Performance Management in Public and Nonprofits

**PSAA 649:** Volunteer and Human Resource Management

**PSAA 650:** Social Innovation and Entrepreneurship

**PSAA 669:** Legal Environment of Nonprofit Organizations

**PSAA 689:** Nonprofit Governance

# Concentrations

- Analytical Methods
- Cybersecurity Policy and Management
- Education Policy and Management
- Energy, Environment and Technology Policy and Management
- Health Policy and Administration
- Homeland Security and National Defense
- International Nongovernmental Organizations
- State and Local Government Policy and Management
- Individually designed concentrations

# Analytical Methods (AM)

*Associated faculty: Lahey (coordinator), Bright, Bullock, Cortes, L. Taylor*

This concentration provides an analytic toolbox for effective program and policy analysis. It uses quantitative and qualitative methods of analysis and implementation of such analysis in both policy and administrative settings. Students must take two core Methods courses (including the core Quant. Methods II requirement) and at least two Methods electives. If the four core courses are not chosen to satisfy the requirement, then one of the electives may be technical and at least one of the electives must be practical.

**Methods Core Course** (Choose at least two.):

**BUSH 632:** Quantitative Methods II

**BUSH 635:** Quantitative Methods II: Policy Analysis Emphasis

**PSAA 630:** Program Evaluation in Public and Nonprofit Organizations

**INTA 637:** Field Research Methods

**Technical Methods Elective** (Choose no more than one.):

**ECON 459:** Games and Economic Behavior

**ECON 440:** Experimental Economics

**MATH 411:** Mathematical Probability

# Analytical Methods (AM)

**Practical Methods Electives** (Choose at least one unless AM core courses are used to meet all concentration requirements.):

**INTA 616:** Economic Development in China (must choose empirical option)

**INTA 625:** International Trade Policy

**INTA 632:** Advanced Economic Development

**GEOG 660:** Applications in GIS

**ECMT 475:** Economic Forecasting

**EPSY 640:** Experimental Design in Education I

**HLTH 632:** Health Program Evaluation

**EPSY 637 or SOCI 624:** Qualitative Methods

**PHEB 603:** Biostatistics II

**PHPM 655:** *Survey Design for Public Health Research and Practice (credit cannot be given for both PHPM 655 and BUSH 632)*

**PHPM 689:** *Spatial Economics in Health Services (GIS)*

More advanced methods theory courses from Economics, Political Science, or Statistics (or selected other programs) can be included as technical electives with permission from your academic adviser. Practical methods courses not on this list can be used with adviser permission provided that the course has a significant empirical component.

# Cybersecurity Concentration (CS)

*Associated Faculty: Davis (coordinator), MacNamee, Ross*

This concentration is designed to allow Bush School students to conduct focused study on a topic that has application across both public and private enterprises. This combination of three courses is designed to help students develop both theoretical and practical cybersecurity knowledge, skills, and abilities.

## CS Core Courses (Two required):

**PSAA 608:** Cybersecurity Policy, Issues and Operations - A Manager's Guide

**INTA 689:** Cybersecurity Literacy for the Global arena

## CS Electives (choose one):

**INTA 689:** Cyberspace Implications for National Security

**INTA 689:** Cybersecurity Literacy for the Global arena

**ISTM 635:** Business Information Security

**ISTM 645:** IT Security Controls

**ISTM 655:** Security Management and Compliance

**MATH 673:** Information, Secrecy and Authentication I

**CSCE 676:** Law & Policy in Cybersecurity

**CSCE 677:** Cybersecurity Risk



# Education Policy & Management (EDPM)

*Associated faculty: L. Taylor (coordinator), Cortes*

This concentration examines the key institutions that make and administer education policy, the political and economic forces that shape policy for educational equity, adequacy, accountability and administration.

**EDPM Core Course** (Choose one):

**PSAA 613:** Immigration and Education Policy

**PSAA 618:** Education Policy

**EDPM Electives** (choose two):

**PSAA 613 or 618** (if not used as EDPM core course)

**PSAA 616:** Diversity in Public and Nonprofit Organizations

**PSAA 636:** Grant and Project Management

**PSAA 642:** Ethics and Public Policy

**EDAD 609:** Public School Law

**EDAD 610:** Higher Education Law

**EDAD 611:** Higher Education Business and Finance

**EDAD 612:** Policy Issues in Administration of Higher Education

**EDAD 639:** Foundations of Educational Administration

**EDAD 652:** Politics of Education

**EDAD 653:** Organizational Theory & Leadership in Education

**EDAD 655:** Administration of Higher Education

**EDAD 687:** Principles of Professional Practice in Education

**EHRD 633:** Adult Literacy Education

**EPSY 640:** Experimental Design in Education I

education policy at all levels, and the implications of

# Energy, Environment, & Tech Policy & Mgmt (EETPM)

*Associated faculty: Vedlitz (coordinator), Bowman, Griffin, Lewis*

This concentration studies the key institutions for making and administering policy, as well as the political, economic, and technological forces that shape agenda setting and policy formation.

Also discussed are obstacles to effective policy implementation and management, analytical tools used to evaluate policy, and critical issues and how they are interrelated.

## EETPM Core Courses (Two required):

**PSAA 606:** Environmental Policy and Management

**PSAA 640:** Energy and Security Policy

**PSAA 671:** Science and Technology Policy

## EETPM Electives (Choose one):

**PSAA 606, 640, or 671** (If not used as an EETPM core course)

**PSAA 624:** Water Policy and Management

**PSAA 625:** Urban Sustainability and Management

**PSAA 636:** Grant and Project Management

**PSAA 663:** Natural Resource Economics (cross-listed w/ AGEC 604)

**ESSM 689:** Changing Natural Resources Policy

**LDEV 661:** Development and the Environment

**LDEV 671:** Sustainable Development

**MGMT 632:** Technology Commercialization

**OCNG 676:** Marine Environmental Policy

**PLAN 616:** Analyzing Risk/Hazard and Public Policy

**PLAN 641:** Problems of Environmental Planning Administration

**PLAN 651:** Planning for Coastal and Marine Protected Areas

**WFSC 604:** Ecology and National Resources

# Health Policy and Management (HPM)

Associated faculty: Dague (coordinator), Lahey

This concentration covers the key institutions for administering health policy and the political/economic forces that shape agenda setting and policy formation. Also studied are obstacles to effective policy implementation and analytical tools that can be used to evaluate policy, as well to provide an understanding of critical issues and how they are interrelated.

**HPM Core Course** (Choose one):

**PSAA 635:** *Social Welfare and Health Policy*

**PSAA 638:** *Health Economics and Public Policy*

**HPM Electives** (Choose two):

**BUSH 635:** *Quantitative Methods II: Policy Emphasis*

*(if not used as PPA track Quant. Methods II requirement)*

**OR PSAA 630:** *Program Evaluation*

*(if not used as PM or NPM track Quant. Methods II requirement)*

**PSAA 635 or 638** *(If not taken as an HPM core course)*

**PSAA 636:** *Grant and Project Management*

**HLTH 611:** *Organization and Administration of Health*

**HLTH 630:** *Health Program Planning*

**PHEB 600:** *Fundamentals of Epidemiology*

**PHPM 601:** *Rural Public Health Systems*

**PHPM 605:** *Introduction to Health Policy and Management*

**PHPM 633:** *Health, Law and Ethics*

**PHPM 640:** *Health Policy and Politics*

**PLAN 631:** *Health Systems Planning*

**PLAN 634:** *Environmental Health Planning and Policy*

# Homeland Security & National Defense (HSND)

*Associated faculty: Davis (coordinator)*

This concentration examines security policy and management concepts and principles, governance structures, strategies, policies, and contemporary events and their implications. Homeland security, national defense, and emergency management areas are emphasized.

## **SPM Core Course** (Required):

**PSAA 656:** Fundamentals of Homeland Security

## **SPM Electives** (Choose two):

**PSAA 604:** Emergency Mgmt and Homeland Security

**PSAA 605:** Homeland Security Policies, Strategies & Operations

**PSAA 608:** Cybersecurity Policy, Issues and Operations - A Manager's Guide

**PSAA 620:** Safeguarding the Nation's Maritime Gateways

**PSAA 636:** Grant and Project Management

**PSAA 640:** Energy and Security Policy

**PSAA 651:** Homeland Security and Homeland Defense

**PSAA 652:** Protection of the Nation's Critical Infrastructure

**PSAA 653:** Weapons of Mass Destruction

**PSAA 654:** U.S. Border Security: Policies, Strategies and Issues

**PSAA 655:** Domestic Intelligence Operations

**PSAA 657/INTA 657:** Terrorism in Today's World

**PSAA 658:** Disaster Recovery and Business Continuity

**PSAA 660:** Domestic Terrorism: The Internal Threat to America

**PSAA 668/INTA 612:** U.S. Law and Homeland Security

**PLAN 616:** Analyzing Risk and Public Policy

**PLAN 649:** Organizational Response to Crisis

**PLAN 650:** Disaster Response Planning

# International Nongovernmental Organizations (INGO)

*Associated faculty: Hilderbrand (coordinator), Brown, Hamie, Mu, Qu, Robertson, K. Taylor*

This concentration provides coursework and preparation for work in international nongovernmental organizations or non-profits working in non-US settings, or for work to improve the effectiveness of such organizations.

## **INGO Core Course** (Required):

**PSAA 603:** Nongovernmental Management in Intl. Settings

**INGO Electives:** (Choose 2. At least one must be an INTA course. Students in the NPM track should choose 2 INTA courses.)

**PSAA 614:** Governance and Institutional Reform: A Comparative Perspective

**PSAA 626:** Contract Management

**PSAA 630:** Program Evaluation (if not used as PM or NPM track Quant. Methods II requirement)

**PSAA 632:** Fiscal Mgmt. of Nonprofits (if not used as NPM track core course)

**PSAA 633:** Philanthropy and Fundraising in Nonprofits

**PSAA 636:** Grant and Project Management

**PSAA 644:** Management of Nonprofits (if not used as NPM track core course)

**PSAA 650:** Social Innovation and Entrepreneurship

**PSAA 689:** Nonprofit Governance

**INTA 630:** International Economic Development

**INTA 632:** Advanced Economic Development

**INTA 634:** Politics and Development Policies

**INTA 636:** International Development in Theory and Practice

**INTA 643:** International Organizations

**INTA 644:** Post-war Recovery and Development Interventions

**ALEC 645:** Managing Projects of Intl. Agricultural Development

**RPTS 604:** Principles of Community & Community Development

**RPTS 605:** Community Organization

# **State & Local Govt Policy & Mgmt (SLGPM)**

*Associated faculty: Bowman (coordinator), Bright, Cortes, Graham, Greer, Kerr, Lahey, L. Taylor*

This concentration explores the institutional structure of state and local government and how it varies among jurisdictions. Topics discussed include politics and management at the state and local level, the prerogatives and limitations of state and local governments in different policy areas, the role of state and local governments in implementing federal programs, and critical issues facing said governments.

## **SLGPM Core Course (Required):**

**PSAA 617:** State and Local Government: Institutions and Policy

## **SLGPM Electives (Choose two):**

**PSAA 613:** Immigration and Education Policy

**PSAA 616:** Managing Diversity in Public and Nonprofit Organizations

**PSAA 618:** Education Policy

**PSAA 619:** U.S. Urban Policy and Management

**PSAA 625:** Urban Sustainability and Management

**PSAA 626:** Contract Management

**PSAA 630:** Program Evaluation in Public & Nonprofit Organizations (if not used as PM or NPM track Quant. Methods II requirement)

**PSAA 635:** Social Welfare and Health Policy

**PSAA 636:** Grant and Project Mgmt. in Public and Nonprofit Sectors

# State & Local Govt Policy & Mgmt (SLGPM)

*continued*

- PSAA 641:** Organization Theory for the Public Sector
- PSAA 642:** Ethics and Public Policy
- PSAA 646:** Accountability in Public Service
- PSAA 648:** Performance Management in Public and Nonprofit Sectors
- PSAA 661:** Human Resource Management
- EDAD 620:** Educational Program Evaluation
- EDAD 652:** Politics of Education
- GEOG 660:** Applications in Geographic Information Systems
- LDEV 671:** Sustainable Development
- MGMT 658:** Managing Projects
- PLAN 610:** Structure and Function of Urban Settlements
- PLAN 612:** Transportation in City Planning
- PLAN 633:** Planning for Healthy Communities
- PLAN 656:** Housing and Communities
- RPTS 604:** Principles of Community and Community Development
- RPTS 604:** Principles of Community and Community Development

# Individually Designed Concentration

In consultation with his/her advisor and the PSAA Department Head, a student may choose to create an individualized concentration consisting of three approved courses.



# Goals of the Curriculum

- Generally applicable skills and knowledge
- Knowing how to think clearly and critically
- Knowing how to write
- Specializing in a particular area

# Degree Plans and Advising

- Faculty Advisors

You will be notified of your assigned advisor via email next week.

- Finding an internship

- Waiving program requirements

# Choosing a Track and Concentration

You will officially declare your track  
and concentration by submitting your  
MPSA Degree Plan Worksheet  
to Kimberly Reeves  
by **Friday, October 16.**

# Second-Year Funding

- Criteria for continued support of scholarships
  - Avoid probation
  - Avoid academic dishonesty
  - GPA of at least 3.25
- Assistantships
  - \$1,500/month (\$13,500 for 9 months)
  - 9-hour tuition only payment each semester
  - In-state tuition rates
  - Eligibility for health insurance

# Where to Go for Assistance

**Advising (choosing courses, tracks, concentrations)**



Advisor, Senior Administrative Coordinator, Department head

**Career or Internship Issues**



Assistant Dean for Career Services or Assistant Director of Career Services

**Academic Problems**



Advisor or Department Head

**Concerns about Professor and Courses (course content, grading, professionalism)**



Department Head



Senior Associate Dean



Dean

# Where to Go for Assistance

## Advising (choosing courses, tracks, concentrations)



Faculty Advisor



Senior Administrative Coordinator or Administrative Coordinator II



Department head

## Career or Internship Issues



Assistant Dean for Career Services or Asst. Director of Career Services

## Academic Problems



Advisor



Department Head



Senior Associate Dean

# Where to Go for Assistance

## Personal Issues



Advisor/other faculty



Senior Admin Coordinator or Administrative Coordinator II



Department head

## Student Behavior



Department Head



Senior Associate Dean



Dean

# Where to Go for Assistance

**Administrative Issues (registration, adds/drops, forms, degree plans, curriculum and program questions, appointments with Department Head)**



Senior Administrative Coordinator

**Reserving classrooms/meeting rooms, student travel, student reimbursements**



Administrative Coordinator



# Academic Administrative Issues

Ms. Kimberly Reeves

[reevesk@tamu.edu](mailto:reevesk@tamu.edu) , Room 2100

- Appointments with the Department Head
- Advising and Registration Issues
  - General Advising Questions
  - Forces, Adds, Drops (Q-drops, withdrawals)
- Forms and Procedures
  - Individually Designed Concentration Request Form
  - Degree Plan Worksheet
  - Change of Advisor Form
  - 685 (Directed Studies) Form
  - Petition for Degree Requirement Waivers or Substitutions
  - Degree Plan and Petitions
- See Bush School student web page for resources such as forms and deadlines: <http://bush.tamu.edu/psaa/resources/>.

# Other Administrative Issues

## Ms. Stephanie Bustos

[sbustos@tamu.edu](mailto:sbustos@tamu.edu), Room 2104

- Classroom/conference room reservations and key check-out
- General advising questions
- Student travel grant applications
- Student travel arrangements and required forms
- Student travel and expense reimbursements

# MPSA Faculty



# Welcome to the Bush School!