David Chapman, PhD
Graduate Program Director - MPA

MPA Program Overview

Web site: odu.edu/mpa
The mission of the Master of Public Administration (MPA) program in the School of Public Service at Old Dominion University is to develop professionals with the knowledge, skills, and abilities to lead and advance public service in a diverse, multi-sector environment. We expect our graduates to be capable of critical problem solving, effective communication, skillful implementation of policy and programs, and ethical application of management and leadership concepts. The MPA program serves the region, state, and nation; supports the professions of public administration and public service; and advances the state of knowledge through applied and scholarly research.
NASPAA Accreditation

- AY 2015-2016
  - Self Study
- Fall 2016
  - NASPAA/COPRA Review
- Spring 2017
  - Site Visitors
- Summer 2017
  - We passed!
  - Accreditation is good through August 31, 2024!
- Next Self Study year: 2022-2023

The Master of Public Administration is accredited by the NASPAA Commission on Peer Review and Accreditation and listed on the Annual Roster of Accredited Programs in conformity with NASPAA standards.

CURRICULUM

The MPA curriculum consists of 39 credit hours (13 courses).

Courses are required in two categories:

- **Core Courses** (seven)
- **Electives** (six)

This will change in Fall 2020 (to 8 and 5) but NOT for folks accepted prior to Fall 2020
CURRICULUM


\[ \chi = \text{Architecture} \& \text{Educations} \]

Ability to stand the tests of time

Strength of foundation

CORE COURSES

- PADM 651
  - Administrative Theory I: The Context of Public Administration
- PADM 652
  - Administrative Theory II: The Process of Public Administration
- PADM 671
  - Public Budgeting and Financial Management
- PADM 701
  - Public Policy Analysis and Evaluation
- PADM 723
  - Ethics and Public Administration
- PADM 753
  - Research Methods for Public Administration
- PADM 746
  - Capstone Seminar in Public Administration
THE CORE

- Core classes are generally offered every Fall and Spring
  - **Online** PADM 746 (Capstone) is offered during the Spring and Summer
  - **Live** PADM 746 (Capstone) is offered in the Fall and Spring

ELECTIVES - 18 Credit Hours

Students **may** choose to focus their elective courses in specific areas, such as: Public Procurement and Contract Management; Non-Profit Management; Regional Governance; Advanced Research Methods and Analysis; or other specific areas relevant to Public Administration.

http://odu.edu/mpa/focus-areas

**With the prior approval** of the MPA Graduate Program Director, students may take Graduate level courses outside of the Department.
Traditional

OR

The Concentration in Multisector Public Service

OR

The Concentration in Nonprofit Management & Governance

Students will examine the impact of different social, economic, and political forces/phenomena on multi-sectoral management/policy issues. Students will understand how the changing public service landscape affects policy decision making, management, and governance.

To register for this concentration: please go to odu.edu/mpa and select Concentrations

Required course (one):
- PADM 725: Government, Business, & Society

Elective courses (must pick three):
- PADM 653: Wicked Problems in Public Administration
- PADM 708: Urban and Regional Economic Development
- PADM 714: Public-Private Partnerships
- PADM 716: Introduction to Nonprofit Sector
- PADM 721: Transportation Policy
- PADM 726: Introduction to Public Procurement
- PADM 740: Community Participation and Civic Engagement
- PADM 760: Collaboration
Nonprofit Management & Governance

- The concentration is designed for students who want to enhance their skills and knowledge in nonprofit management, leadership, and governance. The courses will prepare students to support and influence the direction of a nonprofit organization across a wide range of service areas such as human services, environmental management, arts, and education.

- To register for this concentration: please go to odu.edu/mpa and select Concentrations

Courses (all are required):
- PADM 716: Introduction to the Nonprofit Sector
- PADM 715: Management and Governance of Nonprofits
- PADM 717: Nonprofit Financial Management
- PADM 713: Fundraising for Nonprofit Organizations

INTERNSHIP

- PADM 668 Internship/Field Experience is a 300-hour public service experience in an approved agency. All internships must be approved in advance by the MPA Graduate Program Director.
  - 3 credit hours (one time only)
  - Not required for most MPA students with prior experience

- Please contact Dr. Chapman with specific questions you may have regarding internships, dchapman@odu.edu.
Note!

- PADM 696 - DIRECTED READINGS
- PADM 698 - DIRECTED RESEARCH

- Need to coordinate with a faculty member
- Not open registration!

Course Descriptions can be found online

http://catalog.odu.edu/courses/padm/
TRANSFER OF CREDIT

- Upon the recommendation of the MPA Graduate Program Director, students may transfer **up to 12 credit hours** of approved **graduate** level coursework (not training) from a regionally accredited institution (grade of B or above).
- These credits must **not** come from a completed degree program.
- Courses must have been during the last eight (8) years.
- Transfer of credit is not automatic and must meet specific criteria established by the department, including meeting university guidelines for course validation.
- Students interested in transferring credits from an institution should contact the MPA Graduate Program Director for further details.

RESPONSIBLE CONDUCT OF RESEARCH

- ODU has a policy of **training** all graduate students in the fundamentals of Responsible Conduct of Research (RCR).
- Graduate students **must** complete the **online** CITI training **within their first 12 credit hours** of graduate enrollment at ODU.
  - PADM 753 will catch this, too...

http://odu.edu/mpa/rcr
RESPONSIBLE CONDUCT OF RESEARCH - REPEAT

- **Must do**

- Shows up on transcript
  - *Once you get into the training, please select the "Social and Behavioral Responsible Conduct of Research" course*

CONTINUANCE POLICY

- To qualify for graduation, students must achieve a **minimum, unrounded**, grade point average of **3.0** in their coursework.
  - Failure to meet this requirement will result in the student being placed on probation, as per the university graduate policy.
  - Students who fail to raise their GPA to 3.0 or better within the probationary period are suspended from the program.
  - We actively monitor students with GPA < 3.2
  - Please see the ODU Graduate Catalog for further information on appeals and reinstatement.
Students admitted provisionally to the program must complete their first 4 courses (12 credit hours) in the program with a 3.0 average.

### Just a tip for folks unfamiliar with grad school!

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<th>Undergraduate</th>
<th>GPA Points</th>
<th>Graduate</th>
<th>GPA Points</th>
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</table>
Once initial advising has taken place, the advisor will release each student’s registration block, permitting students to register by using LEO online.

Students should meet/call/talk/Email at least once each academic year with their advisor.

![ADVISING & REGISTRATION](image)

- Live (in-person)
- Telephone
- On-line
  - Zoom
Registration

- November (Spring & Summer)
- April (Fall)

- Do not wait; register when it opens up
- Overrides are by instructor permission only & at their discretion
- Do not “overbook” courses
- Draft schedules come out in early October and early March

Courses

- Class announcements
  - Instructor-specific method
  - “Please ask the instructor..."
- Books
  - Bookstore, other sellers
  - Hard copy, eBooks, rentals
- Timeliness
  - Stuff is due when it’s due...
  - ...just like at work
**Spore Scholars**

- Scholarship program for folks who:
  - Work or who have worked in **local government**
  - Have high **GPAs**
  - Apply in the Spring after the announcement

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipients</th>
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<tbody>
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<td>2019-2020</td>
<td>Crystal Craig, Jason Towery</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Ryan Maslyn, Tiffany Jacobs</td>
</tr>
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</table>
Career Pathways – Preparing Future Professionals (PFP) Certificate

- Goal: To prepare graduate students for careers in industry, non-profit organizations, or government agencies
- Tailored to individual’s career preparedness and professional readiness needs
- To earn the PFP Certificate
  - Develop an individual development plan
  - Create a resume
  - Participate in 6 professional development activities related to career development, leadership & communication, professionalism, & specialized skills (e.g., data analytics, GIS, entrepreneurship, etc.)
  - Document completion of all requirements in an ePortfolio
- Completion of PFP Certificate is noted on your ODU transcript

More info? Contact Dr. Wie Yusuf (jyusuf@odu.edu) or visit https://sites.wp.odu.edu/careerpathways

Before we go any further... Any questions?
Let’s discuss academic honesty for a few minutes

ORIGINAL WORK AND MULTIPLE USES OF STUDENT PAPERS

- A paper prepared and submitted for one course cannot be used, in whole or substantial part, to meet a requirement in another course.

- Possible Exceptions:
  - RARE, IF EVER: Student makes full disclosure of an intended second or multiple use to the instructor in the latter course and receives approval.
  - POSSIBLE: An exception might be the use of an insignificant part of the paper in a second course, such as a conceptual scheme or a set of bibliographic references.
A student will have committed plagiarism if he or she reproduces someone else’s work without acknowledging its source.

But… let’s consider what it is
Examples of plagiarism include:

- Submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work;
- Making simple changes to borrowed materials while leaving the organization, content, or phraseology intact;
- Copying material from a source, supplying proper documentation, but leaving out quotation marks.
Dog Whistles

- Real quotes from real people.
- There are NOT edited.
- These are, like, for real!

- I panicked and sent the wrong file
- I sent you my notes
- I was so tired and I just made a mistake
- I had too much going on and forgot to edit
- I ran out of time
- In my haste to finish this paper before leaving on vacation...
- There were a number of... blocks of text that should have had quotation marks around them. For that I apologize.
- There should have been a much more concerted effort on my part to heed the warnings given in class and to place more effort into properly citing where I pulled data from

- I am truly not a fan of excuses but...
- I just didn't have the time with everything going on to complete the paper the way I would have liked
- I am confident in saying that there was no attempt on my part to claim someone else's work as my own
I'm am frantic as I am a good student that excels
Due to computer errors my final draft was not saved and your thoughts of my integrity has diminished
I always put the information into my paper and then interpret into my own words

I will admit I did that in a hurry and perhaps I did not copy the citation along with them. That is the only reason I can see why it has showed up this way.

[Note: whole sections/paragraphs were copied from various web sites.]
Obviously, I wrote these papers without a clear understanding of the citations for APA vs. MLA vs. Chicago style, in which I am accustomed.

[No quotes on most of the material; sentences merelyprefaced with words like “Particularly...”, “But...”, etc.]
A Hall of Shame Entry

- A paper from elsewhere:
  - The Dutch alone spent nearly fifty million euro on fifty-four public-private relationships for use in healthcare, water, sanitation, and securing sources for food (Ministry of Foreign Affairs, 2013)

- Student paper:
  - The French alone spent nearly fifty million euro on PPPs for use in public healthcare services, water and sanitation, and procuring sources for food (Ministry of Foreign Affairs, 2013).

- “I NEVER would do anything like this intentionally.”

The All-Star Hall of Shame Entry

- “I worked so hard on this paper.”
  - [Maybe not]

- Found out (via a roundabout method)
  - Nature of the paper → It wasn’t on-topic
  - The author was not the student
  - Located the real author via social media
    - Real author is a consultant at PaperProfs (and also has a real job)
      - “Disclaimer: The papers provided by paperprofs.com serve as references for individuals and are not meant to be submitted as delivered. These papers are intended for research and information gathering purposes only.”
      - Dates the real author is/was employed at PaperProfs: May 2010 – Present
Dog Whistles

Huh?

How could anyone know?

- Paper is unlike previous work
- Inconsistencies (subtle or not subtle)
  - No... I won’t say what those are
- Odd citations
- High SafeAssign, Turnitin, Vericite %

- And... sounds like something we’ve read before!!!
Failure to accurately identify the source of information is called plagiarism.
- Plagiarism includes using ideas, words, or information without crediting the source.
- Includes failing to use quotation marks for borrowed words and phrases...even when the sources are documented
- Making simple changes to borrowed materials while leaving the organization, content, or phraseology intact
Avoid Patchwriting

Patchwriting is “copying from a source text and then deleting some words, altering grammatical structures, or plugging in one-for-one synonym-substitutes”

(Howard, 1993, p. 233)

(Note: this can lead to issues discussed earlier.)

Patchwriting Example

- An example of patchwriting, as provided by Howard (1993, p. 234):
  - Text as it appears in an original source:
    - Such ‘story myths’ are not told for their entertainment value. They provide answers to questions people ask about life, about society and about the world in which they live.
  - Incorrect paraphrase by a student:
    - Specifically, story myths are not for entertainment purposes, rather they serve as answers to questions people ask about life, about society and about the world in which they live.
A REAL patch-writing example (2018)

- Think Tank
  - To create fair and effective gun policies, we need to understand how they affect outcomes of concern to a range of stakeholders, including gun owners, communities struggling to contain crime, the gun industry, and those concerned with preventing suicide, among others.

- Student
  - To create fair and effective public policies as it relates to gun control, it is important to understand how those policies affect outcomes of concern to a range of stakeholders, including gun owners, communities struggling to contain crime, the gun industry, and those concerned with preventing suicide, among others.

Always Document These

- A direct quote from any source.
- A summary or paraphrase of a source.
- Facts or ideas borrowed from a source.
How do I cite and reference?

Three Major Systems

- Many English, foreign language, and humanities scholars use the Modern Language Association (MLA) citation system.
- Many journalists and scholars in history, art, and philosophy follow The Chicago Style Manual.
- Researchers in Public Administration, psychology and other social sciences use the American Psychological Association (APA) style.
Whenever you are referring to an idea that is **not** uniquely your own or has been drawn from another source, you must “cite” that idea as someone else’s. The most common example is from a periodical or book:

- Community policing involves developing a relationship between citizens and the police department (**Jones, 2009**).
Citation and Reference Tools

- First: most do it themselves, but...
  - Endnote
  - Microsoft Word
  - Others...

What is Endnote?

- EndNote is a tool for acquiring, organizing and managing citations. ODU provides this tool free-of-charge to faculty, staff and students.
- [http://www.odu.edu/ts/software-services/endnote](http://www.odu.edu/ts/software-services/endnote)
- Using EndNote, you can keep track of all the papers you have read and automatically create in-text citations and works cited pages.
- The Library provides instruction on how to export citations from databases into EndNote and how to use it to cite works.
In “Using EndNote with Library Databases,” you will learn how to use EndNote. You can easily export citations directly from library databases and create automatic bibliographies and in-text citations in your Word documents using Cite-while-you-write.

- [http://www.odu.edu/library/services/instruction](http://www.odu.edu/library/services/instruction) (see workshop calendar)
- [http://guides.lib.odu.edu/endnote](http://guides.lib.odu.edu/endnote)
- Lynda.com

Word

- You know what that is!
- Reference tab at top of Word
- Be aware that Endnote has enhanced features
Various Help Facilities for Citations and References

APA (!)

http://www.apastyle.org/
- Check out the blog section
  - https://apastyle.apa.org/blog
- Style and Grammar Guidelines
  - https://apastyle.apa.org/style-grammar-guidelines/index
- APA References
  - https://apastyle.apa.org/style-grammar-guidelines/references
- APA Citations

http://owl.english.purdue.edu/owl/section/2/10/
APA Quick Citation Guide

This guide contains examples of common citation formats in APA (American Psychological Association) Style.

Overview
- In-text Citation
- Citing Web Pages and Social Media
- Citing Articles
- Citing Books
- Citing Business Reports
- Other Formats
- APA Style Quiz

Writing Help

APA Style

Note: This guide will be updated to reflect the new 7th edition of the APA Publication Manual by the beginning of the Spring 2020 semester.

This guide contains examples of common citation formats in APA (American Psychological Association) Style, based on the sixth edition (2009) of the Publication Manual. APA style is commonly used in the social sciences.

Just need a quick citation? Try ZoteroBib.

Questions about APA Style? Ask a Librarian!

For more information about APA Style, use the following resources:

- Publication Manual of the American Psychological Association by American Psychological Association
  - Call Number: BF76.7 .P63 2010
  - Publication Date: 2010

In addition to providing guidance on grammar, the mechanics of writing, and APA style, this manual...

http://guides.libraries.psu.edu/apaquickguide

Here at “home”...

https://www.odu.edu/oscai/module

Academic Integrity Tutorial
When in doubt, cite!

- Writing is hard work.
- Just because it’s on the Internet, that doesn’t mean it’s yours.
- Paraphrasing is more than changing a verb tense or reordering a list.

Documenting sources entails following complex rules, so double check each name, date, comma, period, and parenthesis!
- Never assume that style and format don’t matter to your instructor.
Please don’t commit academic dishonesty!

EMAIL AND LAPTOP/E-DEVICE POLICY

Email Policy
- ALL enrolled ODU students are required to activate and use their ODU email accounts for correspondence with department and faculty members.

Laptop/E-device Policy
- Students are becoming more distracted by non-class related activities on their devices. The right is reserved to halt laptop/device usage at any point of time in the class session or term by the instructor.
Evidence

  
  Abstract: Laptops are commonplace in university classrooms. In light of cognitive psychology theory on costs associated with multitasking, we examined the effects of in-class laptop use on student learning in a simulated classroom. **We found that participants who multitasked on a laptop during a lecture scored lower on a test compared to those who did not multitask, and participants who were in direct view of a multitasking peer scored lower on a test compared to those who were not.** The results demonstrate that multitasking on a laptop poses a significant distraction to both users and fellow students and can be detrimental to comprehension of lecture content.

Evidence

  
  Abstract: .... In the present investigation we explore the impact of engaging in computer mediated non-lecture related activities (e.g., email, surfing the web) during a lecture on attention to, and retention of, lecture material. ... **Results demonstrate a significant cost of engaging in computer mediated non-lecture related activities to both attention and retention of lecture material, a reduction in the frequency of mind wandering during the lecture, and evidence for difficulty coordinating attention in lectures with distractions present. ...**
Evidence

- **Dividing attention in the classroom reduces exam performance**

  - This study measured the effect of using an electronic device for a non-academic purpose during class on subsequent exam performance.
    - Dividing attention between an electronic device and the classroom lecture did not reduce comprehension of the lecture, as measured by within-class quiz questions.
    - Instead, **divided attention reduced long-term retention** of the classroom lecture, which impaired subsequent unit exam and final exam performance.
    - Exam performance was significantly worse than the no-device control condition both for students who did and did not use electronic devices during that class.

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Evidence

- **How Much Mightier Is the Pen than the Keyboard for Note-Taking?** A Replication and Extension of Mueller and Oppenheimer (2014).

  - “Many students use laptops to take notes in classes, but does using them impact later test performance? ... Mueller and Oppenheimer ... concluded that taking notes by longhand is superior. We conducted a direct replication ... and extended their work by including groups who took notes using eWriters and who did not take notes.”
  - “Some trends suggested longhand superiority; however, performance did not consistently differ between any groups (experiments 1 and 2), including a group who did not take notes (experiment 2). “Group differences were further decreased after students studied their notes (experiment 2).”
  - “Based on the present outcomes and other available evidence, concluding which method is superior for improving the functions of note-taking seems premature.”
Pi Alpha Alpha

- ...to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration.
- ...promote the advancement of quality in the education and practice of the art and science of public affairs and administration.
- ...identifies those with the **highest** performance levels in educational programs preparing them for public service careers.
- Invitation (w/ nominal fee) in **final** semester

Surveys

- MPA
  - Annual (Spring)
  - Occasionally others
- Focus Groups
  - Capstone
- University
  - Courses
    - Fall
    - Spring
**Surveys – Spring MPA poll**

- Consistent results...
  - Prefer 4:20 to 7:10 class times
    - But a lot can’t attend then!
  - Live location: Norfolk
  - Interest in hybrid (**BUT!!!**)
  - Summer: Sessions 1 and 3
  - 98% have good things to say!!!
- But need more responses
  - Response rate: 48%
    - Ugh

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**GRADUATION**

- Seems like a long ways off, but it isn’t!
- Students must file an application for graduation with the Office of the Registrar by the published deadline, prior to the semester of intended graduation.

Students must be enrolled in the semester in which they plan to graduate.

Commencement (“walking”) is in the Fall and Spring.

Please refer to the graduation website: [https://www.odu.edu/academics/graduation-commencement](https://www.odu.edu/academics/graduation-commencement)
REMINDEERS

- **Include** your University Identification Number (**UIN**) when making requests via email.

- **Activate & use** your ODU email address.
  - This is the only account we will use to provide information

- Use the MPA web site (**odu.edu/mpa**) and sources/links as a reference guide.

MPAer News!

Expect to see weekly or bi-weekly Emails!

Recent news: [https://us19.campaign-archive.com/home/?u=b8eb7agge46243ebdafa1272&id=53cod2gfref](https://us19.campaign-archive.com/home/?u=b8eb7agge46243ebdafa1272&id=53cod2gfref)
Some advice for class work

- Read and re-read
- Prepare
- Verify
- Check your spelling & grammar
- Keep to the point
- Follow due dates
- Read the syllabus

WHEN STUDENTS

DON'T READ THE SYLLABUS
Some informal advice!

Have fun!

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