UMKC | **Department of Public Affairs**
Henry W. Bloch School of Management

UNIVERSITY OF MISSOURI-KANSAS CITY

MPA Student Handbook
2018-2019

Department of Public Affairs
Student Handbook
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Welcome to the Department of Public Affairs!

We are delighted that you have chosen to pursue the Master of Public Administration (MPA) degree at the Department of Public Affairs in the Henry W. Bloch School of Management. Our department is 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 our community. Through this commitment you will have the opportunity to participate in an exceptional professional education experience -- an 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.

Being in the Bloch School of Management allows us to offer you important opportunities to engage in the important work of the public service, healthcare, and civic community of this region. Not only will you engage in applied research projects within your classes -- projects that are connected to real issues and organizations -- but you will have the opportunity to connect with leading professionals of this region through the events we sponsor, the guest speakers in your classes and participation in events and activities of professional organizations such as the Kansas City Chapter of the American Society for Public Administration. The Department of Public Affairs also is home to two special centers that provide opportunities to work directly with the community. One, the Cookingham Institute of Urban Affairs, provides research and programs to help build local government capacity. The second, the Midwest Center for Nonprofit Leadership, is a nationally-recognized academic center that offers for-credit and non-credit leadership and professional development programs for nonprofit and governmental leaders. The department also works with many campus-based community initiatives.

The faculty and staff of the Department of Public Affairs are here as a resource for you as you earn your degree. You will find this program exciting, engaging, and challenging, and we look forward to our work together. Congratulations on entering the MPA program and joining the Department of Public Affairs!

Warm regards,

Arif Ahmed, BDS, PhD, MSPH
Chair, Department of Public Affairs

Bloch School History and Background

Welcome to the Henry W. Bloch School of Management. We are glad that you have chosen us for your graduate education. This Graduate Student Handbook was created to help you navigate the Master of Public Administration program successfully and easily in order to gain the education that you desire.

The Henry W. Bloch School of Management is a special place. Supported by a community of generous philanthropists, we are Kansas City's School of Management. As lived by our namesake Henry Bloch, we are committed to developing students who are innovative and agile, ready to tackle both the business and social challenges in our region. We are a school of management that spans multiple sectors: business, nonprofit, government, and healthcare. Our role is to help our students and community members see opportunity and success more holistically. We are on the path to be the region's top thought leader, convener, and resource for talent. As an integral part of an urban public university, we view the diverse and dynamic Kansas City region as a partner and supporter in our mission.

Prestige
The Henry W. Bloch School of Management is the only fully accredited school of business and public administration in the greater Kansas City area and one of very few such schools in the nation. The integrated public and private sector focus of the School offers Bloch students a competitive advantage.

The quality of the Bloch School of Management is supported by its adherence to international standards for quality education. The Bloch School is accredited by National Association of Schools of Public Affairs and Administration (NASPAA) and AACSB International – The Association to Advance Collegiate Schools of Business.

Bloch School Mission
The Bloch School develops purposeful, entrepreneurial, and innovative leaders to meet changing global demands, and advances knowledge and practice through excellent teaching, scholarship, outreach, and service.

History
The University has offered business courses since 1933. In 1953, with the support and encouragement of the Kansas City community, the School of Business Administration was established.

The Master of Public Administration program was established in Kansas City in 1961 by the University of Missouri as part of its outreach and extension program. In 1978, UMKC renamed its Department of Public Administration the L.P. Cookingham Institute of Public Affairs, in recognition of the role former L.P. Cookingham, former city manager of Kansas City, Missouri, played in inspiring and supporting professional public management.

In 1986, the School of Business received an endowment from Henry Bloch, co-founder of H&R Block. The MPA program was merged into the new school, and in recognition of Mr. Bloch, the school was named in his honor – the Henry W. Bloch School of Business and Public

Administration.

In 2010, with the full support of Henry Bloch, the school was renamed the Henry W. Bloch School of Management to reflect its new 21_{st} century vision to be Kansas City's nationally and globally preeminent school of management focusing on entrepreneurial and innovative thinking as the foundation of transforming talent and achieving sustainable growth in for-profit, public and nonprofit enterprises.

Two Buildings, One School: In Fall 2013, The University of Missouri-Kansas City and the Henry W. Bloch School of Management welcomed students to the new Henry W. Bloch Executive Hall for Entrepreneurship and Innovation, which stands adjacent to the historic Bloch School building, the Bloch Heritage Hall. Now students have two beautiful, innovative spaces in which to study, dream, create and succeed. The Bloch Heritage Hall houses academic departments, the Student Services Offices, computer lab, faculty offices and classes from undergraduate through executive level. The Bloch Executive Hall houses Bloch Executive Education and the Regnier Institute for Entrepreneurship and Innovation, as well as undergraduate through executive classes.

The new Bloch Executive Hall was made possible by a $32 million gift from Bloch School benefactor Henry W. Bloch.

Unlike any other management school facility in the world, the Bloch Executive Hall features:

- Design-led innovation lab for brainstorming, simulation, concept design and ideation and prototyping
- Flexible experiential learning classrooms for participative learning
- Center atrium and amphitheater
- Behavioral Research Laboratory for academic and funded research projects
- 200-seat auditorium
- Finance lab and classroom where students can experience real-time financial market conditions

Throughout its history, the Bloch School has maintained close connections to the business and civic community. Bloch's faculty regularly consult with local leaders about the skills that they need from Bloch graduates. Those skills are found in the School's curricula across the undergraduate and graduate degrees, executive education, and certificate programs. More than 14,000 Bloch alumni live and work in the greater Kansas City area, forming a powerful network.

World-Renowned Faculty
The Bloch School is known for its very diverse and accomplished faculty. All of the School's full-time faculty members hold the highest terminal degree in their subject areas.

Bloch is home to distinguished faculty who have received prestigious awards and recognition for their teaching, research, and/or service. Bloch faculty publish extensively in top journals; write internationally-acclaimed books; and are in high demand to advise and consult with leading corporations, governmental agencies, and nonprofit organizations across the nation and around the world.

MPA Mission and Goals

The Bloch MPA program is designed to prepare entrepreneurial and innovative public service leaders and executives to be effective and successful in an increasingly complex and dynamic world. Graduates of the Master of Public Administration program have the knowledge and skills necessary to effectively and ethically lead and manage dynamic public service organizations.

The student learning outcomes for the MPA:

- Lead and manage in public service organizations and settings in entrepreneurial and innovative ways.
- Engage in sophisticated decision making, grounded in disciplined analytical and critical thought, to effectively address the long term needs and interests of communities, organizations, and their stakeholders.
- Understand the process as well as content dimensions of problem analysis and resolution and make effective use of state-of-the-art administrative and management practices and methods, including the effective use of technology.
- Communicate effectively, verbally and in writing.
- Exhibit competence in understanding and addressing the ethical dimensions of public service leadership and management.
- Understand the wide variation that exists in the principles, cultures, and practices of organizations and communities from different parts of the world, and the implications of this variation for effective public service leadership.
- Understand the value of diversity and inclusion and exhibit competence in ethical, effective, culturally competent leadership and management.
- Demonstrate self-confidence and capacity to deal with dynamic, complex, and ambiguous community problems and issues.
- Have the capacity to work effectively in collaboration with others through teams, alliances, and networks to achieve results.

As a program housed in an urban metropolitan public university, our MPA exists to meet the needs of those who aspire to be effective leaders and managers in public service organizations and, by extension, the organizations and communities in which they serve. We serve students at all stages of their careers, from pre-service to highly experienced, and we particularly emphasize serving the needs of experienced mid-career adult learners who are currently employed in the nonprofit, government, and health care organizations of our region.

Our mission reflects our commitment to provide a world-class graduate education to students. It is our intent that our mission and goals advance the following public service values:
- Effective public service professionals exhibit the highest level of professional competence and performance in their work, and ensure that the needs of all citizens and constituents are addressed as efficiently and effectively as possible.
- Effective public service professionals understand and maintain the public's trust through ethical and effective leadership and management, and exhibit the highest levels of transparency and accountability in all that they do.
- Effective public service professionals are respectful of and responsive to the needs of all citizens of the communities they serve, ensuring that they and their organizations exhibit the highest high standards of inclusion, fairness, equity, and accountability.
- Effective public service professionals are prepared to lead and serve in an increasingly diverse local, regional, and global environment.
- Effective public service professionals are entrepreneurial and innovative in addressing the increasingly complex and demanding challenges confronting the communities and organizations they serve.

Furthermore:
- An effective urban public university MPA program is highly responsive to, and engaged with meeting, the needs of the community in which it serves. It programs actively and effectively to attract students from its community and engages them in helping to meet the community's public service challenges.
- The UMKC MPA experience will be transformative, effectively preparing its students to succeed in public service careers and roles of significance and impact in all three sectors.

Department of Public Affairs

Department of Public Affairs
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Faculty Contact Information by Emphasis Areas

Health Services Administration:	Health Services Administration:
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Urban Policy and Administration: **Anne Williamson** 310C Bloch Heritage Hall 816-235-5177 williamsona@umkc.edu	**Urban Policy and Administration:** **Hye-Sung Han** 305B Bloch Heritage Hall 816-235-5632 hanhs@umkc.edu
General Public Administration: Nick Peroff 211 Bloch Heritage Hall 816-235-2341 peroffn@umkc.edu	**Nonprofit Management:** Dr. David Renz 310B Bloch Heritage Hall 816.235.5243 renzd@umkc.edu

COMMUNICATION

Each student has an assigned UMKC email and students must get in the practice of checking and responding to emails often. UMKC email may be routed to a personal or work email address if that is easier for the student. ALL university email communications will be sent through the university email system, not to a student's personal or work email.

The MPA Curriculum

The Master of Public Administration program prepares entrepreneurial and innovative public service leaders and executives to be effective and successful in an increasingly complex and dynamic world. Public service offers a career filled with excitement, challenge and significance. Career opportunities are numerous, ranging from employment in local, state, national and international governmental and quasi-governmental agencies to employment in health care and nonprofit and nongovernmental organizations. Never has there been a time of greater opportunity for public service leaders and executives who can apply their knowledge and skills to the most important of leadership and management challenges confronting their organizations and communities. The Master of Public Administration (M.P.A.) degree and related certificate programs in Nonprofit Management and Innovation and Urban Policy and Administration are offered through the Department of Public Affairs.

Program Requirements

The Curriculum: The M.P.A. degree is awarded upon successful completion of 42 semester hours of coursework, consisting of 24 hours of required core courses, 9 to 12 hours in a selected emphasis area, and at least 6 hours of electives. An internship is required for any M.P.A. student who does not have prior work experience in public, nonprofit or health administration. Individual courses may be waived if a student presents evidence of significant relevant undergraduate study, but other graduate courses must be substituted to meet the minimum of 42 credit hours. **Note:** Students who repeat courses may not count the repeated course toward their degree.

Core Curriculum

The following courses are required for each student:

PUB-ADM 5510	Research Methods in Public Administration	3
PUB-ADM 5525	Financial Accountability and Policy Development	3
PUB-ADM 5526	The Politics of Administration	3
PUB-ADM 5528	Supervision, Performance Leadership, and Human Resources	3
PUB-ADM 5530	Capstone Seminar in Public Administration	3
PUB-ADM 5541	Public Policy Development and Analysis	3
PUB-ADM 5544	Public Policy Evaluation and Analysis	3
PUB-ADM 5548	Leadership for Public Service	3
Total Credits		24

Course core sequence –
Block 1: 5510, 5526, 5548
Block 2: 5525, 5541, 5544, 5528
FINAL COURSE - 5530

Students selecting the health services administration emphasis have the following core requirements:

PUB-ADM 5510	Research Methods in Public Administration	3
PUB-ADM 5526	The Politics of Administration	3
PUB-ADM 5528	Supervision, Performance Leadership, and Human Resources	3
PUB-ADM 5548	Leadership for Public Service	3
HLTH-ADM 5580	Economics of Health and Medicine	3
or PUB-ADM 5541	Public Policy Development and Analysis	
HLTH-ADM 5571	Financial Management Issues: Health & Human Services Organizations	3
or PUB-ADM 5525	Financial Accountability and Policy Development	
HLTH-ADM 5578	The Evaluation and Control of Health Services	3
or PUB-ADM 5544	Public Policy Evaluation and Analysis	
PUB-ADM 5530	Capstone Seminar in Public Administration	3
Total Credits		24

Note: Students should ensure that prerequisites are taken in the proper sequence.

Note: The same HLTH-ADM course cannot be used to meet both core and emphasis area requirements.

Independent Study
MPA students are limited to a total of six hours of independent study, of which three hours can be an internship. Specific emphasis areas may have slightly different requirements, which override the general policy. If applicable, they are listed under the relevant emphasis area.

MPA Workshop Series (noncredit)

MPA Workshop Series Requirement Checklist.

The MPA Workshop Series includes short workshops, programs, and noncredit seminars that are designed to enrich the breadth and depth of MPA students' learning experiences and career success. These events (generally 2.5 clock-hours in length) address a wide array of topics, ranging from guest lectures on significant civic and public service issues presented by prominent civic and community leaders to programs, workshops and development programs in areas such as career planning and professional development, trends and applications associated with emerging technologies and software applications, and trends in professional practice.

All students in the MPA program are required to participate in a minimum of 4 MPA Workshop Series events during the course of their degree program. Students may attend as many events as they would like, and many Workshop Series events are open to alumni and the general public.

Examples of Workshop Series programs include:

- Excellence in Professional Writing
- Applications of GIS Technologies in Public Service Decision Making
- Career Development and Job Search Strategies
- Strategies for Navigating Politics in the Civic Environment

Students may also earn credit toward the 4 MPA Workshop Series requirement through leadership involvement in community public service activities, if approved in advance by their MPA degree program advisor.

Electives (At least 6 hours)

Elective courses may be selected from public/health administration, including courses in the student's chosen emphasis area. Courses may also be selected from political science, economics, psychology, sociology, management, and bioinformatics as well as from other graduate fields with approval of the faculty advisor. The Internship course (PUB-ADM 5595 or HLTH-ADM 5595) is included in this category for MPA students who elect to complete an internship as part of their degree program and MPA students required to complete an internship (except for students in the Urban Policy and Administration emphasis, who may choose to include an internship course as one of their emphasis area courses).

Emphasis Areas (9-12 hours)

Students seeking the master of public administration degree **may** choose to specialize in one or more of three emphasis areas listed below. (An emphasis area is NOT required, however.)

- Health Services Administration
- Nonprofit Management
- Urban Policy and Administration

A student may also tailor a general or specific program in order to meet individual talents, needs or job requirements. Such a program must be developed in consultation with and approved by a faculty advisor. Each course is worth three credits unless otherwise noted.

Health Services Administration

HLTH-ADM 5581: Health Policy in the United States -PLUS- HLTH-ADM 5571: Financial Management Issues in Health and Human Service Organizations -OR- HLTH-ADM 5580: Economics of Health and Medicine

Plus select two of the following:

HLTH-ADM 5572	Quality and Safety in Healthcare
HLTH-ADM 5573	Health and Social Equity
HLTH-ADM 5577	Health Service Administration and the Health Professions
HLTH-ADM 5578	The Evaluation and Control of Health Services [1]

HLTH-ADM 5586	Independent Study	
HLTH-ADM 5587	Special Topics	
HLTH-ADM 5595	Internship	
Total Credits		12

Nonprofit Management

Select 12 hours from the following:		12
PUB-ADM 455	Non-Profit Leadership Issues (1 hour)	
PUB-ADM 5551	Strategic Management in Nonprofit Organizations [1]	
PUB-ADM 5552	Community Organizations and Public Policy	
PUB-ADM 5553	Legal Framework & Financial Management of Nonprofit Organizations [1]	
PUB-ADM 5554	Seminar on Social Entrepreneurship	
PUB-ADM 5555	Topics in Nonprofit Fundraising (1-2 hours each)	
PUB-ADM 5556	Innovation in Nonprofit Management and Leadership [1]	
PUB-ADM 5559	Voluntarism, Philanthropy, and the Nonprofit Sector	
PUB-ADM 5582	Developing and Managing the Nonprofit Social Enterprise	
PUB-ADM 5585	Seminar in Public Affairs	
PUB-ADM 5598A	Supervised Research: Nonprofit Management (1-3 hours)	
HLTH-ADM 5571	Financial Management Issues: Health & Human Services Organizations	
Total Credits		12

[1] Students choosing the nonprofit emphasis should choose **at least six** of their twelve emphasis area credit hours from among the following courses: , PUB-ADM 5551, PUB-ADM 5553, PUB-ADM 5559 and PUB-ADM 5556.

Urban Policy and Administration

Required

PUB-ADM 5535	Urban Policy and Administration
PUB-ADM 5536	Urban Planning for Public Administrators

Plus select two of the following:

PUB-ADM 5536	Managing Urban Economic Development
PUB-ADM 5540	Regional and Local Government Systems
PUB-ADM 5552	Community Organizations and Public Policy
PUB-ADM 5554	Seminar on Social Entrepreneurship
PUB-ADM 5565	Topics in Urban Administration
PUB-ADM 5581	Seminar in Urban Administration

PUB-ADM 5595   Internship Seminar
PUB-ADM 5598C   Supervised Research: Urban Administration (1-3 hours)
Total Credits   12

The Executive M.P.A. Program

Students with at least five years of increasingly-responsible career and leadership experience may apply for the Executive M.P.A. (E.M.P.A.) program. This 30-month cohort-version of the MPA degree program is designed to prepare experienced high-potential professionals and managers for executive and community leadership roles in government, nonprofit and health care organizations. The E.M.P.A. program includes a number of unique learning and professional development experiences and resources, including executive coaching, immersion courses, and issue-oriented residencies in locations such as Washington D.C. and Cape Town, South Africa. For more information about this option, please visit www.umkc.edu/empa. All MPA policies and procedures outlined in this document and elsewhere also apply to the students in the EMPA program, unless an exception is specifically noted.

The B.A. (Urban Affairs)/M.P.A. Program

Students obtaining a B.A. in Urban Affairs in the College of Arts and Sciences may pursue early admission to the master's degree program in public administration and obtain a master's degree in approximately four additional semesters. The program allows students to utilize some of the M.P.A. courses to satisfy urban affairs requirements, thereby reducing the number of courses needed to complete both degrees. Contact the Bloch School Student Services Office for more information on this program option.

The B.B.A./M.P.A. Program

Students completing the bachelor of business administration degree may complete their M.P.A. degree in approximately four additional semesters if they meet entrance requirements for the public administration graduate program. For more information about this option, contact the Bloch School Student Services Office.

Combined J.D./M.P.A. Program

The Bloch School and the UMKC School of Law offer a combined J.D. and M.P.A. program. Students must satisfy the admission and degree requirements for each school and program. Students *fully admitted* to the School of Law are exempt from the GRE requirement for admission to the M.P.A. program.

NOTE: **Students must complete and have signed a "Program of Study" form on file with Student Services at 18-25 credits into the program. You can find the form at** https://bloch.umkc.edu/students/policies-and-forms/

MPA Internship Information

The essential purpose of the Master of Public Administration (MPA) Internship Program is to offer public administration students who lack previous *career relevant* public service experience a developmental learning opportunity. Beyond providing professional development for interns, participating agencies also benefit from the program by being able to tap the resources of talented, motivated graduate students to help meet agency needs. The basic objectives of the internship program are:

- to provide the pre-professional student with a valuable learning experience in his or her area of public service interest
- to provide agencies with talented pre-professionals
- to strengthen the university/community bond

What is an internship?

The Internship experience is a key opportunity to put into practice the concepts and theories of public administration. It is critical in gaining experience, building credentials and networking for future professional opportunities. A three-credit internship is required of all pre-service students. Interns are required to:

- **Complete 150 hours of service for their placement**
- **Engage in substantive work that addresses real issues**
- **Provide professional-quality work product**

Bloch School Internship Policy

The Bloch School Internship Program provides an opportunity for pre-service students to gain professional experience and skills that will complement their academic programs and enhance their career opportunities. Any student who does not have at least one year of relevant career experience is required to complete a three-credit internship, PA 5595, which includes 150 hours of service. The internship experience provides students with a dynamic, professional forum in which to apply the analytical and leadership knowledge they acquired in the MPA program. Student will complete the MPA core courses (PA5510, PA5526, PA5548, PA5525, PA5541, PA5544) before taking the internship.
Students who have the relevant professional or leadership experience when they apply for admission to the MPA program may be granted a waiver by providing evidence of relevant work or service experience to his/her faculty advisor.

What kind of work does an intern perform?

Interns are generally assigned research or administrative duties by supervisors at the agencies for which they work, but always involve a meaningful learning experience. The nature of assignments varies widely depending on agency needs. Our MPAs are graduate students with substantial training in management, finance, and program evaluation and will have taken courses in public policy, research methods and leadership before their internship begins.

For more information and access to forms, go to https://bloch.umkc.edu/graduate-program/mpa/internship-information/

MPA (in state) Tuition and Fees – Fall 2019

Credit hours	Total	Education	Info Tech	Student Program	ASUM	Student Health	Student Union	Collegiate Readership	Trans- portation	Swinney Rec
1	$489.42	$384.90	$14.40	$18.39	$0.15	$4.38	$15.70	$2.72	$15.29	$33.49
2	$927.35	$769.80	$28.80	$36.78	$0.31	$8.76	$31.40	$2.72	$15.29	$33.49
3	$1,365.27	$1,154.70	$43.20	$55.17	$0.46	$13.14	$47.10	$2.72	$15.29	$33.49
4	$1,803.20	$1,539.60	$57.60	$73.56	$0.62	$17.52	$62.80	$2.72	$15.29	$33.49
5	$2,241.12	$1,924.50	$72.00	$91.95	$0.77	$21.90	$78.50	$2.72	$15.29	$33.49
6	$2,679.05	$2,309.40	$86.40	$110.34	$0.93	$26.28	$94.20	$2.72	$15.29	$33.49
7	$3,116.97	$2,694.30	$100.80	$128.73	$1.08	$30.66	$109.90	$2.72	$15.29	$33.49
8	$3,554.89	$3,079.20	$115.20	$147.12	$1.23	$35.04	$125.60	$2.72	$15.29	$33.49
9	$3,992.82	$3,464.10	$129.60	$165.51	$1.39	$39.42	$141.30	$2.72	$15.29	$33.49
10	$4,430.74	$3,849.00	$144.00	$183.90	$1.54	$43.80	$157.00	$2.72	$15.29	$33.49
11	$4,868.51	$4,233.90	$158.40	$202.29	$1.54	$48.18	$172.70	$2.72	$15.29	$33.49
12	$5,306.33	$4,618.80	$172.80	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
13	$5,705.63	$5,003.70	$187.20	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
14	$6,104.93	$5,388.60	$201.60	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
15	$6,504.23	$5,773.50	$216.00	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
16	$6,903.53	$6,158.40	$230.40	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
17	$7,302.83	$6,543.30	$244.80	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
18	$7,702.13	$6,928.20	$259.20	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
19	$8,101.43	$7,313.10	$273.60	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49
20	$8,500.73	$7,698.00	$288.00	$220.69	$1.54	$52.56	$188.44	$2.72	$15.29	$33.49

MPA graduate cluster fee: $ 40.70   Per credit hour

https://www.umkc.edu/finadmin/cashiers/graduate-tuition-fee-rates.asp

Links to useful student forms

MPA Workshop Series (noncredit requirement) Tracking form:
http://bloch.umkc.edu/graduate-program/mpa/documents/MPA-Workshop-Series-Requirement-Checklist.pdf

MPA Internship Contract form: https://bloch.umkc.edu/wp-content/uploads/2019/02/PA-Internship-Contract.pdf

MPA Internship Waiver form: https://bloch.umkc.edu/wp-content/uploads/2019/02/pa-internship-waiver-form.pdf

MPA and Certificate Program of Study form: http://bloch.umkc.edu/graduate-program/mpa/documents/Program-of-Study-Form-fall-2016.pdf

Graduate Research Assistantship Application forms:
https://bloch.umkc.edu/students/paying-for-school/

Peace Corps Fellowship Application forms: https://bloch.umkc.edu/graduate-program/mpa/peace-corps-fellowships/

Graduate Student Request to Take an Undergraduate Course form:
https://www.umkc.edu/registrar/forms-resources/default.asp

Independent Studies Learning Contract form : https://net3.umkc.edu/intapps/bloch-islc/requestInfo2.asp

Graduate Student Course repeat form: https://sgs.umkc.edu/current-students/forms-for-current-students/

Add/Drop Registration (for after registration deadline) form:
https://www.umkc.edu/registrar/forms-resources/default.asp

Navigating your Academic Program

The following information will help you navigate your academic program.

Academic Calendar: Students should consult the UMKC academic calendar for important dates including semester schedule, add/drop deadlines, commencement, etc.

Advising: MPA students are required to receive faculty advising before registering for their first courses and after completing 18 hours of coursework. Students, however, may visit their advisors at any time.

Canvas: Faculty use Canvas in different ways. Some post syllabi and handouts. Others use it for announcements, communication, and class discussions. Students are expected to clarify with an instructor how Canvas will be used in his or her class. You can access Canvas here using your UMKC login and password. http://online.umkc.edu/lms/

Catalog: The catalog is the official site for curriculum policy. Find the most recent catalog or the catalog for the year in which you were admitted here

Class Schedule: The online version: class schedule . The Pathway system is what students use to view the class schedule and to register for classes.

Computer Resources: The Bloch School Computer Lab is available for your use. Lab staff is available during Lab hours; and they can inform you about software, equipment, and services. The Lab is located in Bloch 110; for lab's website click here.

Courses: Graduate courses in the Bloch School typically meet two evenings per week from 5:30-6:45 (Monday/Wednesday or Tuesday/Thursday) or one evening per week from 7:00-9:45 (Monday through Thursday). Some MPA courses will meet one day per week from 4:00-6:45 or 5:30-8:15. Summer semester courses are offered two nights per week from 6:00-8:30 pm. There are limited weekend courses and these are typically offered in the summer. Students can access course schedules approximately three months prior to the beginning of the semester through the Pathway system.

Email Address (UMKC): All students are assigned a UMKC email address at the time of admission. *This address will be the vehicle for all official communication from faculty, staff and the University*. Students are advised to check this email account regularly and to keep it managed. UMKC mailboxes fill up quickly – and a full mailbox is no excuse for missing an important announcement, deadline, requirement or program change. An easy link is http://www.umkc.edu/exchange/

Faculty Directory Here is a listing of faculty in the Bloch School with additional links.

GPA Calculator: Graduate students must maintain a 3.0 grade point average to stay in their program and to graduate (other, more specific grade requirements are noted elsewhere in this handbook, on the Bloch School website and in the university catalog). Calculate your GPA here

Inclement Weather Policy: In the event of threatening weather conditions, check local media outlets for information on potential class cancellation. The UMKC Alert! notification system provides students, faculty and staff with cancellation information sent via text message, personal or UMKC voice mail, personal or UMKC e-mail, and pager.

To sign up for UMKC Alert! go http://www.umkc.edu/umkcalert/ .

Missouri Residency: Information about whether or not you are considered a Missouri resident for tuition purposes, and other options to pay for college if you are not, can be found at here.

Parking Permits: Student parking is available on side streets, in metered lots or in campus parking lots. Most campus parking lots require a valid parking permit. For information on parking options and the purchase of permits, go to the UMKC Parking Operations Office or to their website

Pathway: UMKC's student information system is referred to as Pathway. During your tenure at UMKC, you will utilize Pathway frequently. Class schedules, enrollment, financial aid notices and billing statements are all accessed through the Pathway system. For more information and Pathway tutorials visit here.

Release of Transcripts: University policy prohibits the re-release (including copying) of test scores, transcripts, etc. once received by the University. Students may view their materials in the Bloch School Student Services Office.

Request Transcripts: To request a UMKC transcript of your academic work click here.

Scholarships: The deadline for most scholarships is March 1st for the next academic year. Awards are made for the fall and spring semesters (unless otherwise noted). For more information on available scholarships and the scholarship application visit here .

Semesters: UMKC operates on semesters including fall (the end of August through the middle of December); spring (middle of January through the beginning of May); and summer (beginning of June through the end of July). The fall and spring semesters are 16 weeks long and the summer semester is 8 weeks long. The Bloch School has offered limited intercession courses in May which have typically been Study Abroad programs.

Student ID Cards: Students can obtain UMKC photo ID cards at the beginning of the first semester. These ID cards provide access to the University Libraries and other campus buildings and activities. The cards are easily obtainable in office 101A of the Student Union at 5100 Cherry Street: 816-235-6657.

Student Organizations: The university as well as the Bloch School has numerous organizations for students to join. For more information about general university student organizations, visit Student Involvement inside the New Student Union

**Student Organization for Public Administration (PASA): PASA is made up of MPA and I.Ph.D. students who are interested in networking and socializing with students and faculty outside the classroom to enrich their experience at UMKC. PASA is a great group of passionate and ambitious students. We look forward to continually developing PASA and

increasing student and community member involvement. We encourage all MPA students to get involved in PASA in any way they can. https://bloch.umkc.edu/graduate-program/mpa/pasa/

Student Resources: The Student Resources site is provided by the university Registrar's Office and gives links to many important things including forms, address change instructions, student directory, Blackboard website, etc. This is a must-have bookmark.

Study Abroad: The Bloch School has a great Study Abroad program that caters to students who can only accommodate shorter excursions (longer programs are available through the UMKC Center for International Academic Programs). These trips, which are part of a course offered in the spring semester, typically occur either in January or in mid to late May and last for 7-10 days. The Department of Public Affairs typically offers a trip to Portugal in January and to South Africa in May.

Syllabi: Some syllabi for Bloch P.A. classes are available online at syllabi.

Textbooks: To learn about the textbooks required for your classes and for purchasing instructions, go the UMKC Bookstore at http://www.umkcbookstore.com/

UMKC Homepage: For information about UMKC in general, other academic programs, etc., visit the UMKC Homepage at http://www.umkc.edu .

** In addition to PASA, we strongly recommend students join the local chapter of ASPA, American Society for Public Administration:
http://aspaonline.org/ASPAKC/https://www.facebook.com/gkcaspa

Other Useful Resources:

Research Methods refresher (free download) - https://scholar.utc.edu/oer/1/

***Public Service Values*, by Richard Box, 978-0765643650, 2014**
https://www.amazon.com/Public-Service-Values-Richard-Box/dp/0765643650

Writing Public Policy, A Practical Guide to Communicating in the Policy Making Process by Catherine Smith, 2018 978-0190854232 https://www.amazon.com/Writing-Public-Policy-Practical-Communicating/dp/0190854235

Academic Standards

The minimum academic regulations and degree requirements for graduate study at UMKC are outlined in the UMKC graduate catalog. They are built on University of Missouri requirements for all graduate students and they identify steps for intervention when students encounter difficulty. The regulations can be found at https://catalog.umkc.edu/general-graduate-academic-regulations-information/general-graduate-academic-regulations/#Enrollment

A few of these policies are outlined below.

Requirements for Retention

Graduate Probation Policy

Graduate students, regardless of classification, must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the school, department or Interdisciplinary Ph.D. discipline. Students are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office.

Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate advisor." (Interdisciplinary Ph.D. students will be directed to consult their interim advisor or research advisor.) The principal graduate advisor, interim advisor or research advisor will review the student's progress and provide counsel, and the following conditions apply:

- While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.
- A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the cumulative GPA fell below 3.0 will be declared ineligible to re-enroll.
- A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

Ineligibility for Further Graduate Study

Ineligibility Following Academic Probation

In the case of ineligibility following academic probation, the graduate student may present a petition for re-enrollment to the principal graduate advisor of the student's academic program. Petitions will be reviewed by the graduate faculty member responsible for the student's degree program. That faculty member will make a written recommendation to the appropriate

administrative levels within that academic unit approving or denying of the petition. The approval or denial action may include:

- Approval for further graduate study in the student's current field of study and in the same classification but on a restricted probation basis (as defined in written contract).
- Approval for further graduate study in the student's current field of study in a different student classification and on a restricted basis.
- Denial for further graduate study in the student's current field but approval for undergraduate study only.
- Denial for further study, either graduate or undergraduate, in the student's current field of study.

Ineligibility Due to Unsatisfactory Progress or Performance

When a department or school or Interdisciplinary Ph.D. supervisory committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory, that department, school or committee may recommend to the dean or director of the academic unit in which the student's degree is housed that the student be reclassified or declared ineligible for further study. The dean or director reviews the recommendation and conveys a decision to the respective faculty group and the student.

Students in programs other than the Interdisciplinary Ph.D. program who have been declared ineligible due to unsatisfactory progress or performance may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor. Students in the Interdisciplinary Ph.D. program may appeal such decisions to the provost, as designee of the chancellor. Such appeals must be made in writing within 14 consecutive days after receipt of the notification to the student of the decision.

The decision of the graduate dean or provost, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:

1. The student
2. The graduate faculty review group(s)
3. The academic dean or director
4. The registrar

Course Designations: In general, courses numbered 5000 and above are open only to regularly admitted graduate and Ph.D. students.

Courses numbered 300 to 499 are undergraduate upper division junior- and senior-level courses. A form is required for enrollment that must be signed by the student's academic advisor. The form may be found here: http://sgs.umkc.edu/wp-content/uploads/2014/03/Graduate-to-take-Undergraduate-course.pdf Graduate students who enroll in such courses have the option of designating them, at the time of enrollment, as being "not for graduate credit." If the student chooses this option, the grade will not be included in the student's graduate grade-point average and the course may not be included on the graduate or Ph.D. program/plan of study and will not count toward a graduate degree. In order for a 300- or 400-level course to be accepted for graduate credit, students will be expected

to do supplementary work (additional reading, projects, papers and contact hours with the instructor) and to demonstrate graduate-level competency and achievement in the subject. Also, students must take the course for graduate credit and complete it with a grade of B- (2.7) or better. The total number of acceptable 300- to 400-level courses to be applied to requirements for a graduate degree may not exceed 40 percent of the total number of courses applied to graduate or non-interdisciplinary doctoral-degree requirements, or one-third of the total number of courses on the approved Interdisciplinary Ph.D. plan of study. The Bloch School limits students to no more than 6 hours of undergraduate coursework for graduate credit.

Courses at the 100- and 200-level are not available for graduate credit and will not be applied toward the number of hours required for a graduate degree.

Courses numbered 5580 to 5589 generally are reserved for seminars, workshops and special topics. Consult individual degree programs for possible restrictions on such offerings. The course numbers 5590 to 5598 usually are reserved for non-thesis research, directed studies and readings. Courses numbered 5599 are restricted to research leading to a thesis. Considering this numbering system, no more than 40 percent of courses numbered 5590 to 5599, or other courses which fall in the categories listed above for that course number range, may be applied to a graduate degree program of study, with the exception of the Interdisciplinary Ph.D. study. Courses numbered 5695 to 5699 are restricted to research leading to a dissertation. Continuous Graduate Enrollment is numbered 5899.

The Bloch School limits its graduate students to six hours of independent study and three hours of practicum. Students can earn up to six hours of credit for internships.

Policy on Repeated Graduate-Credit Courses

Whenever students repeat a graduate-credit course, they must submit a course repeat form to the Registration and Records Office no later than the fourth week of the term. Students seeking graduate degrees are limited to repeating no more than 20 percent of the credits applicable toward a graduate degree. If approved by the school or department or Interdisciplinary Ph.D. supervisory committee, students may repeat a course once to improve the grade-point average or satisfy the program requirements. The second grade received will be used to calculate the grade-point average that will be used in satisfying degree requirements.

 The course repeat form can be downloaded at **https://sgs.umkc.edu/current-students/forms-for-current-students/**

Course Waiver Guidelines: A maximum of six (6) credit hours of graduate coursework completed with distinction at an accredited graduate school and relevant to the individual's degree program may be accepted toward the M.P.A. You must provide official transcripts to UMKC for this purpose. All transfer credit is approved by your advisor during your first

semester. Course waivers are determined by a review of the student's undergraduate/graduate transcript after admission during the student's initial advising session.

In some cases, courses may need to be reviewed by the faculty member currently teaching the class. The student may be asked to provide a course description or syllabus to assist in this process.

Grade Appeals: Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance.

The grade appeals process for the Bloch School can be found
https://bloch.umkc.edu/students/policies-and-forms/

Grade Reports: The university posts student grades on Pathway approximately one week after finals end.

Graduation and Academic Honors To graduate, a student must:
- have successfully completed all required courses
- have a cumulative GPA of 3.00 for all courses with 80% of the courses passed with a grade of B or better
- file an application for graduation and a program of study with the Bloch School Student Services Office in the semester prior to the one in which you plan to graduate (MPA students are asked to complete a program of study once they have completed 18 credit hours)
- pay in full all bills and fees owed to the University

For more information on graduation including details on the ceremony, visit
http://www.umkc.edu/registrar/graduation/default.asp

Beta Gamma Sigma Honor Society is the national honor society for business studies. It is analogous to Phi Beta Kappa in arts and sciences and Sigma Ix in science. It is the highest academic honor accorded to a Bloch School MBA or MSA student and constitutes the earning of honors for graduates. Honor graduates, who accept the invitation to join Beta Gamma Sigma, wear a gold and blue cord with their cap and gown at University Commencement. They are also initiated into the Society at the Bloch spring commencement exercise. At most, 20 percent of a graduating class may be elected to Beta Gamma Sigma at graduation. In 2009, for example, only graduate students with GPAs of 3.82 or higher received induction into Beta Gamma Sigma.
Pi Alpha Alpha is a national honor society that recognizes and honors students with high academic achievement in public affairs. Students who have a GPA of at least 3.7 for a minimum of 18 semester hours toward the MPA are eligible to be nominated for membership. Invitations are extended to qualified students each spring.

Incomplete Grades: An instructor may give a grade of Incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one

calendar year to avoid an automatic F. The instructor may, however, specify a shorter completion period. A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course or by attending additional classes. In other instances, students should withdraw and enroll in the course in a future semester.

Overload of Hours: Graduate students enrolled in nine or more credits during a regular semester or five credits during a summer session are considered full-time students (status may be slightly different when determining federal financial aid eligibility so contact the Financial Aid and Scholarships Office for more information). All students registered for fewer than those specified totals are classified as part-time students, unless they hold a teaching or research appointment at UMKC. This designation of full-time is for academic purposes only and does not apply to assessment of fees or degree program residency requirements.

Students wanting to take more than 12 credit hours in the fall or spring semesters or more than 10 hours in the summer semester must first get approval from the Bloch School. Petitions for overloads can be submitted to staff in the Bloch School Student Services Office.

Plagiarism, Academic Dishonesty, and Responsible Referencing: *The University of Missouri Student Code of Conduct* can be found at
https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct

> **Academic dishonesty,** such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
>
> 1. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
> 2. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
> 3. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

NOTE: *Students are responsible for understanding guidelines for documentation and for responsible referencing.*

Withdrawals and Stop outs: Graduate students may withdraw from a course at any time prior to the first day of the final examination period, provided the permission of the instructor has been obtained. However, after the mid-term, students will be academically assessed. If failing at the time of withdrawal, students will be graded "WF" (withdrawn failing).

Until the time they have completed all coursework on their approved programs of study, graduate students in good standing who have not enrolled for up to two semesters may re-enroll without applying for readmission. Students who attend other schools in the interim must submit transcripts of such work from each institution attended and submit a new application for admission. Graduate students are considered inactive after a lapse of two or more regular semesters of enrollment. Subsequently, inactive graduate students who want to continue must follow the same admission procedures as those required for new applicants. After a lapse of three or more terms, graduate students will re-enter under requirements in effect at the time of readmission.

Academic Standards Specific to the EMPA Program

The following policies establish acceptable standards of performance. They are based on University of Missouri requirements for all Bloch School graduate students, and they identify steps for intervention when students encounter difficulty.

Academic Standing and Continuing Enrollment
Students are responsible for keeping apprised of their academic status by referring to their semester grades. To remain in good academic standing, students enrolled in the EMPA program must at a minimum meet the following University requirements:

1. Must maintain a minimum 3.0 (B) grade point average (GPA) for all UMKC courses for which graduate credit is given
2. No course with a grade below B- (2.7) in any 300- or 400- level course or below C (2.0) in any 500-level course or above will count as credit toward a graduate degree program; however, the low grades will be included in the calculation of a student's GPA
3. 80% of the credits for the degree must be passed with a grade of B (3.0) or better.

NOTE: In addition to the University minimum standards listed above, the EMPA program requires that any student who receives a grade of C or lower in more than two EMPA courses will be excluded from further study in the program and will not be awarded a degree. If, with the approval of the EMPA Academic Director, a student chooses to retake a comparable course at his or her own expense at UMKC or at another accredited AACSB business school and earns a grade of B- or better, the C earned in the Bloch EMPA will stay on the student's transcript for GPA calculation. It will *not*, however, be counted toward this ineligibility rule.

Academic Probation and Removal from the EMPA

EMPA students whose cumulative GPA for all UMKC courses taken for graduate credit falls below the 3.0 minimum will be put on academic probation by the University. The EMPA program takes University academic probation seriously. Students receiving this warning must meet with the EMPA Director before the start of the next semester to determine an approved academic plan of action that assures their continuation in the EMPA program.

*EMPA students acting in good faith and with an approved plan to regain academic standing will be allowed to continue in the EMPA program; however, they must raise their cumulative GPA to 3.0 within two semesters of the warning. In addition, while on probation, a graduate student *must* achieve at least a 3.0 term GPA (B) in order to enroll for the following term. Failure to do either will lead to dismissal by the University.

*NOTE: If a student ends up on Academic Probation for more than one semester, the student may be dismissed from the program because the program length makes it too short for the student to remedy the situation following the UMKC probation guidelines. A student **may** be eligible to transfer to the traditional MPA program to finish his/her degree.

Any student who elects to leave the EMPA program and wants to complete the traditional MPA program will be required to apply for the MPA following all admission requirements.

Students should be aware that all previously acquired grades, including C's or lower, remain on a student's academic record even though good academic standing has been regained. Additional grades of C or lower may, therefore, lead to dismissal status as described in the *Academic Standing and Continuing Enrollment* section of this *Handbook*.

In addition, the EMPA Director has the right to terminate a student's eligibility to continue in the EMPA program because of: (1) violation of an approved academic plan of action for regaining academic standing; (2) multiple absences (as previously described in this *Handbook*); (3) repeated and unexcused missed assignments or exams; (4) academic dishonesty in all forms which includes plagiarism; (5) unpaid and over-due EMPA tuition and fees; and/or (6) violation of the University of Missouri Student Code of Conduct (see the Appendix). The EMPA staff members take seriously their role as program stewards and will act as needed to maintain the quality of cohort learning and the value of a Bloch EMPA degree.

Students removed from the program are responsible for any past due tuition and fees. Semester tuition and fee charges cannot be refunded to students who are asked to leave after registration and/or residencies or classes have begun.

Ineligibility Due to Unsatisfactory Progress or Performance
Students who do not regain their academic standing after academic probation or who are removed from the EMPA program for other reasons, such as those listed above, are not eligible for readmission to the EMPA program.

Incomplete Work
An instructor may give a grade of I*ncomplete (I)* to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one calendar year to avoid an automatic F (failure without credit) by the University. The instructor may, however, specify a shorter completion period. A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question or by attending additional classes. *In other instances, students should withdraw*. Students cannot re-enroll in a course for which an incomplete remains on their record.

The EMPA Academic Director must be informed by the student that she or he has requested an *Incomplete* in a specific course and that the instructor has agreed to the request. Such information must be sent in writing and be accompanied by a statement of what coursework needs to be completed and when that will be done.

To graduate, all *Incompletes* must be finished at least by one week before UMKC graduation. If not, students may need to file a second *Request to Graduate* form and to cover any additional tuition fees required for continued enrollment.

NOTE: EMPA students with more than two *Incompletes* will not be permitted to enroll in subsequent courses until all but one of the *Incompletes* has been removed. In exceptional cases, a student may petition for release from this policy. Students should stay current and aware of their academic records and understand their responsibilities in maintaining their academic status.

Grade Reports

EMPA grades are posted on Blackboard at the end of each semester. As a policy, the Bloch EMPA does not send grade reports at the end of each semester. Students who need grade reports for reimbursement purposes should make their request via email to the EMPA Program Coordinator at least two weeks in advance of when the grade report is needed.

Grade Disputes and Grade Appeals

It is understood that faculty members have the right to determine grading policies for their classes and that they have the expertise to evaluate student work unless substantive and objective evidence to the contrary is presented. Students who have a dispute with the grade they have received in a course should consult the course instructor to discuss their concern within *three weeks* of receiving the grade. In the event that the dispute cannot be resolved between the faculty member and the student, the EMPA Director will determine the next appropriate course of action.

NOTE: Students cannot return after the three week window to petition for a grade appeal without sufficient reason to justify the delay, nor should they return merely because they had hoped for a higher evaluation of their performance or they want to redo assignments having seen their final course grade.

Grade appeals in the Bloch EMPA follow guidelines and procedures set by the University of Missouri. They are, therefore, available only for the review of allegedly capricious grading and not for review of an instructor's evaluation of a student's academic performance. Capricious grading is defined by the University as comprising any of the following:

- Assignment of a grade to a particular student on some basis other than performance in the course
- Assignment of a grade to a particular student according to more exacting or demanding standards than applied to other students in the course
- Assignment of a grade by a substantial departure from the instructor's previously announced assessment criteria or standards.

Graduation

To be recommended for the EMPA degree, a candidate must:
- have completed all required courses on the EMPA program plan of study
- have a cumulative GPA of 3.00 for all required courses on the EMPA plan of study with 80% of the courses passed with a grade of B- or better
- pay in full all bills and fees owed to the University
- file a *Request to Graduate* application.

Withdrawal and Leave of Absence

Application for withdrawal or leave of absence from the Bloch EMPA program must be made in writing to the EMPA Academic Director. Tuition and fees for the semester when the withdrawal is requested cannot be refunded to students who choose to leave after registration and/or residencies or classes have begun. All owed tuition and fees must be paid before a student can be readmitted to the program or for the transference of any earned academic credit to another degree program or institution.

Students who voluntarily withdraw for personal, medical, or other reasons may reapply for readmission by submitting a written appeal to the EMPA Academic Director. This appeal must be made within **two years** following their departure from the program. After that time, students who have left the program in good academic standing and who wish to return must reapply through regular EMPA admission processes and may be required to begin the program again.

Classroom Expectations

There are fairly common expectations for classroom behavior to encourage the creation of an open, comfortable, and welcoming learning community. These expectations include:

Attendance Policy: Each faculty member will have their own individual attendance policy and this should be highlighted in the course syllabus. If an emergency or illness occurs, students should contact the course professor prior to missing a class session, if at all possible.

Cell phone use: The classroom is a no cell phone zone. That includes beeps to announce new text messages. Please turn off your phone during class and wait until break time or after class to make and to receive calls and messages. If you expect an important message, please let the instructor know before class that you may need to get up to leave class in order to take the call.

Class Preparation: Faculty members will assign course material for students to prepare in anticipation of each class. Each student is expected to come to every class period fully prepared. Class participation is a major path to graduate learning – and is often graded in individual courses – lack of preparation greatly affects course grades as well as learning. Good class participation is not just how often you speak. It is how well your comments further the discussion at hand, integrate materials from course readings, apply ideas and concepts to real world problems, and illustrate deep thinking about the subject matter.

Deliverables: Students will receive a syllabus during or prior to the first class period. This will include class meetings, assignments and deliverables due for each course. The course professor has sole discretion for extending deadlines for assignments and for making up tests and exams. It is a student's responsibility to check due dates, understand criteria for assignment assessment and make sure s/he meets the expectations of each course instructor. Faculty has their own norms and preferences. Learning to identify and to meet diverse expectations are critical leadership skills. Faculty recognizes that graduate students have many demands on their time. However, we ask you to plan ahead as needed to meet your course and program commitments.

Disabilities or Special Needs: The Bloch School seeks to create an environment that supports all students in their learning. Students who desire accommodations for special needs under the Americans with Disabilities Act should contact the Office of Disabled Student Services at 235-5612 or http://www.umkc.edu/disability/.

Guest speakers: Many faculty members supplement their course lectures with guest speakers. These visiting scholars, CEOs and community leaders are giving their time to support your education. During these exchanges, students represent the Bloch School. Well-prepared and incisive questions reflect well on the class and on the program as do respectful actions such as engagement in discussion, no laptop use beyond note taking, staying in the room throughout the session, active listening, refraining from distracting chatter with neighbors and so on.

Laptops in the classroom: Professors have their own preferences. Some will declare no laptop use during their classes. Students are asked to respect that. When laptops are allowed, students are asked to use them only for class notes or for internet use as and when requested by the professor.

Starting times: Course times are generally either 5:30-6:45 pm twice per week or 7:00-9:45 pm once per week (some public administration classes are offered from 4:00-6:45 pm and 5:30-8:15 pm once per week). Please be punctual for the benefit of the instructor and fellow classmates.

What to wear: Dress comfortably. Unless there is a guest speaker, informal attire is the rule (though many students come straight from work and thus may be dressed professionally). The rooms may vary from cool to warm so dressing in layers makes sense.

Bloch Student Services Office

Staff members in the Bloch School Student Services Office are available to help students with their customer service needs including admissions, advising, graduation and course requirements. Advising for the MPA program is done by department faculty (**see below**).

Bloch School Student Services Office
University of Missouri – Kansas City
5110 Cherry Street, Room 115
Kansas City, MO 64110-2499
Phone: 816.235.2215
Fax: 816.235.2708
E-Mail: bloch@umkc.edu
Website: http://www.bloch.umkc.edu/students/student-services/default.aspx

Staff
Nancy Wilkinson, Director
816-235-2217
Student Recruitment
Scott Ezzell, Assistant Manager of Admissions and Recruitment
816-235-5155
email

MPA Advising (Assigned at time of admission to program)
Arif Ahmed ahmedar@umkc.edu
Chris Garmon garmonc@umkc.edu
Hye-Sung Han hansa@umkc.edu
Scott Helm helmst@umkc.edu
Brent Never neverb@umkc.edu
David Renz renzd@umkc.edu
Anne Williamson williamsona@umkc.edu

Campus Services

Graduate students have full access to the resources of the Bloch School and University. A full listing of campus resources, university policies and links to University of Missouri – Kansas City services and programs is available on the UMKC Website. Some of those services are detailed below.

Career Services
The UMKC http://career.umkc.edu/ website provides resources for job seekers and for employers, and it includes guidance on resume building and on other career management information. UMKC Career Services also provides access to Career Exec, an employment database that offers nationwide job listings. This service is free to both job seekers and employers.

The Bloch Career Center website offers information on career planning and job searches. It includes a listing of seminars, networking events, job postings, job search web links, and more.

The UMKC Career Services Center has a satellite office located in the Bloch School, room 16. This office can be reached at (816) 235-5845; please call for office hours. Additionally, students may visit the main Career Services Office at 4825 Troost room 205, or contact them at (816) 235-1636.

Swinney Recreation Center
5030 Holmes Street
(816) 235-1556: Membership
(816)235-2712: Campus Recreation
(816) 235-5470: Fax
http://www.umkc.edu/src

Swinney Recreation Center includes the following:
- A 25-meter indoor/outdoor pool
- An 1/8-mile indoor track
- A ¼-mile competitive outdoor track
- Handball, racquetball and squash courts
- A fitness training center
- A wellness center
- Numerous aerobic training machines
- Five multipurpose courts

Graduate students are eligible to use Swinney Recreation Center. Your UMKC ID will identify you as eligible.

In conjunction with the Swinney Recreation Center, the UMKC Campus Recreation and Intramural Department offers a variety of individual and team sports and programs. Student Intramural leagues consist of flag football, volleyball, basketball, kickball, softball, and Ultimate Frisbee. Individual tournaments include table tennis, golf chipping, three point shot, and many others. Aerobics and swimming lessons (group or private) are also available.

UMKC Counseling and Testing Center
4825 Troost, Suite 206
Kansas City, MO 64110
Phone: (816) 235-1635
Fax: (816) 235-5534
Website: http://www.umkc.edu/chtc/

The University Counseling and Testing Center offers a range of comprehensive services to students, including counseling for personal concerns at no or modest costs. The staff consists of eight licensed psychologists, one licensed social worker, two consulting psychiatrists, three doctoral-level interns and five masters-level or advanced practicum interns.

The Center offers psychological counseling services to students without charge for the first eight sessions. The initial intake session is also free. Additional sessions are $15 each. Visits to the Center and the contents of counseling sessions are always strictly confidential. The Center website (listed above) provides full details of services and fees. These include:
1. Individual and Couples Counseling
2. An Assessment Service for individuals experiencing difficulty due to study skills, unique learning styles, test anxiety, learning disabilities, or attention and focus issues.
3. General Process Therapy Groups offering students an opportunity to practice the development of healthy relationship building skills while in a group of peers. A counseling group is typically comprised of six to eight university students and two co-leaders who are members of the Center's professional staff. The group meets once each week for about 1 ½ hours. The Therapy Group provides a safe and challenging place where members can work on their concerns which often include interpersonal relationship and communication difficulties.
4. Study Skills and Test Anxiety Assistance in the form of counseling and/or psycho-educational materials.
5. Alcohol and Other Substance Use Services which include specially trained staff available to provide evaluations, support, education, early intervention, and recovery related services including assistance in locating community referral resources for particular needs. More information is available at **here**.

UMKC HelpLine
Administrative Center, Room 336
5115 Oak Street
(816) 235-2222
(818) 235-6504: Fax
http://www.umkc.edu/helpline
helpline@umkc.edu

The Bloch School Student Services Office is normally your first stop for information about the School and services available. However, students may have a larger question about the University or access to services. In such cases, the HelpLine provides a confidential, independent resource for problem solving and information sharing about the University. The UMKC HelpLine services students, staff, faculty, and the community via phone, e-mail, walk-ins, and appointments.

The HelpLine is also the contact for information on access to health services while on campus, hours of University operation, and a host of other topics.

University Libraries
There are multiple University Libraries. Bloch students have access to them as well as to inter-library loan programs and other library services.

The business librarian is knowledgeable about business-related information access, resources, and management. She is available to assist with research projects, the identification of primary and secondary *source materials, instruction on the use of databases, or responses to general how to* questions on research and documentation.

> **Administrative Offices**, University Libraries
> Miller Nichols Library, Room 212
> 800 E. 51st Street
> (816) 235-1531: Administration
> (816) 235-1534: Reference
> (816) 235-1526: Access Services
> http://library.umkc.edu/
>
> **Dental Library**
> 650 E. 25th Street
> (816) 235-2030
> http://library.umkc.edu/dentalhome
>
> **Health Sciences Library**
> 2411 Holmes Street
> (816) 235-1880
> http://library.umkc.edu/hsl/
>
> **Leon E. Bloch Law Library**
> 500 E. 52nd Street
> (816) 235-1650
> http://law.umkc.edu/library/

Writing Support

The UMKC Writing Center (http://www.umkc.edu/writingstudio/) at 5000 Holmes Road (816-235-1146) is a university-wide resource. It offers one-on-one coaching and editing help at student request. Workshops and study space are also available.
Appointments are required for both writing centers, and advanced planning is needed to secure a spot during heavy-demand times like the end of the semester. Students using the UMKC Writing lab are advised to request staff members who are experienced working with graduate-level writing and assignments. To work effectively with staff at either center, students should take their paper draft, a copy of the assignment, and the course syllabus.

A number of university-based online writing sites are also very helpful. One favorite is the **Online Writing Lab (OWL)** at Purdue University. The http://owl.english.purdue.edu/ offers a wide range of supports from basic grammar and business letter writing to theory building and how to construct a strong research-based argument. The site is known for its contrasting examples of good vs. weak writing: students see common mistakes and learn steps for avoiding basic writing traps. This site is regularly used by university faculty and by writing professions!

Printing Allotment
Students receive their entire **print quota** of $42.50 at the start of each semester. This amounts to 850 black and white prints ($0.05/page).

Other UMKC Offices

Admissions Office
816-235-1111
admit@umkc.edu
http://www.umkc.edu/admissions/

Cashier's Office
816-235-1365
http://www.umkc.edu/finadmin/cashiers/

Financial Aid and Scholarships Office
816-235-1154
http://www.sfa.umkc.edu/site2/index.cfm

Office of Services for Students with Disabilities
816-235-5696
http://www.umkc.edu/disability/

Parking Office
816-235-5256
http://www.umkc.edu/finadmin/parking/default.cfm

UMKC Campus Shuttle Service
http://www.umkc.edu/finadmin/cfm/documents/UMKC_volker_shuttle_schedule.pdf

Registration and Records Office
816-235-1213
http://www.umkc.edu/registrar/

UMKC Campus Police
816-235-1515
http://www.umkc.edu/registrar/

UMKC Computer Services
http://www.umkc.edu/IS/support/

UMKC Campus Bookstore
816-235-2665
https://www.umkcbookstore.com/

UMKC Calendars

Academic Calendar for 2018-2019 School Year

FALL SEMESTER

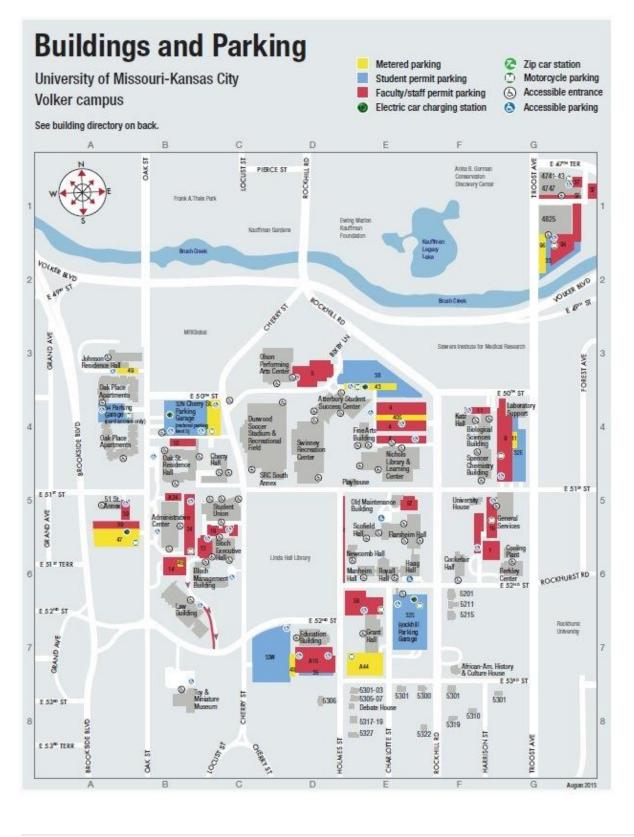|	
Aug. 20	Course Work Begins
Aug. 23	Last day for 100% refund (regular 16-week session)
Aug. 24	Last day to add without an instructor signature (16-week session)
Sep. 1	Last day for 60% refund (regular 16-week session)
Sep. 3	Labor Day Holiday - University Closed
Sep. 10	Last day for 40% refund (regular 16-week session)
Sep. 17	Last day for 20% refund (regular 16-week session)
Sep. 17	Last day to drop a class and not have it appear on your transcript (16-week session)
Nov. 19	Thanksgiving Holiday Begins
Nov. 19	Nonprofit Missouri – MCNL Annual Nonprofit Leadership Conference
Nov. 26	Course Work Resumes
Dec. 7	Classes End (regular 16-week session)
Dec. 7	Last day to withdraw with assessment (W or WF) (graduate) (16-week session)
Dec. 10	Final Exams Begin (All Academic Units)
Dec. 14	Final Exams End (All Academic Units)

SPRING SEMESTER

Jan. 21	Martin Luther King Birthday Observance - University Closed
Jan. 22	Course Work Begins (16-week session)
Mar. 8	Last day to withdraw without assessment (W) (16-week session)
Mar. 25	Spring Break Begins (no classes)
Apr. 1	Course Work Resumes
May 3	Last Day of Classes
May 6	Exams Begin (All Academic Units)
May 10	Final Exams End (All Academic Units)
May 27	Memorial Day Holiday - University Closed

SUMMER SEMESTER

June 3	Course Work Begins (8-week session)
July 26	Last Day of Classes (8-week session)

Campus Map http://www.umkc.edu/maps

Buildings and Parking

University of Missouri-Kansas City
Volker campus

See building directory on back.

Metered parking
Student permit parking
Faculty/staff permit parking
Electric car charging station

Zip car station
Motorcycle parking
Accessible entrance
Accessible parking

August 2015