UVU MASTER OF PUBLIC ADMINISTRATION

STUDENT HANDBOOK

WELCOME 3

1. INFORMATION ABOUT THE MPA PROGRAM 4

1.1 Mission 4

1.2 Program Overview and Method of Instruction 4

1.3 Program Learning Outcomes 5

1.4 Credit Requirement and Course Schedule 5

1.5 Required Course Descriptions 7

1.6 Elective Course Descriptions 8

1.7 Graduate Certificates 11

1.8 Professional Experience 11

1.9 GPA Requirement 14

1.10 Registration Deadlines, Process, and Holds 15

1.11 Tuition Rate 15

1.12 Financial Aid and Scholarships 16

1.13 Graduation 16

2. UVU AND MPA POLICIES 17

2.1 Student Rights and Responsibilities 17

2.2 Student Code of Conduct 17

2.3 Equity and Title IX 17

2.4 Academic Integrity and Plagiarism 17

2.5 Leave of Absence 18

2.6 Petitions 18

3. RESOURCES 20

3.1 Access to UVU Campus 20

3.2 Advising and Support 20

3.3 CARE Hub 20

3.4 Canvas 20

3.5 Career and Internship Center 22

3.6 Faculty 22

3.7 Fulton Library 22

3.8 Graduate Writing Center 23

3.9 Money Success Center 23

3.10 Professional Organizations 23

3.11 Student Health Services 24

3.12 Service Desk 24

4. FURTHER INFORMATION 24

WELCOME

Dear students,

We are excited to have you join the Master of Public Administration (MPA) program at Utah Valley University! We are grateful you have decided to advance your education and prepare further for a career in government or in the nonprofit sector.It is our hope and desire that you will enjoy your education at UVU and that you will benefit from our expert faculty and our cutting-edge curriculum.

Our program is designed to equip you with the knowledge, skills, and expertise necessary to excel in the dynamic field of public administration. The curriculum in the MPA program fosters a multidisciplinary approach, integrating theory and practice to develop well-rounded leaders capable of addressing complex challenges facing our communities. From public policy analysis and financial management to organizational leadership and ethical decision-making, our coursework encompasses a broad spectrum of subjects to prepare you for the diverse demands of public administration.

Whether you are an aspiring public servant, a seasoned professional seeking career advancement, or someone passionate about making a positive impact on society, this handbook serves as your comprehensive guide for your MPA journey at UVU. Please read this over to better understand our program, student expectations, and resources available to help you succeed.

Should you have any questions or need any assistance, please do not hesitate to ask. We would be happy to assist you.

Sincerely,

David A. McEntire, Ph.D., SFHEA
Professor and Interim Program Director
david.mcentire@uvu.edu

1. INFORMATION ABOUT THE MPA PROGRAM

Welcome to the Master of Public Administration (MPA) program! This handbook will help you learn more about the MPA program at Utah Valley University, including its purpose, overview, methods of instruction, learning outcomes, credit requirements, course schedules, course descriptions, available certificates, GPA expectations, registration, tuition rates, financial aid and scholarships, and graduation.

1.1 Mission

UVU's MPA Program cultivates future public service leaders by empowering students in leadership, ethical values, strategic thinking, and policy expertise to drive impactful community change.

Our core values include:

- **LEADERSHIP** – Equipping students with the skills and knowledge to effect impactful change.
- **POLICY EXPERTISE** – Developing knowledge and skills to shape and implement effective policies.
- **STRATEGIC THINKING** – Focusing on strategic planning and decision-making.
- **ETHICAL GOVERNANCE** – Highlighting leadership ethics and integrity in public service.
- **COMMUNITY IMPACT** – Prioritizing meaningful contributions to society and public well-being.
- **EMPOWERMENT** – Embolden students to cultivate and drive meaningful change within their communities.

1.2 Program Overview and Method of Instruction

The MPA program at UVU is 100% online. Students will complete their coursework, attend classes, interact with professors and classmates, submit assignments, and take exams exclusively through an online platform, without the need to be physically present on campus. Classes are semester-paced, meaning they begin and end on the same semester-based schedule that all UVU classes follow.

Most students begin the program during fall semester as part of a cohort. Students may enroll in the program as full-time or part-time students. The program requires completion of 36 credits.Completion will take between 15 months and two years, depending on how many credits are taken each semester.

1.3 Program Learning Outcomes

While enrolled and engaged in the MPA program, students will:

1. Apply leadership strategies to design and implement initiatives that promote positive community change and advance the public interest.
2. Evaluate public problems to contribute to the public, fiscal, and economic policy process.
3. Use critical thinking skills and evidence-based strategies to solve public service problems in a complex and dynamic environment.
4. Evaluate legal, regulatory, human resource, and ethical dimensions of public service delivery.
5. Demonstratewritten and verbal communication skills to address public service-related problems in a diverse and changing workforce.

1.4 Credit Requirement and Course Schedule

The MPA program consists of 36 credits, which is the equivalent of 16 months for full-time students or 24 months for part-time students. The 36 credit hours include nine required core classes and three elective classes of your choosing. Each course is offered one time during the year, so students are encouraged to take courses in the recommended order below.

SEMESTER	RECOMMENDED FULL-TIME SCHEDULE	RECOMMENDED PART-TIME SCHEDULE
FALL – YEAR 1	PADM 6000: PUBLIC ADMINISTRATION	PADM 6000: PUBLIC ADMINISTRATION
	PADM 6060: RESEARCH METHODS FOR PUBLIC ADMINISTRATION	PADM 6060: RESEARCH METHODS FOR PUBLIC ADMINISTRATION
	MPA ELECTIVE COURSE	
SPRING – YEAR 1	PADM 6020: PUBLIC ADMINISTRATION POLICY AND EVALUATION	PADM 6020: PUBLIC ADMINISTRATION POLICY AND EVALUATION
	PADM 6050: PUBLIC ADMINISTRATION LEADERSHIP AND ETHICS	PADM 6050: PUBLIC ADMINISTRATION LEADERSHIP AND ETHICS
	PADM 6070: HUMAN RESOURCE MANAGEMENT	
SUMMER – YEAR 1	PADM 6010: PUBLIC ADMINISTRATION FINANCE AND BUDGETING	PADM 6010: PUBLIC ADMINISTRATION FINANCE AND BUDGETING
	PADM 6040: ORGANIZATION BEHAVIOR IN PUBLIC ADMINISTRATION	PADM 6040: ORGANIZATION BEHAVIOR IN PUBLIC ADMINISTRATION
	MPA ELECTIVE COURSE	
FALL – YEAR 2	PADM 6030: LEGAL ISSUES FOR PUBLIC ADMINISTRATION	PADM 6030: LEGAL ISSUES FOR PUBLIC ADMINISTRATION
	PADM 6900: PUBLIC ADMINISTRATION CAPSTONE PROJECT	MPA ELECTIVE COURSE
	MPA ELECTIVE COURSE	
SPRING – YEAR 2		PADM 6070: HUMAN RESOURCE MANAGEMENT
		MPA ELECTIVE COURSE
SUMMER – YEAR 2		PADM 6900: PUBLIC ADMINISTRATION CAPSTONE PROJECT
		MPA ELECTIVE COURSE

1.5 Required Course Descriptions

PADM 6000: PUBLIC ADMINISTRATION (3 CREDITS)

Explores senior-level administrative functions within a public services organization. Analyzes and assesses positive and negative practices within public service organizations, including managerial actions and bureaucracy.

PADM 6010: PUBLIC ADMINISTRATION FINANCE AND BUDGETING (3 CREDITS)

Analyzes financial and budgeting operations occurring in the public sector. Assesses funding streams, budget development, financial management concerns, and fiduciary responsibilities of public service leaders.

PADM 6020: PUBLIC ADMINISTRATION POLICY AND EVALUATION (3 CREDITS)

Provides the investigative, ethical, and development tools needed to form public policy and evaluate program success. Develops analysis skills to examine new ideas, test their viability, determine program needs, and organize to meet these needs. Addresses how to make policy, how to assess if policy is working, and how to fix the flaws in existing policy.

PADM 6030: LEGAL ISSUES FOR PUBLIC ADMINISTRATION (3 CREDITS)

Evaluates the law and its application within the public services. Examines constitutional principles in relation to public service functions.

PADM 6040: ORGANIZATIONAL BEHAVIOR IN PUBLIC ADMINISTRATION (3 CREDITS)

Examines organizational behavior within the public services and compares and contrasts it to the private sector. Researches the public services to make comparisons and develop a theoretical basis for use in administrative decision-making in dealing with organizations and their people. Applies conceptual frameworks, case discussions, and skill-oriented activities which include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Helps participants acquire skills and analytic concepts to improve organizational relationships and effectiveness.

PADM 6050: PUBLIC ADMINISTRATION LEADERSHIP AND ETHICS (3 CREDITS)

Analyzes leadership approaches within the public services. Identifies the need for people-centric leadership that serves both the public servants and the community. Uses case study analysis to differentiate between leadership approaches to people and the management of processes. Explores ethical issues in public service delivery.

PADM 6060: RESEARCH METHODS FOR PUBLIC ADMINISTRATION (3 CREDITS)

Identifies qualitative and quantitative research methods within a public services framework. Introduces the impact social science discovery has on the formulation of public policy. Illustrates research designs utilized within qualitative and quantitative methodologies.

PADM 6070: HUMAN RESOURCE MANAGEMENT (3 CREDITS)

Examines the services provided by a manager of a human resources department. Provides an overview of human resource management. Focuses on the role of managers and how they develop effective and efficient human resources practices that support the strategic goals of their organization.

PADM 6900: PUBLIC ADMINISTRATION CAPSTONE PROJECT (3 CREDITS)

Teaches synthesis of public service/emergency services coursework and primary/secondary research to formulate a public policy or empirical work relating to public services administration.

Pre- or Corequisite(s): PADM6060

1.6 Elective Course Descriptions

PADM 6400: PUBLIC ADMINISTRATION PROGRAM DEVELOPMENT AND EVALUATION (3 CREDITS – SPRING)

Provides program planning and evaluation responsibilities in public service settings. Focuses on the critical components of most planning models, which include performing a needs assessment; priority setting; creating a problem statement; establishing goals and objectives; developing and implementing interventions; evaluation; and budgeting.

PADM 6410: NONPROFIT MANAGEMENT (3 CREDITS – FALL)

Examines the intellectual foundation and applied approach to the guiding theories and philosophy of nonprofit practice and community development. Investigates the origins, functions, strategies, and practices of nonprofit organizations. Explores the challenges nonprofits face regarding operations, mission, and governance.

PADM 6700R: PUBLIC ADMINISTRATION INTERNSHIP (3 CREDITS – FALL, SPRING, SUMMER)

Provides students a transition from school to work, where learned theory is applied to actual practice through meaningful on-the-job training commensurate with graduate-level work. May be repeated for a maximum of 6 credits toward graduation.

PADM 6790R: SPECIAL TOPICS IN PUBLIC ADMINISTRATION (1-6 CREDITS – FALL, SPRING, SUMMER)

Provides students with an opportunity to study and/or research special public service topics. Requires students to identify relevant topics of public services, analyze their issues and impacts, and synthesize possible solutions/models for application in the public services arena. Calls for the creation of a significant research paper worthy of communication to a broader peer audience. May be repeated for a maximum of 6 credits toward graduation.

ESMG 6110: DISASTERS/VULNERABILITY/AND IMPACTS (3 CREDITS – FALL)

Evaluates the impact of natural and manmade disasters locally, nationally, and internationally. Analyzes historical disaster case studies in order to examine the aggregate costs of disasters.

ESMG 6120: EMERGENCY PLANNING AND RESPONSE (3 CREDITS – SUMMER)

Prerequisite(s): Acceptance in the Graduate Certificate in Emergency Management and Homeland Security Administration or the Master of Public Administration (MPA) Program.

Examines the need for emergency planning and response criteria associated with emergency services delivery. Teaches how to generate a community-wide emergency planning and response matrix. Identifies systems thinking within an emergency framework.

ESMG 6140: HOMELAND SECURITY FUNDAMENTALS (3 CREDITS – SPRING)

Explains the history, formation, and growth of the Department of Homeland Security (DHS) since September 11, 2001. Estimates the impact homeland security has on local emergency service agencies. Appraises the current state of national and international homeland security operations. Evaluates the existing DHS structure and its ability to meet the organization's strategic mission.

HLTH 6200: ISSUES IN PUBLIC HEALTH (3 CREDITS – FALL)

Examines public health principles and concepts by focusing on the five core public health knowledge areas and the 10 essential public health services. Explores public health infrastructure, surveillance, social determinants of health, policy, and emerging issues. Provides a broad framework for understanding public health's role in community health, prevention, and medicine.

PADM 6400: PUBLIC ADMINISTRATION PROGRAM DEVELOPMENT AND EVALUATION (3 CREDITS – SPRING)

Provides program planning and evaluation responsibilities in public service settings. Focuses on the critical components of most planning models, which include: performing a needs assessment; priority setting; creating a problem statement; establishing goals and objectives; developing and implementing interventions; evaluation; and budgeting.

PADM 6790R: SPECIAL TOPICS (NONPROFIT MANAGEMENT, GRANT WRITING, STUDY ABROAD – SPRING, SUMMER, FALL)

Provides students with an opportunity to study and/or research special public service topics. Requires students to identify relevant topics of public services, analyze their issues and impacts, and synthesize possible solutions/models for application in the public services arena. Calls for the creation of a significant research paper worthy of communication to a broader peer audience. May be repeated for a maximum of 6 credits toward graduation.

Note: Other graduate-level courses may also be taken to help specialize your MPA degree. See course descriptions in the **UVU Catalog**.

1.7 Graduate Certificates

Students may choose to apply their elective credits to one of three graduate certificates. The certificates and requirements are as follows:

HEALTHCARE MANAGEMENT

- MGMT 6300 Healthcare Systems/Finance Operations
- MGMT 6310 Healthcare Policy and Law
- MGMG 6320 Healthcare Strategy

EMERGENCY MANAGEMENT/HOMELAND SECURITY

- ESMG 6110 Disasters, Vulnerability, and Impacts
- ESMG 6120 Emergency Planning and Response
- ESMG 6140 Homeland Security Fundamentals

HIGHER EDUCATION ADMINISTRATION

- EDHE 6410 Foundations and Contexts of Higher Education
- ESHE 6420 Humanizing Higher Education
- EDHE 6430 Student Success and Development OR
- EDHE 6440 Leadership in Higher Education

1.8 Professional Experience

Utah Valley University values theoretical/academic education along with applied professional development for students. For this reason, the Master of Public Administration program promotes practical knowledge and interaction with professionals in course work and other activities (e.g., participation in ASPA Chapter meetings and the provision of guest speakers in periodic synchronous online meetings). Internships are also offered and required for MPA students who need additional professional experience prior to entering the workforce.

THE BENEFIT OF INTERNSHIPS

Internships help prepare students to enter their desired field and prepare for successful careers in public administration and nonprofit management. The advantages of internships for students are numerous. Internships:

Reinforce book learning and theoretical knowledge,

Expose students to professional work responsibilities and unique public and nonprofit environments,

Allow for networking experiences,

Enhance professional development and practical skills,

Strengthen resumes and generate additional employment credentials, and

Increase job placement rates and successful career performance.

INTERNSHIP REQUIREMENTS

The MPA program requires students to complete a supervised internship if they do not already have 1 year of significant and acceptable professional experience working in the public sector (e.g., a government department or agency at the local, state, tribal, or federal level) or equivalent time in a nonprofit organization. Internships may be part-time or full-time and paid or unpaid based on the unique needs of the individual MPA student and the desires of the internship host. Students who are required to complete an internship will enroll in 3 credit hours of PADM 6700R (Public Administration Internship). This is the equivalent of 180 hours of internship service respectively.

THE INTERNSHIP PROCESS

The MPA program will work to identify as many potential hosts for internships as possible and enter into agreements with such hosts through the UVU Master Internship Agreement form. The lists of available internships will be made available to students by the MPA Program Manager.

Students will seek out or apply for an internship in one of two ways:

1. Students may apply for one of the existing internships that is available from the pre-arranged list of internship hosts compiled by the MPA Program Manager.

OR

2. Students may also identify, request and seek approval for a different internship based on their own professional interests and personal contacts.

Regardless of what option is preferred, the MPA student must complete the Internship Request Form, preferably at least 2 months before the start of the internship semester. The Internship Request Form must be submitted to the MPA Program Manager. This formal submission will signal the student's desire to complete an internship per the MPA program degree requirements.

The MPA student will then schedule a time to meet or chat with the MPA Program Manager over the phone, or in an online TEAMS appointment, to discuss internship requirements, goals, and processes.

Once a suitable internship experience has been identified and arranged, the MPA student, internship host, and MPA Program Manager will sign the Memorandum of Understanding form, indicating their willingness to participate and follow all requirements for attendance, performance, expectations, and assessment.

During the semester of the internship, the internship host will submit two evaluations of the student's performance to the MPA Program Manager (via the Internship Assessment Form). The first evaluation will occur halfway through the internship, and the second will be submitted at the end of the internship. These two evaluations will help to ensure the student is meeting expectations for both the internship host and Utah Valley University.

At the conclusion of the internship (and before grades are due), each student will submit a 2-3 page paper to the MPA Program Manager. This paper should describe what the student did to complete the internship requirement, explain what the student learned from the experience, and describe how the internship facilitated preparation for a career. If any challenges were encountered, those can be mentioned along with how the difficulty was addressed and overcome.

Besides helping to ensure the student is meeting/has met expectations, the two evaluations by the internship host and final 2-3 page report from the student will facilitate grading of the internship by the MPA Program Manager and MPA Program Director. When necessary, the student, the internship host, the MPA Program Manager and the MPA Program Director should discuss any problems

encountered along the way in order to find a resolution for conflict if they occur. Ultimately, it is the student's responsibility to meet expectations for internship performance. Because the relationship between the MPA program and internships is crucial, failure to comply may result in a cancelation of the internship. Actions that violate UVU policies may also possibly result in dismissal from the program.

INTERNSHIP WAIVERS

Students who believe they have already met the 1-year requirement of significant and acceptable professional experience working in the public sector (e.g., a government department or agency at the local, state, tribal, or federal level) or equivalent time in a nonprofit organization may request a waiver of the internship requirement. In special circumstances, students may also request a waiver of the internship if they believe they have significant and acceptable professional experience working in the private sector and can justify how their experience meets the learning objectives of the MPA program. However, it is anticipated that these exceptions will be extremely rare.

Students can justify their experience by writing a 3-page paper of how their prior experience meets the learning objectives of the MPA program. Students who seek consideration of prior or current work experience in lieu of the internship must submit an Internship Waiver Form to the MPA Program Manager. The MPA Program Manager will review the waiver and make a final decision in consultation with MPA Program Director and MPA faculty. Students will be notified via email of the decision on this matter.

1.9 GPA Requirement

Graduate students shall maintain a minimum cumulative 3.0 GPA to remain in their graduate programs. (See UVU Policy 510, Section 4.12.)

Graduate students whose cumulative GPA falls below 3.0 shall be placed on academic probation in the following semester. Students whose GPAs remain below 3.0 after the probation semester shall be suspended from their graduate program and shall not be permitted to register or attend graduate courses. (See UVU Policy 510, Section 5.10.)

Credit for courses in which a student earns a grade lower than a B in core classes or a B- in electives will not be applied toward the MPA degree.

1.10 Registration Deadlines, Process, and Holds

Students are responsible for knowing relevant dates and deadlines for registration, but they are encouraged to register for classes upon admission and as early as possible for each semester.

Students will use their myUVU portal to add and drop classes. For more information about registration, visit **UVU's registration webpage**.

Once students are admitted to the program, they are eligible to register for classes. If a student is unable to register for classes for any reason, they should contact the program manager immediately.

1.11 Tuition Rate

The MPA program tuition rate for 2026-2027 are as follows:

- 3 credits: $1,591.38
- 6 credits: $3,182.76
- 9 credits: $4,774.14

Tuition for the MPA program is due on the same schedule as all academic programs at UVU. Students are responsible for being aware of and meeting these deadlines, as late tuition payments may result in additional fees. For more information about tuition and policies, visit the **UVU tuition**

webpage.

1.12 Financial Aid and Scholarships

The MPA program offers a tuition waiver scholarship for select Utah residents, which waives a portion of graduate tuition. Students must be admitted to the program before they can apply for this scholarship. For more information and a link to apply, visit the **graduate scholarship webpage**.

Other students may be eligible for grants or student loans. To find out eligibility requirements, students must submit a Free Application for Federal Student Aid (FAFSA). Please read **this article** for relevant information about financial aid for graduate students.

UVU's financial aid office is available to help graduate students with questions about financing their education.

1.13 Graduation

Students will apply for graduation early in the semester in which they plan to graduate. Part-time students will typically apply for summer graduation, while full-time students are typically eligible for fall graduation. Students who graduate in the fall are invited to participate in the spring commencement ceremonies following their graduation. Students who apply for summer graduation may participate in spring commencement exercises the semester prior to their graduation by indicating their intent to walk on their graduation application.

All students must apply for graduation, whether they plan to participate in ceremonies or not. Students must be aware of deadlines in order to avoid late fees and to make sure their graduation dates are accurate and diplomas are awarded on time.

Information about applying for graduation, deadlines, and commencement/convocation details can be found on **UVU's graduation webpage**.

2. UVU AND MPA POLICIES

This section will provide information about student rights and responsibilities, the student code of conduct, equity and Title IX, academic integrity and plagiarism, leave of absence, and petitions.

2.1 Student Rights and Responsibilities

Graduate students are subject to the Student Rights and Responsibilities Code contained in UVU Policy 541: Student Rights and Responsibilities Code. Students are expected to know their rights and fulfill their responsibilities as stated in the **Student Rights and Responsibilities Code.**

2.2 Student Code of Conduct

Graduate students are subject to the UVU **Student Code of Conduct.** The Student Code of Conduct supports the intellectual, personal, social, and ethical development of all members of the community by promoting the values of civility, integrity, inclusivity, respect, and responsibility. Students are expected to uphold these values through the exercise of their personal freedom and reasoned discourse. This Student Code of Conduct also outlines students' rights and due process procedures for addressing alleged student violations of university policies, delineates the range of disciplinary sanctions for violations, and establishes procedures for appeal of disciplinary sanctions.

2.3 Equity and Title IX

UVU is committed to maintaining an inclusive and safe environment for its students, faculty, staff, and visitors. The Equity and Title IX Office fulfills this responsibility by providing resources and enforcing UVU policy and state and federal law to promote a campus free from discrimination, harassment, and sexual misconduct. For more information, visit **uvu.edu/equityandtitleix**.

2.4 Academic Integrity and Plagiarism

Graduate students are expected to maintain academic integrity and avoid plagiarism. Academic integrity and plagiarism are addressed in the UVU Student Code of Conduct.Such academic misconduct and other acts of dishonesty may include:

- *All forms of academic misconduct and other acts of dishonesty, including but not limited to cheating, plagiarism, fabrication, and/or possessing or providing to the university any false, falsified,*

altered, forged, or misleading information, materials, documents, accounts, records, identification, or financial instruments.

For more information, see **Student Code of Conduct**.

2.5 Leave of Absence

Graduate coursework must be completed within six years. Therefore, leave of absence requests are discouraged. However, students who need to take a semester off for any reason should first speak with the program manager to revise their graduation plan. If approved, students may request a one-semester leave of absence using the **graduate leave of absense form**. Students must submit the leave of absence form for each semester they will not be enrolling in classes. Students who need more than a year away from their coursework will be withdrawn from the program and will have to reapply for admission before returning.

2.6 Petitions

On occasion, students are faced with extenuating circumstances affecting their enrollment and/or performance.Students needing an exception to policy regarding academics, enrollment, or tuition should speak to the program manager and use a **petition with supporting documentation to make a request for an exception**.

NAME/TITLE	DEPARTMENT/ COLLEGE	MPA COURSES TAUGHT	CONTACT INFORMATION
JAMES BEMEL, ASSOCIATE PROFESSOR	PUBLIC HEALTH, CHPS	HLTH 6200	JBEMEL@UVU.EDU
BARBARA FINLINSON, ADJUNCT PROFESSOR	NEPHI CITY AND JUAB COUNTY	PADM 6030	BARBARAF@UVU.EDU
JOHN FISHER, PROFESSOR	EMERGENCY SERVICES, CHPS	PADM 6040	JOHN.FISHER@UVU.EDU
MELISSA HALL, ADJUNCT PROFESSOR AND ASSOCIATE DIRECTOR FOR COMMUNITY ENGAGED RESEARCH	CENTER FOR HOPE, HUNTSMAN CANCER INSTITUTE	PADM 6410, PADM 679R	MELISSA.HALL@UVU.EDU
JUSTINE LEE, LECTURER	ORGANIZATIONAL LEADERSHIP, WSB	PADM 6070	JUSTINE.LEE@UVU.EDU
CHRIS LINDQUIST, ASSISTANT PROFESSOR	EMERGENCY SERVICES, CHPS	PADM 6110, ESMG 6210, ESMG 6140	CHRISL@UVU.EDU
KYLER LUDWIG, ADJUNCT PROFESSOR	CITY MANAGER, KANAB	PADM 6010	KLUDWIG@UVU.EDU
JEFF MAXFIELD, PROFESSOR	EMERGENCY SERVICES, CHPS	PADM 6000, PADM 6050	JMAXFIELD@UVU.EDU
DAVID MCENTIRE, PROFESSOR	EMERGENCY SERVICES, CHPS	PADM 6040	DAVID.MCENTIRE@UVU.EDU
MELISSA NOYES, ASSOCIATE PROFESSOR	CRIMINAL JUSTICE, CHPS	PADM 6030	MELISSA.NOYES@UVU.EDU
THOMAS STURTEVANT, ASSISTANT PROFESSOR	PUBLIC HEALTH, CHPS	PADM 6000, PADM 6400	TOM.STURTEVANT@UVU.EDU
AMY STUTZENBERGER, ASSISTANT PROFESSOR	CRIMINAL JUSTICE, CHPS	PADM 6020, PADM 6060	AMY.STUTZENBERGER@UVU.EDU
STEVEN SYLVESTER, ASSISTANT PROFESSOR	POLITICAL SCIENCE, CHSS	PADM 6020, PADM 679R	SSYLVESTER@UVU.EDU
HEATHER THIESSET, ASSISTANT PROFESSOR	HEALTH SCIENCES, CHPS	PADM 6010	HEATHER.THIESSET@UVU.EDU

3. RESOURCES

This section of the handbook provides information about the UVU Campus, advising and support, the CARE Hub, Canvas, the Career and Internship Center, faculty, the Graduate Writing Center, the Fulton Library, the Money Success Center, professional organizations, the Service Desk, and Student Health Services.

3.1 Access to UVU Campus

UVU's main campus in Orem, Utah, is a vibrant and sprawling educational hub nestled against the majestic Wasatch Mountain Range.Online students are welcome to visit the campus and take advantage of all resources available to face-to-face students, including the Fulton Library, computer labs, the Graduate Writing Center, the Student Life and Wellness Center, study areas, the UVU Store, dining services, and more.For more information, visit the **campus life webpage**.

3.2 Advising and Support

The MPA program manager serves as the academic advisor and primary support contact for students. The program director and faculty are also available to address concerns or consult with students.Students may contact them directly.

- MPA Program Manager: Kim Sparks,ksparks@uvu.edu
- MPA Interim Program Director: David A. McEntire, david.mcentire@uvu.edu

3.3 CARE Hub

The CARE Hub provides resources related to housing insecurity, food insecurity, health/wellness, childcare, legal issues, transportation insecurity, and lack of needed technology.For more information, visit the **CARE Hub website**.

3.4 Canvas

Canvas by Instructure is the official learning management system (LMS) for UVU and the MPA program. Graduate students use Canvas to access important announcements about the class,

course syllabi, required readings, instructions about assignments, and much more. Canvas is also the place to discuss important topics with classmates, submit assignments, and take quizzes and exams.Students have access to Canvas support 24/7 by opening Canvas and clicking "live help." For more information about Canvas, visit the **Canvas website**.

Additionally, UVU has a general help desk that can be reached at 801-863-8888. Students who call this number will be forwarded to the appropriate department depending on the nature of the concern.

The following are recommendations to help you access, navigate, and use Canvas in an effective and efficient manner:

- Google Chrome and Firefox are the recommended browsers.
- Check the syllabus to know the preferred way to contact your instructor, either through the Canvas Inbox or their UVU email address.
- Always complete the "Identify Your Testing Location" quiz if it is available in your online class.
- Did you use Respondus Lockdown browser this semester? Empty your cache at the end of every semester to break ties to Respondus before the next semester starts.
- Getting "unauthorized" errors? Clear your cache and browser history, close the browser, and log back in. If you still have the error, contact Canvas Support by clicking the "Get Help" tab in your online or hybrid course, or the general Canvas Help.
- Submit assignments or take quizzes from a computer and not the mobile app.
- When submitting an assignment, make sure to leave your browser tab open until you see that the assignment is fully submitted.
- Trouble submitting directly from Google Drive? Save the file to your hard drive first, then upload the submission.

- If using Apple software or Google Drive to create documents, please export them as their Microsoft Office equivalent onto your hard drive. Upload that version to Canvas.
- Check the Grades page regularly and contact the instructor concerning missing scores.
- Use the checkbox "calculate based only on graded assignments" on the Grades page to toggle between reviewing your grades based on graded or unsubmitted assignments.

3.5 Career and Internship Center

The Career and Internship Center has resources to help you design a tailored career plan. It can help you develop better interviewing skills, create your professional documents (resume and cover letter), network, and find an internship or career position. We highly encourage you to connect with the Career and Internship Center. For more information, visit the **Career and Internship Center website**.

3.6 Faculty

The MPA program is interdisciplinary, employing faculty from various departments at UVU. The interdisciplinary education prepares students to be adaptable and versatile in a rapidly changing world. Faculty are scholars in their fields, and many have real-world experience in their areas of expertise.

3.7 Fulton Library

The Ira A. and Mary Lou Fulton Library provides user-centered services, various learning spaces, and essential resources that support the university's mission of educating students for success in work and life. Online graduate students have access to all library resources, including research databases, check-out privileges, and individualized help. For general information about the library, visit theUVU Fulton Library website. To learn more about resources available for MPA research or to schedule an appointment with a librarian, visit thewebpage designated for UVU MPA students.

3.8 Graduate Writing Center

The Graduate Writing Center is a free service that can help writers at all stages of the writing process. While tutors will gladly address questions of grammar and style during tutorials, they are not able to accommodate editing requests. For more information or to schedule an appointment, visit the **Graduate Writing Center website**.

3.9 Money Success Center

The Money Success Center helps students stay in school, graduate with minimal debt, and learn sound financial skills for the future through free one-on-one financial counseling. For more information, please visit **the Money Success Center website**.

3.10 Professional Organizations

Students are encouraged to be aware of, join, and participate in professional organizations as part of their education and career preparation. Here are a few you may want to investigate and join:

- **AMERICAN SOCIETY OF PUBLIC ADMINISTRATION:** A professional association dedicated to advancing the field of public service through the promotion of effective and ethical public governance. For more information, visit **aspanet.org**.
- **ASSOCIATION FOR FINANCE AND BUDGET MANAGEMENT:** An association affiliated with the American Society for Public Administration (ASPA) that is devoted to improving public and nonprofit financial and budgeting. For more information, visit **abfm.org/membership-information**.
- **CITY/COUNTY MANAGEMENT ASSOCIATION:** ICMA is the world's leading association of professional city and county managers and other employees who serve local governments. For more information, visit **icma.org**.
- **NETWORK OF SCHOOLS OF PUBLIC POLICY, AFFAIRS, AND ADMINISTRATION (NASPAA):** A nonprofit organization dedicated to promoting excellence in public service education and training.NASPAA is a global association of universities, colleges, and programs that offer degrees in public administration, public policy, and related fields. For more information, visit **naspaa.org**.
- **SOCIETY FOR HUMAN RESOURCE MANAGEMENT:** This organization empowers employers to embrace innovative hiring, training, retention, and workplace support practices. For more information,

visit **shrm.org**.

- **UTAH LEAGUE OF CITIES AND TOWNS:** An organization dedicated to addressing issues facing municipal governments. For more information, visit **ulct.utah.gov**.
- **UTAH NONPROFIT ASSOCIATION:** An association dedicated to improving nonprofit organizations for broad social impact. For more information, visit **utahnonprofits.org**.

3.11 Student Health Services

Student Health Services has a staff united in the goal of serving students in a caring and competent manner. We have low-cost and available services for UVU students in the areas of medical and psychiatric care, mental health services, learning disability assessment services, and crisis services, regardless of health insurance status.We offer life- and health-enhancing services that increase the safety, productivity, and life experience of the individual and the camp. For more information, visit the **Student Health Services website**.

3.12 Service Desk

The UVU Service Desk is available to help with admissions, registration, financial aid, technical problems, and other issues.The Service Desk can be contacted through phone, chat, walk-in, appointment, etc. For more information, visit **uvu.edu/servicedesk**.

4. FURTHER INFORMATION

For any questions about the MPA program, UVU policies, or available resources, please contact the program manager or interim director.

PROGRAM MANAGER

Kim Sparks

ksparks@uvu.edu

INTERIM PROGRAM DIRECTOR

David A. McEntire, Ph.D., SFHEA

david.mcentire@uvu.edu