Checklist for Curriculum Proposals

This checklist is required.

1. Are all signatures on the hard copy of the proposal?

2. Is the effective date correct?

3. Is the rationale for the proposal consistent with the changes proposed?

4. Does the proposed number of credits match the stated number?

5. Have affected units been identified and contacted? Are required support letters attached?
   
   N/A

6. Is a resolution necessary? If so, is it attached?
   
   (Necessary for: establishing a major; disestablishing a major; a name change to any program with permanent status; a name change to a department or college; a transfer or creation of any department; request for permanent status).
   
   N/A

7. Are all courses (required or referenced) in the UDSIS Inventory or in the approval process?
   
   courses being proposed  Challenge List

8. Are all university requirements correctly specified?
   
   A. Breadth requirements.
   
   B. Multicultural requirement.
   
   C. Writing requirement.
   
   D. DLE requirement.
9. Are all college requirements correctly specified?

10. Is a side-by-side comparison provided?
UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Leland Ware phone number 831-3930
Department: School of Public Policy & Administration email address lware@udel.edu
Date: October 31, 2014
Action: Revise M.A. Program
Effective term 15F

Current degree MA in Urban Affairs and Public Policy

Proposed change leads to the degree of: MA in Urban Affairs and Public Policy

Proposed name: (no change in name)

Revising or Deleting:

Undergraduate major / Concentration:

Undergraduate minor:

Graduate Program Policy statement change: MA Program description
(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: MA in Urban Affairs and Public Policy

Graduate minor / concentration:

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

Please see the attached “Graduate Program Policy Statement for the School of Urban Affairs and Public Policy” which shows highlighted changes made to the original document.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations?
(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter “None”)

UAPP714: Policy Studio (3 credits)
Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education:  http://www.ugs.udel.edu/gened/  

This is a graduate program and it actually addresses all ten undergraduate goals in significant ways and at more rigorous levels. The program contributes greatly to the enhancement of effective communication skills, quantitative reasoning, critical thinking and problem solving, independent and collaborative work, ethical research and professional practice, creative thinking and expression and encourages students to value continuous and experiential learning. Through courses, research assistantships, internships, and study abroad opportunities, students become very familiar with public policy issues and process in the U.S. and are able to compare and contrast these with the experiences of other countries.

Identify other units affected by the proposed changes:
(Attach permission from the affected units. If no other unit is affected, enter “None”)

None

Describe the rationale for the proposed program change(s):
(Explain your reasons for creating, revising, or deleting the curriculum or program.)

The existing program is a 36-hour Master of Arts in Urban Affairs and Public Policy. The total number of required credits remains unchanged. The proposed changes to this program refine the strengthening of the core by replacing one course, adding a new course, and replacing one of the capstone requirements (Analytical Paper) with a Policy Studio. The 6-credit thesis option remains as a capstone document, should the student choose that route.

Addition of a course:  We propose adding UAPP707: Public Policy Analysis to the methodological core. Public policy analysis is the work of informing an appropriate audience about a public policy problem, and the consequences of public policies to address that problem. Doing this well requires the ability to critically examine and analyze public policy problems and public policies, sometimes by conducting original policy research and almost always by making an informed use of policy and social research conducted by others. This course emphasizes the practical application of policy analysis to address contemporary public problems, recognizing the politically charged environment within which public decisions are made. This knowledge and skill are critically important to students in the MA program in Urban Affairs & Public Policy.

Replacement of Analytical Paper with Policy Studio as one capstone option:  This course (UAPP714) experience offering is intended for students who do not choose to complete a master's thesis as their capstone project. The culmination of the MA experience, the studio will be able to draw upon knowledge and skills developed throughout the first three semesters of the program. The course will function much like a laboratory; discussions, guest speakers and other activities will be included, but the practices of planning and policy analysis will be the major focal points of the course. The capstone studio will include a great deal of collaborative work, as students are challenged to work in small groups to collect and create a combination of graphic and written materials that will be assembled into a professional planning/policy document.

The instructor for this course will work to identify a real-world project in which the students will participate. Therefore, the experience might include the opportunity to work with partner organizations or clients in the field.

The presentation of the students' work in the Policy Studio course will occur at the end of the semester during the policy studio conference. The conference (anticipated to be a full day event) will be part of the School's calendar and it will be open to the entire School community. The students will present their papers in a series of panels consistent with how they would present their findings in a policy research
setting. We believe that this approach to the capstone experience in the policy studio will greatly enhance the students' learning and their ability to immediately translate the work accomplished in the MA program to real-world situations.

**Program Requirements:**
(Show the new or revised curriculum, as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and include a side-by-side comparison of the credit distribution before and after the proposed change.)

Please see the side-by-side comparison on the following page.
School of Urban Affairs & Public Policy

M.A. in Urban Affairs and Public Policy
Total Credits required = 36

Core Curriculum - Required Courses (21 credits):

UAPP 613 - Planning Theory & Urban Policy (3 credits)
UAPP 619 - Contemporary Issues in Urban Affairs and Public Policy (3 credits)
UAPP 691 - Quantitative Methods for Public Policy Analysis (3 credits)
UAPP 693 - Economics for Public Policy Analysis (3 credits)
UAPP 701 - Public Policy (3 credits)
UAPP 702 - Research Design for Urban & Public Policy
UAPP 703 - Urban Society Public Policy (3 credits)
UAPP 706 - Planning for Sustainable Communities (3 credits)

Area of Focus (9-12 credits)

Depending on whether student chooses the analytical paper or thesis option (see below), students take between 9 and 12 credits of coursework that collectively define an area of focus. Faculty will pre-define several areas that the School has strength in, but students are also free to develop their own area of focus with the advice and consent of their academic advisor.

Analytical Paper or Thesis (3-6 credits)

As a culminating learning experience, students may write an analytical paper (3 credits) or a thesis (6 credits).

Other Requirements

Global Perspective: By the end of the degree program, student must have participated in a substantive learning experience that provided them with a global perspective in their area of focus. This may be comparative or regional in nature, and may be satisfied through a study trip course, an international course, or an independent research project. Student’s academic advisor certifies that this requirement has been met.

Experiential Education: By the end of the degree program, student must have participated in a learning experience that is experiential in nature. This can be done through a graduate research assistantship, an internship or through a service learning course. Student’s academic advisor certifies that this requirement has been met.

School of Public Policy & Administration

M.A. in Urban Affairs and Public Policy
Total Credits required = 36

Core Curriculum - Required Courses (24 credits):

UAPP 613 - Planning Theory & Urban Policy (3 credits)
UAPP 619 - Contemporary Issues in Urban Affairs and Public Policy (3 credits)
UAPP 691 - Quantitative Methods for Public Policy Analysis (3 credits)
UAPP 693 - Economics for Public Policy Analysis (3 credits)
UAPP 701 - Public Policy (3 credits)
UAPP 702 - Research Design for Urban & Public Policy (3 credits)
UAPP 703 - Urban Society Public Policy (3 credits)
UAPP 707 - Public Policy Analysis (3 credits) - (added to core requirements)

Area of Research (6-9 credits)

Depending on whether student chooses the policy studio or thesis option (see below), students take between 6 and 9 credits of coursework that collectively define an area of research. Faculty will pre-define several areas that the School has strength in, but students are also free to develop their own area of focus with the advice and consent of their academic advisor.

Policy Studio or Thesis (3-6 credits)

As a culminating learning experience, students may write a policy studio paper (UAPP 714, 3 credits) or a thesis (UAPP 695, 6 credits).

Other Requirements

Global Perspective: By the end of the degree program, student must have participated in a substantive learning experience that provided them with a global perspective in their area of focus. This may be comparative or regional in nature, and may be satisfied through a study trip course, an independent research project, or an internship or through a service learning course. Student’s academic advisor certifies that this requirement has been met.

Experiential Education: By the end of the degree program, student must have participated in a learning experience that is experiential in nature. This can be done through a graduate research assistantship, an internship or through a service learning course. Student’s academic advisor certifies that this requirement has been met.
ROUTING AND AUTHORIZATION:  (Please do not remove supporting documentation.)

Department Chairperson: [Signature] Date 10/21/14

Dean of College _____________________________________________ Date____________________

Chairperson, College Curriculum Committee _______________________ Date____________________

Chairperson, Senate Com. on UG or GR Studies ______________________ Date____________________

Chairperson, Senate Coordinating Com. __________________________ Date____________________

Secretary, Faculty Senate __________________________ Date____________________

Date of Senate Resolution ________________________________ Date to be Effective________

Registrar __________________ Program Code________________________ Date____________________

Vice Provost for Academic Affairs & International Programs ____________ Date____________________

Provost ______________________________ Date____________________

Board of Trustee Notification __________________________ Date____________________

Revised 02/09/2009 /khs
PROGRAM POLICY STATEMENT FOR THE
MASTER OF ARTS IN URBAN AFFAIRS & PUBLIC POLICY
SCHOOL OF PUBLIC POLICY & ADMINISTRATION
09/18/2014

Section 1 - Program Administration

The School of Public Policy and Administration offers six graduate degrees: the doctor of philosophy in urban affairs and public policy, authorized as a permanent degree by the Board of Trustees in May of 1973; the master of arts in urban affairs and public policy, authorized as a permanent degree by the Board of Trustees in May 1974; the master of public administration, authorized as a permanent degree by the Board of Trustees in May 1976; and the master of arts in historic preservation, authorized as a permanent degree by the Board of Trustees in May 2009; doctor of philosophy in disaster science & management, and the master of science in disaster science & management, both authorized in 2010.

The M.A. in Urban Affairs & Public Policy is administered by the program director operating under guidance specified in the document "Academic Reorganization of the College of Urban Affairs and Public Policy".

Section 2 - Degree Requirements

2.1 REQUIREMENTS OF THE MASTER OF ARTS DEGREE IN URBAN AFFAIRS AND PUBLIC POLICY. The master of arts in urban affairs and public policy is based on the premise that planning and policy analysis are rapidly becoming integrated, intellectually and practically, into a single interdisciplinary field and profession. The degree program educates individuals in disciplinary and practicing foundations of both policy analysis and planning. The context of the program is distinctively urban. It seeks to graduate individuals who combine the skills and theory to work in a variety of policy analysis/planning positions. The degree can also prepare individuals for further graduate work at the doctoral level.

2.1.1 CREDITS. Students must complete 36 credit hours of graduate work. All students are required to attain a grade of B- or better in all courses counted towards the Master’s of Urban Affairs & Public Policy degree. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0.

2.1.2 REQUIRED CORE COURSES. Students take the following two courses which together provide an introduction and overview of the field:

UAPP 619 - Contemporary Issues in Urban Affairs (3 credits)
UAPP 703 - Urban Society & Public Policy (3 credits)
Students also take the following three methodological courses:

UAPP 702 - Research Methods for Urban & Public Policy (3 credits)
UAPP 691 - Quantitative Analysis in Public & NP Sectors (3 credits)
UAPP 707 - Public Policy Analysis (3 credits)

The following three theory courses are also required:

UAPP 701 - Public Policy (3 credits)
UAPP 693 - Economics in Public & NP Sectors (3 credits)
UAPP 613 - Planning Theory & Urban Policy (3 credits)

2.1.3 AREA OF RESEARCH. Depending on whether the student chooses the Policy Studio or Thesis option (see below), students take between 6 and 9 credits of additional coursework that collectively define an area of research. Faculty will pre-define several areas in which the School has strength, but students are also free to develop their own area of research with the advice and consent of their academic advisor. The initial pre-defined areas of research include: urban and regional planning, housing and community development, health services policy, nonprofits and philanthropy, historic preservation, and media and public policy. Information on areas of research is available in the School Administration Office and on the School website.

2.1.4 POLICY STUDIO OR THESIS. There are two paths to complete the capstone is intended to demonstrate the student's capacity for independent critical analysis.

The policy studio paper will be based on the student's work in UAPP 714: Policy Studio. This capstone course, in the fourth semester of the program, is intended for students who do not choose to complete a master's thesis as their capstone project. As a culmination of the MA experience, the policy studio will draw upon knowledge and skills developed throughout the first three semesters of the program. The course will function much like a laboratory; discussions, guest speakers and other activities will be included, but the practices of planning and policy analysis will be the major focal points of the course. The capstone policy studio will include a great deal of collaborative work, as students are challenged to work in small groups to collect and create a combination of graphic and written materials that will be assembled into a professional planning/policy document.

The instructor for this course will work to identify a real-world project in which the students will participate. Therefore, the experience might include the opportunity to work with partner organizations or clients in the field.
The presentation of the students' work in the Policy Studio course will occur at the end of the semester during the policy studio conference. The conference (anticipated to be a full day event) will be part of the School's calendar and it will be open to the entire School community. The students will present their papers in a series of panels consistent with how they would present their findings in a policy research setting. We believe that this approach to the capstone experience in the policy studio will greatly enhance the students' learning and their ability to immediately translate the work accomplished in the MA program to real-world situations. The policy studio paper is prepared under the supervision of the instructor of the policy studio course and the student's advisor.

THESIS FOR THE M.A. Under circumstances deemed appropriate for the student, with approval of the student's advisor and the appropriate program committee director, a thesis (6-credits) may be submitted as a capstone project. The thesis is to be written under the supervision of a three-person faculty committee chaired by the student's principal advisor and defended in an oral examination before this three-person faculty committee. The thesis committee should provide guidance throughout the process of topic selection, research, writing, and evaluation. Successful oral defense of the thesis, as certified by the student's advisor to the M.A. program director enables a recommendation to be made that the Master of Arts degree be conferred upon the students. General guidelines and regulations governing the format, development, and presentation of the thesis must conform to the University requirements reflected in the Office of Graduate Studies' Thesis Manual.

2.1.5 WAIVERS OF REQUIRED COURSES. Courses required in the M.A. may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by her or his advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file. Students must petition to substitute one course for each one that is waived. Waivers cannot be used to reduce the total number of credit hours (36) required for the completion of the M.A. degree. The petition must be approved by the student's advisor and a record of the substitution sent to the program director to be included in the student's file.

With the approval of the Urban Affairs and Public Policy program director, a maximum of 6 credits may be waived for a matriculating student in the M.A. program who has completed graduate level M.A. courses with a grade of “B” or higher in an urban affairs and public policy or equivalent program as part of their undergraduate program so long as those credits were not used to satisfy the requirements of a previous degree program.
Section 3 - Admissions Policy and Procedures

The purpose of the admissions criteria is to identify those applicants who can benefit from, and make a distinct contribution to the graduate programs in the School of Public Policy & Administration. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of his or her graduate program.

Given its mission, the School seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals is to do research in urban affairs and public policy. To meet its academic and research goals as well as to be responsive to the multicultural backgrounds of prospective students, the School of Public Policy & Administration employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision. (Approved by Academic Council 7/30/86)

3.1 M.A. ADMISSIONS POLICY STATEMENT. M.A. admissions criteria and indicators of these criteria are listed below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Indicators and Sources</th>
</tr>
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<tbody>
<tr>
<td>A. Genuine interest and motivation to pursue graduate study in public administration/urban affairs and public policy; personal objectives, aspirations, and plans are well formulated and coherent.</td>
<td>Statements by candidate in admission application and/or subsequent communications; personal interviews (telephone conversations when personal interviews are not possible) with members of the M.A. faculty and the Admissions Committee.</td>
</tr>
<tr>
<td>B. Expectations of sound academic performance in graduate level work.</td>
<td>Review of undergraduate achievement and any previous graduate level work. Particular emphasis on assessing achievement in the context of the quality of the institutions candidate has attended and the trends or patterns in achievement in the last 1 - 2 years of applicant's program. GRE scores; letters of recommendation from faculty; reports/papers written by candidate (published or unpublished).</td>
</tr>
</tbody>
</table>
C. Ability to apply previously acquired competencies to problem areas, community, or organizational needs. Contributions in and nature of professional work experience, volunteer service and/or internships. Assessments by faculty, professionals, and/or community leaders.

The successful M.A. candidate for admission will ordinarily have an undergraduate grade point index above 3.0. In addition, the successful applicant will have a well-constructed and well-written personal statement indicating the applicant's interest in the program and the fit between the program and his/her professional interests. The quality and extent of previous related work experience and the motivation to pursue a professional career in the public service sector are particularly important.

Generally, those admitted to the M.A. programs have scores on the quantitative and verbal aptitude portions of the GRE at the 65th percentile on the IBT version of the test. The School has established no minimum GRE score required for admission. GREs are viewed in the context of the applicant's complete record.

3.2 ADMISSIONS COMMITTEE

3.2.1 M.A. in URBAN AFFAIRS AND PUBLIC POLICY ADMISSIONS COMMITTEE. Applications for the M.A. program are assessed by an admissions committee. The committee is appointed by the director of the M.A in Urban Affairs and Public Policy program. The committee is composed of 2-4 faculty members and a representative of the Urban Affairs and Public Policy Student Association. The student representative participates in all policy decisions but not in decisions on individual candidates. Recommendations concerning admissions are transmitted to the Office of Graduate Studies by the program director.

3.3 ESTIMATES ON PROGRAM ADMISSIONS. For the M.A. program in urban affairs and public policy, we estimate 8 - 10 admissions each year.

Section 4 - Advisement, Evaluation, and Examinations

4. ADVISEMENT, EVALUATION, AND EXAMINATIONS OF STUDENTS IN THE M.A. PROGRAM IN URBAN AFFAIRS AND PUBLIC POLICY. One or more members of the faculty share the advising of all incoming M.A. students and monitor the progress and performance of students during the first semester of full-time study. The student's advisor is responsible for monitoring student progress and performance on a regular basis until the completion of all degree requirements. The student prepares a plan of study that is approved by the advisor and that plan becomes the basis for monitoring progress throughout the program.
All candidates for the M.A. degree are expected to maintain a minimum of a 3.0 cumulative index out of a possible 4.0. The grades of all students in the M.A. program are reviewed after each semester by the program director. In cases of substandard performance, actions are initiated in accord with general University guidelines regarding warning, probation, and termination. A decision to recommend to the Office of Graduate Studies to terminate a student requires the review and confirmation of a majority of the School of Public Policy & Administration faculty. In addition to these procedures, at the end of each academic year the program faculty convenes to review the progress and performance of students in the program and to take appropriate action in cases of substandard performance.

Section 5 - ESTIMATE ON PROGRAM COMPLETIONS. It is likely that the School will graduate 6-8 masters of arts in urban affairs and public policy in each of the next four years.

Section 6 - COURSES

Additional course work is available through other departments of the College of Arts and Science, the Colleges of Agriculture and Natural Sciences, Earth, Ocean and Environment, Education and Human Development, Health Sciences and the Alfred Lerner College of Business and Economics.