

Masters of Public Administration Program

STUDENT HANDBOOK

SEPTEMBER 2007

“You must be the change you wish to see in the world.”

—Mohandas K. Gandhi



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**MPA PROGRAM
ADMINISTRATIVE SUPPORT & FACULTY
2007-08**

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THE EVERGREEN STATE COLLEGE

MASTER OF PUBLIC ADMINISTRATION PROGRAM

Welcome

Congratulations on your enrollment in Evergreen's Master of Public Administration program. The program staff and faculty look forward to working with you and helping you realize your academic and professional goals. We hope you find the program challenging and rewarding.

This Student Handbook has been prepared as a guide to the policies and operational details of the MPA program and as a complement to our catalogue and website. Use it to answer your questions about our program. If you need more information or have questions, visit the Website (www.evergreen.edu/mpa) or contact one of us. The Assistant Directors' main job is to serve students and either Randee Gibbons or Mike McCanna can help you answer your questions.

Welcome to the program!

Cheryl Simrell King
Director and Member of the Faculty

Our Mission

Our students, faculty and staff create learning communities to explore and implement socially just, democratic public service. We

- *think* critically and creatively;
- *communicate* effectively;
- *work* collaboratively;
- *embrace* diversity;
- *value* fairness and equity;
- *advocate* powerfully on behalf of the public; and
- *imagine* new possibilities and accomplish positive change in our workplaces and in our communities.

Our Philosophy

Evergreen's MPA program provides an intellectual, collaborative and engaged learning environment in which students learn to act as facilitators in defining and pursuing the public interest. Key ideas and concepts are presented within the historical, political, social, cultural and economic context of public administration.

Students develop expertise in both oral and written communication. Much of the work takes place in seminars, small group discussions where participants discover the meaning or significance of assigned readings. Students experience teamwork while working to complete various learning projects. They learn to reason critically, to analyze important dimensions of public service and to understand and take coherent positions on key public administration and policy issues. In addition, students have opportunities to discuss contemporary public issues with practitioners and faculty and use their own experiences to integrate theory and practice.

Who does what at MPA/Where to go to get Help

**Assistant MPA Directors: Randee Gibbons (General Cohort)
Mike McCanna (Tribal Cohort)**

- Guide: goal is to teach students to navigate Evergreen
- MPA program and procedure questions
- Info & referral when you don't know where to go
- Help to overcome obstacles and intercede when necessary
- Course enrollment management
- Degree requirements: "where am I in my program?"
- Internship information
- Graduate program scholarships
- Graduation process
- Managing communications (website, newsletter, listserves, etc.)

Writing Assistant

- Help with assignments at any and all stages (generating ideas, creating an outline, proofreading, grammar, how to do citations, etc.)

Faculty

- Course related questions: syllabus, assignments, textbooks, due dates, incompletes, etc.
- Sponsor Independent Learning Contracts, Internship Learning Contracts and Theses

First Year Core Faculty: Cheryl King, Russ Lehman, Nita Rinehart

- Course related questions: syllabus, assignments, textbooks, due dates, incompletes, etc.
- Sponsor Independent Learning Contracts, Internship Learning Contracts and Theses
- Academic advising

Academic Program Support staff: Ruth Joynes, Pat Kolstad

- Student evaluation processing

MPA Director: Cheryl King

- Overall administration of MPA
- Policy/procedure final decision maker
- Approving transfer credits
- Approving internships
- Approving graduation requests

PROVISIONS AND CONDITIONS OF ADMISSION

Admission to the Master of Public Administration program (MPA) is based upon demonstration of a sound academic and/or professional history, coupled with community involvement and the Admission Committee's belief in the candidate's potential for academic success. Candidates may be admitted provisionally or conditionally if they have not met all of the admission requirements. Students are accountable for satisfying those requirements, as specified in their letter of admission and within the specified time limits.

Provisional Admission

Students who are admitted provisionally with the requirement that they complete an undergraduate degree prior to entering their first Core program must order an official transcript from the degree-granting institution immediately upon completion of the degree. **At a minimum, the Admissions Office must receive written confirmation of the degree from an official at the awarding institution by September 15 before the student may enroll for Fall Quarter.** Official transcripts, due no later than November 1 (September 15 for financial aid funds to be released for Fall Quarter), should be submitted to the Admissions Office.

Conditional Admission and Completion of Program Prerequisites

Students who are admitted conditionally are notified of the terms of their admission in their admission letter. Documentation that the conditions have been satisfied, such as official transcripts of courses taken, should be sent to the Admissions Office as soon as possible after the completion of the work. **Program prerequisites must be completed before a student will be allowed to enroll in the second year Core courses.**

TRANSFER CREDITS

The MPA program may accept up to 20 graduate credit hours earned within the past ten years at accredited institutions. A grade of "B" or better must have been received for such courses to be considered for transfer. Students wishing to transfer credits earned for course work completed *prior* to their MPA enrollment should notify the MPA Director before the first quarter of graduate studies at Evergreen. Students must submit, to the MPA Director, **paper copies** of transcripts and syllabi from courses for which transfer credit is requested. Transfer credit will be granted based on a number of factors, including the correspondence between courses completed elsewhere and MPA coursework offered at TESC. Students wishing to transfer credit earned elsewhere *while* enrolled in the MPA program should consult with the MPA Director before enrolling in such courses. The MPA Director awards transfer credit, following review of appropriate materials, including transcripts and course syllabi.

Official transcripts must be submitted to the Admissions Office before any transfer credit can be awarded.

Credit will not be granted for life and/or work experience, nor for graduate credit earned through extension, correspondence work, or continuing education.

COMPUTERS, E-MAIL, AND INTERNET ACCESS

An Evergreen e-mail account is required for all MPA students as it is our primary form of communication. These accounts are automatically created at the time of admission. You may need to activate this account. To activate yours and access your mailbox, go to <https://my.evergreen.edu/selfserve/logon.aspx>. Click on “Need help logging in?” Follow the directions on the next page under “Logging in for the first time?” Once you're logged in, click on the link for “View my email via the web.” You may need to log in again there using the same username and password. That will take you to your messages.

MPA students are automatically added to a program-wide Internet mailing list (or “listserv”) called mpa-all, and a list for their specific cohort (mpa2007, mpa-tribal2006, etc.) These lists are used to post announcements of class assignments, schedule and course changes, news, events, resources, volunteer opportunities, questions and requests for help, and more. It isn't required for students to remain on these lists, but we strongly encourage it, since the information they contain may be important to you. Students should check for new messages at least two to three times a week.

In addition, the MPA program operates other lists that students can join, including mpa-jobs (which lists job and internship openings with government and nonprofit organizations in the region), mpa-alumni, and mpa-studentunion. To join any of these listservs follow directions located at the following web address.

http://www2.evergreen.edu/wikis/computing/index.php?title=MyEvergreen_Account_Summary_Info

Students have access to Macintosh and Windows computers, with Internet access and a variety of up-to-date software, in the campus Computer Center on the second floor of the Library building. The Computer Center also offers a variety of free classes and workshops on many software applications. The Graduate Student Lounge in the Graduate Studies Office (Lab I 3023) also has computers for student use.

MPA CONCENTRATIONS

The work that people do in the public service is vast. To meet this need, the MPA program offers three areas of concentration so students can tailor their learning to meet their particular requirements. The concentrations offered by the program are:

Public and Non-profit Administration

Students in this concentration will prepare for, or advance in, careers as administrators in public or nonprofit organizations. Coursework covers the critical elements of administration—budgeting, strategic planning, human resources and information systems, public law, leadership and ethics, multicultural competencies, and more—as well as the unique nature and needs of nonprofit and government organizations.

Degree Requirements for Public and Non-profit Administration Concentration	
1 st and 2 nd Year Core*	24 credits
Electives	32 credits
Capstone	4 credits
Total Credits	60 credits

Public Policy

Students in this concentration will prepare for, or advance in, positions as policy analysts, budget analysts, or evaluators. Students in this concentration will complete two Public Policy Concentration courses (Foundations of Public Policy and Advanced Research Methods), plus one or more elective courses in specific policy areas. Elective courses will be offered in areas such as health policy, poverty policy, education policy, environmental policy, energy policy, and possibly others. Students with an interest in other policy areas may study them through individual learning contracts with MPA faculty.

Degree Requirements for Public Policy Concentration	
1 st and 2 nd Year Core*	24 credits
Foundations of Public Policy	4 credits
Advanced Research Methods	4 credits
Electives	24 credits
Capstone	4 credits
Total Credits	60 credits

Tribal Governance

The goal of this concentration is to develop administrators who can assist both tribal governments and the public agencies with which the tribes interact. Students in the Tribal Concentration go through the entire program as a cohort and finish in two years. Students take a Core course and a Concentration course each quarter. Courses are taught in an intensive format, meeting four weekend sessions each quarter (two sessions for Core course and two sessions for the Concentration course). Each session is 20 hours long and meets Friday afternoons and all day on Saturday and Sunday.

Students in this concentration complete a series of five 4-credit courses focusing on issues of critical importance to tribes. Other MPA students can enroll in these Tribal Concentration courses as electives on a space-available basis.

Degree Requirements for Tribal Governance Concentration	
1 st and 2 nd Year Core*	26 credits
Tribal Concentrations	20 credits
Electives	10 credits
Capstone	4 credits
Total Credits	60 credits

***Pre-requisite Note:** Before students are allowed to register for the second year core courses, they must complete a 4 credit “Introduction to Statistics” course and a minimum of 4 credits of “Economics” which includes both macro and micro-economics. The student must earn a minimum grade of “C” in these courses. Credit for these courses must have been earned within the previous five years.

JOINT MES/MPA DEGREE

The Master in Environmental Studies and Master in Public Administration programs at The Evergreen State College offer a combined MES/MPA degree. This joint program is designed both for environmental professionals who wish to improve their administrative skills, and for public administrators who want to gain expertise in the analysis of environmental issues.

Students must complete a total of 96 credits to obtain the degree. This includes Core coursework in both programs, electives, plus an 8 or 16 credit MES Thesis. Students may choose either the MES or MPA quantitative methods/research design programs in the MES or MPA Core. If a student emphasizes Public Policy in the MPA program, s/he must take the MPA Advanced Research Methods course. If a student is in the MPA Tribal Governance Concentration, s/he must take the five MPA Tribal Concentration courses. Electives should be divided approximately equally between MES and MPA, and the MPA and MES Directors must approve the plan for electives/thesis.

Applicants seeking admission to the combined MES/MPA degree program should complete the Master of Environmental Studies application and indicate their interest in the joint degree. For more information on the application process, contact the MES Assistant Director, JT Austin, at (360) 867-6225 or austinj@evergreen.edu.

CORE, REQUIRED AND ELECTIVE COURSES

Completion of 1st and 2nd year Core programs is a requirement of the MPA Program, for all concentrations. No portion of the Core requirement can be waived even if there appears to be some redundancy with the student's previous work.

If a student receives no credit for a Core program and/or withdraws from a program before completion, that student must re-register and complete that Core class (the next year). Only under exceptional circumstances, and at the approval of the Director, can a Core program be completed as Independent Learning Contract.

Be sure to check which classes are required for your concentration: Tribal Governance students take a series of five required concentration classes; Policy Concentration students are required to take Policy Foundations and Advanced Research Methods.

Concentration and required courses are open to students in other concentrations as electives on a space available basis.

Students select from the wide range of electives offered each term. Every attempt is made to rotate elective offerings (no guarantees) so students have an opportunity to take a wide variety of courses and to build their own specialties. However, be aware that those students who plan to complete the program in 2 years will have fewer options than those students who take a bit longer to complete their degree.

CONTRACTS

Contracts are a means by which students can meet individual needs not otherwise addressed within the regular curriculum. Some students are required to perform a credit generating internship before they can graduate, while others may choose to perform an internship contract or an individual learning contract to pursue experience and/or knowledge not available through the normal course work.

A student registering for a contract and internship in the same quarter with the same instructor must merge the two activities into one graduate internship contract. The Registration Office will not allow one faculty member to sponsor more than one contract per quarter with the same student.

MPA students may apply a maximum of 12 credit hours of graduate contracts (combination of internships and individual learning contracts) toward their degree.

Students may complete an 8 credit thesis project as a graduate individual learning contract in lieu of the Capstone seminar and four credits of electives.

Individual Learning Contracts

When a student's academic program design cannot be satisfactorily completed through the available elective courses and internships, the student may arrange a Graduate Individual Learning Contract with a faculty member. This is a negotiated, signed agreement between the student and faculty for the student to pursue independent, individualized study. In most cases, due to limitations of faculty time, the burden of the academic design and undertaking is on the student, with the faculty primarily assisting as a guide and mentor. It is the faculty's responsibility to ensure that sufficient work is assigned for the number of credit hours desired. Students who believe they will need and benefit from a Graduate Individual Learning Contract should consult their faculty and the MPA Director for advice on the appropriateness of such an undertaking and for suggested faculty sponsors. This should occur several weeks prior to the beginning of the quarter in which the contract is to occur.

The Graduate Individual Learning Contract form is available on the MPA website at <http://www.evergreen.edu/mpa/forms>. The final contract document is signed by the student and the faculty sponsor and must be approved by the MPA Director before the student registers.

No more than 12 hours of Graduate Contract credit can be counted towards the MPA degree.

Internship

The MPA program at Evergreen admits applicants with varying levels and types of professional experience. Some applicants may need to expand their public sector work experience in order to better understand the field, and to be more competitive candidates for future jobs. If an applicant has not done at least a year's worth of full-time work with significant responsibility in public or non-profit administration or in a public policy area, then the applicant will be required to complete an internship before graduating from the program. This internship is minimally one quarter credit hour and involves part-time work with an agency or organization in the public or non-profit sector for one quarter. The admissions committee will determine whether an applicant is required to do an

internship, and will include this requirement in the letter of admission. Internship credit will count toward the MPA degree as part of a student's elective credits.

An internship is a learning experience designed to aid students in achieving specific academic and professional objectives. Although some MPA students are required to complete an internship, all students are strongly encouraged to include an internship in their educational plan, especially if they do not have prior professional-level experience in the public administration area of interest to them.

It is important that students have an opportunity to become oriented to the MPA program before undertaking an internship. A student must complete two quarters in the MPA program before developing a credit-generating internship.

Internships are generally with government agencies or nonprofit organizations. If you are considering an internship, you should initiate discussions with your faculty. In doing so, you will assess the type of internship in which you are interested (credit generating or non-credit generating, paid or voluntary, type of agency or organization involved), the extent to which you will benefit from an internship, and how it fits into your overall academic plan.

Two internship options are available to MPA students

1. A credit-generating internship is one in which the student, faculty sponsor, and agency/organization supervisor formally agree upon a student's academic objectives for the quarter and develop a plan for achieving those objectives in a workplace setting. It must include new academic learning and not be developed only to obtain work experience or entry-level employment. Occasionally, a student may be allowed to undertake a credit-generating internship with the agency at which she/he is employed. Evergreen has strict policies for these internships: a student who wishes to do an employment-related internship must work with the MPA Director early in the planning process to ensure that the credit being sought is for a project that is not a part of his/her regular work.
2. In addition, many organizations advertise entry-level internships throughout the year. These do not include formal academic components or earn academic credit. While it is important to discuss such internship opportunities with an advisor, taking an internship that does not include academic credit is ultimately an individual arrangement between the student and the internship agency or organization and does not require the formal procedures or forms described below.

Locating an Internship

After you have determined that an internship is appropriate for your academic plan, and if you do not yet have a specific internship in mind, check with the Assistant Director for leads and ideas. Internship opportunities are often posted via e-mail on the mpa-jobs listserv.

The Washington State Legislature sponsors several graduate interns each summer. These interesting and well-paid internships are publicized and filled the *previous* fall because legislative staff persons are unavailable during the legislative session, which meets during the winter and spring. If you are interested in this type of internship, you may obtain further information through the office of the Assistant Director.

Internship Learning Contract and Registration

A credit-generating internship is planned, arranged and conducted to meet the needs of the host organization and the academic and professional objectives of the student. These objectives, needs and all other internship-related matters are agreed upon before the internship begins, and are formalized in the Graduate Internship Learning Contract. All Graduate Internship Learning Contracts require a faculty sponsor, who will guide and review the academic components of the internship. Generally, each credit hour equals 2.5 hours of work at the internship (e.g. 4 credit hours = 10 hours of work/week, and 2 credit hours = 5 hours of work/week).

All credit-generating internships require a Graduate Internship Learning Contract. This contract form is available in the Computer Center, and online from the MPA website at <http://www.evergreen.edu/mpa/forms>. The final contract is filled out only after a draft contract has been completed and approved by the faculty sponsor and the field supervisor. Once the final draft contract is approved, the Graduate Internship Learning Contract should be completed in final form. The contract is a formal document signed by all parties: student, faculty sponsor, and field supervisor, as well as the MPA Director, before the student registers. The original signed contract becomes part of the student's official transcript. Be sure to use a *Graduate* Internship Learning Contract form—the undergraduate version is different and will not be accepted for graduate credit.

At the completion of a credit-generating internship, it is the responsibility of the student to write a narrative self-evaluation of the internship. It is the field supervisor's responsibility to write an evaluation that assesses the intern's job performance. The field supervisor and student intern should meet to discuss the evaluation at the end of the internship. The student's and field supervisor's evaluations are then sent to the faculty sponsor, who will meet with the student for an internship evaluation conference. The faculty sponsor is responsible for drafting the final internship evaluation, which will include all or significant portions of the field supervisor's evaluation. Both the student's self-evaluation and the faculty evaluation become part of the student's official transcript.

No more than 4 hours of graduate internship credit can be counted towards the MPA degree.

While the host agency is encouraged to provide a stipend or salary to the intern, volunteer internships of equivalent learning and professional value are often more readily available. The intern will need to make a decision regarding compensation based on her/his learning objectives and financial position. The availability of compensation should in no way impinge on the academic validity and quality of the internship experience.

Internship placements will usually be within the Puget Sound region. Although internships may be arranged outside the region, they require special approval and arrangements. Your faculty sponsor and the MPA Director must approve an internship outside the region.

Capstone

Students "cap off" their studies in the MPA program by either taking the Capstone course (4 credit hours) or writing a Thesis (8 credit hours). Students must complete 45 credits in the program prior to enrolling in the Capstone course. The Assistant Director(s) will review student records near the end of Winter quarter to ensure that Capstone registrants are eligible to enroll in the course.

In the Capstone course, students reflect upon their learning in the program and engage in an applied demonstration project (demonstrating the knowledge, skills and abilities gained in the MPA program) of their own design. Capstone is only offered in the Spring term and can only be taken after students have completed 45 credit hours in the program. For those students wishing to finish the program in two years, Capstone is taken at the same time the student is finishing his/her 2nd Year Core program. For students taking more than two years to finish the program, Capstone should be taken after completion of Core.

Most students finish their program with the Capstone course. Students are advised that a thesis is a challenging undertaking and is usually pursued if: 1) you wish to become a policy or applied researcher and need evidence of independent research; and/or 2) you plan to pursue doctoral studies. Note that the evidence of independent research can also be gained through Capstone.

Thesis Projects

Students have the option of completing an 8 credit thesis project in lieu of the capstone course and 4 of the required elective credits.

Students wishing to pursue a thesis should identify a faculty member early in their studies to work with as an advisor and a potential thesis sponsor. The 8 credit hours of thesis are taken as Independent Learning Contracts; typically 4 credit hours are taken to develop the proposal during Winter quarter and 4 credit hours are taken during Spring quarter to conduct the research and write up the results. Alternatively, the project may be split into 2 credit hour increments and extended over more quarters. The best plan is to develop the proposal during a summer term and conduct your research/write the thesis in the next academic year.

Students are more likely to be successful at the thesis if they complete it after they finish 2nd Year Core, meaning that those students who plan to finish the program in 2 years are strongly discouraged from pursuing a thesis option.

Students who want to pursue a thesis must submit a pre-proposal to both their faculty sponsor and the MPA Director (work with your sponsor on developing this proposal). This proposal must include the following: description of the topic; preliminary research question and method, timeline, and plan for the distribution of 8 credit hours of thesis. The Director and Faculty Sponsor will review the pre-proposal; it's possible that an outcome of this review is a conclusion that a thesis is not the best option and the application would be denied.

If the application is accepted (and revisions may be necessary), then the student can pursue the thesis under the guidance of the faculty sponsor.

In addition to the faculty sponsor, students will also select a second and third reader. One of these readers must be a member of the MPA faculty team (exceptions to be approved by faculty sponsor). The third reader is usually a subject matter expert and/or practitioner.

The sponsor has primary responsibility for the structural and academic integrity of the project, working closely with the student throughout the process. The second and third readers read and review the final draft of the written thesis (although students can, of course, rely on them for

assistance throughout the process). The faculty sponsor assigns final credit for the completed project when all three readers have approved the final thesis and have signed off on the document.

Students are encouraged to formally bind their theses and to submit a bound copy of the document for the Evergreen Library. Students assume the cost associated with the binding process. Thesis binding order forms are available at: <http://www.evergreen.edu/mes/docs/mesthesisbindingorder.doc>

Human Subjects Review Policy

The Human Subjects Review policy at Evergreen took effect in January, 1979 to protect the rights of humans who are participants in research activities. If you are conducting a study using information from people or if you are recording them in some way for that study, you must complete this application with the collaboration of your faculty sponsor.

General Principles

All students, staff, and faculty conducting research at the College that involves the participation of humans as subjects of research must ensure that participation is **voluntary**, that **risks are minimal**, and that the **distribution of your study is limited**. All potential physical, psychological, emotional, and social risks should be considered, and explained to the participants in the study. This explanation must be clear, in letter form, and accompanied by a written consent form which the participants sign. Similarly, the researcher must explain to the participant the benefits, the course of study, and purpose of the intellectual inquiry. Participants must not be asked to expose themselves to risk unless the benefits to the participants or society are commensurate. **Please note that in most cases, keeping the participants' names confidential significantly minimizes risks.**

Refer to this website for an application:

<http://www.evergreen.edu/deans/humansubjectsreviewapp.htm>

Academic Advising

Students are advised to talk with any of the MPA program faculty, or the Assistant Directors, for advice on their selection of courses, career plans, internships, choosing a concentration, difficulties they may be having in the program, or other concerns. Resources are also available on the MPA program website at <http://www.evergreen.edu/mpa/>. There you can find the planned curriculum for the current academic year, course descriptions and syllabi, program requirements, and links to frequently-used college forms.

There are other resources on campus that may be helpful as well, including the Career Development Center, First Peoples' Advising, Access Services for Students with Disabilities, the Quantitative, and Symbolic Reasoning Centers, and the Student Health and Counseling Center. The MPA program, along with MES will hire a Writing Assistant to assist students who wish to improve their writing skills while attending graduate school.

Registration

For web registration, students will receive an ID number and a PIN number from the Registration & Records Office. Students use these to register via the web using the Gateway On-line services located on the College website: <http://www.evergreen.edu/gateway/>.

Students can register any time after the announced opening of registration, through the end of the first week of class, without penalty. Students are encouraged to register as early as possible. For financial aid and most other purposes, 8 credits per quarter is considered full-time enrollment in the MPA program. Students can also attend part-time (less than eight credits per quarter).

Registration for more than 12 graduate credits requires Director approval.

Specific information on registration is available from the Office of Registration & Records or online at <http://www.evergreen.edu/gateway/>.

Registration, Maximum Credits per Quarter; Incompletes, and Partial Credit

Students may register for a maximum of 12 graduate credits per quarter. This includes core, electives, graduate contracts, and internships. Exceptions to this limit must be approved by the Director.

Incompletes must be removed within one year following the completion of the quarter in which the incomplete is awarded. Incompletes not removed within one year will be reported as “No Credit”.

The policy of the program is not to offer partial credit for core programs. Faculty may offer partial credit for electives at their discretion.

Evaluations

At Evergreen, a student's learning and progress is assessed in narrative evaluations rather than grades. At the end of a course, students discuss their academic progress one-on-one with faculty, and they receive written evaluations of their progress. Students also prepare self-evaluations, discussing their accomplishments, learning environment, new understandings and goals for the future. Students also evaluate their faculty.

According to College policy, all students must write a self-evaluation for each program, course or contract. It is the decision of each faculty or teaching team whether a student's self-evaluation is required to be included in the student's transcript. Even when faculty do not require it, the College supports a student's right to include self-evaluations within his/her transcript.

Students should bring a copy of their self-evaluation to the faculty/student evaluation conference at the end of the quarter. After the conference (or if the faculty for this course are not doing conferences), students should mail in or hand-deliver two finalized, signed copies to Registration & Records.

In the faculty evaluation, students should mention those things which have been important to the educational exchange which has occurred between them and the faculty member

For students unfamiliar with Evergreen's evaluation process, the Writing Center offers workshops and one-on-one consulting to assist.

A web resource called Evaluations is located at <http://www.evergreen.edu/evaluations>. It provides faculty, staff and students with information, such as definitions, forms, examples, processes and policies about evaluations at Evergreen. Finally - there is now one central location where students and faculty can go to get information about evaluations. The new student evaluations web-based application provides login security*, easy access and offers editing and storing capabilities for students' self-evaluations and their evaluations of faculty while they are enrolled at Evergreen.

Graduation

Eligible students are encouraged to participate in the June commencement ceremonies if they expect to complete their Capstone or Thesis projects by the end of that Spring quarter. Students who are eligible this year may also opt to wait until they are completely done and participate in the next year's ceremonies.

Students must submit an application for graduation along with the proper fee to the Registration & Records Office and the Cashier's Office to finalize their degrees. Approval for graduation and participation in the ceremony will be granted by the MPA Director. Registration & Records and the Assistant Director regularly remind students of the application procedures and deadlines. For graduation in a quarter prior to the June ceremony, the application is due before evaluation week of that quarter. The date on the diploma will reflect the final month of the last quarter in which the student was formally enrolled.

In addition to the campus-wide commencement exercises, the MPA program holds a Hooding Ceremony for its graduates the morning of the same day. Students receiving the MPA degree are encouraged to participate and to invite their families and friends to share the celebration. If you plan to participate in the ceremonies, you can order caps, gowns, hoods, and announcements from the Bookstore.

If you have questions about graduation, please contact the Assistant Directors.

RESOURCES

Financial Aid

Students who need help meeting the costs of graduate study should, first contact the Financial Aid Office, 360-867-6205, and then contact the Assistant Director for possible assistance. Financial aid may be available to students enrolled both full- and part-time in the MPA degree program. Types of financial aid available are listed below.

The Free Application for Federal Student Aid (FAFSA) must be completed before any financial aid decisions can be made.

The application process for consideration by the Financial Aid Office requires the following:

1. Complete all sections of the FAFSA for the next academic year. Complete the FAFSA online or mail it to the federal student aid processor by April 15. Be sure to list Evergreen as a school to receive a copy of your FAFSA (Evergreen's code is 008155).
2. Complete and submit the Evergreen State College Financial Aid Data Sheet for the next academic year to Evergreen's Financial Aid Office.
3. Submit any additional information required such as financial aid transcripts from all colleges attended previously or applications for specific grants or loans. Check with the Financial Aid Office regarding additional required documentation or applications.

The MPA Program also awards limited financial aid each summer in the form of fellowships, assistantships, tuition waivers, and work-study assistance. To qualify for aid from the program, students must complete the FAFSA by May 15 *and* turn in a Graduate Financial Aid Application to the Graduate Studies Office by May 1.

The FAFSA is available online at <http://www.fafsa.ed.gov/>. Paper application packets are also available at the Financial Aid Office, Library 1218, 360-867-6205. The Graduate Financial Aid Application is available on the Graduate Studies website at <http://www.evergreen.edu/graduatestudies/finaid.htm>, or from the Graduate Studies office.

The Evergreen State College Foundation Fellowship

A total of three quarters of resident tuition distributed among one or more students.

Criteria:

Primary consideration given to students who demonstrate a commitment to continued intellectual and professional development.

Secondary consideration is given to financial need.

Washington State Resident Tuition Waiver

Criteria:

Meet financial need criteria

Preference given to students enrolled for 12 credit hours per quarter; secondary consideration given to students enrolled for 8 credit hours per quarter.

Graduate Assistantships

Assistantship duties may include: arranging special program events for director/staff; managing administrative projects for director/staff; editing, writing and compiling the graduate newsletter; maintaining and updating the program website; assisting program director/faculty as assigned (including research and recruitment); working with alumni database, surveys, records.

Criteria:

Primary consideration based on qualifications for duties, defined by the academic performance and/or work experience of the applicant.

Secondary consideration given to financial need.

MPA – Tribal Governance Endowment

At least \$2,500 available per year.

Criteria:

Must be admitted to MPA - Tribal Governance Concentration.

Need based.

TESC Alumni Association Graduate Scholarship

\$1,000 awarded to one MES, MPA or MIT student.

Criteria:

Commitment to chosen field of study.

Statement that addresses your reasons for selecting Evergreen for graduate study

Secondary consideration given to financial need.

Required:

A separate letter of intent not to exceed two (2) pages, addressed to the name of the scholarship, Selection Committee, c/o Director for Graduate Studies Services.

The Evergreen State College Graduate Endowment Fellowship

A total of \$10,000 distributed among several MES and MPA students.

Criteria:

Primary consideration given to financial need.

Secondary consideration given to students who demonstrate a commitment to continued intellectual and professional development.

Judge Fuller Graduate Fellowship

Two awards of \$1,000 offered to students enrolled in a graduate program.

Criteria:

Describe how your previous volunteer or work experience; past, current or proposed course of study; and/or career goals in education, public policy, health, welfare, or the environment have benefited or intend to benefit young children living in or near poverty conditions. Explain clearly since the selection committee may not consist of specialists in your field.

Required:

A separate letter of intent not to exceed two (2) pages, addressed to the name of the scholarship, Selection Committee, c/o Director for Graduate Studies Services.

Work/Study

Work/Study funds come from the U.S. Department of Education, the State of Washington or The Evergreen State College. Work/Study funds can be used for on-campus jobs or off-campus jobs with not-for-profit entities, including federal, state and local government agencies. A total of five awards of \$3,000 will be given through each program.

Criteria:

Primary consideration given to financial need.

Secondary consideration given to the applicant's stated interest in working on-campus or at an appropriate off-campus agency

MPA Student Union

The Masters of Public Administration Student Union is dedicated to addressing the academic, professional and social needs of MPA students. We are committed to issues of social responsibility, diversity and leadership in the public sector.

Started in 2004, this organization meets its mission to enhance the academic experience by providing opportunities for students to engage on campus and in the community. Past and future activities include: networking with other students and alumni, personal development through leadership positions within the organization, scholarship stipends for MPA Students attending workshops, seminars and symposia and coordinating with faculty and staff to involve current students in Department events. The MPA Student Union also has representation on the MPA Program's Advisory Board and provides an on-going forum for dialogue between faculty and students.

The MPA SU coordinators are selected by their peers and a nominal stipend is available for their work through the campus Student Activities Program. Students interested in hearing more about the organization and upcoming meetings and events should join the listserv at http://lists.evergreen.edu/cgi-bin/lyris.pl?enter=mpa-studentunion&text_mode=0&lang=english or by emailing Randee Gibbons at gibbonsr@evergreen.edu and requesting to be added to the MPA Student Union listserv.

Students with Disabilities

To request academic accommodations due to a disability, please contact the office of Access Services for Students with Disabilities (Library 2153), phone 360-867-6348, TTY 360-867-6834, email inocenc@evergreen.edu). They will assist you in arranging with your faculty members for the accommodations you need. Information about a disability or health condition will be regarded as confidential.

POLICIES

Academic Honesty

Academic honesty is a necessity in a learning community. It makes coherent discourse possible, and is a necessary condition for all sharing, dialogue and evaluation. All forms of academic dishonesty, including but not limited to plagiarism, cheating, and fabrications are violations of Evergreen's Social Contract (see Social Contract section).

Plagiarism is defined as *the conscious appropriation or imitation of the language, ideas, and thoughts of another author or authors, and the representation of them as one's own original work*. In graduate student papers, case studies, and theses, the language, ideas and thoughts of another author or authors must always be acknowledged and properly cited. It is the responsibility of each student in the graduate programs of The Evergreen State College to confer with the faculty and/or appropriate style manual about the accepted scholarly methods of citing the language, ideas, and thoughts of others.

A proven case of plagiarism by a graduate student will result in the loss of credit and possible dismissal from the graduate program.

Credit Policy, Academic Standing, and Incompletes

All graduate students are expected to perform at a high academic level. Incompletes will be granted at faculty discretion and only in cases of extenuating circumstances. All incompletes must be removed within one year following the quarter for which the Incomplete is awarded. Incompletes not removed by the deadline will be reported as no credit.

Students may register for no more than 12 graduate credits per quarter, including Core, electives, Graduate Individual Learning Contracts, and internships. Exceptions to this limit must be approved by the MPA Director.

Students who fail to earn credit for all their academic work in two successive quarters will be placed on academic probation and must earn credit in all academic work for the next quarter in which they are enrolled in order to be in good standing. In the event that a student does not meet this requirement, he or she may be asked to leave the program or be required to take a one-year leave of absence. Additionally, if a student fails to receive credit for any two quarters of Core course work, including the repetition of any Core course, the student will be asked to leave the program.

The final decision on the assignment of an Incomplete or No Credit rests with the faculty teaching the class.

Leaves of Absence, Time to Complete the Program, Withdrawing from Program

The Registrar automatically gives students who fail to register for credit in any quarter on-leave status. This status is valid for one year. Nevertheless, it is preferable to notify the MPA Director and Registration Office formally using the form at <http://www.evergreen.edu/registration/forms.htm> - loa so that we can keep the student better informed about the program and opportunities available on his or her return. Review of requests to extend the length of time allowed for completion of the degree will

take the length of officially approved leaves into consideration. Generally, students must complete the program within 6 years, which includes quarters in which the student is on a leave of absence.

A student who fails to register for credit in the quarter following the end of a leave will be presumed to have withdrawn from the program, and will be placed in “inactive” status. If the student wishes to return to the program, the student must petition the MPA Director in writing for reinstatement, including a proposed schedule for completing the requirements for the degree. The student will be able to register again only after 1) she/he petitions the Director to be reinstated as an active student, and 2) the Director has notified the Office of Registration and Records that the student should be allowed to register.

Students who opt to withdraw from the program should inform the Director of that in writing; this letter should be forwarded to the Registration Office. To be readmitted following such withdrawal, they must reapply.

Grievance Procedures (WAC 174-120-015)

The following grievance procedures, in accordance with, are to be used by MPA students, faculty, and staff when disagreements arise outside of disputes about the evaluation of work:

1. An individual with a concern about another is encouraged to resolve the concern directly with the other person.
2. At any point during the resolution process, a student involved in the process may seek a third party to assist in achieving resolution. Evergreen’s Center for Mediation Services (Library 3612, 360-867-6656) or the MPA Program Director or Associate Director may be contacted for assistance.
3. If resolution cannot be achieved as a result of the above, the grievance may be filed in accordance with the formal campus grievance procedures. For grievances against students, Joe Tougas, (Sem II C3104, 360-867-5052) serves as the College Grievance Officer; grievances against faculty or staff should be referred to Academic Dean Eddy Brown (Library 2216, 360-867-6972).

Academic Appeals

All appeals of evaluation wording and credit are governed by the college’s policy on Amending Student Records, which in turn is governed by the federal Family Education Rights and Privacy Act (FERPA). A copy of the policy can be obtained from the Graduate Studies Office or from the academic deans. Specifically, review by an academic dean is restricted to items of fact, and a student does not have a right to a hearing with an academic dean regarding a disagreement with the faculty member’s judgment about the quality of work or award of credit.

Non-Discrimination Policy

The Evergreen State College is committed, as a matter of principle, and in conformance with federal and state laws, to prohibiting discrimination and behaviors, which, if repeated, could constitute discrimination. The President of the Evergreen State College, as the delegate of the Board of Trustees, directs that all personnel and student-related transactions, and the operation of all College

programs, activities and services, will not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, pregnancy, or status as a disabled veteran, a Vietnam era veteran or other covered veteran. Harassment on any of the above-stated grounds is a form of prohibited discrimination. This policy applies to faculty, staff and students. This policy also prohibits retaliation for reporting possible violations of this policy, for cooperating with any related investigation, or for participating in such a complaint process.

The complete College Non-Discrimination Policies and Procedures, including guiding principles, definitions, and procedures for making and resolving complaints, is available online at <http://www.evergreen.edu/policies/g-nondiscr.htm>, or from the Office of the Vice President for Student Affairs, LIB 3236.

Sexual Harassment Policy

The Evergreen State College endeavors to promote, maintain and encourage a learning and work environment free from all forms of discrimination, including sexual harassment. Students, staff, faculty and the public should be aware that the College is committed to the prevention and elimination of sexual harassment.

The complete College Sexual Harassment Policy, including guiding principles, definitions, and procedures for making and resolving complaints, is available online at <http://www.evergreen.edu/policies/g-sexhar.htm>.

Inclement Weather Class Cancellation Policy

The Vice President for Student Affairs determines whether or not to close the campus due to bad weather. Notices of campus closure will be aired on local radio stations. In addition, the MPA Director may determine that evening or weekend classes should be canceled, even though no campus-wide determination has been made. Such decisions will be made by 3:00 pm weekdays or 6:00 am weekends. If the Director decides to cancel MPA or MPA Tribal classes a note will be posted to the “mpa-all” list serve and any such alert will be recorded on the Director’s voice mail, 360-867-5541.

We urge students to evaluate the driving conditions carefully, whether or not classes are canceled. If conditions are not safe, students should inform their faculty of their inability to attend class.

Student Conduct Code (<http://apps.leg.wa.gov/WAC/default.aspx?cite=174-120-015>)

Students at The Evergreen State College enjoy the basic rights of all members of society. At the same time, students have an obligation to fulfill the responsibilities incumbent upon all citizens as well as the responsibilities of their particular roles within the academic community. Students may be accountable to civil authorities, criminal authorities and to the college for acts occurring on or off campus which constitute violations of law. Students may be accountable to civil and criminal authorities and to the college for acts occurring on college premises and at college sponsored events. (WAC 174-120-015)

THE SOCIAL CONTRACT AND COLLEGE PHILOSOPHY

WAC 174-120-020

(<http://apps.leg.wa.gov/WAC/default.aspx?dispo=true&cite=174-120>)

1. General: Evergreen is an institution and a community that continues to organize itself so that it can clear away obstacles to learning. In order that both creative and routine work can be focused on education, and so that the mutual and reciprocal roles of campus community members can best reflect the goals and purposes of the College, a system of governance and decision-making consonant with those goals and purposes is required.
2. Purpose:
 - a. Evergreen can thrive only if members respect the rights of others while enjoying their own rights. Students, faculty, administrators, and staff members may differ widely in their specific interests, in the degrees and kinds of experiences they bring to Evergreen and in the functions that they have agreed to perform. All must share alike in prizing academic and interpersonal honesty, in responsibly obtaining and in providing full and accurate information, and in resolving their differences through due process and with a strong will to collaboration.
 - b. The Evergreen community should support experimentation with new and better ways to achieve Evergreen's goals. Specifically, it must attempt to emphasize the sense of community and require members of the campus community to play multiple, reciprocal, and reinforcing roles in both the teaching/learning process and in the governance process.
3. Freedom and Civility: The individual members of the Evergreen community are responsible for protecting each other and visitors on campus from physical harm, from personal threats, and from uncivil abuse. Civility is not just a word; it must be present in all our interactions. Similarly, the institution is obligated, both by principle and by the general law; to protect its property from damage and unauthorized use and its operating processes from interruption. Members of the community must exercise the rights accorded them to voice their opinions with respect to basic matters of policy and other issues. The Evergreen community will support the right of its members, individually or in groups, to express ideas, judgments, and opinions in speech or writing. The members of the community, however, are obligated to make statements in their own names and not as expressions on behalf of the College. The Board of Trustees or the President speak on behalf of the college and may at times share or delegate the responsibility to others within the college. Among the basic rights of individuals are freedom of speech, freedom of peaceful assembly and association, freedom of belief, and freedom from intimidation, violence, and abuse.
4. Individual and Institutional Rights: Each member of the community must protect:
 - a. The fundamental rights of others in the community as citizens.
 - b. The right of each member in the community to pursue different learning objectives within the limits defined by Evergreen's curriculum or resources of people, materials, equipment and money;
 - c. The rights and obligations of Evergreen as an institution established by the state of Washington; and
 - d. Individual rights to fair and equitable procedures when the institution acts to protect the safety of its members.
5. Society and the College:
 - a. Members of the Evergreen community recognize that the college is part of the larger society as represented by the state of Washington, which funds it, and by the community of greater Olympia, in which it is located. Because the Evergreen community is part of the larger society, the campus is not a sanctuary from the general law or invulnerable to general public opinion.
 - b. All members of the Evergreen community should strive to prevent the financial, political, or other exploitation of the campus by any individual or group.
 - c. Evergreen has the right to prohibit individuals and groups from using its name, its financial or other resources, and its facilities for commercial or political activities.
6. Prohibition Against Discrimination: There may be no discrimination at

Evergreen with respect to race, sex, age, handicap, sexual orientation, religious or political belief, or national origin in considering individual's admission, employment, or promotion. To this end the college has adopted an affirmative action policy approved by the state Human Rights Commission and the Higher Education Personnel Board. Affirmative action complaints shall be handled in accordance with state law, as amended (e.g., Ch.49.74 WAC; RCW 28B.16.100; Ch. 251-23 WAC)

7. Right to Privacy:
 - a. All members of the college community have the right to organize their personal lives and conduct according to their own values and preferences, with an appropriate respect for the rights of others to organize their lives differently.
 - b. All members of the Evergreen community are entitled to privacy in the college's offices, facilities devoted to educational programs, and housing. The same right of privacy extends to personal papers, confidential records, and personal effects, whether maintained by the individual or by the institution.
 - c. Evergreen does not stand *in loco parentis* for its members.
8. Intellectual Freedom and Honesty:
 - a. Evergreen's members live under a special set of rights and responsibilities, foremost among which is that of enjoying the freedom to explore ideas and to discuss their explorations in both speech and print. Both institutional and individual censorship are at variance with this basic freedom. Research or other intellectual efforts, the results of which must be kept secret or may be used only for the benefit of a special interest group, violate the principle of free inquiry.
 - b. An essential condition for learning is the freedom and right on the part of an individual or group to express minority, unpopular, or controversial points of view are listened to, and are given opportunity for expression, will Evergreen provide bona fide opportunities for significant learning.
 - c. Honesty is an essential condition of learning, teaching or working. It includes the presentation of one's own work in one's own name, the necessity to claim only those honors earned, and the recognition of one's own biases and prejudices.
9. Open Forum and Access to Information:
 - a. All members of the Evergreen community enjoy the right to hold and to participate in public meetings, to post notices on the campus, and to engage in peaceful demonstrations. Reasonable and impartially applied rules may be set with respect to time, place and use of Evergreen facilities in these activities.
 - b. As an institution, Evergreen has the obligation to provide open forum for the members of its community to present and to debate public issues, to consider the problems of the college, and to serve as a mechanism of widespread involvement in the life of the larger community.
 - c. The governance system must rest on open and ready access to information by all members of the community as well as on the effective keeping of necessary records.
 - d. In the Evergreen community, individuals should not feel intimidated or be subject to reprisal for voicing their concerns or for participating in governance or policy making.
 - e. Decision making processes must provide equal opportunity to initiate and participate in policy making, and Evergreen policies apply equally regardless of job description, status or role in the community. However, College policies and rules shall not conflict with state law or statutory, regulatory and/or contractual commitments to college employees.
10. Political Activities: The college is obligated not to take a position, as an institution, in electoral politics or on public policy issues except for those matters which directly affect its integrity, the freedom of the members of its community, its financial support, and its educational programs. At the same time, Evergreen has the obligation to recognize and support its community members' rights to engage, as citizens of the larger society, in political affairs, in any way that they may elect within the provision of the general law.

Daniel J. Evans Library Renovation Project



Office Relocation Guide

<u>UNIT/OFFICE NAME</u>	<u>New Location & Date at New Location</u>
Academic Budget	Seminar II D3105 – Aug, 24
Accounts Payable	Seminar II, D2105 – Aug, 14
Admissions	Seminar I, 3rd Floor – Aug, 01
Business Services	Seminar II, C3105 – Sept, 15
Business Office, Admin.	Seminar II, E3105 – Aug, 17
Cashiers	Seminar II, E2105 – Aug, 17
Center for Mediation Services	Library, 2706 – Aug, 29
College Advancement	Seminar I Annex "C, D, E", Sept, 21
Deans and Staff	Seminar II D4107 – Aug, 21
Enrollment Services	Seminar I, 3rd Floor – Aug, 03
Financial Aid	Seminar I, 3rd Floor – Aug, 02
Grants office	Seminar II D3105 – Aug, 24
Human Resources	Seminar I, 4th Floor – Aug, 15
Institutional Research	Seminar II D3105 – Aug, 24
Payroll	Seminar II, C2105 – Aug, 14
President and Staff	Seminar I Annex "A, B", Sept, 19
Provost Offices	Seminar II, D4104, 08, 10, 12 – Sept 15
Purchasing	Seminar II, D2105 – Aug, 14
Registration & Records	Seminar I, 3rd Floor – Aug, 03
SASS	Seminar I Annex "F", Aug, 29
Student Accounts	Seminar II, E2105 – Aug, 17
Student Employment	Seminar I, 3rd Floor – Aug, 01
Travel Office	Seminar II, D2105 – Aug, 14
VP FAD and staff	Seminar II, E3105 – Sept, 20
VP Student Affairs	Seminar I, 4th Floor – Aug, 24

