



Master of Public Policy

Student Handbook 2019-2020



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Welcome

Welcome to the Master of Public Policy (MPP) graduate program at The University of Utah. Students are drawn to study public policy for a variety of reasons and most feel a driving passion to affect the world in which they live. A career in public service is no longer limited to working in government. Increasingly, policy analysis, implementation and evaluation involve not-for-profit and private groups, often working in collaboration with government agencies. Our demanding interdisciplinary program is designed to provide students with the analytical, methodological, and statistical skills needed to fulfill policy roles in the real world. Students learn how to conduct needs assessments, analyze policy alternatives, and evaluate the effectiveness and efficiency of public policies.

This *Handbook* is intended to provide students in the MPP program with a compact set of program materials. It seeks to answer the questions students most frequently ask and is a resource tool to guide students through the program. We encourage you to read the *Handbook* carefully, refer to it as you face program choices, but always feel free to make an appointment with the program staff to get additional information. It is recommended that students keep a permanent file of all paperwork concerning their academic progress. The file should include, for example, grades for courses taken and written documentation of courses that have been waived.

If you have any questions about the contents of the handbook, please don't hesitate to contact us.

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We advise you to also consult additional sources of information available to help make your graduate experience successful. These resources include:

MPP

<http://www.mpp.utah.edu>

University of Utah Academic Calendar

<http://www.sa.utah.edu/regist/calendar/dates>
[Deadlines/deadlines.htm](http://www.sa.utah.edu/regist/calendar/dates)

Graduate School

<http://www.gradschool.utah.edu/index.php>

The University of Utah Calendar of Events

<http://www.events.utah.edu/>

Tuition Expenses

<http://fbs.admin.utah.edu/index.php/income/>

Registrar's Office

<http://www.sa.utah.edu/regist/>

College of Social and Behavioral Science

<http://www.csbs.utah.edu/>

Institute for Public and International Affairs

<http://www.ipia.utah.edu>

Center for Public Policy & Administration

<http://www.cppa.utah.edu>

Mission

The Master of Public Policy program contributes to public service and the field of public policy analysis by advancing understanding of the policy process, and by producing graduates equipped to research, analyze, and inform public policy making. We develop the individual by challenging and assisting each student to reach their professional and academic potential. We strive to create a community that fosters mutual respect, enhanced by a strong partnership between faculty, students, and staff.

Core Values

The University of Utah Master of Public Policy Program supports the mission and vision of the College of Social and Behavioral Science.

“In pursuit of excellence we work to advance knowledge and instruction in the foundations of social and behavioral science which, in turn, contributes directly or indirectly to improvements in the quality of life. We feel a special obligation to use our expertise to apply social science principles and findings to issues in social policy, emphasizing the human factor in policy analysis, and the quality of life.”

To accomplish these goals we are dedicated to:

- Providing a scholarly environment for the advancement of knowledge – in which ideas can be expressed, challenged, respected, and nurtured.
- Developing new modes of learning to enhance the educational experiences of our students.
- Sustaining a service environment that brings the University to the community and the community to the University.



Section I: MPP Program Overview and Requirements

The MPP provides students who want to work in the field of policy analysis with the skills and expertise needed to be successful in the labor market. It combines rigorous specialized training in analytical skills and a thorough understanding of the policy process with real world experience to prepare students for positions in public policy, as analysts, managers, or leaders in the public, not-for-profit, or private sectors.

The MPP program is an interdisciplinary two-year full-time, or four-year part-time, post baccalaureate degree that is comprised of ten core courses (31 credit hours), and three courses from a specific policy-related emphasis area (minimum nine credit hours) for a total of 40 semester credit hours. This includes an applied master's project where students relate aspects of the MPP curriculum to the analysis of a specific public policy issue.

The MPP program is administered by the Center for Public Policy & Administration (CPPA) at The University of Utah and the degree is granted by the College of Social and Behavioral Science. CPPA provides research, education and services to public and nonprofit organizations with a mission of strengthening administration, leadership and public policy making.

Pre-requisite Courses

Students must complete three pre-requisites before beginning the MPP degree program:

Applied Statistics
Introductory Microeconomics
U.S. National Government

Students may be admitted pending completion of the pre-requisite courses; however, courses must be completed earning a grade of “C” or better before beginning the program.

Curriculum

The MPP program is a 40 credit degree program. The curriculum is divided into core and elective courses. The core curriculum is divided into three components including policy process and institutions, economics and quantitative analysis. The core curriculum draws from a variety of academic disciplines and provides the skills and knowledge needed for solving public policy problems and managing policy-making agencies and organizations. The core courses provide a foundation on which to build expertise and enrich students with a full understanding of how to approach and understand complex issues.

Required Core Courses (31 credits)

Economics

ECON 6300 - Public Finance: Public Expenditures and Cost-Benefit Analysis (3 credits)

ECON 6380 - Law and Economics (3 credits)

Policy Process and Institutions

PADMN 6320 - Public Policy Theory and Application (3 credits)

PADMN 6323 - Policy Analysis (3 credits)

PUBPL 6950 – Masters Project/Applied Policy Project/Capstone (3 credits)

PUBPL 6960 – Independent Study with Capstone Chair (1 credit)

Quantitative Analysis

PADMN 6290 – Applied Quant Methods/Quantitative Analysis for Public Policy (3 credits)

PUBPL 6900 – Public Policy Research (3 credits)

PUBPL 6563 - Policy Evaluation (3 credits)

PUBPL 6560 – Survey Research Methods (3 credits)

STAT 6003 – Survey of Statistical Software Packages (3 credits)

Policy-Related Emphasis Area Courses (minimum nine credits)

The emphasis options are:

Family and Social Welfare Policy (with an option to complete a graduate certificate in demography)

Health Policy

Community Policy

Environmental Policy

International Context of Public Policy

Education Policy

Economic Policy

Urban Affairs Policy (with an option to apply to complete a graduate certificate in Urban Planning through the College of Architecture and City and Metropolitan Planning)

In addition, with the approval of the MPP Program Director, you can pursue an existing graduate certificate to fulfill the emphasis. Finally, you also have the opportunity to create, in partnership with the MPP Program Manager, an alternate track of emphasis in a substantive policy area based on course availability.

Program of Study



As stated herein, the MPP degree requires a minimum 40 credit hours of course work.

- Students taking three courses (nine credit hours) per semester, including summer, can complete the MPP degree in approximately two years.
- Students taking two courses (six credit hours) per semester, including summer, can complete the MPP degree in two to three years,
- Students taking one course (three credit hours) per semester, including summer, can complete the MPP degree in four years (with one semester including two courses).

Although there is no prescribed sequence in the MPP program, there are a few factors to take into consideration in planning the program.

- It is recommended that students take PADMN 6320 Public Policy Theories and Applications before PADMN 6323 Policy Analysis.
- Students should take PADMN 6290 Quantitative Analysis for Public Policy before taking PUBPL 6900 Public Policy Research.
- Students take PUBPL 6900 Public Policy Research before PUBPL 6563 Policy Evaluation.
- Students should plan their programs so that the Applied Policy Project/Capstone class, PUBPL 6950, is taken their final or second to final semester.

Program Requirements

The MPP degree requires that students successfully complete a minimum of 40 semester hours of graduate course work, divided between 31 core course hours, and a minimum of nine elective course hours. Students must also complete the Applied Policy Project (more information online and in this document).

Time Limit

Course work for the MPP degree can be completed within two consecutive full-time calendar years. However, work is acceptable if it is completed within four consecutive calendar years. Time extensions beyond this must be approved by the MPP program and the Graduate School.

Continuous Registration and Leave of Absence - Minimum Continuous Registration

All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence (see Leaves of Absence, below). Students not on campus and not using university facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their records are inactivated. To reactivate a file at a later time, the student is required to reapply for admission to The Graduate School. Master's degree students in a non-thesis program maintain minimum registration by

Registering and paying applicable tuition and fees for at least three credit hours per semester during the academic year from the time they are admitted to The Graduate School until they have completed all requirements for the degree, including the submission of a final project; or

Registering for three credit hours of Faculty Consultation during any semester in which they are not

otherwise enrolled.

Parental Leave Policy

Students who need time off for care-giving and bonding with a newborn child can take a period of up to 12 weeks for a **family leave of absence**. The Master of Public Policy Program offers financial support to TA's and GA's on family leave at their usual rate of compensation. Please talk to the Program Manager if you wish to apply for family leave. This may require a Medical Withdraw (if you are unable to finish your current semester's academic requirements as determined by your course instructor) or a Leave of Absence to keep your status as "Active" with the Graduate School if your leave will require you to take a semester off (students who are not registered for classes and have not completed a Leave of Absence will be discontinued from the Graduate School and need to re-apply for admission). Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.

Leaves of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form with the MPP Director. Before being forwarded to the Graduate Records Office for approval by the dean of The Graduate School, the form must be approved by the director. Requests may be granted in the following circumstances:

1. Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, military service, pregnancy and/or child care, residence outside the state of Utah, and work in-process in which students are not in continual contact with their supervisory committee or other members of the faculty.
2. Leaves also may be granted on a yearly basis to students who, in the judgment of the director, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
3. Leaves for other reasons may be granted and reviewed on a yearly basis when the director believes the leave is in the best interest of both the student and the University.

Students must apply for leaves of absence for a current semester by the last day of classes of that semester. They also must officially withdraw from classes in any semester for which a leave is granted. Failure to withdraw formally results in the reporting of E or EU grades for all classes.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

Supervisory Committee

Role of the Master's Supervisory Committee

The graduate supervisory committee is responsible for:

- Approving the student's academic program of study
- Approving the Applied Policy Project subject
- Reading and approving the Project as the degree requirement for graduation

The chair of the supervisory committee directs the student's research and writing of the Applied Policy Project. You will enroll in one credit of Independent Study with your chair the semester before you enroll in the Capstone class.

Choosing a Supervisory Committee

Master's supervisory committees consist of three faculty members, the chair must be MPP core faculty, and the committee members can be in other departments/programs per the Graduate School policy below.

All University of Utah faculty members (including regular, research, clinical, emeritus, visiting, and adjunct) are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field. Persons not from the University of Utah may also serve as committee members upon approval of the Dean of The Graduate School (a vita for the proposed committee members should accompany the request). Committee chairs must be selected from regular faculty (i.e., tenured or tenure track). Immediate family members are not eligible to serve on a student's supervisory committee.

It is the responsibility of the student to approach prospective committee members with a view to their willingness and availability to serve in such a capacity. Try to choose faculty that have expertise and research knowledge in your interest area. If this is not possible, approach a faculty member who is experienced in the methodology you are choosing to use for your project. Faculty have the right, however, for justifiable academic reasons, to refuse to serve on a student's supervisory committee.

The MPP program director approves the chair and committee members. The process of forming a supervisory committee is completed by filing an Applied Policy Project Approval form with the program office prior to the due date posted each fall semester.

The Applied Policy Project Degree Requirement

The MPP program requires students to conduct an original piece of research that is relevant to the

field of public policy. Prior to their final semester of study, students identify a research question that has relevance to policy makers or managers. Then, in PUBPL 6950 (Capstone and Project course) students develop a research methodology to address the question, analyze appropriate data, and report findings in an accessible, accurate and actionable fashion. This final project is intended to consolidate students' knowledge and challenge them to think in a clear, creative, and concise manner.

With faculty supervision and advice, each student conducts a thorough analysis of a major policy question applying the interdisciplinary methods, approaches, and perspectives studied in the MPP core curriculum. Most of the student's time on the project is spent outside the classroom. However, students enrolled in PUBPL 6950 meet as a class once a week with a faculty member and group of peers. Coursework will include an opportunity for reviews, evaluation, and support of the student projects.

The applied policy project should be completed before the end of the semester (as it is part of the grade for PUBPL 6950). If a project is not completed on time, a grade for the course can be postponed. However, the student will be held to the Graduate School's standards for continuous enrollment that may involve registering and paying for faculty consultation or independent study credit hours during one or more subsequent semesters until the project and all other graduation requirements are complete.

To avoid a delay in graduation, it is *strongly* recommended students select a topic for their project before enrolling in PUBPL 6950. It is possible to start the project prior to registering for the course. Please discuss this option with either the program manager or program director.

Preparing for Graduation

Program of Study

The semester prior to graduation, students must file program of study form available online at http://www.mpp.utah.edu/current_students.html#project

Keep in mind the following information when filing the program of study form:

- Students must be fully matriculated
- Students' tentative curriculum must have been approved by the MPP Program, including all course work to be used for the degree
- Students should be within two semesters of completing all courses.

Application for Graduation

Graduate candidates for graduation must complete an [Application for Graduate Degree](#) with the Registrar's Office, Graduation Division. Deadlines for submission are listed below. **Applications will not be accepted more than one year in advance.**

TERM	DEADLINE TO APPLY
Fall Graduation (December)	June 1
Spring Graduation (May)	November 1
Summer Graduation (August)	February 1

****If a graduation deadline falls on a weekend or holiday, applications will be accepted without a fee through the next business day.***

All graduate students must adhere to the Graduate School's policies and procedures in order to graduate.

Code of Student Rights and Responsibilities

The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the right of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self discipline and engage in the rigors of discovery and scholarship.

Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect and responsibilities that follow. The Code of Student Rights and Responsibilities has three parts: Student Bill of Rights, Standard of Academic Performance and Standards of Behavior. (See the last pages of each Class Schedule for more detailed information).

The University encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, department chair, dean of the college or dean of students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a more formal resolution of problems is needed, distinct administrative procedures and time lines have been established for proceedings under the Standards of Academic Performance and Standards of Behavior. In special circumstances, the appropriate University administrator may extend these time lines in the interest of fairness to parties or to avoid injury to one of the parties or to a member of the University community.

The University, the Committees and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Standards of Academic Performance or the Standards of Behavior.

Section II: Academic Calendar & Deadlines

[Important deadlines](#)

Section III: Registration Information

New and continuing students register during their scheduled registration time. Check your registration appointment (date and time) by accessing the [Campus Information System](#) (CIS) and clicking on, "View Your Registration Dates." It is highly recommended that students register as close to their appointment time as possible. Classes do fill up, and there is no guarantee an instructor will be able to allow more students into the course. Please refer to the Academic Calendar in Section II of this Handbook for registration, drop and withdraw dates.

If a class is full, contact the course instructor. If the instructor determines that space is available, the instructor can issue a permission number to register for the class. Permission numbers are also required to add classes beginning the second week of the semester. Contact the course instructor to request a permission number.

The screenshot displays the Campus Information System (CIS) interface in a Mozilla Firefox browser. The page title is "Campus Information System (CIS) - The University of Utah". The URL is <https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=STUDENTS>. The page features a red header with the University of Utah logo and navigation links like "Help/FAQs", "CIS Home", and "Log Out". Below the header, there are tabs for "My Page", "Employee", and "Student". The main content area is divided into several sections:

- Student Profile:** Displays the name ANGELA STEFANIAK, Student ID, Address, Phone, and UMail. An important note states: "IMPORTANT: Your UMail and Mailing Address are used for formal communications to you from the University. To avoid missing official information keep your Mailing Address current by selecting the above link to make changes." Below this, it says "No Messages."
- Update Student Profile:** Provides links to "Change Address", "Change Phone Number", "Change Email", "Set your U of U Campus Alert preferences", "Change Emergency Contact", "Change your Password", and "Change your Security Questions".
- Student Message Center:** Contains a "Registration Appointments for Fall 2009" announcement: "Registration for Fall 2009 is in progress! Don't forget to register as classes are filling up quickly!" It also includes a "Reminder: Check your UMail account for important info!" and an "Online Student Direct Deposit Enrollment" section with instructions on how to enroll and a contact email: webmaster@acs.utah.edu.
- Grades:** Offers links to "View your Grades", "View your Unofficial Transcript", "View your Summary of All Grades", "View your Academic Summary", and "Official Transcript Information".
- Registration:** Provides links for "View your Registration Dates", "View your Class Schedule", "View your Weekly Class Schedule", "Drop Class", "Add Class", "Student Course Evaluations Results", and "Course Number Changes".
- Class Schedules & General Cat.:** Includes links for "General Catalog", "Student Handbook", and "Course Number Changes". It also lists "Class Schedules" for "Fall 2009", "Summer 2009", and "Spring 2009".

The browser's taskbar at the bottom shows several open applications, including an email inbox, Oracle C..., Microsoft..., and Databases, along with the system clock showing 2:00 PM.

Section IV: Advising, Administrative & Graduation Information

Advising Services for MPP Students

Students can address questions about the MPP curriculum and program requirements to the Program Manager and/or Director. The Manager and Director also consider special cases for students seeking to transfer credits from non-matriculated courses or courses taken at another institution.

Before the beginning of each academic year and/or semester, it is recommended students meet with the Program Manager to discuss courses and schedules. A schedule of core and elective courses is published by the MPP program each semester. While not inclusive, this schedule provides students with a list of potential elective courses, and serves as a guide to help plan a course of study. Students are encouraged to review the class schedule and course catalog to identify courses of interest. The Manager and Director are willing to consider elective courses that may not be included on the official course list. Please send the course name, number, and description to the Manager. You may also need to include a justification for including this course in your curriculum of electives.

Dismissal Policy for Master of Public Policy

Student performance is evaluated biannually by the Public Policy Program administration. This evaluation may result in the initiation of a dismissal processes of a student from the MPP graduate program and the Graduate School for failure to meet the academic requirements of the program and for academic or professional misconduct. If concerns arise due to behavioral misconduct, these issues are adjudicated through the Dean of Student's Office. In any such event, the procedures outlined in the "Code of Student Rights and Responsibilities" shall be followed (<http://regulations.utah.edu/academics/6-400.php>).

Academic requirements:

MPP students must remain in good academic standing with the graduate school (GPA \geq 3.0) or risk probation and/or dismissal. If the student is on probation from the Graduate School, one semester is allowed to increase the student's GPA before the termination of the Tuition Benefit Plan, if they are receiving TBP, (TBP, <http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>) and dismissal from the program.

Students must complete all core classes with a "B" or better grade. Grades in elective classes must be a "C" or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a "C." If a grade of "B-" or below is issued in a MPP core, the student will be required to retake the course. GPAs will be monitored by the Public Policy Program administration. Students also should avoid getting an excessive number of "incompletes." Students whose GPAs fall below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MPP office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet in order to be removed from probation.

Below is a list of common conditions which cause a student to be academically deficient within the MPP program. If a student satisfies any of the conditions below, then the student is

academically deficient unless there is a previous arrangement for deviation from the corresponding requirement.

- Failure to make acceptable progress toward the degree as determined by the capstone committee. If a student does not have a capstone committee, the determination will be made by the Director.
- Failure to successfully complete their capstone after one year (three academic semesters) beyond the completion of their capstone class.
- Failure to maintain a 3.0 grade point average (this is also required by the Graduate School if the student wishes to continue to receive tuition benefit).
- Failure to earn a “B” or better in a required core course after three attempts

Students who fall behind in any of these categories, or who fail to meet other requirements specified for their program, must promptly appeal to the Director if they wish to continue in the program.

Graduate School Requirements

Grade Point Minimum

Students must complete all core classes with a “B” or better grade. Grades in elective classes must be a “C” or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a “C.” If a grade of “B-” or below is issued in a MPP core, the student will be required to retake the course. GPAs will be monitored by the Public Policy Program staff. Students also should avoid getting an excessive number of “incompletes.” Students whose GPAs fall below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MPP office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet in order to be removed from probation.

Letter Grades vs. Credit/No Credit Grades

Letter grades are the **only** acceptable grades in the MPP program.

Incompletes and Work-In-Progress Grades

Occasionally, because of circumstances beyond his/her control, a student needs to discontinue work in a particular course before the semester is finished. If conditions are met, an “I” (incomplete) is sometimes given in such cases. If the incomplete course is not completed within one calendar year, the “I” will be converted to an “E” (failure) automatically. If the course is successfully completed, the “I” will remain on a student's transcript and a letter grade will be inserted next to the “I”. In some cases a “T” (work-in-progress) grade is given until course work is finished. “T’s” will not automatically convert to an

“E.” Students cannot graduate until all “I’s” and “T’s” are converted to final grades.

Transfer Credit and Waiver/Substitutions for Course Work

Transfer Credit from Other Institutions

Graduate credit may be transferred from other institutions. Up to six (6) semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if:

- The grade for the course was at least a “B,”
- The MPP program approves the transfer credit,
- The course work is not more than four (4) years old when the student completes the MPP (the MPP office will seek an extension when appropriate), and
- The student fulfills the residency requirements of The University of Utah.

Students seeking transfer credit should supply the MPP office with the necessary supporting materials including syllabi, where possible, and catalog descriptions.

Non-matriculated Transfer Credit

Non-matriculated credit that can be applied toward a graduate degree is limited to nine semester credit hours and must be approved by the MPP program director.

Waivers/Substitutions for Courses, Based on Prior Education

When a student has successfully completed the equivalent of a MPP core course with at least a “B” as an undergraduate student, and such course work is not more than five (5) years old, the student should not retake the course. With prior approval, the student may substitute a more advanced or specialized course in the same general field.

Rationale: No waivers of core courses will be granted. If, however, a student has successfully completed an MPP core course (or equivalent) with a grade of “B” or better as an undergraduate, the student will not be expected to re-take the same course. Thus with prior approval, a more specialized course in the same general field may be substituted for the previously-taken MPP core course.

This policy does not prevent a student from transferring core courses from another graduate program at The University of Utah or another university, or from receiving credit in the MPP program for core courses taken as a non-matriculated student after receiving a baccalaureate degree.

Course work to fulfill the area of concentration may not be waived.

Waivers/Substitutions for Courses, Based on Professional Work Experience

No waivers of courses will be granted for professional work experience. Under unusual circumstances, the MPP program may consider the substitution of a more advanced or specialized course based on professional work experience.

Academic Credits for Training Programs or Non-Credit Education

No academic credit will be granted for the completion of training programs or non-credit education programs.

Internships

There is no internship requirement for the MPP degree. However, students who would like to pursue internships to gain experience in the public policy analysis arena are encouraged to do so. Internships are intended to help students bridge the gap between practical experience and formal education and to provide students with the opportunity to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members in the intern organization and given appropriate responsibilities and assignments in such areas as research, analysis, report writing, planning, administration, and public contact.

Interns may serve for one semester for credit and multiple internships for credit are not permitted. Internships may be completed either for or without pay. If completed for credit, the credit will count as elective credit towards the degree.

These guidelines have been developed to clarify the relationship among interns, sponsoring organizations, and the MPP Program. Throughout the process, please feel free to contact the MPP Manager or Director concerning questions and problems.

In addition to daily supervision, internship organizations should work with the intern to develop a mutually beneficial learning experience. Specifically, an agreement must be written between both parties to enable students to receive academic credit:

1. By the end of the first week: decide what the responsibilities of the intern will be. Then complete the Intern/Sponsor Agreement. The intern should submit the agreement to the Program Manager and Director for approval. Once approved one copy will be made available for the intern and the organization. The original will be kept in the student's file in the MPP Office.
2. The agreement should have: the purpose, goal and objectives of the internship, and the work product, a realistic expectation for the time allocated and skill level of the student.

In order to receive credit for internships, students must:

- * Work three hours per week for each credit received.
- * Keep a journal, with at least weekly entrances, that makes connections between program curriculum and the internship. Submit the journal to the program director monthly during the internship.
- * Interns will be graded by the MPP Director, or other supervising MPP faculty member, based on the journal and feedback from the sponsoring organization.

General Information

Get an Identity – the UCard ID

The University of Utah UCard offers one standardized source of identification and access for the institution, ensuring convenience, security, and simplicity. Obtain your student UCard from the UCard office in the Student Union.

It provides official identification, debit functionality and security access enabling students to gain access to and use many University facilities:

Libraries

On-campus housing

Residential meal plans

Off-campus partners

Buildings, offices and labs

Computer labs

Printers and copiers

Sporting events

Associated Students of the University of Utah (ASUU) events

Campus recreation facilities

University bookstores

Foodservice and convenience stores Parking

Services for Students with Disabilities

For more information visit: <http://www.ucard.utah.edu/>

Library

Students have access to the University of Utah library system including the Marriott Library, the SJ Quinney Law Library and the Eccles Health Sciences Library. Students may use the online research tools and databases, and also check out materials from any campus library with a valid student UCard.

Kem C Gardner Policy Institute

Students are encouraged to get involved with the Kem C Gardner Policy Institute.

To find out more, visit <http://gardner.utah.edu/>

Computing

There are many computer resources on campus. Here is just a sampling. For more details visit:

<http://www.it.utah.edu/>

Campus Information System (CIS)

The CIS is a vital student resource. It is an online system that houses your student information, including your home address, your email address for official University communication, your grades and registration information. You access the [CIS](#) with your [University Network ID \(uNID\)](#) and [password](#). This is the only way to register and check grades.

University Network ID (uNID) & password

Your University Network ID (uNID) & secure password uniquely identify you on the campus network for various computing services. You receive your uNID from the [Admissions Office](#) when you are first accepted to the University. To activate your account, log onto the **My.Utah.edu** student portal for the first time from www.utah.edu with your [uNID](#) and [default password](#). For more information visit <http://www.it.utah.edu/>.

Campus Umail System

Everyone at the University of Utah receives an UMail email address from the '@utah.edu' domain. This email account is free. Students receive 50 MB of space for email with this account. The attachment size limit is also 50 MB.



The default address format is your **uNID@utah.edu**. You **must** create a more personalized alias, such as **firstname.lastname@utah.edu**.

You are encouraged to use this address to stay informed of important information and events at the University of Utah, and so that campus departments may contact you with approved communication (no spam). **Students will be required to use this address for all official University communication.**

To learn more and/or activate visit <http://www.it.utah.edu/services/email/umail/index.html>.

Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has

established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Faculty

- Sharon Mastracci, PhD., Associate Professor, Political Science Department and Director of the MPP Program
- Cathleen Zick, PhD., Professor, Department of Family and Consumer Studies
- Lori Kowaleski-Jones, Associate Professor, Department of Family and Consumer Studies
- Lina Svedin, Associate Professor, Political Science
- Morgan Lyon Cotti, Associate Instructor, Hinckley Institute of Politics
- Natalie Gochnour, Associate Dean and Director, Kem C. Gardner Policy Institute
- Shawn Teigen, Research Director, Utah Foundation
- Tony Mastracci
- Levi Pace, Senior Research Economist, Kem C. Gardner Policy Institute
- Mark Glick, Professor of Economics
- Daniel Carlson, Assistant Professor, Department of Family and Consumer Studies
- David Carder, Assistant Professor, Department of Family and Consumer Studies

MPP Administration and Contact Information

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Appendix

Master of Public Policy Learning Objectives

The University of Utah Master of Public Policy program prepares graduates for careers in the public, not-for-profit, and private sectors as policy analysts. The MPP program takes a rigorous, interdisciplinary perspective in its curriculum, integrating theoretical and methodological foundations of policy analysis.

The core competencies fundamental to professional policy analysis are:

- Policy process and institutions
- Quantitative data analysis
- Economics in the public sector
- Policy development, implementation, and evaluation

These competencies are learned and applied throughout the entire MPP curriculum with a combination of nine core courses and four policy area electives, focusing on policy process, economics, policy development, implementation, evaluation, and data analysis. Successful completion of the Applied Policy Project/Capstone requirement demonstrates student learning outcomes for these core competencies.

Key Learning Objectives of the core course requirements:

To select and apply quantitative techniques of analysis appropriately

- In the formulation, implementation, and evaluation of public policies and programs
- As decision-making and problem-solving support for policymakers

To identify and evaluate theoretical frameworks and analytical models used to explain key aspects of

- The policy-making process
- Political and economic institutions that influence policy processes

To develop a basic understanding of the economics of the public sector, including

- Theoretical frameworks relating to taxation and expenditures
- Microeconomic principles relevant to the fields of property, torts, contracts, and criminal law

Key Learning Objectives of the policy focus area electives:

To gain substantive knowledge (e.g., current statistics, problems, successes, stakeholders, and societal values) in a policy topic area of current social importance

Assessment Plan

The capstone class (PUBPL 6950 Applied Policy Project) taken in the last year of the student's program will serve as the primary venue for evaluating whether or not a student has satisfied the key learning objectives. Other assessment tools will include (1) an exit survey of graduates, and (2) post-graduate employment information.

Use of Results for Continuous Program Improvement

Each fall the MPP faculty will review students' performance in the preceding capstone course along with the accompanying exit surveys and job placement information. These data will be reviewed with the goal of assessing how the program can be improved.

Master of Public Policy/Master of Public Health Learning Objectives

The University of Utah Master of Public Policy/Master of Public Health dual degree program is designed for students who seek to advance their training in the quantitative and qualitative methods of policy analysis and expand their knowledge of public health issues and health policies.

The MPP program takes a rigorous, interdisciplinary perspective in its curriculum, integrating theoretical and methodological foundations of policy analysis. The core competencies fundamental to professional policy analysis are:

- Policy process and institutions
- Quantitative data analysis
- Economics in the public sector
- Policy development, implementation, and evaluation

The core competencies fundamental to professional public health are:

- Biostatistics
- Environmental health Sciences
- Epidemiology
- Health Policy and Management
- Social and Behavioral Science

These competencies are learned and applied throughout the entire MPP/MPH curriculum with a combination of nine MPP core courses and one MPP policy area elective, focusing on policy process, economics, policy development, implementation, evaluation, and data analysis. This degree applies special emphasis to the ability to relate public policy theory and tools to questions of the public health. Successful completion of the Applied Policy Project/Capstone requirement demonstrates student learning outcomes for these core competencies.

Key Learning Objectives of the core course requirements:

To select and apply quantitative techniques of analysis appropriately

- In the formulation, implementation, and evaluation of public policies and programs
- As decision-making and problem-solving support for policymakers

To identify and evaluate theoretical frameworks and analytical models used to explain key aspects of

- The policy-making process
- Political and economic institutions that influence policy processes

To develop a basic understanding of the economics of the public sector, including

- Theoretical frameworks relating to taxation and expenditures
- Microeconomic principles relevant to the fields of property, torts, contracts, and criminal law

To develop biostatistics skills, including the ability to

- Describe the roles biostatistics serves in the discipline of public health.
- Describe basic concepts of probability, random variation and commonly used statistical probability distributions.
- Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.
- Apply descriptive techniques commonly used to summarize public health data.
- Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.
- Interpret results of statistical analyses found in public health studies.
- Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

To gain expertise relating to environmental health sciences, including knowledge of

- The direct and indirect human, ecological and safety effects of major environmental and occupational agents.
- Genetic, physiologic and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
- Federal and state regulatory programs, guidelines and authorities that control environmental health issues.
- Current environmental risk assessment methods.
- The general mechanisms of toxicity in eliciting a toxic response to various environmental exposures.
- A testable model of environmental insult.

To gain expertise relating to epidemiology, including knowledge of

- Key sources of data for epidemiologic purposes.
- The principles and limitations of public health screening programs.
- A public health problem in terms of magnitude, person, time and place.
- The importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
- The basic terminology and definitions of epidemiology.
- How to calculate basic epidemiology measures.
- How to communicate epidemiologic information to lay and professional audiences.
- The strengths and limitations of epidemiologic reports.

To gain expertise relating to health policy and management, including knowledge of

- The main components and issues of the organization, financing and delivery of health services and public health systems in the US.
- The legal and ethical bases for public health and health services.
- The methods of ensuring community health safety and preparedness.
- The policy process for improving the health status of populations.

- The principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
- How to apply principles of strategic planning and marketing to public health.
- How to apply quality and performance improvement concepts to address organizational performance issues.
- How to apply "systems thinking" for resolving organizational problems.
- How to communicate health policy and management issues using appropriate channels and technologies.
- How to demonstrate leadership skills for building partnerships.

To gain expertise relating to social and behavioral science, including knowledge of

- Basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- The causes of social and behavioral factors that affect health of individuals and populations.
- Individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
- Critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.
- The steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.
- The role of social and community factors in both the onset and solution of public health problems.
- The merits of social and behavioral science interventions and policies.
- Evidence-based approaches in the development and evaluation of social and behavioral science interventions.
- How to apply ethical principles to public health program planning, implementation and evaluation.
- Multiple targets and levels of intervention for social and behavioral science programs and/or policies.

Key Learning Objectives of the policy focus area elective:

To gain knowledge (e.g., current statistics, problems, successes, stakeholders, and societal values) in a policy topic area of current social importance

Assessment Plan

The capstone class (PUBPL 6950 Applied Policy Project) taken in the last year of the student's program will serve as the primary venue for evaluating whether or not a student has satisfied the key learning objectives. Other assessment tools will include (1) an exit survey of graduates, and (2) post-graduate employment information.

Once MPP/MPH students complete core courses, they are also required to take the comprehensive examination in public health. Comprehensive examinations are offered in December and May. Students may sit for the examination once they have completed and passed all MPH program core courses.

The examination consists of complex questions based on a real-life public health issue. Qualifying students are divided into small groups and assigned separate questions. The group must develop an in-depth answer to the question which should include careful review, discussion, and organization of facts relating to the question. An oral presentation is then developed and presented to a Faculty Review Board for evaluation. . New questions are written each semester by faculty members. The comprehensive examination is the capstone of the Public Health Program. Measurable outcomes from the comprehensive exam are three-fold:

1. To ascertain whether the student has both the specific and broad knowledge expected of someone holding a masters degree in public health and has met the core competencies of the public health program;
2. To determine whether the student has been able to integrate knowledge obtained from individual courses into unified concepts which link the student's own interests to the other areas of public health.
3. To determine if this knowledge can be translated into solving a specific public health problem while working in a committee structure.

Use of Results for Continuous Program Improvement

Each fall the MPP faculty will review students' performance in the preceding capstone course along with the accompanying exit surveys and job placement information. These data will be reviewed with the goal of assessing how the program can be improved.

Juris Doctor/Master of Public Policy Learning Objectives

The University of Utah Master of Public Policy/Juris Doctor (MPP/JD) joint degree is designed to combine students' applied interests and training in public policy with the comprehensive legal training gained through the S.J. Quinney College of Law JD program. Both programs recognize the growing interrelationship between the public and private sectors and the increased need for leaders with a combination of policy-related skills and specializations in analysis, economics and law.

One important career path for attorneys lies in the field of public policy and lawyers who pursue this career path will benefit by an education that includes policy content and process coupled with grounding in analysis, statistics and economics. Likewise, career professionals in public policy can function more effectively when they have a working understanding of law and legal institutions.

The MPP program takes a rigorous, interdisciplinary perspective in its curriculum, integrating theoretical and methodological foundations of policy analysis.

The core competencies fundamental to professional policy analysis are:

- Policy process and institutions
- Quantitative data analysis
- Economics in the public sector
- Policy development, implementation, and evaluation

These competencies are learned and applied throughout the entire JD/MPP curriculum with a combination of nine MPP core courses and one MPP policy area elective, focusing on policy process, economics, policy development, implementation, evaluation, and data analysis. This degree applies special emphasis to the ability to relate public policy theory and tools to questions of the law. Successful completion of the Applied Policy Project/Capstone requirement demonstrates student learning outcomes for these core competencies.

Key Learning Objectives of the core course requirements:

To select and apply quantitative techniques of analysis appropriately

- In the formulation, implementation, and evaluation of public policies and programs
- As decision-making and problem-solving support for policymakers

To identify and evaluate theoretical frameworks and analytical models used to explain key aspects of

- The policy-making process
- Political and economic institutions that influence policy processes

To develop a basic understanding of the economics of the public sector, including

- Theoretical frameworks relating to taxation and expenditures
- Microeconomic principles relevant to the fields of property, torts, contracts, and criminal law

Key Learning Objectives of the policy focus area elective:

To gain knowledge (e.g., current statistics, problems, successes, stakeholders, and societal values) in a policy topic area of current social importance

Key Learning Objectives of the Juris Doctor program:

- Provide a first-year program that seeks to instill the fundamental knowledge and skills that are basic to becoming a lawyer, as well as a sense of professionalism and commitment to service that is essential to maintain and enhance the integrity of the legal profession.
- Provide an upper level curriculum aims toward four basic goals:
 - 1) To impart broad-based doctrinal information about law and legal practice.
 - 2) To introduce and refine professional skills through classroom education and a broad range of clinical and other experiential learning opportunities.
 - 3) To expand opportunities for pro bono work and other service from the community to the global Levels.
 - 4) To present opportunities for reflective and interdisciplinary study

Assessment Plan

The capstone class (PUBPL 6950 Applied Policy Project) taken in the last year of the student’s program will serve as the primary venue for evaluating whether or not a student has satisfied the key learning objectives. Other assessment tools will include (1) an exit survey of graduates, and (2) post-graduate employment information.

Use of Results for Continuous Program Improvement

Each fall the MPP faculty will review students’ performance in the preceding capstone course along with the accompanying exit surveys and job placement information. These data will be reviewed with the goal of assessing how the program can be improved.