

BYU MPA/EMPA STUDENT HANDBOOK

BYU

MASTER OF PUBLIC
ADMINISTRATION

MODERN DAY PIONEERS



We need modern political, economic, and social pioneers and nonconformists who cannot be deterred by material plenty, political ambition, or social diversions.

We need American pioneers with a national and world vision and a national and world identity based on a dedication to the principles of human liberty, social justice, world peace, economic abundance, and the divine rights of man.

George Romney

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ACCREDITATION

NAASPAA-The Global Standard in Public Service Education

Brigham Young University's Master of Public Administration program has received national acclaim for its design and content. The program is accredited by NASPAA, The Global Standard in Public Service Education.

NASPAA's twofold mission is to ensure excellence in education and training for public service and to promote the ideal of public service. NASPAA is the membership association of graduate programs in public administration, public policy, and public affairs. NASPAA's Commission on Peer Review and Accreditation is the specialized accreditor of these master degree programs.

NASPAA serves as a national center for information about educational programs and developments in public affairs and administration. Further, NASPAA represents the concerns and interests of its member institutions in national policy on public affairs and administration education and research. NASPAA accomplishes these purposes through direct services and by:

- Promoting cooperation among member institutions and between member institutions and institutions with similar purposes in other countries;
- Providing services to member institutions;
- Encouraging curricular development and innovation in education and providing a forum for the discussion of educational issues;
- Developing appropriate standards for educational programs and reviewing the quality of programs;
- Strengthening the research base of education for public affairs and administration;
- Representing to government and other institutions the objectives and needs of education for public affairs and administration;
- Promoting cooperative programs with government;
- Receiving grants and entering into contracts;
- Advancing equality of opportunity of all persons to education for public service and the careers to which it leads;
- Encouraging the maintenance of high standards of conduct in public life.

www.naspaa.org

MISSION STATEMENTS

Brigham Young University Mission Statement

The mission of Brigham Young University—founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints—is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

All instruction, programs, and services at BYU including a wide variety of extracurricular experiences, make their own contribution toward the balanced development of the total person. Such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.

To succeed in this mission, the university must provide an environment enlightened by living prophets and sustained by those moral virtues which characterize the life and teachings of the Son of God. In that environment these four major educational goals should prevail:

- All students at BYU should be taught the truths of the gospel of Jesus Christ. Any education is inadequate which does not emphasize that His is the only name given under heaven whereby mankind can be saved. Certainly all relationships within the BYU community should reflect devout love of God and a loving, genuine concern for the welfare of our neighbor.
- Because the gospel encourages the pursuit of all truth, students at BYU should receive a broad university education. The arts, letters, and sciences provide the core of such an education, which will help students think clearly, communicate effectively, understand important ideas in their own cultural tradition as well as that of others, and establish clear standards of intellectual integrity.
- In addition to a strong general education, students would also receive instruction in the special fields of their choice. The university cannot provide programs in all possible areas of professional or vocational work, but in those it does provide, the preparation must be excellent. Students who graduate from BYU should be capable of competing with the best in their fields.
- Scholarly research and creative endeavor among both faculty and students, including those in selected graduate programs of real consequence, are essential and will be encouraged.
- In meeting these objectives, BYU's faculty, staff, students, and administrators should be anxious to make their service and scholarship available to The Church of Jesus Christ of Latter-day Saints in furthering its work worldwide. In an era of limited enrollments, BYU can continue to expand its resources available to the Church when called upon to do so.

We believe the earnest pursuit of this institutional mission can have a strong effect on the course of higher education and will greatly enlarge Brigham Young University's influence in a world we wish to improve.

--Approved by the BYU Board of Trustees

November 4, 1981

Marriott School of Business (MSB) Mission Statement

1. **Education:** Attract, develop, and place men and women of faith, character and professional ability who will become outstanding leaders capable of dealing with change in a competitive global environment.
2. **Scholarship:** Advance knowledge using strong conceptual and spiritual foundations to identify and solve management problems.
3. **Service:** Serve in academic, professional, and civic organizations, extending the benefits of management education and scholarship to the university, to members of the Church of Jesus Christ of Latter-day Saints, and to the world.

Romney Institute of Public Management (RIPM) Mission Statement

The purpose of the MPA program is to prepare leaders of exceptional capability and integrity who are committed to serving their communities and improving public service organizations. The Romney Institute of Public Management will accomplish this by:

- Attracting men and women of faith and character who demonstrate professional promise and a commitment to improving the organizations in which they work;
- Imparting the knowledge, skills, and values necessary to effectively lead public service organizations;
- Providing students with opportunities to explore and identify career choices and achieve their public service goals;
- Recruiting and supporting high caliber faculty who produce quality scholarship relevant to public service practice.

Learning Outcomes

The Brigham Young University Master of Public Administration (BYU MPA and EMPA) programs prepares students for work in public service, including professional and voluntary work in government, nonprofit/NGO and public interest-oriented private sector positions. Graduates of the Brigham Young University MPA programs will exhibit four core competencies that will enable them to exercise good governance in public service organizations:

1. **Public Service Values:** BYU MPA graduates demonstrate an understanding of, passion for, and commitment to public service values, including reverence for the dignity and worth of all people and dedication to ethical governance.
2. **Quantitative Analysis:** BYU MPA graduates are skilled at evaluating programs and policies. They know how to gather data, correctly analyze it, and employ the analysis to recommend policy and programmatic action in public service organizations.
3. **Communication:** BYU MPA graduates effectively convey verbal and written information with the polish and professionalism appropriate for the public service context. They listen to and promote understanding among people with diverse viewpoints.

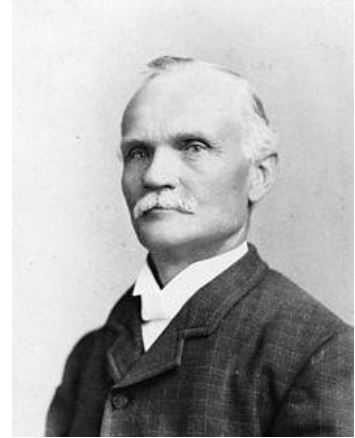
4. **Teamwork & Collaboration:** BYU MPA graduates know how to leverage the power of a team. They conduct effective, agenda-based team meetings, and promote mutual accountability with teammates and collaborative partners.

HONOR CODE

The Circle of Honor

I have been asked what I mean by word of honor, I will tell you. Place me behind prison walls—walls of stone ever so high, ever so thick, reaching ever so far into the ground—there is a possibility that in some way or another I may be able to escape, but stand me on that floor and draw a chalk line around me and have me give my word of honor never to cross it. Can I get out of that circle? No, never! I'd die first.

Karl G. Maeser



Honor Code

Brigham Young University exists to provide a university education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. This atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles.

As a matter of personal commitment, students, staff, and faculty of Brigham Young University are expected to follow the Church Educational System Honor Code. Please read, understand, and abide by the entire Church Educational System Honor Code (found on the web or in the Graduate Catalog). Among other things, this includes the commitment to do the following:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee and substance abuse
- Participate regularly in church services
- Observe the Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat, and clean, consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education.

Please see the web or Graduate Catalog for further details.

Plagiarism

(Excerpt from the BYU University Policies, Academic Honesty Policy)

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, whereas not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one's own work. In some cases, plagiarism may also involve violations of copyright law.

Intentional Plagiarism: Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

Inadvertent Plagiarism: Inadvertent plagiarism involves the inappropriate, but nondeliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Examples of plagiarism include:

Direct Plagiarism: The verbatim copying of an original source without acknowledging the source.

Paraphrased Plagiarism: The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.

Plagiarism Mosaic: The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.

Insufficient Acknowledgment: The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

Please read and understand the entire Academic Honesty Policy. Students from the Romney Institute must be free of honor code violations in order to graduate.

THE ROMNEY INSTITUTE

Romney Institute of Public Management

The Romney Institute of Public Management offers a Master of Public Administration degree through Brigham Young University. The full-time program is a two-year, non-thesis program housed in the Marriott School of Business. The executive program is a three-year, non-thesis program offered at the BYU Salt Lake Center. Both programs graduate students with the MPA degree and both emphasize management skills rather than theory.

The following information is about the day program. See the last section of this handbook for the executive program information.

The first-year students are assigned to specific groups. Team projects are required by most professors. Working in management means working with groups of people, so it is important for the students to practice interpersonal skills and practice the art of teamwork. Core classes are mandatory (core classes are listed in the curriculum section of this handbook).

Before the second semester begins, students decide on their program of study. Students update their personal program of study as needed with approval from the Associate Director.

Employment during the first semester is not allowed.

Students are encouraged to perform an internship in their area of study during the spring/summer between the first and second year. The Career Services Director assists in locating opportunities. The purpose of the internship is two-fold. First, the internship helps students determine if they like their selected field, and second, the internship provides work experience that can lead directly to future employment.

During the second year, students continue to work in teams determined by class choices. Many second-year students choose to work as graduate assistants. Throughout the second year, students apply for post-graduation jobs. The Career Services Director assists as needed. Upon completion of the required credit hours, students graduate in April (unless they consult with the Associate Director and delay graduation for a specific purpose).

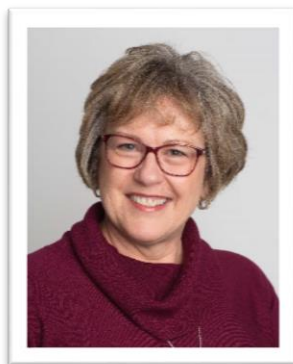
Upon graduation it is hoped that students will remain in contact with the program and continually update their contact information and stay connected with the institute.

Romney Institute Office

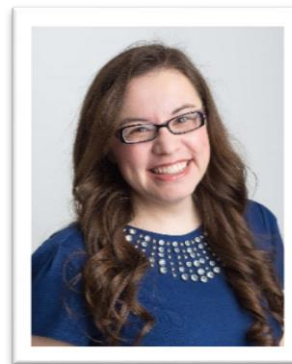
Lori Wadsworth, the RIPM Director, Catherine Cooper, the Associate Director, and Heather Chewing, the Program Manager can be found in the the Romney Institute department office, room 760 in the Tanner Building (TNRB).



Lori Wadsworth



Catherine Cooper



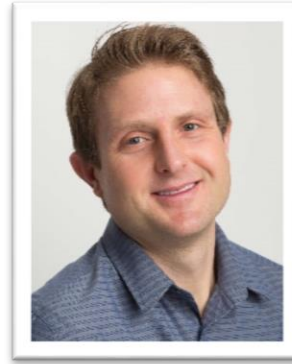
Heather Chewing



Tanya Harmon



Vicki Okerlund



Kip Smith

Recruiting

Kip Smith coordinates student recruiting and marketing.

Career Services

Tanya Harmon, in 442 TNRB, is the Career Services Director. MPA Career Services is dedicated to helping students through their internship and career search process by providing resources, guest lectures, career trips, and other networking opportunities.

Alumni Relations

Vicki Okerlund, in 763 TNRB, is responsible for alumni and external relations. Alumni relations is responsible for coordinating donation efforts for the institute and keeping alumni informed of current events and issues affecting the Romney Institute and its students. Much of this is accomplished through the publishing of a quarterly newsletter, MPA Outreach. Vicki also coordinates ICMA.

Romney Institute Advisory Board

The Romney Institute Advisory Board (RIAB) was established in October 1999 with six primary objectives:

1. Provide MPA Program review and improvement
2. Provide a link to the “practicing” professional community
3. Assist with implementation of program goals and values
4. Support fund-raising for student scholarships
5. Support recruiting of qualified under-represented U.S. minority students
6. Support expansion of international opportunities for students and faculty

Currently there are 12 executive board members and 67 extended board members. Bios are available on the MPA website under Advisory Board.

Student Life

Students

Students beginning the Master in Public Administration program at Brigham Young University can expect a challenging program focused on managerial skills, teamwork, and professionalism. They will find professors who are knowledgeable in their field. Students can expect prompt, helpful feedback on assignments, confidentiality of scores, and learning in a safe, respectful environment. They will find faculty and staff eager to help students and work with them toward the successful completion of their academic goals.

- Prior to beginning the program students are required to attend new student orientation, held two weeks before school begins.
- Students are held responsible for the information in the Graduate Studies Catalog. The catalog can be found from Graduate Studies home page, graduatestudies.byu.edu.

Student Progress Evaluations

As stated in the BYU Graduate Studies Catalog, “Most master’s degree programs are designed to be completed within two years. Matriculation in a program may be terminated at any time for failure to make satisfactory progress toward the degree.” In accordance with these guidelines, the Romney Institute follows Graduate Studies guidelines and provides student evaluations after fall and winter semesters to determine whether students are progressing towards graduation.

Students must maintain satisfactory academic progress through biannual evaluations (decision made by RIPM faculty). This means that the student is maintaining a GPA equal to or greater than 3.0 and that the student is actively pursuing degree completion. Periodic reviews result in three different ratings: Satisfactory, Marginal, Unsatisfactory.

A student who receives an “Unsatisfactory” rating during any portion of his/her graduate study may be removed from the program, effective immediately at the end of the semester in review.

A student who receives two consecutive “Marginal” reports on a progress evaluation may be removed from the program, effective immediately at the end of the second semester in review.

Faculty evaluate students after each fall and winter semester. If a student receives anything less than a satisfactory rating, they will be personally contacted.

Yearly Ecclesiastical Endorsement

Continuing BYU students are required to receive an ecclesiastical endorsement from their bishop each academic year. Non-LDS students can receive an endorsement from either their local ecclesiastical leader or the BYU Chaplain.

The deadline every year to submit your ecclesiastical endorsement is **March 15**.

Tuition

All students who register at BYU must pay their full tuition and fees (in U.S. dollars) seven calendar days prior to the first day of class. Failure to pay by this date will result in holds being placed on the student's account and will restrict the ability to add additional classes. Class registrations will be dropped if payment of tuition and fees is not received by midnight of the day following the add deadline. Classes will generally not be dropped if adequate financial aid is pending. Information on payment options can be found from the BYU home page (byu.edu) and searching Tuition and Fees.

Questions regarding fee assessment should be addressed to Student Services (D-155 ASB). The university reserves the right to change tuition and fees without notice.

Minimum Registration Requirement

Graduate students are required to register for at least two credit hours during any semester or term in which they use any university facilities, consult with faculty, including the semester they graduate.

Class Conduct

Students are expected to attend class, arrive on time, and turn in assignments on time. Students are expected to continue living the standards of the Brigham Young University's Honor Code, including refraining from plagiarism. Students will work collaboratively, treat peers respectfully, and behave in a manner that allows other students to learn. Screen use relevant to classroom learning is permissible.

Faculty and Staff

Romney Institute faculty and staff are approachable and easy to work with. A comprehensive list of faculty members as well as their research interests, professional organizations, and recent publications can be found at marriottschool.byu.edu under the heading Faculty and Romney Institute of Public Management.

Annual Social Events

The students and professors of the MPA program are invited to attend a number of annual social events.

- GSS New Graduate Student Dinner in the Fall—1st year students only
- MPAA Opening Social in the Fall—all MPA students, families, faculty, and staff
- MSM National Advisory Council (NAC) Banquet—all Marriott School students who register
- MPAA Talent Show—all MPA students, families, faculty, and staff
- Administrator of the Year Graduation and Awards Banquet in the Spring—MPA faculty, staff, and students who register

Administrator of the Year Graduation and Awards Banquet

Each year, the Romney Institute of Public Management and the Master of Public Administration Association (MPAA) hosts a banquet to honor graduating students and the Administrator of the Year. This award is given annually to an outstanding man or woman who has achieved distinction after many years of management in the public sector. This individual has those personal and professional qualities which are recognized and honored by peers and which we expect of our graduates in the Master of Public Administration Program. It is the dedication to exemplary ethical and moral commitments as well as the years of untiring public service that we honor.

These events will be advertised and announced by their respective planners when the time for the event has been finalized. Other events can be found on the [MPA calendar](#).

Student Input

Constructive suggestions which can improve the program for future classes is sought from students in multiple ways, including the following:

- Students can give input directly to any of the faculty or staff
- Student Ratings are available online and participation is encouraged at the end of each semester
- Student Exit Interviews are conducted with second year students who are graduating

Grievance Process

Students who have any type of grievance first talk with the professor, then the Associate Director and Director, followed by Marriot School Dean if necessary.

EEO Statement on Discrimination and Sexual Harassment

Brigham Young University's full EEO policies can be found online. Search [Equal Opportunity Employer](#).

The Romney Institute fully supports these policies and expects students to be familiar with the definitions of discrimination and sexual harassment as found on this website. Appropriate and respectable behavior is expected from students, faculty, and staff.

Facilities & Resources

MPA Lounge

The MPA Lounge is located in W343 TNRB. The room serves as a base for MPAA announcements and activities. A microwave, refrigerator, computers and printer are located in the lounge for student use.

Study rooms are available and can be reserved by visiting the Marriott school website, click "Room Reservations" on the top bar and log in.

The lounge is reserved for MPA student use only. For the combination please come to 763 TNRB. DO NOT GIVE THE COMBINATION TO OTHERS.

Lockers

Lockers on the third floor of TNRB are available to graduate students. Locker assignments are communicated the week before school begins. For locker questions check with the Student Services office, 763 TNRB.

If you would like a locker in the Harold B. Lee Library, they are available for a small fee per semester.

For more information, go to room 285 in the Brewster Building or contact the Keys and Lockers office by phone at (801)422-5485.

Tanner Building (TNRB)

Building Hours:

Monday through Saturday: 6 a.m. to 12 p.m.

Sunday: 6 a.m. to 9 p.m.

Holidays: Enter only through doors with card reader

Stairwells and elevators are locked after-hours above the 4th floor. You can always go down, but not up when the elevator is locked.

Building Security

Please be sure that all doors are shut tight and locked when you leave after-hours. Especially check that the glass exit doors are SHUT TIGHT behind you when you leave (please check them.) Leaving them unlocked is a major security problem.

Students After-Hours & Sunday Access

All students must be cleared by their department or program office in order to stay in the TNRB after-hours. You must carry your BYU ID card after-hours. Security will check BYU IDs and ask those not authorized to stay late to leave. Friends and spouses will be asked to leave if they are not on the list.

The Tanner Building is ONLY to be used for church meetings on Sunday, and nearly every room is used. Studying in the building on Sunday is not appropriate.

How to Advertise Events

You may advertise your events in the following ways:

Displays on your club bulletin boards. External Relations Office, 490 TNRB, coordinates ownership of the boards.

Electric Signage: Contact External Relations, 490 TNRB.

Do not tape or thumbtack any items to walls, doors, or windows. All flyers and posters should be on bulletin boards and room signs only.

No flyers for off-campus groups or personal advertisements are allowed.

Tables and Displays in Atrium or Outside

It is possible to schedule a table and backdrop for special club events/activities. These can be used outside on the first or fourth-floor entrances, or in the atrium. Please call the Dean's Office at 2-4121 for approval. Check out easels from the Deans office, 730 TNRB.

Custodians: Milt Briggs or Todd Bibler, 2-7527; Richard Harker or Alvan Williamson, 2-3956.

Clean Up

Be responsible and clean up after your activities. Do not leave behind piles of garbage, litter, pizza, boxes etc. Instead, take excessive garbage to the dumpster on the southwest side of the east building. If you know your event will generate extra garbage, please let the custodians know and they can get you extra garbage cans.

Do not move chairs from rooms. They are counted out for room capacity and classes need them all.

Food

Red punch or other strong-colored punch should never be served. It stains both carpet and granite permanently. Meals may be served in room 710 and W408/W410.

Blue Line Deli

<http://dining.byu.edu/blueline/>

Location:	W117 TNRB
Phone:	422-0636
Hours:	Monday-Thursday 7:00 a.m. to 8:00 p.m. Friday, 9:00 a.m. to 3:00 p.m.

*Closed Tuesdays from 10:45 a.m. to 12:15 p.m. for Devotional.

Room Reservations

Reserve Online: marriottschool.byu.edu/scheduler

Copy Center (550 TNRB, 422-4197)

Hours: Monday - Friday 7 a.m. to 5 p.m.; Tuesday closed 10:45 a.m. to 12:15 p.m. for Devotionals

Advertising/Selling on Campus

The university prohibits advertising, selling, or soliciting by outside businesses, agencies or individuals on campus and in student housing areas. Exceptions, if any, must be approved in writing by the Assistant Advancement Vice President of University Relations.

Commercial firms or nonprofit organizations may not display posters containing advertising on campus. Exceptions, if any, must be approved in writing by the Assistant Advancement Vice President of University Relations. Posters with useful information to the student body may be posted with proper approval. The Director of Student Leadership Development may give permission to post on student body bulletin boards.

The dean/director whose college/department occupies the building must give permission to post on bulletin boards in each building.

Off-campus business concerns are prohibited from posting or distributing handbills advertising commercial products or services on BYU private property. This prohibition is designed to maintain an educational atmosphere and to prevent unsightly litter. Exceptions, if any, to this prohibition must be

approved in writing by the Assistant Advancement Vice President of University Relations. Violators of this policy may be treated by the university as unlawful trespassers and, in addition, may be charged a reasonable expense for cleaning up and removing of advertising materials.

Employees of commercial firms, including student employees, may not distribute or display advertising on campus. Exceptions, if any, must be approved in writing by the Assistant Advancement Vice President of University Relations.

BYU Charitable Fund Raising on Campus Policy

The university does not permit general solicitation for charitable purposes on campus except as follows:

LDS Philanthropies conducts fundraising activities for the university.

The United Way of Utah County conducts an annual campaign for support of local charities.

BYUSA conducts a Campus Chest drive each year to encourage student support of worthy charitable causes.

Fund Raising by Student Clubs or Groups

Read the guidelines that follow. If the activity meets these guidelines, fill out a Student Organization Fund-Raising Proposal or Request to Solicit Off-Campus Gifts or Sponsorships, available in the Dean of Students Office and the Center for Service and Learning.

Review the completed form with the designated personnel at the Center for Service and Learning. This individual will provide assistance and a preliminary judgment of feasibility against acceptance guidelines and will then refer proposals/recommendations to the appropriate area for consideration.

After the proposal has been reviewed and signed, a copy of the signed activity form will be sent to the BYU Development Office.

In the case of technology donations, LDS Philanthropies will review the donation with the Office of Information Technology.

Fund-Raising Guidelines for Student Clubs and Groups

The university recognizes and supports the many kinds of service contributions student organizations can make on campus, in the local community, and even around the world. Each year, student clubs sponsor meaningful social activities, service projects, cultural events, and educational forums. In doing so, student groups are expected to emphasize giving service, versus the generating of revenue, as the main consideration for activity planning and charitable outreach. The guidelines and approval process for fund-raising can be found online.

BYU Scheduling Policy for Off-Campus Groups

Off-campus groups who are not part of the university programs, which programs include appropriate services by Continuing Education, must pay a rental fee for use of the facility and a fee to cover operating and maintenance costs. The Campus Planning and Use Committee reviews and sets the fees on a regular basis.

University personnel and student groups requesting space for non-BYU groups must make arrangements with Campus Scheduling. Personnel and student groups must follow the off-campus procedures and sponsoring no-BYU groups sections outlined in this policy.

Sponsoring Non-BYU Groups

When a BYU organization desires to sponsor a non-BYU group on the campus, it must comply with the requirements listed below.

The BYU organization who wishes to sponsor a non-BYU group must submit a request for sponsorship by completing all requirements on the Sponsorship Application Form. The application must be completed by the sponsoring agent. Forms can be obtained from Campus Scheduling or Health and Human Performance Services (HHPS). Scheduling of facilities or equipment cannot be initiated until the completed and approved form has been to Campus Scheduling or HHPS.

All forms and requirements must be completed a minimum of ten working days prior to the activity/program.

The sponsored event must support and further the mission and purpose of Brigham Young University, the college, and/or the department as determined by the Dean or Director. The Dean or Director of the sponsoring organization must approve justification for sponsorship.

The sponsorship application and a liability insurance certificate must be submitted for clearance to Risk Management and Safety. Upon clearance, the insurance certificate and the sponsorship application will be returned to the sponsoring organization for submission to Campus Scheduling or HHPS for final approval.

The sponsoring organization is financially responsible for the activity/program, facilities and equipment. No fund raising will be allowed (see Use/Scheduling of BYU Facilities by University/Non-University Group Policy). All funds and ticket sales must be administered as outlined in the Student Financial Services Policy. Sponsorships involving athletics must be cleared by the campus NCAA compliance officer.

Student Life

Parking

Parking at BYU for Graduate Students is \$60. Register your vehicle online at MyBYU under Miscellaneous and Parking Registration.

Most MPA students park in the graduate parking lot northwest of the Tanner Building. Other graduate parking can be found outside the Richards Building and the Law Building.

Laptops

Laptops are required.

Please remember that laptops are to be used in class only with teacher approval. Technology is an essential part of today's learning environment. However, technology, when used inappropriately, can also hinder learning. Most Marriott School students have, at some point, sat next to students who use their laptops or PDAs in class to check e-mail, talk to friends, instant message, search the internet or play online games. Unfortunately, every person sitting around such a student is distracted by this behavior and classroom learning decreases. As a result of these distractions, the Marriott School has implemented the following policy: Using laptops or PDAs in class to legitimately take notes or work on class projects is allowed, but all other use of laptops or PDAs in class is prohibited. Please respect your fellow students and professors and abide by this Marriott School policy.

International Students

Although English language fluency is prerequisite and expected, professors are willing to be flexible with students for whom English is a second language. International students who are not native English speakers are especially encouraged to sit near the front and work with professors individually for extra time on exams.

Students with Children

Consideration for peers is expected. There should be no babies or children in the classrooms. This leads to disruptions in the learning of others.

A Single Parent Scholarship is available for all daytime and EMPA students who qualify. Please talk to the Associate Director for more information.

Prerequisites

Excel, Word, and PowerPoint are used in most MPA courses. Working knowledge of this software is required prior to entering the program. A knowledge of economics is not required but very helpful. Prerequisite training in Accounting, Excel, and Statistics is required.

All admitted students are required to complete an Excel, Statistics, and Accounting online course, which may be waived by demonstrated proficiency.

Speed Reading Classes

The Writing Center offers two one-hour speed reading mini-classes to all students who wish to attend. For more information about the classes and to see a schedule of when the classes are offered, visit this website: <http://www.irisreading.com/byu/>. No registration is necessary because the classes are offered

on a first-come, first-served basis. Each lecture is limited to 20 students per classroom, but many classes are taught throughout the semester.

Email Alias Manager

Email Alias Manager allows users to create an email address @byu.edu, or @byu.net that will forward all messages to another email address or mailbox. For instructions on setting up an email alias login to MyBYU and find E-mail Alias Manager under the Communication tab.

Student Awards

Student awards are presented annually at the Administrator of the Year Banquet.

Stewart L. Grow Award

The recipient of this award is selected by the faculty of the Romney Institute of Public Management. It is given each year to a 2nd-year student who exemplifies the characteristics of Stewart L. Grow, Ph.D., founder of the MPA Program at Brigham Young University. Professor Grow was known as a competent and caring person, a friend of students, a loyal colleague, and an example for all to emulate. He was devoted to public service and management excellence in government.

An annual award is presented in his name and memory to the student who best demonstrates the traits of excellence so prevalent in Stewart Grow's life.

Karl N. Snow Award for Academic Excellence

This award is presented annually to the graduating student in the MPA program who has achieved the highest academic record. Professor Snow was one of the early leaders in establishing the Master of Public Administration program at Brigham Young University, and was a founding member of the National Association of Schools of Public Affairs & Administration. Professor Snow is known for his encouragement of students in the pursuit of scholarly excellence.

Academic Awards (MPA and EMPA)

Academic awards are given to students showing academic excellence. Based on GPA through the 3rd semester, the top 10% of the graduating class receive academic awards.

Lennis M. Knighton Award (EMPA)

The recipient of this award is the EMPA student with the highest GPA in the graduating class, based on program GPA through the semester prior to graduation and with the input of faculty. The award is named after Lennis M. Knighton, former professor and program director of the institute. Professor Knighton was the former auditor for the Utah State legislature. He was well known for his work in developing performance auditing practices for state and local governments. This award is presented at the annual EMPA Graduation Banquet.

Good Works Award

MPA Association

MPAA

MPAA stands for Master of Public Administration Association. It is comprised of current MPA students. Its purpose is to:

Represent the students' interests and views to the faculty through the elected officers.

Provide social, academic, career development experiences and community service opportunities for its members (e.g., opening social, Christmas party, awards banquet, talent show, guest speakers, etc.)

Foster a cohesive bond between MPA students.

Dues

MPAA dues are \$30 a semester. Students voluntarily participate.

Benefits of Membership

- Obtain social, academic, and career development
- Provide service opportunities
- Build an initial career network
- Obtain representation on departmental issues

Council Leadership

Leaders are selected by the RIPM department. Express an interest if this leadership opportunity appeals to you. Students are appointed as MPAA officers and run the association and host annual events such as the opening social, Nights of Civil Discourse, the MPA Talent Show, the closing social, and other activities.

Officers for the next year are introduced at the Administrator of the Year Awards Banquet. First-year class representatives are elected early into fall semester.

Note: MPA/JD students are not eligible for MPAA positions, other than volunteer positions during full year of program.

POLICIES AND REQUIREMENTS

Policies

BYU

Official University policies can be found in the Graduate Handbook, found on the Graduate Studies website (currently under Department Resources).

MSM

Marriott School classroom policies are listed on the Marriott School homepage under the Students tab.

Exams

Exams may be offered online, in class, in the testing center, or as a take home test according to professor preference. Exam times, time limits, failed exams, missed exams, retakes, and scoring will vary according to the professor's preference. The policy is usually listed in the syllabus and are subject to change. Exceptions can be discussed with the professor one-on-one. Students who speak English as a second language can request more time on an exam.

Grades

Grades are given in the manner described in the BYU General Catalog. Students should be well aware of the BYU policies concerning the following grades:

Incomplete

The letter grade "I" (Incomplete) is given on a contractual basis with the instructor for students who are eligible to complete the work in a prescribed time period. An incomplete is only given when extenuating circumstances (serious illness, death in the immediate family, etc.) occur after the twelfth week of a semester or the sixth week of a term. The Incomplete Grade Contract form must be signed by the student and the instructor before grades are due. The instructor should indicate a specific length of time in which the student must complete the incomplete, not to exceed one year.

An incomplete is never given when one is failing or has failed the course. Class attendance in a subsequent semester or re-registration is not permitted to make up the incomplete. In some special instances, such as a lab class, attendance may be required for the portion of the class or lab section missed. Once the work has been completed, the instructor should complete the portion of the Incomplete Grade Contract—showing the grade earned—and submit the form to the Records Office (B-150 ASB). For more information, see the Graduate Catalog.

"T" Grades

"T" indicates that course work is still in progress. This is given only in certain approved courses in which work may extend beyond the semester. A "T" grade is not available for all classes.

Grade Point Average Requirements

Graduate students may be dismissed from their program if their GPA falls below a 3.0.

Non-MPA Classes

If you wish to apply a course offered by another graduate program at BYU toward your MPA Degree, talk with the Associate Director stating the reason for the request and include the syllabus for the course.

Non-degree, senior and transfer credit, singly or combined, cannot total more than 12 hours.

Non-degree Credit

Credit taken after the baccalaureate degree has been received, but before the semester of formal admission to a graduate program, is defined as non-degree credit. Only with department approval can any such credit be considered as part of a graduate degree program.

Senior Credit

In some restricted instances students seeking a master's degree may apply credit taken during the senior year at BYU toward that degree, but in no instances can this credit apply to both a baccalaureate and a graduate degree.

Transfer Credit

Credit taken at other accredited universities in the United States or Canada may, with departmental approval, count toward a graduate degree at BYU if the following conditions are met:

1. The course is clearly graduate level.
2. The grade is B or better (pass/fail courses are not transferable).
3. Home study, correspondence, and extension courses are not transferable.
4. The credit was not used for any previous degree.
5. The credit was taken within five years of the time of graduation from the MPA Program.
6. The subjects covered are appropriate for an MPA Degree and approval is given by the MPA department.

Application for transfer credit for courses taken at other institutions must be received during the first semester of the program, together with an official transcript and a detailed description of the course(s).

Class Substitution

Petitions for waiving or substituting classes required for the MPA degree must meet the following conditions:

1. There must be a legitimate reason for such a request, such as extensive background in the area or topic covered in class.
2. A request must be received by the Associate Director.
3. The student must still complete 57 hours of approved course work in the program. Waivers and substitutions do not reduce the total requirements of 57 hours.

Directed Readings Research (MPA 691R, 692R, and 693R)

These classes are designed to permit study in topics and areas not covered by available courses at BYU.

- A maximum of 4 credit hours may be counted toward the 57-hour graduation requirement. Regular classes that are taught under these numbers do not count toward the 3 credit hour limit.

- The student must have at least a 3.4 GPA and written approval from the faculty member who will supervise the student and the Director or Associate Director of the MPA program.

Registering for 691R, 692R, 693R

To register students should complete the following before the end of the registration period:

1. Obtain preliminary approval from the Associate Director.
2. Meet with a faculty member to fill out the contract together. Student and faculty member sign the contract.
3. For 693R, the student must obtain a letter from the employer with employer's signature. This letter is to be presented to the faculty member before the contract is finalized.
4. Email contract to the Associate Director.
5. Add the class.

Time to Degree Completion

Students have up to five years to complete the degree from the time they start.

Final Semester Registration

Before applying for graduation, a graduate student should have completed all course work on his or her approved program of study or be currently registered for the remaining requirements. During the final semester, a graduate student must either register or pay an equivalent registration fee to the Office of Graduate Studies for at least two semester hours of credit. Audit and independent study credits do not count.

For more information on Graduate Study policies, read the current Graduate Catalog found on the Graduate Studies website.

Graduation Application

Application for Graduation is due three to six months prior to the graduation date. Students receive an email reminder to register for graduation.

Please note that all students must have a current Ecclesiastical Endorsement at the time of graduation.

Post Graduation

After graduation from the MPA (and EMPA) program, students are encouraged to continue their association with the Romney Institute. Alumni from the BYU MPA (and EMPA) program currently number over 4,000. Alumni are asked to update contact information, both home and work, by emailing that information to mpaoutreach@byu.edu.

Alumni are a great asset to the department. Alumni can improve the program by encouraging and recruiting new students, reporting internship or job opportunities to administration, and letting staff know when they are on campus to visit with current students. Continued association between alumni and the Romney Institute is important to maintain and improve the program.

National Scholarships, Fellowships, and Programs

In addition to Department Scholarships, the Office of National Scholarships, Fellowships, and Programs is a great resource for finding additional funding opportunities and application strategies. That offices provides feedback and submission support to students seeking awards such as a Rhodes, Boren National

Security, Fulbright, or Carnegie scholarship, among many others. Several years ago one MPA student received both a Fulbright and a Boren Fellowship to study social entrepreneurship and the Thai language for one year in Bangkok. We encourage all students to seek out additional aid through this office. See nsfp.byu.edu.

Student Teams

The MPA department assigns teams. Day students are assigned teams the first semester of the program. EMPA students are assigned a new team each year. Occasional changes are made semester by semester as students change their plans. Teams learn to hold members accountable and can conduct disciplinary processes as approved by the professor.

MPA Courses

MPA courses may change while you are in the program. A list of classes is located at <https://graduatestudies.byu.edu/content/public-management-romney-institute-courses>

MPA Curriculum

		MPA Core (39 credits)										
		Fall 1		Winter 1		Fall 2		Winter 2				
CORE Take all of these courses	608	Project Management	1.5 F1	612	Economic Decision Making	3 W1	640	Human Resource Management	3 F2	683	Legal Issues in Public Admin	3 W2
	630	Statistical Analysis	3 F1	631	Public Program Evaluation	3 W1	682	Ethics for Management	3 F2	686	Public Admin Capstone	3 W2
	632	Quantitative Decision Analysis	3 F1	644	Negotiations	0.5 W2						
	641	Organizational Behavior	3 F1				620	Financial Toolkit	1.5 F2			
	646	Career Exploration	0.5 F1				or					
	647	Career Preparation	0.5 F1				520	Finance for Administrators	1.5 F2			
	662	Communication in Public Admin	3 F1									
	684	Administrative Environment	3 F1	621	Public & NP Budgeting	3 W or	604	Gov & NP Accounting	1.5 F2 or	621	Public & NP Budgeting	3 W
SECTOR Choose one	Nonprofit (6)			Local Government (6)			State & Federal Government (6)			Meet individually with the Associate Director before the end of your first semester to create your customized program of study.		
	623	NP Structure & Tax	1.5 W	675	Local Government 1	3 W1	615	Public Policy Process	3 W			
	624	NP Finance	1.5 W	676	Local Government 2	3 F	617	Intergovernmental Relations	3 W			
	651A	NP Org Mgt	1.5 F									
	651B		1.5 F									
SKILLS Choose one	Resource Development (9)			Program Management (9)			Finance (9)			JD/MPA (10.5)		
	653	Fundraising Tools	3 W	Take these three classes (6 credits):			Select 9 credits from this list (not counting core):			35 core MPA credits, 10.5 law classes		
	654	Relationship Mgt	1.5 F2	633	Cost Benefit Analysis	1.5 F2	*604	Gov & NP Accounting	1.5 F2	One section (6 credits)		
	655	Volunteer Mgt	1.5 W	635	Data Visualization	1.5 W	*621	Public & NP Budgeting	3 W	Six remaining MPA elective credits		
	656	NP Resource Dev & Ldrshp	3 W	638	Program Design & Mgt	3 W	622	Government Finance	1.5 W			
				Choose one of these three classes:			625	Debt Management	3 F2	PhD Preparation(1.5-6)		
				634	Analytics & Forecasting	3 F/W	634	Analytics & Forecasting	3 F/W	692R	PhD Preparation	1.5 F
				IS 515	Spreadsheets for Business Anal	3 F/W	690R	Tme Series Forecasting	1.5 W	MBA 593R PhD Preparation		
				IS 520	Spreadsheets & Automation	3 F/W	635	Data Visualization	1.5 W	Classes such as Econ 488 Econometrics as needed.		
ELECTIVES Choose 3-12 credits	Elective Options											
	For your elective(s), choose classes from those listed above you haven't already taken, or choose from the list below.											
	Study Abroad			Nonprofit			Healthcare			IS Minor (9)		
	690R	Study Abroad Prep Class	1.5 W	659R	Grantwell	1.5 F/W	590	Health Service Delivery	3 F/W	515	Spreadsheets for Bus Analysis	3 F/W
	690R	Study Abroad Experience	3 Sp	693R	Social Venture Academy	3 F/W	591R	Health Care Exec. Lectures	0.5 F/W	520	Spreadsheet Automation	3 F/W
	Local Government Field Study			MBA 692	Social Innovation & Social Entr	1.5 F	599R	Health Care Internship	3 F/W	555	Data Mining for Bus Intelligence	3 W
	690R	Local Gov Field Study	v 1-3 F/W	MBA 688	Corporate Social Innovation	1.5 W	690R	Health Care Finance	3 W			

FINANCES

RIPM Student Financial Support

The following guideline documents current Romney Institute financial policies. Financial resources are allocated on behalf of students in order to fulfill the mission of the institute according to its mission and goals, university policies, and the mandate of endowment monies received.

Resources are allocated to students in order to accomplish the following broad objectives: 1) facilitate student recruitment, 2) encourage student scholarship, and 3) assist in student placement.

Facilitate Student Recruitment

Scholarships facilitate the recruitment of the best and brightest students in accordance with the mission of the Romney Institute of Public Management.

First-Year Scholarships

In order to facilitate the recruitment of outstanding students and future leaders in public and nonprofit organizations, the Romney Institute offers scholarships to admitted students who have demonstrated excellence in scholarship and have demonstrated the potential to make significant contributions to the study and practice of public administration.

The Romney Institute embraces the ideal of wide diversity among its students. In an effort to promote this ideal, the institute provides scholarships for qualifying under-represented U.S. minority students and international students.

Second-Year Scholarships

The Romney Institute offers scholarships to 2nd-year students who have demonstrated excellence in scholarship during the first two semesters in the program.

Encouraging Student Scholarship

Student participation in conferences is encouraged and supported financially. Upon email request by the student and approval of the scholarship committee, the Romney Institute, and/or the Marriott School Dean's Office, may pay up to ¾ of the student's travel cost (plane fare or gasoline and lodging, food, etc.) up to \$1,000 in order to help the student attend a conference where the student is presenting a paper. This financial assistance will cover travel expenses in accordance with university travel policy. Determination of allocation amounts is based on the committee's opinion of the extent to which the paper fulfills the institute's overall mission and objectives. The student is required to provide a copy of the paper to the department at the time of request.

Expected Results

- Students motivated to improve their individual scholarship
- Romney Institute reputation enhanced

Assist with Student Placement

Financial assistance is available to assist with placement in several ways, including the following:

Internships

Because the Romney Institute does not require students to have work experience upon application to the MPA program, the institute continues to encourage and assist students in fulfilling internships at public agencies and nonprofit organizations in order to facilitate job placement among graduates. For students who accept an unpaid internship, the department may help with travel costs. If a student is paid for an internship, that internship may not be counted for credit. Internship credit does not count towards graduation requirements. When a student needs internship credit they must be enrolled in MPA 693R during the same semester as the internship.

Professional Development

The Romney Institute supports students in their quest for professional development in order to help students: 1) develop their network base within their chosen emphasis or field, 2) deepen their understanding of current issues and practices within their chosen field, and 3) obtain employment after graduation. The institute accomplishes the three objectives by encouraging students to attend a professional conference related to their chosen emphasis and often provides travel and membership financial support.

Conferences

Students are encouraged to attend conferences to network and gain experience. The department will pay half (1/2) of travel and lodging expenses up to \$300 for one conference during a student's MPA career. Please arrange all travel through the department office (760 TNRB). The Romney Institute at all times retains the right to decide whether the conference the student would like to attend meets Romney Institute objectives and therefore merits funding consideration. Requests to attend conferences are not automatic and will be reviewed individually prior to the conference.

Possible Conferences Include:

Sector

Local Government Management
Financial Management & Analysis
Not-for-Profit Management (U.S. or International Dev.)

Conference

ICMA
GFOA or NCSL
Career specific, ARNOVA, etc.

The following expenses for students participating in approved conferences or events will be covered by the Romney Institute (half up to \$400):

1. Travel - air or ground travel at the lowest price fare.
2. Lodging - double or triple occupancy at economical hotels.
3. Taxi/shuttles, airport parking and other ground transportation.

Students will be required to pay for meals and conference registration fee.

The student is required to write a short report about their experience at the conference following their return to be submitted to the Program Manager.

All BYU student travel policies must be followed.

Career Placement

In light of the lack of resources that governments and nonprofit organizations generally experience, which hinders them from making school visits to recruit professional managers for their organizations, the Romney Institute may use its financial resources to invite targeted employers to visit the campus for the purpose of student placement. Over time formal relationships with many organizations have developed and many employers now visit campus annually to recruit our graduates.

Internships

For students who accept an unpaid internship, the department may help with travel costs. If a student is paid for an internship, that internship will not also count for credit.

Career Trips

The Romney Institute may use its financial resources to send students to meet with targeted employers once during a student's MPA career. The institute will pay up to \$400 per student. When the department subsidizes student travel for placement purposes, the student is required to write a brief report of the experience and submit it to the Director of Career Services following their return.

Process for all Travel

Before the Romney Institute will approve any student travel and prior to the students traveling, the students and their advisors must provide the following:

1. The student must contact Tanya Harmon to provide relevant details about the travel and its purpose (who, what, where, why, when, how, costs) and receive initial approval for the trip. Once approved, the advisor informs the person responsible for submitting the university travel application (ipmstaff@byu.edu).
2. Once the university travel application has been completed, it moves through the department for approval. In order to be reimbursed by the department, your application requires two signatures: advisor for trip and department chair.
 - a. Include evidence that all university student travel policies will be complied with, including being accompanied by a full-time faculty member or administrator where required.
 - b. Be specific about the proposed budget for the trip allocating the cost between the Romney Institute, the students traveling, and other sources of funding: e.g., Dean's office, center, institute, program, etc.
3. After a decision is made, the department will inform the student by email.
4. Complete all travel arrangements through the RIPM office who will work with the BYU Travel Office (801-422-3872).
5. After travel has been completed, return to the department office with all receipts and expenses. The reimbursement will usually reach you two weeks after you submit your receipts. The person responsible for completing the reimbursement is the department student secretary (ipmstaff@byu.edu).

Explanatory Note

The Romney Institute retains all rights and privileges in the disbursement of funds. This document does not constitute a legal contract that is binding between the institute and matriculated students. Rather, it is a guide for department administrators to be used for the purpose of benefiting the maximum

number of students while fulfilling the institute's mission and goals. Therefore, these guidelines may be revised at any time according to the changing demands and needs of the institute and the students as determined by the Romney Institute.

The Romney Institute tracks what is spent on each student. When students ask for additional money, for example to travel to a job interview, they must submit the request by email. The department reviews the request to see what money has already been spent, and makes the decisions on an individual basis.

BYU Financial Sponsorship Policy (From the BYU Handbook)

Some business organizations are willing to give financial support to certain kinds of student activities (Merrill Lynch sponsorship of a business lecture, Nike Shoes sponsorship of a cross-country meet, etc.). University organizations or departments may only use companies as sponsors which sell or promote items that conform to university standards. Those wishing to develop such sponsorships must have the activity approved through regular administrative channels and then coordinate fund-raising solicitation through college channels.

Tax Status of Department Reimbursement Funds

Department monies used to fund student career trips are considered non-qualified scholarships. Career trips are not eligible for education credits or tax deductions and the department monies you receive for trips should be included as income on your personal income tax return. However, you will not receive a 1099 from the university at the end of the year for this money.

Scholarships

Admitted first year students are automatically considered for scholarships based on UGPA and test scores. Second year students apply for scholarships in February of their first year. A number of scholarships of different amounts are given to qualified first- and second-year students. Academic excellence is a major consideration in awarding these scholarships. The number given and the amount vary. Second year students may receive monies from the Romney Institute of Public Management, the Marriott School of Management's (MSM) Scholarship Fund, and/or private scholarship donations.

The MSM currently has over sixty-five private scholarships. Information & applications are available online for second-year students each January. In addition, the MPA program has scholarship funds, including many private scholarships listed further below.

Note: MPA/JD students are eligible for scholarships (except for the Buckwalter Internship Award) while working on the joint-degree.

Marriott School of Management Scholarships

- The Greg & Elida Austin Scholarship in Management
- Merrill R. Dame & Edythe Lasson Dame Endowment Fund
- Rodney M. & Virginia Knight Day Scholarship
- William F. Edwards Family Scholarship
- Edward Christian & Caroline Romney Eyring Scholarship Fund
- The Elaine B. Garrett Student Support Endowment
- Lucian & Katherine Mecham Accounting Scholarship
- Weldon J. Taylor Endowed Scholarship
- W. Stanford Wagstaff Memorial Scholarship
- Joseph S. Willes Management Scholarship

The Greg & Elida Austin Scholarship in Management

Source: Established by Nelson D. and Bennie Hughes Abell. The Austin Scholarship will provide scholarship assistance to students enrolled in the programs of the MSM.

Eligibility: Recipient must be making good academic progress toward a degree and should carry the required number of hours. The student must also have a minimum grade-point average of 3.0 on a 4.0 scale.

Merrill R. Dame and Edythe Lasson Dame Endowment Fund

Source: Reed Dame/ Woodgrain Moulding Inc.

Eligibility: Any MPA student is eligible for this scholarship.

Rodney M. & Virginia Knight Day Scholarship

Source: Virginia Knight Day

Eligibility: Recipients of this scholarship demonstrate a strong desire to complete their graduate degree.

William F. Edwards Family Scholarship

Source: Weston E. Edwards

Eligibility: Students who wish to apply for this scholarship must (1) be married with one or more children, (2) in their last year of graduate study, (3) in the top 25% academically of their class, (4) show potential to be an outstanding leader in the business or public administration, as well as an outstanding leader in The Church of Jesus Christ of Latter-day Saints.

Edward Christian & Caroline Romney Eyring Scholarship Fund

Source: William F. Edwards and Catherine E. Edwards.

Eligibility: Students who wish to apply for this scholarship must (1) be married with one or more children, (2) in their last year of graduate study, (3) in the top 25% academically of their class, (4) show potential to be an outstanding leader in the business or public administration, as well as an outstanding leader in The Church of Jesus Christ of Latter-day Saints.

The Elaine B. Garrett Student Support Endowment

Source: Elaine B. Garrett and J. Earl Garrett. Elaine has a long standing commitment to community service and to education. She served for twelve years on the Glendale, California, School Board and has been active in church and community. Earl is an alumnus of the Marriott School, and has had a long and productive career in retailing and more recently with landfill operations. He is a devoted husband and father who has rendered much service to family, Church, and community. Currently, he and Elaine are involved with the Ettie Lee Homes Program which helps troubled and abandoned youth. They also support the Marriott School of Management financially and through their service with the National Advisory Council. The Garretts are excellent role models for students because their lives and lifestyle exemplify the values espoused by the School and by Brigham Young University.

Eligibility: This scholarship is awarded to a student who maintains between a 3.5 and 4.0 GPA.

Lucian & Katherine Mecham Accounting Scholarship

Source: Lucian and Sarah Mecham

Eligibility: This scholarship is awarded at the discretion of the scholarship committee to a student with a GPA of at least 3.5

Weldon J. Taylor Endowed Scholarship

Source: Weldon Johnson Taylor graduated from Brigham Young University in 1934 and Harvard Business School in 1937. Weldon went on to earn a Ph.D in Marketing from New York University in 1952, and in 1958 accepted the position of dean for BYU's College of Business, a position which he occupied for 17 years until his retirement in 1975. During this tenure, Weldon played an integral part in developing the MBA Program, the National Advisory Council (NAC), and one of his top priorities was building and strengthening the Department of Organizational Behavior.

Weldon J. Taylor served actively in the Church of Jesus Christ of Latter-day Saints throughout his life, and also served graciously and unselfishly in the communities in which he lived. He passed away at the age of 92. He will be remembered as an outstanding educator and administrator who's life was one of great service, contribution and example.

Eligibility: This scholarship is awarded to students in financial need. Recipients must maintain a grade point average of 3.0 or better.

W. Stanford Wagstaff Memorial Scholarship

Source: Nelson D. Abell

Eligibility: The recipient of this scholarship must be a returned missionary of The Church of Jesus Christ of Latter-day Saints with a GPA of at least 3.0.

Joseph S. Willes Management Scholarship

Source: Mark H & Laura Fayone Willes

Eligibility: This scholarship is awarded to students who have evidenced scholastic ability, demonstrated financial need, and are committed to the moral code of the University.

Romney Institute of Public Management Scholarships

- Lave & Nellie Evans Bertelsen Endowed Scholarship
- Doyle W. Buckwalter Scholarship for Outstanding Student Internship
- Kent W. Colton Endowed Scholarship Fund
- LeRoy and Agda Harlow Public Management Endowment Fund
- Daniel R. Lau Endowed Scholarship Fund
- LDS City Managers Endowed Scholarship in Urban Management
- Walter M. & Orpha M. Lewis Endowed Fund
- Joan Lincoln Endowed Scholarship Fund
- Robert J. Parsons Endowed Scholarship Fund
- George W. Romney Endowed Scholarships in Not-For-Profit Management
- Utah City Managers Association
- Olene S. Walker Endowed Scholarship Fund
- William E. & Lida J. Wheeler Endowed Fund
- B. Gale Wilson Endowed Scholarship in City Management

Lave & Nellie Evans Bertelsen Scholarship

Source: Delora Bertelsen who named this scholarship in honor of her parents, Lave & Nellie Evans Bertelsen. Delora describes her parents as good, strong, average people, who were helpful to others, were good citizens, had strong work ethics, and shared a love of reading and education.

The endowment was established because of the great regard the donor has for the MPA Program and the established reputation its graduates have as a result of their service in local, state, and federal government. Mrs. Bertelsen, a graduate of the program has a strong desire to support others who are willing to commit themselves to public service in an ethical and positive manner.

Eligibility: This scholarship is awarded annually to the top female student in her second year of the MPA program carrying a minimum load of 12 credit hours each semester with at least nine of those hours in the MPA program. The student must show (1) strong scholarship and commitment to graduate studies

in public administration, evidenced by a GPA of 3.5 or higher, (2) commitment to public service, (3) financial need, and, (4) leadership potential.

The Doyle W. Buckwalter Internship Scholarship

Source: Doyle Buckwalter served as the Associate Director of the Romney Institute and as the institute's Internship Coordinator for 28 years. Doyle, known for his local government expertise, was a leading scholar in local government management and consulted with many municipalities. He encouraged various organizations to develop internships that resulted in numerous opportunities for MPA students. He also counseled innumerable city officials concerning their roles and responsibilities in local government. Scholarship money is set aside to award a student for significant contribution made to the public sector during an internship. This award is not dependent upon financial need or GPA, but on work accomplished during an internship.

Eligibility: (1) Complete an internship, (2) letter/memo from student describing work done and why/how it made a difference, and (3) letter of recommendation from supervisor. Describe work done, quality of work, and lasting effect upon "jurisdiction," the public.

Kent W. Colton Endowed Scholarship Fund

Source: Kent Colton

Eligibility: This scholarship is awarded to a student with a GPA of at least 3.5.

The LeRoy and Agda Harlow City Management Scholarship

Source: These funds were donated by LeRoy and Agda Harlow. LeRoy Harlow served as a very successful city manager in five U.S. cities. He is also a former professor in the Romney Institute of Public Management at Brigham Young University. He served as a consultant to the U.S. Department of Housing and Urban Development, to the Utah legislature, and to local government units in and around the metropolitan areas of Atlanta, Phoenix, Seattle, Boston, New York City, Fort Worth, San Diego, Los Angeles, San Francisco, and Salt Lake City. He was the editor of *Servants of All: Professional Management of City Government*, (Brigham Young University Press, 1981). He was the author of *Without Fear or Favor: Odyssey of a City Manager*, (Brigham Young University Press, 1977), and *Helping Utah's Local Governments Help Themselves*, (University of Utah Press, 1973), and a variety of governmental handbooks for the U.S. Department of Housing and Urban Development and for various local governments. Mr. Harlow passed away in May 1995.

Eligibility: To be eligible for the LeRoy and Agda Harlow City Management Scholarship a candidate must be a second-year student in the Master of Public Administration program with an emphasis in city management.

Daniel R. Lau Endowed Scholarship Fund

Source: Daniel Richard Lau was born in Soda Springs, Idaho. He completed a Masters Degree in Public Administration at Brigham Young University. His professional career includes 18 years of service with the federal government, several years in the private sector, and the last 18 years as President and CEO of a not-for-profit graduate student lending company. He served a mission for The Church of Jesus Christ of Latter-day Saints and is married to Sue Jenkins.

Eligibility: This scholarship is awarded to students in financial need.

LDS City Managers Endowed Scholarship in Urban Management

Eligibility: You must be a 2nd year MPA student who is emphasizing in Local Government and is completing a spring/summer internship with a local government. To maintain eligibility, you must carry a minimum load of 12 credit hours each semester with at least nine of those hours in the MPA program. You must also take P MGT 671 Local Government Law, P MGT 675 Local Government I, and P MGT 676 Local Government II.

Utah City Managers Association

Source: This scholarship is provided by the Utah City Management Association.

Eligibility: This scholarship is awarded to a student with a GPA of at least 3.5.

Walter M. & Orpha M. Lewis Endowed Fund

Source: This endowed scholarship fund is named in honor of Walter M. and Orpha M. Lewis. Walter Malin Lewis was born October 30, 1917 in Provo, Utah. He graduated from Brigham Young University in 1943 with a business degree with highest honors. From 1943 to 1946 he worked in the Signal Corps in the South Pacific. Walter graduated from Monroe Optometry School in 1953. He worked at Stereo Optical Company from 1950 to 1981, becoming president of the company from 1969 to 1981. He invented, designed, and manufactured many optical instruments, including the Titmus Vision Tester, the Stereo Fly Test, the Copeland Optic Steak Retinoscope, and the Randot Stereogram.

Walter and Orpha Moore were married in 1950 in the Salt Lake Temple. Orpha Moore Lewis was born on March 20, 1922, in Spanish Fork, Utah. She worked her way through college with her secretarial skills; however, she took a year off from college to work full time in order to help her family out of debt. She graduated from Brigham Young University with a B.S. in Clothing and Textiles. She later qualified for a scholarship to attend New York University, where she received an M.S. in Retailing.

Eligibility: Awards are available to students who (1) demonstrate financial need, (2) are oriented to a career in non-profit management, and (3) are interested in working for non-profit organizations in the areas of health care, education, and self-reliance/microfinancing.

Joan Lincoln Endowed Scholarship Fund

Source: This scholarship is named in honor of Joan Lincoln, the first female mayor of Phoenix, Arizona. Joan Lincoln served for over ten years as a councilwoman in Paradise Valley, Vice Mayor, and Mayor. She has been very involved in the local, state and national arts community. Joan is a master ceramicist and has received Distinguished Alumni awards from the College of Fine Arts at Arizona State University, as well as a Master of Fine Arts in ceramics from Arizona State University.

Eligibility: This scholarship is awarded to a student studying local government with a GPA of at least 3.5.

Robert J. Parsons Endowed Scholarship Fund

Source: This scholarship is named in honor of Robert J. Parsons. Dr. Parsons served as the Director of the George W. Romney Institute of Public Management from 1999 to 2003. He also served as the chairman of the Intermountain Healthcare Board from 2002 to 2005. In addition he consulted for several companies specifically on healthcare and marketing issues. Dr. Parsons graduated from Brigham Young University with his bachelor and masters degree in Economics. He then received his PhD in Economics from the University of California and his post doctoral degree in Health Economics. Professor Parsons

has dedicated his professional career to teaching and mentoring students for service in the public and healthcare sectors.

Eligibility: This scholarship is awarded to a student with a GPA of at least 3.5.

George W. Romney Endowed Scholarships in Not-For-Profit Management

Source: George W. Romney was born July 8, 1907, in Colonia Dublan, in the state of Chihuahua, Mexico. During the Mexican Revolution of 1911 and 1912, the family was forced to flee Mexico, leaving their home and property behind. After a series of moves, struggling to rebuild their lives, the family settled in Salt Lake City in 1921. George met his future wife, Lenore, when they were both fifteen years of age. They dated until George left for his mission to the British Isles at the age of 20. Following his mission while pursuing his education, George and Lenore were married in the Salt Lake Temple. They enjoyed an enduring love, loving companionship of 64 years.

Mr. Romney's talents and abilities were recognized early on. He was a devout and principled leader. By 1959 he was recognized as the most famous businessman in the world. He eventually became Governor of Michigan, serving three terms and then served as secretary of Housing and Urban Development under President Richard Nixon. He was a citizen first and a champion of volunteerism. In his last speech given as governor of Michigan, George W. Romney reiterated his values – values shared by the Romney Institute: "My parting prayer for Michigan and for America is that we may each join in a rededication to the common good through a deeper sense of our personal responsibility to obey our Creator, respect the law, and serve our fellowman."

Eligibility: You must be a 2nd year MPA student who is emphasizing in Not-for-Profit and International Development and is completing an internship with a not-for-profit or international development organization. To maintain eligibility, you must carry a minimum load of 12 credit hours each semester with at least nine of those hours in the MPA program. With the nonprofit emphasis you must take P MGT 650 Public & Nonprofit Marketing, P MGT 651 Nonprofit Organization Management, and P MGT 658 International Development Management.

Olene S. Walker Endowed Scholarship Fund

Source: This scholarship is named in honor of Olene S. Walker, the 15th governor of the State of Utah – the first woman to hold the office. Olene also served as Utah's first woman lieutenant governor, where she spearheaded many important initiatives including education programs, budget security measures, healthcare reform, and workforce development.

Governor Walker has served as a leader in the Utah House of Representatives, where she served as majority whip. She has chaired the National Conference of Lieutenant Governors and is a past president of the National Association of Secretaries of State.

Walker was born in Ogden, Utah. She earned her bachelor's, master's, and doctorate degrees from Brigham Young University, Stanford University, and the University of Utah, respectively. She is currently a member of the Marriott School's National Advisory Council and the Romney Institute Advisory Board.

Eligibility: This scholarship is awarded to a student with a GPA of at least 3.5.

William E. & Lida J. Wheeler Endowed Fund

Source: Romney Institute Endowment. The scholarship is named for Gloria E. Wheeler, professor of public management at the Romney Institute of Public Management. Her expertise include: data analysis, human resource management, and survey research. Gloria received a PhD in Psychology from the University of Michigan, Ann Arbor in 1972.

Eligibility: This scholarship is awarded to a student with a GPA of at least 3.5.

B. Gale Wilson Endowed Scholarship in City Management

Source: The funds were donated by B. Gale Wilson and members of the City Management Friends of BYU. B. Gale Wilson, a Brigham Young University graduate, is a former city manager of Fairfield, California, a position he held for over 20 years. He has been active in state and national city manager groups, having served on the Executive Committee of the City Manager's Department of the League of California Cities and numerous other state and national city manager committees. He is the author of various articles appearing in Western City Magazine and various public management magazines. Mr. Wilson is one of the three founders of the City Management Friends of BYU group. This group consists of alumni and other LDS individuals in the City Management field. This organization meets each year in connection with the International City/County Management Association (ICMA) conference.

Eligibility: To be eligible for the Gale Wilson and City Management Friends of BYU Scholarship a candidate must (1) be a second-year student in the MPA program and have, (2) an emphasis in city management.

Employment & Loans

Graduate Assistantships

A limited number of graduate assistant positions are given each year to qualified second-year students. Assistantships vary according to the professor's needs, but generally require approximately ten hours per week. Students will be notified of the application procedures and deadlines in the latter part of winter semester their first year. Students list teachers and positions in order of preference and how the student believes the position will help them reach their career goals. These preferences are considered by administration. Teachers' preferences are considered as well. After the highest number of preferences are matched, offers are made to students. In order to maintain an assistantship, the student must carry a minimum load of nine credit hours.

Students who work as graduate assistants will be required to participate in a FERPA training program. This should ensure that all employed students are aware of confidentiality policies and practices.

Part-Time Work

Due to the rigorous schedule and heavy class load, students are not encouraged to work outside the program during the first academic year. However, during their second year many students have continued their internships on a part-time basis or have found other meaningful part-time work assignments in public organizations. This type of financial aid is very beneficial for both the student (applying principles learned in the program and broadening the perspectives) and the employer, and is encouraged to the extent the student can handle both the academic rigors of the program and outside work assignments. Priority must always be given to class and group work.

Student Loans

Several loan programs are available to students in need of financial help for academic purposes. There are three major types of loan programs available to students attending BYU: Graduate School of Management Loans, other BYU short-term and long-term loans, and Utah Higher Education Loans (a federally insured student loan). Applications and further details can be obtained online or by direct consultation with the Financial Aid Office (located in A-41 ASB, ext. 4104). Login to myBYU "My Financial Center" and select "Communication" tab then "Message Center" to leave a request.

INTERNSHIPS & PLACEMENT

Career Opportunities

MPA Career Services

The Career Services Director, Tanya Harmon, assists students in finding career alternatives that are the best possible match between a student's aptitude, training and specific career objectives.

The Career Services Director is available in 442 TNRB to schedule appointments with students, provide general placement assistance such as resume and cover letter help, and develop job-seeking strategies. Students meet with Tanya to explore their career placement needs. Students are informed about current job opportunities and campus visits from recruiters seeking MPA graduates. Workshops, presentations and activities designed to develop job-seeking skills are announced regularly throughout the school year.

The Director posts job and internship opportunities on the MPA-specific site, accessible from the Marriott School site. The established placement network puts students in contact with public sector employers and MPA alumni and friends. A strong network of MPA alumni support students in their career placement pursuits.

Marriott School Career Services

Career Services serves as the liaison between recruiting organizations and the Marriott School of Management's graduate students and faculty. Career Services is committed to helping graduates begin a rewarding career and assisting local and national companies hire outstanding graduates. The director and professional staff are available throughout the year to facilitate both on- and off-campus recruitment efforts.

The Career Placement Services office is located on the fourth floor of the Tanner building.

Steven & Georgia White Business Career Center
446 TNRB
Provo, Utah 84602-3188
Phone: (801) 422-5800
Fax: (801) 422-0143
E-mail: career_services@byu.edu

BYU Career Placement Services

<https://ucs.byu.edu/>

The mission of BYU Career Placement Services is to assist BYU students and alumni in their pursuit of career goals, lifelong leadership, and service worldwide. To accomplish this mission, a variety of services are offered to students, alumni and employers. These services include on-campus recruiting, information sessions, listings of full-time and internship opportunities, career fairs, workshops, a career library, and more. Advisors are also available for one-on-one assistance regarding resumes, cover letters, interviewing techniques, search methods, etc.

Internships

Each spring/summer (May through August) after the first year, students have an opportunity to do a paid or unpaid full-time internship. The students begin the internship after having had instruction in subjects such as economics, accounting, budgeting and finance, public institutions, statistics, etc. Thus, the students are able to undertake major studies and projects for numerous public and nonprofit agencies. For example, students have been involved in establishing inventory systems, alternative revenue sources, position and salary compensation studies, municipal and state liability issues, manpower studies, government modernization, economic development, housing analysis, community development block grant studies, municipal services surveys, and budget forecasting. In addition to completing these projects, student interns are often expected to prepare analyses and frequently make presentations to city councils and community advisory commissions.

Many local governments and nonprofit organizations along the Wasatch Front retain the students on a part-time basis during the second year of the program.

Locations

On the following page are some of the internship locations where MPA students have been placed during the last few years. This is not a comprehensive list.

- Auditor General's Office, Phoenix, AZ
- City of Monrovia, CA
- City of Orange, CA
- City of Rancho Santa Margarita, CA
- City of Tulare, CA
- City of Vista, CA
- Peace Officers Standard Training, CA
- South Lake Tahoe, CA
- FENRA, Washington, D.C.
- FINCA, Washington, D.C.
- Seniors Coalition, Washington, D.C.
- The Corcoran Gallery, Washington, D.C.
- Dade County, FL
- Florida State Attorney's Office, FL
- BYU-Hawaii: Career Services, HI
- City of Idaho Falls, ID
- BYU-Idaho Admissions Department, ID
- Reno City Manager's Office, NV
- Klamath Falls Planning Department, OR
- Oregon Health Division, OR
- City of Houston, TX
- Greenville City, TX
- Administrative Office the Courts, UT
- American Red Cross, Intl Services, UT
- Bountiful City, UT
- BYU: Human Resources Department, UT
- Cedar City, UT
- Church Office Building, Intl Personnel, UT
- City of Cedar Hills, UT
- City of Lehi, UT
- City of South Jordan, UT
- Community & Economic Development
- Farmington City, UT
- HELP International (Brazil & El Salvador)
- Kaysville, UT
- Layton City, UT
- LDS Hospital, UT
- Medicare Reimbursement
- Office of the Governor, UT
- Orem City, UT
- Provo City, UT
- Richfield City, UT
- Salt Lake Community College, UT
- Salt Lake Valley Mental Health, UT
- Sandy City, UT
- Space Agency, UT
- Spanish Fork City, UT
- Springville City, UT
- State of Utah Human Resources Department

- United Way, Salt Lake City, UT
- Utah Valley Regional Medical Center, UT
- Utah Auditor General’s Office
- Utah Dept. of Administrative Services
- Utah Risk Management Association
- Utah State Court System
- Utah State Department of Mental Health
- Utah State Mail Services
- Utah State Tax Commission
- Utah State Workforce Services
- Utah Technology Finance Corporation
- Valley Mental Health, SLC, UT
- West Jordan, UT
- West Valley City, UT
- Bremerton, WA
- City of Longview, WA
- City of Renton, WA
- Northwest Hospital, Seattle, WA
- Puyallup, WA
- Department of Welfare Services
- Gandhi Institute for Nonviolence
- Gina Bachauer Intl Piano Foundation
- Health Benefits America
- Northwest Assistance Ministries
- S. Pacific Business Development--Samoa
- State Dept: Bureau of W. Hemisphere
- Intermountain Healthcare
- Sandia National Laboratories
- City of Orem, UT
- U.S. Government Accountability Office
- Vivint, Inc.
- Silicon Valley Community Foundation
- TargetPoint Consulting
- American Red Cross
- Leavitt Institute for International Development
- Division of Occupational and Professional Licensing
- Utah Valley Family Support and Treatment Center
- U.S. House of Representatives - Office of Congressman Matt Salmon
- Millenium Challenge Corporation
- HELP International
- U.S. Government Accountability Office
- Utah Rural Planning Group

Post Graduate Internships

Please see the Career Services Director Tanya Harmon in 442 TNRB, for information on the following post-graduate internships. Please be aware that the listed deadline is approximate.

Program	Approximate Deadline
• Presidential Management Fellowship Program	October 15
• The New York State Public Management Internship Program	December 30
• The Wesley McClure Management Internship, City of San Leandro, California	January 24
• Phoenix Management Intern Program, City of Phoenix, Arizona	January 24
• City of Long Beach, California, Management Assistant Program	January 31
• City of Longmont, Colorado, Management Internship Program	February 5
• Public Management Intern, City Manager’s Office,	

- | | |
|--|-------------|
| Kansas City, MO | February 15 |
| • Clark County Manager’s Office, Management Intern Program, Nevada | February 16 |
| • City of San Jose, California, Management Intern | March 10 |
| • Metropolitan Dade County, Florida, Management trainee Program | April 15 |
| • Internship Program, City of Glendale, Arizona | April 18 |

Presidential Management Fellowship Program Overview

The Presidential Management Fellow Program (PMF) was established by the Executive Order in 1977. It is designed to attract to federal service outstanding individuals from a wide variety of academic disciplines who have an interest in, and commitment to, a career in the analysis and management of public policies and programs. By drawing graduate students from diverse social and cultural backgrounds, the PMF Program provides a continuing source of trained men and women to meet the future challenges of public service.

The Federal Government, as the nation’s largest employer, looks for individuals who are academically prepared, motivated and innovative. Assignments as a PMF may involve domestic or international issues, technological changes, criminal justice, health research, financial management, or many other fields in support of public services programs. Federal departments and agencies strive to provide interns with challenging and rewarding assignments.

All cabinet departments and more than 50 Federal agencies have hired Presidential Management Fellows.

Information on eligibility, nomination process, selection process, appointment, and career development for the PMF can all be located online www.pmf.gov.

Employment of Recent Graduates

MPA graduates work in fields such as the following:

- | | |
|---|--|
| • Adjunct Professor | • Data Analyst |
| • Administrator | • Department Secretary |
| • Associate Attorney | • Direct Marketing Coordinator |
| • Assistant Manager/HR & Communications | • Executive Director |
| • Auditor | • Evaluation Consultant |
| • Budget Analyst | • Facilities Business Manager |
| • Business Relations Manager | • Finance Specialist |
| • Chief Financial Officer | • Foreign service officer |
| • Chief Executive Officer | • Government agency director |
| • City manager | • Grant writer |
| • Contract Specialist | • Health Administrator |
| • County administrator | • Hospital administrator |
| • County director | • HR Analyst |
| • Cultural affairs officer | • HR Assistant |
| | • HR Business Process Analyst Consultant |

- HR Compliance Analyst
- HR Generalist
- HR Manager
- HR, Marketing & Project Specialist
- JAG Officer
- Judicial Clerkship
- Language and Cultural Specialist
- Legislative staffer
- Legislative Auditor
- Management Analyst
- Management & Budget Associate
- Manpower Analyst
- Managing Director
- Multimedia Editor
- Municipal Council Executive Director
- Not-for-profit director
- Occupational safety coordinator
- Operations Associate
- Operations Manager
- Park manager
- Performance auditor
- Planning Analyst
- Product Line Senior Analyst
- Project Coordinator
- Quality Assurance Analyst
- Regional Workforce Solutions Advisor
- Resource Analyst, Johnson Space Center
- Senior Financial Analyst/Controller
- Surrogate Director, Finance
- Supervisor
- University administrator
- Urban planner

Ordering Business Cards

- Send an email to nina@byu.edu
- Subject line should be: Business Cards
- Include your information in the following order:

Name

MBA or MPA Candidate

Address—all on one line, no tabs (don't forget the city, state, zip!)

Phone number (please use the period format shown below)

Cell phone number (please use the period format shown below)

Email address (check ending: .edu, .net, .com)

- Some people add Class of 20__ after the Candidate line.
- Some people add specialty area after Candidate Line.
- You do not have to include all of the items above. Completely spell out your address. She will abbreviate as necessary. Don't list a cell phone number as a phone number. Get a professional sounding email address. Proofread what you type for accuracy. She will cut and paste what you send.

Nina will email you after she has sent your file to the printer. You will then need to wait 3-5 business days to pick up your business cards at the Tanner Copy Center, 550 TNRB. They will cost \$10. Please plan ahead.

Example:

Your Name

MPA Candidate

Your Street Addresss, City, State, Zip

P. 801.123.4567

C. 801.987.6543

E. yourname@your.location



ORGANIZATIONS & ACTIVITIES

Professional Organizations

American Society for Public Administration

www.aspanet.org

The American Society for Public Administration (ASPA), established in 1939, is the largest and most prominent, professional association in the field of public administration. With a diverse membership composed practitioners, teachers and students, ASPA has emerged as the focal point for intellectual and professional interaction, thereby serving as the principal arena for linking thought and practice within the field of public administration. ASPA is the professional home for more than 12,000 professionals. ASPA has people who have been members for more than 50 years and offers a special membership rate for students. ASPA is the place to be for professional growth in the field of public administration. ASPA offers the ability to:

- network with more than 12,000 public service professionals
- receive cutting-edge publications
- attend informative national and regional conferences
- participate in local chapter activities
- meet others in your area of expertise
- take advantage of employment opportunities
- improve the image of the public service
- save on subscriptions to great journals and magazines
- benefit directly from opportunities available only to ASPA members

Student membership is \$50 per year. For an application or more information concerning ASPA, please visit the ASPA website.

International City/County Management Association (ICMA)

www.icma.org/main

Founded in 1914, the International City/County Management Association (ICMA) is the professional and educational association for more than 8,000 appointed administrators and assistant administrators serving cities, counties, other local governments, and regional entities around the world. ICMA's mission is to strengthen the quality of local government through professional management.

The ICMA code of ethics link is http://icma.org/en/icma/ethics/code_of_ethics.

Membership is \$25 per year. An application can be found on ICMA website.

Conferences are held yearly usually during the fall. A large group of RIPM students attend each year. This gives students the opportunity to interact and attend conference sessions with professional city managers from across the world. The Utah Chapter of International City/County Management Association holds a conference in the spring.

For more information contact Professor Rex Facer.

BYU City Management Alumni and Friends

In association with ICMA, a group of alumni, LDS members, or other friends of BYU working in city management, was formed. The purpose of the organization is (1) to promote ongoing communication, support and professionalism among BYU alumni and friends in city management, and (2) to develop a network for students and professionals in public management to facilitate training, internships, and career placement.

This group meets every fall during the ICMA conference. BYU students attending the ICMA conference will have opportunities to meet and network with this group.

Government Finance Officers Association (GFOA)

www.gfoa.org

GFOA is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. Approximately 16,500 GFOA members are dedicated to the sound management of government financial resources. The code of ethics for the GFOA can be viewed at <http://www.gfoa.org/>

National Conference of State Legislators

www.ncsl.org

The National Conference of State Legislatures was founded in 1975 with the conviction that legislative service is one of democracy's worthiest pursuits. NCSL is a bipartisan organization that serves the legislators and staffs of the nation's 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. NCSL is an effective and respected advocate for the interests of state governments before Congress and federal agencies.

The NCSL code of ethics can be found at <http://www.ncsl.org/ethics/>.

EXECUTIVE MPA

Executive MPA Course List

Schedule of Courses

Romney Institute of Public Management EMPA Curriculum					
					<i>Updated: November 6, 2017</i>
EMPA	Semester	Course Title	Professor	Course	Hours
1st Year	Fall	Organizational Behavior	Jeff Thompson	641	3
		Quantitative Decision Analysis	Chris Silvia	632	3
	Winter	Economic Decision Making for Managers	TBD	612	3
		Communication in Public Administration	Marianna Richardson	662	3
	Spring	Administrative Environment	Rob Christensen	684	3
2nd Year	Fall	Statistical Analysis	TBD	630	3
		Human Resource Management	Rex Facer	640	3
	Winter	Public Program Evaluation	TBD	631	3
		Nonprofit Structure, Finance, and Tax	Aaron Miller	652	3
	Spring	Legal Issues in Public Administration	Carl Hernandez	683	3
3rd Year	Fall	Budgeting and Finance	TBD	626	3
		Ethics for Management	David Hart	682	3
	Winter	Managerial Accounting	Dean Lundell	604	1.5
		Project Management	Jim Mortensen	608	1.5
	Spring	Leadership in Public Organizations	Brad Agle	643	3
Public Administration Capstone		Lori Wadsworth	686	3	
Graduation June		Commencement and Convocation August			45

Scholarships & Loans

Scholarship opportunities are available for EMPA students, based on financial needs. Information on how to apply is sent to all admitted students.

William Hansen Scholarship

Source: This scholarship is named after William D. Hansen, a former Romney Institute advisory board member, for his generous contributions.

Eligibility: This scholarship is given annually to an EMPA student at the discretion of the MPA scholarship committee and is primarily based on financial need. An application is necessary and emails are sent annually announcing current processes.

Single-Parent Scholarship

Source: The Marriott School of Management coordinates this scholarship for EMPA students with financial need who are single parents and the donors, the National Advisory Council members and spouses.

Eligibility: This scholarship is given at the discretion of the MSM scholarship committee and is based on financial need to a student who is a single parent with children under 18 who currently live in the home.

For further information on the above scholarships contact Catherine Cooper.

Salt Lake Center

Salt Lake Center Building

At the Salt Lake Center a number of resources are available to assist students. They include the following:

- Library
- Student Commons
- Computer Lab
- Commons Areas
- Bookstore
- Vending Machines
- Eating Area

Clean Up

Be responsible to clean up after your activities.

Hours of Operation

Third Floor Reception Desk:

Monday- Friday 8:00 a.m.-6:00 p.m.

Library and Computer Lab:

Monday 8:00 a.m.-7:30 p.m.

Tuesday-Thursday 8:00 a.m.-10:00 p.m.

Friday 8:00 a.m.-7:30 p.m.

Saturday 8:00 a.m.-1:00 p.m.

Testing Center

Monday and Friday 8:00 a.m. -7:15 p.m.

Tuesday – Thursday 8:00 a.m. -9:45 p.m.

Saturday 8:00 a.m. -12:45 p.m.

*The testing center is CLOSED on Tuesday from 11:00 a.m.-12:00 p.m. for University Devotionals and Forums

Important Contact Information

Center Director (Scott Howell) 801-933-9435

General Information 801-933-9400

Graduate Office (Carol-Lynne Malin) 801-933-9435

Veteran Support 801-933-9435

Student Life

Honor Code

All faculty, staff, and students agree to abide by the Honor Code. Part of the BYU educational experience is for students to be held accountable for their commitment in the classroom, testing center, all public places, and in their personal lives.

Class Schedule

EMPA classes are held Tuesday, Wednesday and Thursday evenings. Classes that start in the following years meet on the specified nights:

2018 meets Wednesday

2019 meets Tuesday

2020 meets Thursday

Textbooks

EMPA textbooks are available at the Provo BYUStore and online. After registering for classes, and logging in to myBYU.edu, check myBooklist.

Laptops

Laptops are required.

Please remember that laptops are to be used in class only with teacher approval. Laptops misused during class time may distract others and will often reduce the effectiveness of instruction and your personal learning.

Prerequisites

Excel will be used throughout the program. Working knowledge of Excel is required prior to entering the program.

ID Cards

After registering for classes, get your ID at the ID Center in the Salt Lake Center Library library or on the Provo Campus in the ID Center in the WSC (specify you need an ID card for the Salt Lake Center).

Parking

Parking at the BYU Salt Lake Center is free. The BYU ID card includes the parking code which allows access to the student parking terrace. Parking is accessed from 400 West in between North and South Temple streets. The above ground student parking terrace student entrance is marked "Students." Please do not park in any other parking stalls because these are the only stalls assigned to BYU SLCE. The top level of the student parking terrace has a pedestrian bridge with stairs (not an ADA entrance) that accesses the 3rd floor of the Salt Lake Center.

Conference/Seminar/Group Study Room Scheduling

There are approximately 11 rooms available for student and faculty use for consultation, meetings, study, group projects, etc. Audio visual equipment for these rooms may be checked out at the library. Contact the front office, room 327, to schedule rooms.

Security/Emergencies

Security for the Triad Center is provided by security officers provided by The Church of Jesus Christ of Latter-day Saints. Please report any crimes, fires, injuries, and suspicious or unsafe situations to the Security Office immediately. The emergency phone number is 801-240-2771. The non-emergency number is 801-240-2661.

Technology and Library Services

Library and Computer Lab

The library features an open computer lab. With 30 computers, students will have greater access to the library catalog, databases, and other internet research tools. The library copy room has a copier, black and white printer, scanner and color printer. In addition, students can access four multi-media stations within the library. Here students can view VHS/DVD material and can access BYU selected digital TV channels.

Instructional Computer Lab

The instruction lab features 36 individual computer terminals, a TEC podium, and a black and white printer.

Services

Testing Center

The testing center is inside, but is separate from the library.

Testing area includes a separate entrance and exit for the students.
There is a private testing room for those who need a distraction free room.
Scores display on a large screen monitor outside of the testing room, listed by the student's BYU ID number.

Hours of Testing Center

Monday & Friday: 8:00 a.m.-7:15 p.m.
Tuesday-Thursday: 8:00 a.m.-9:45 p.m.
Saturday: 8:00 a.m.-12:45 p.m.

*Last test is handed out one hour before closing.

*The testing center is CLOSED on Tuesday from 11:00 a.m.-12:00 p.m. for University Devotionals and Forums. There is no testing during this time. All tests must be completed by 11:00 a.m. if in the testing center on Tuesday morning.

Student Consultation Room

Room 342 is intended to be a student consultation room where faculty may counsel in private with students as necessary. If it is occupied, check with Auxiliary Services at the front office to schedule a group study room. In addition, there will be several places, such as student commons, where faculty can comfortably visit with students.

Writing, Math, and Statistics Labs

The conference room (319) in the library has been designated as the Writing, Math, Statistics, and Physical Science lab. The SLCE contract with various individuals to tutor and assist students in each of these areas. Hours and contact information is posted at the lab and throughout the building. Students are encouraged to seek out and use this service as needed.