Dear Prospective MPA Student:

Thank you for your interest in the Master of Public Affairs Program. This graduate program is designed for students interested in pursuing a masters degree in public affairs with specialized concentrations in government policy and administration, non-profit administration, or health systems management. The program also offers certificate programs in the above concentrations for those who wish specialized training but for whom a masters degree is not desirable or feasible.

The Master of Public Affairs Program is housed in the Department of Political Science in the College of Liberal Arts and Sciences at Indiana University South Bend. As such, the program promotes a course of study that exposes students to the study of public policies and affairs that integrates practical professional management skills with the analysis of real world issues. Understanding the political, economic, and social context in which public sector enterprises operate will be given attention as will the commitment to skill building and applications to policy making. We believe a course of study that integrates both theory and practice in public affairs will provide the foundations for equipping managers to excel at their jobs and to become leaders in their workplaces and communities. The M.P.A. Program is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

Enclosed in this packet you will find instructions for applying to the MPA or certificate program. In addition, enclosed is information about the program requirements and a list of courses offered in the program.

Please note that if your undergraduate G.P.A. is less than 3.0, you must arrange to take the Graduate Record Exam (GRE). A combined score of 900 points (verbal and quantitative) is required for eligibility to apply to the MPA Program. Also, please be aware of the application deadlines. If you wish to pursue course work during the summer (IUSB has two summer sessions, the first one beginning in mid-May), applications are due on March 31st. If you wish to pursue course work in the fall, applications are due on June 30th. If you wish to pursue coursework in the spring, applications are due on October 31st.

We look forward to hearing from you. If you have questions, please feel free to contact me.

Sincerely,

Steven Gerencser, Director
Master of Public Affairs Program
Department of Political Science
(574) 520-4514
sgerencs@iusb.edu
Application Procedures (For MPA and Certificate Programs)

1. Fill out the IUSB Graduate Program Data Sheet (enclosed)

2. Fill out and sign the MPA/ Certificate Application Form (enclosed)

3. Letters of Recommendation.
   Three individuals should be asked to write letters of recommendation on your behalf. They should be persons who can judge your capacity and motivation for graduate study. The letters of recommendation should be returned to you in a sealed envelope with their signature across the seal or alternatively, they may send the letter to the Director, MPA Program, Dept. of Political Science, IUSB, 1700 Mishawaka Ave., P.O. Box 7111, South Bend, IN 46634. (Three Forms enclosed.)

4. Personal Statement.
   Each applicant must write a personal statement (1 ½ - 2 pages and typed) that addresses academic and career goals. Specifically address why you wish to pursue a Masters degree or certificate.

5. Curriculum Vitae
   Please include an updated resume.

6. Transcripts
   Official transcripts are required for all previous undergraduate and graduate work outside of Indiana University. Transcripts should be ordered in time to reach the MPA Program by the deadline listed for applications.

7. GRE (Graduate Record Exam)
   For applicants with less than a 3.0 undergraduate GPA, the GRE is required. The results of the GRE should be sent to the Graduate Director, MPA Program.

8. Application Fee
   A non-refundable fee of $48.50 (check made out to Indiana University South Bend) is required of all applicants to IUSB. Please include the check with your application. No review of your application can take place without the $48.50 fee. (over)
All application materials should be sent to:

MPA Director
Dept. of Political Science
Indiana University South Bend
1700 Mishawaka Ave.
P.O. Box 7111
South Bend, IN 46634

All questions about the MPA or certificate programs should be forwarded to:

Dr. Steven Gerencser
Associate Professor of Political Science
Director of the MPA Program
(574) 520-4514
sgerencs@iusb.edu
Indiana University South Bend  
Department of Political Science

Master of Public Affairs and/or Certificate Application Form

Name __________________________________________________

I wish to apply to the following:

_____ Master of Public Affairs

Concentration area of interest:

_____ Health Systems Administration and Policy  MPA
_____ Governmental Administration and Policy  MPA
_____ Non-Profit Administration and Policy  MPA
_____ Generalist concentration MPA

I wish to apply to the following certificate program:

_____ Public Management certificate
_____ Health Systems Administration Certificate
_____ Non-Profit Management Certificate

Please list work experience:

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(Please continue on a separate sheet if necessary)
Please list other relevant experience (ex: professional, civic, and social organization participation; offices held; publications)

________________________________________________________________________

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(Please continue on another sheet if necessary.)

GRE exam date ________________________________

GRE scores _______ verbal _______ math

(Note: For those who have an undergraduate GPA lower than a 3.0 (on a 4.0 scale) taking the GRE is required. A score of 900 or above on the combined verbal and quantitative sections is required for consideration for admission to the program. The test must have been taken within the last three years. Results of the test should be sent to MPA Director, Dept. of Political Science, Indiana University South Bend, 1700 Mishawaka Ave., P.O. Box 7111, South Bend, IN 46634.

I certify that all the information included in my application is accurate and complete to the best of my knowledge.

_______________________________________________________

Signature (Please sign in ink.)

Date
Additional Information

Transfer Credit Policy

Up to 6 credits of appropriate graduate course work may be transferred from other universities and applied toward the M.P.A. Approval of credit transfer is at the discretion of the Director of the MPA and the MPA Admissions Committee. Applicants seeking to apply transfer credits to the MPA should contact the Director of the MPA.

Mid-Career Option

Individuals applying to the MPA program may be eligible to receive up to six credits for relevant work experience in a professional setting. Experience in managerial or in program or policy development with either a public, quasi-public, or private agency can be petitioned for graduate credit towards the degree.

Individuals who believe that they may be eligible for mid-career credit may apply for this option at the time of application to the program. It is strongly recommended that individuals wishing to pursue this option contact Dr. Steven Gerencser, Director of the MPA program for advice and consultation.

Safety and Security Department

At Indiana University South Bend the safety and well being of all members of our campus community is a primary concern. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University publishes an annual security report that includes information about its services, crime prevention strategies, crime reporting policy, procedures and responses, access to campus facilities, enforcement and arrest authority of campus police officers, and campus crime statistics for the most recent three year period. The report also contains information on the University’s policy on alcohol and other drugs, and on other security related University policies. The information and service report is available on the web at http://www.iusb.edu/~sbafety/clery.shtml. A hard copy of the report is available by writing to Indiana University South Bend, Safety and Security Department, 1700 Mishawaka Ave., Administration Building Room AS 101E, South Bend, IN 46634-7111.
Indiana University South Bend
Department of Political Science

Master of Public Affairs Recommendation Form

Name of Applicant ______________________________________________

Waiver of Access: The Family Educational Rights and Privacy Act of 1974 permits the individual requesting this reference to waive the right to inspect letters of recommendation. The applicant’s signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Signature of Applicant ___________________________   Date ____________

The person whose name appears above is applying for admission to the Master of Public Affairs Program at Indiana University South Bend. Please answer the questions below and attach a letter that assesses the applicant’s aptitude for graduate level studies, his/her potential/previous performance as a manager or director of a public service organization, and/or other qualities that you deem relevant to evaluating the candidate’s application.

1. How long and in what capacity have you known the applicant?

2. Please give your appraisal of the applicant with regards to:

A. Potential for completing a graduate level academic program

   Superior   Good   Average   Fair   Poor

B. Potential to work in a managerial position

   Superior   Good   Average   Fair   Poor

Name and Title _____________________________________________________

Institution or Employer_______________________________________________

Address ______________  _____________________________________________

Email and Phone contact ______________________________________________

Please return this form and letter to:
MPA Director, Dept. of Political Science, IUSB, P.O. Box 7111, So. Bend, IN 46634
Indiana University South Bend
Department of Political Science

Master of Public Affairs Recommendation Form

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B. Potential to work in a managerial position

   Superior   Good   Average   Fair   Poor

Name and Title _____________________________________________________

Institution or Employer_______________________________________________

Address ___________________________________________________________

Email and Phone contact _____________________________________________

Please return this form and letter to:
MPA Director, Dept. of Political Science, IUSB, P.O. Box 7111, So. Bend, IN 46634
Master of Public Affairs Recommendation Form

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Name and Title _____________________________________________________

Institution or Employer_______________________________________________

Address ___________________________________________________________

Email and Phone contact _____________________________________________

Please return this form and letter to:
MPA Director, Dept. of Political Science, IUSB, P.O. Box 7111, So. Bend, IN 46634
Checklist for applicants

Have you included or requested the following?

_____ IUSB Graduate Program Data Sheet

_____ MPA/Certificate Application Form

_____ Three letters of recommendation

_____ Personal statement (typed 1 ½ - 2 pages)

_____ Curriculum Vitae

_____ Transcripts ordered (if applicable)

_____ GRE scores (if applicable)

_____ $48.50 application fee made out to IUSB