INDIANA UNIVERSITY
SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS

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Contents

435 School of Public and Environmental Affairs
435 Welcome from Dean Astrid E. Merget
435 Welcome from Associate Dean James L. Perry
435 SPEA Centers, Institutes, Programs, and Services
436 Placement and Internship Office
436 SPEA Alumni Association
436 Student Organizations
436 Undergraduate Programs
437 Admissions
437 Intercampus Transfer
437 Policies Governing the Undergraduate Program
437 Other Policies Concerning Degree Requirements
438 Honors and Accelerated Master's Programs
438 International Programs
438 Washington Leadership Program
438 Bachelor of Science Degree Programs
439 Bachelor of Science in Public Affairs
440 Majors
440 Management
440 Civic Leadership
440 Bachelor of Science in Public Health/Environmental Science and Health
440 Areas of Concentration
440 Environmental Science and Health
441 Bachelor of Science in Public Health/Health Administration
441 Bachelor of Science in Health Services Management
442 Bachelor of Science in Criminal Justice
444 Associate of Science Degree Programs
444 Associate of Science in Criminal Justice
444 Associate of Science in Public Affairs
445 Areas of Concentration
445 Criminal Justice
445 Emergency Services Administration
445 Environmental Affairs
445 Public Administration
445 SPEA Minors
446 Public and Environmental Affairs
446 Criminal Justice
446 Environmental Science and Health
446 Health Systems Administration
446 Certificate Programs
446 Effective Citizenship
446 Environmental Studies
447 Nonprofit Management
447 Public Affairs
447 Public Health
447 Public Management
448 American Humanics Certification
448 Undergraduate Course Descriptions
453 Graduate Programs
453 Graduate Degrees, Programs and Concentrations
455 Master of Public Affairs (M.P.A.)
455 Degree Requirements
455 Mid-Career Credit Option
455 Fields of Concentration
455 Criminal Justice
456 Environmental Management
456 Nonprofit Management
456 Policy Analysis
457 Public Management
457 Urban Management
457 Master of Health Administration (M.H.A.)
458 Master of Planning (M.P.L.)
459 Fields of Concentration
459 Environmental Planning
459 Health Planning
459 Urban Development Planning
460 Specialized Concentration in Planning and Public Policy
460 Joint Master's Degrees
460 Master of Health Administration--Doctor of Jurisprudence (M.H.A.–J.D.)
460 Master of Health Administration--Master of Business Administration (M.H.A.–M.B.A.)
461 Master of Health Administration--Master of Science in Nursing (M.H.A.–M.S.N.)
461 Master of Public Affairs--Doctor of Jurisprudence (M.P.A.–J.D.)
462 Master of Public Affairs--Master of Arts in Philanthropic Studies (M.P.A.–M.A.)
462 Master of Public Affairs--Master of Science in Nursing (M.P.A.–M.S.N.)
463 Certificate Programs
463 Hazardous Materials Management
463 Health Systems Management
464 Nonprofit Management
464 Public Management
464 Graduate Course Descriptions
471 IUPUI Administrative Officers
471 IUPUI Academic Advisors
471 IUPUI Faculty
472 SPEA Board of Visitors
School of Public and Environmental Affairs

The School of Public and Environmental Affairs (SPEA) is a professional school dedicated to applied interdisciplinary learning combining the study of public affairs and environmental sciences. The interests of the faculty and professional staff typically fall into one or more of the following areas:

- criminal justice
- environmental science and policy
- finance and economics
- health science and administration
- law
- policy and administration
- public safety
- urban affairs

The school's faculty, staff, and students work individually and jointly to solve problems that require SPEA's unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

SPEA, because of its broad program base, offers scientific and technical assistance to Indiana communities from any of the eight IU campuses. The organizational design of the school reinforces a wide network of continuing relations with a large number of public agencies at all levels of government.

Welcome from Dean Astrid E. Merget

The Indiana University School of Public and Environmental Affairs has no small agenda. Because society's most critical concerns are connected to quality of life and sustainability of all life forms, our teaching, research, and service are distinguished by immediate relevancy and benefit in the public, private, and nonprofit sectors. Founded in 1972, the school has, from its very beginning, embraced a distinctive interdisciplinary approach to the pursuit of comprehensive solutions for society's most complex challenges in our classrooms, labs, and research centers.

Our work touches citizens around the world in multiple ways on any given day. On our campuses throughout the state of Indiana, our students and faculty address an assortment of issues that help define how well citizens of the world live, how well their institutions serve and sustain, and how well their environments are protected and enhanced.

We assess the water people drink and how their governments define and assist those most in need. Members of our faculty study the safety of air and highway travel and transport and how health care and food quality can be enhanced. In our research centers, our students learn how developing governments define principles of justice and address criminal behavior and social welfare. Today, we lead the country in helping groups and organizations in all sectors learn inventive techniques to settle disputes and approach their environmental catastrophes. And internationally, our faculty and our students help new democracies determine how tax monies are best collected and utilized for society's betterment.

I am pleased with your interest in the School of Public and Environmental Affairs and hope that your investment of time here will ultimately serve you well as you prepare for a most meaningful and rewarding professional life.

With best wishes,
Astrid E. Merget
Dean

Welcome from Associate Dean James L. Perry

I am pleased to welcome you to the School of Public and Environmental Affairs, which is a multidisciplinary division of Indiana University. We are located in downtown Indianapolis on one of the most dynamic urban campuses in the nation. Our location fosters strong relationships with public, private, and nonprofit organizations in the metro area. This allows us to offer unique opportunities to our students, which blend academic course work with practical experience.

Our faculty has earned national distinction for innovative programs in public affairs, urban affairs, environmental science, planning, criminal justice, and health administration. It is my pleasure to announce that our graduate concentration in nonprofit management is consistently ranked among the top ten in the nation.

In addition to our academic programs, SPEA is affiliated with a variety of nationally recognized research centers. Students and faculty are developing cutting-edge research in such areas as health policy and health services, urban policy and the environment, and the intersection of government and the nonprofit sector.

We invite you to join the legacy of SPEA and challenge you to make a world of difference in your community!

James L. Perry
Associate Dean

SPEA Centers, Institutes, Programs, and Services

The School of Public and Environmental Affairs encompasses public service activities that complement innovative academic programs. The school provides a wide variety of services to an equally broad range of federal, state, and local agencies.

The Bowen Research Center, based in Indianapolis, is the result of a joint effort of the Department of Family Medicine, School of Medicine and the School of Public and Environmental Affairs. Named for Governor Otis Bowen, M.D., the former director of the U.S. Department of Health and Human Services, the Bowen Research Center is the university's leader in health policy and health services research. The center's multimillion-dollar research program provides important research opportunities for the faculty, staff, and students. The center's research focuses on primary health care service among rural and underserved populations and promotes health, disease prevention, and reduction of the untimely loss of life through research on lifestyle changes. The center also develops methods to control health care costs and improve the effectiveness, efficiency, humaneness, and appropriateness of health services. The Bowen Research Center can be reached at (317) 278-0312 or www.bowenresearchcenter.iupui.edu.

The Executive Education Program is one of the most prestigious leadership programs in the nation. Offered through the School of Public and Environmental Affairs, the Executive Education Program works with the government, nonprofit agencies and the private sector to prepare leaders and managers to meet today's challenges and anticipate tomorrow's opportunities.

The Executive Education Program offers graduate-level programs at four sites nationally: Washington, DC; Seattle, Washington; Indianapolis, Indiana for the United States Navy; and Louisville, Kentucky for the United States Army Corps of Engineers. Graduate programs include the Master of Public Affairs (M.P.A.), the Public Management Certificate, and the Environmental Management Certificate.

The Executive Education Program has formed a partnership with the American Association of State Highway and Transportation Officials (AASHTO) which also meets in Indianapolis. Together, they have created two institutes to challenge and educate transportation managers and leaders. The National Transportation Leadership Institute and the Graduate Leadership/Management Institute are two of the most influential programs for transportation management.

The Executive Education Program's partnership with the Indiana Health and Hospital Association (IHHA) created a 10-course management institute for health care officials in Indiana to help them lead their organizations through the continually changing health care industry.

SPEA's Executive Education Program also offers customized leadership and management programs for local and national clients.

The Institute for the Study of Government and the Nonprofit Sector is the result of a joint initiative of Indiana University's Center on Philanthropy, the Center for Urban Policy and the Environment, and the School of Public and Environmental Affairs. The purpose of the institute is to support intellectual exchange between faculty members, stimulate extramural support for faculty research, and engage students and returning practitioners in a discussion of issues involving the intersection of government and the nonprofit sector. The mission of the institute is to create and disseminate knowledge about the complex linkages between government and the nonprofit sector and to develop specialized faculty expertise.

The institute strives to be the preeminent national and
The Center for Urban Policy and the Environment brings analyses and decision facilitation competencies to complex societal problems, especially in central Indiana. Foundations, governments, nonprofit organizations, and businesses have supported center projects. Affiliated faculty from Indiana University–Purdue University Indianapolis and other universities, professional staff of the center, and graduate assistants commonly forms teams for projects. Clients who have engaged the center in recent projects include: the Central Indiana Corporate Partnership, the State of Indiana, the Indianapolis-Marion County Public Library, the City of Indianapolis, the Indianapolis Neighborhood Housing Partnership, and the Catholic Diocese of Cleveland. The center is evaluating implementation of the charitable choice provisions of the welfare reform act with an award from the Ford Foundation. The Lilly Endowment has provided an award of general support to the center that is funding extensive analyses of investments by households, businesses, governments, and nonprofits in central Indiana.

Center for Urban Policy and the Environment School of Public and Environmental Affairs 342 North Senate Avenue, 3rd Floor Indianapolis, IN 46204-1708 Contact: John J. Kirlin, Director, (317) 261-3000; (317) 261-3050 (fax), jkirlin@iupui.edu Web: www.urbancenter.iupui.edu

Placement and Internship Office SPEA students utilize IUPUI’s Career Center and the expertise of SPEA’s career representative in making the transition from the university setting to the working world. Workshops, individual counseling, alumni mentoring, and an extensive library are provided. Other services include bulletins, directories, and networking interviews with on-campus recruiters, and automated resume preparation and distribution to employers.

SPEA students also may make internship arrangements through faculty and the SPEA program directors. In recent years, students have held internships in the following types of organizations: county government, state government, federal government, police departments, environmental consulting firms, hospitals, assisted living facilities, nursing homes, law firms, nonprofit agencies, private corporations, pharmaceutical firms, insurance companies and more.

Internship programs are designed for maximum flexibility so that many valid learning experiences can qualify as internships. Work can be full- or part-time, and paid or unpaid; however, prior approval by the student’s faculty advisor is always required. After obtaining approval for an internship, a student may register for 1-6 credit hours, earning one credit for every 80 hours of work, with a minimum of 120 hours of work. All credit for an internship is awarded on an S/F (Satisfactory/Fail) basis. Credit is not granted for work experience obtained prior to approval of an internship and enrollment in the appropriate internship class.

Students on the IUPUI campus seeking career-planning assistance should contact:

Career and Employment Services Business/SPEA 2010 (317) 274-2550 Web: www.iupui.edu/~career

Career-planning assistance is also available on other campuses. For information, contact:

Placement and Internship Office SPEA 200 Bloomington Campus (812) 855-9639 Web: www.indiana.edu/~speacare

SPEA Alumni Association

SPEA maintains contact with alumni through the SPEA Alumni Association, a constituent society within the parent Indiana University Alumni Association. The SPEA Alumni Association publishes the school’s newsletter, Alumni Update, mailed two times a year to more than 18,000 SPEA alumni located in all 50 states and 50 countries. Through this newsletter, alumni, faculty, and students are able to maintain contact. The Alumni Association raises funds for student scholarships with a summer golf outing in Indianapolis and with specialized efforts for specific programs. It sponsors the publication of an alumni directory and sponsors alumni events in several major cities. The SPEA Alumni Association is governed by an elected board of directors, which meets biannually.

Student Organizations

Alpha Phi Sigma

Alpha Phi Sigma is the national criminal justice honor society, with chapters established on the Northwest, Fort Wayne, South Bend, Kokomo, and Indianapolis campuses of Indiana University. The society recognizes scholastic excellence by students in the field of criminal justice. It was founded in 1942 and was admitted to the Association of College Honor Societies in 1980. Membership of graduate students is limited to those who have a bachelor’s degree in criminal justice or who are currently doing graduate work in this field. A minimum grade point average of 3.4 is required of graduate students seeking membership in Alpha Phi Sigma.

Indiana Health Student Association

The purpose of the Indiana Health Student Association is to: stimulate professional career development and leadership of its members; provide the opportunity to assemble with and enjoy the fellowship of students and faculty whose professional interests are in public and environmental health; encourage students to become active in causes and projects which will protect the environment and provide better health care for our society; and keep members informed of recent trends in health-related areas.

Pi Alpha Alpha

Pi Alpha Alpha is the national honorary society for schools of public affairs and administration. The society acknowledges outstanding scholarship and contributions to these fields. It was founded in 1972 by the National Association of Schools of Public Affairs and Administration (NASPAA) to honor those whose performance in public affairs has been distinguished. The Indiana chapter of Pi Alpha Alpha is a charter chapter. Membership in Pi Alpha Alpha may be compared to membership in Phi Beta Kappa for liberal arts graduates. A person evaluating credentials in the various fields of public service should recognize the professional quality such a membership represents.

Undergraduate Programs

The School of Public and Environmental Affairs on the Indianapolis campus offers a wide range of undergraduate programs. The following is a list of bachelor degrees offered through SPEA:

- Bachelor of Science in Public Affairs with majors in:
  - Management
  - Civic Leadership
- Bachelor of Science in Public Health with majors in:
  - Health Administration
  - Environmental Science and Health
- Bachelor of Science in Health Services Management (associate degree required)
- Bachelor of Science in Criminal Justice

Minors are available in the following areas:

- Public and Environmental Affairs
- Criminal Justice
- Environmental Science and Health
- Health Systems Administration
In addition, SPEA offers a number of undergraduate certificates:

- Effective Citizenship
- Environmental Studies
- Nonprofit Management
- Public Affairs
- Public Health
- Public Management
- American Humanities

General information concerning these programs can be obtained by visiting our Web site at www.spea.iupui.edu or from the SPEA Student Services Office:

Student Services Office
School of Public and Environmental Affairs
Business/SPEA Building 3027
Indiana University–Purdue University Indianapolis
801 W. Michigan Street
Indianapolis, IN 46202-5152
(317) 274-4056
(877) 292-9321: toll free
e-mail: infospea@iupui.edu
Web: www.spea.iupui.edu

Admissions
SPEA has a special program to admit freshman students simultaneously to SPEA and to the University College. To be eligible for this dual admission, applicants must meet the general university and campus requirements for admission, have a minimum combined Scholastic Aptitude Test (SAT) (or equivalent) test score of 990, and be in the top quartile in their high school ranking.

Students who do not qualify for dual admission at Indianapolis or choose not to apply for freshman-level entry may be admitted to the School of Public and Environmental Affairs after they have completed 12 credit hours with a minimum cumulative grade point average of 2.00.

Intercampus Transfer
Students admitted to the School of Public and Environmental Affairs at any campus of Indiana University may transfer permanently to SPEA on another campus, provided they meet the requirements for admission and good academic standing at the desired campus. Students wanting a temporary intercampus transfer need only meet the good academic standing requirements.

Policies Governing the Undergraduate Program
The following academic policies of the School of Public and Environmental Affairs are applicable to all SPEA undergraduate programs regardless of the campus where they are offered. Additional policies at individual campuses may also apply to SPEA students.

Grading Policies
SPEA follows the official grading system of Indiana University, described in the introductory section of the bulletin.

Good Academic Standing
Students are in good academic standing when their semester and their cumulative grade point averages are 2.00 or above, and their grade point average in all courses counting in the SPEA core and major/concentration requirements is at least 2.30. Students must be in good academic standing to graduate.

Acceptance of Grade Replacement
SPEA students who have retaken a course (must be same department and course number) may request to have only the last grade computed in their grade point average. Courses must have been taken the fall semester of 1996 or later, and can only have been taken on the IUPUI campus.

Forgiveness Policy
This policy applies to former IU students pursuing a first undergraduate degree who have been away from the IU system and have not attended any other college or university, including any campus of IU, for the last five years. This policy first became available to students returning to SPEA in the fall of 1996. Students must apply for forgiveness upon application for admission to a degree-granting unit. If the student has not yet been admitted to a degree-granting unit, the student should submit a notification of intent to petition for academic forgiveness as part of the academic advising process. If the petition is approved, the student starts with a fresh cumulative grade point index, after which all the rules of academic probation and dismissal (for SPEA) will apply. The school will evaluate the student’s transcript, and all courses taken previously will remain on the permanent record. Only credit hours for courses with grades C or above, or P and S may be counted toward degree completion. After approval, the student must complete a minimum of 32 credit hours on the IUPUI campus after his or her return in order to meet the graduation residency requirement.

Probation
Students will be placed on academic probation if their cumulative or semester grade point average is below 2.00 or their SPEA core and major/concentration GPA falls below 2.30. In order for the core and major/concentration GPA to be considered, students must have completed 12 or more credit hours in the core and major/concentration.

Critical Probation
After one semester on probation, students who fail to return to good academic standing will be placed on critical probation. At the discretion of the undergraduate program director, these students could be dismissed. If a student is given the opportunity to enroll under critical probation, SPEA will establish strict conditions that must be met before that student will be allowed to register for future classes.

Dismissal
Students can be dismissed if they fail to return to good academic standing after one semester on critical probation. Students also may be dismissed if, in the opinion of the undergraduate program director, they are not making satisfactory progress toward their degrees.

Re-admission
Dismissed students must petition their campus undergraduate program director for re-admission. Dismissed students whose petitions are denied will not be allowed to register.

Grade Appeals
Students generally have one year to appeal a grade given by a SPEA faculty member. Resolution of the issue with the class instructor must be attempted before submitting a written appeal to the appropriate program director.

Student Rights and Responsibilities
These provide for due process in the event of disciplinary or other actions and are explained in detail in the student handbook, Code of Student Rights, Responsibilities, and Conduct. In accordance with federal law, student records are confidential and are available to others only under specific conditions as outlined in university regulations. Students are responsible for planning their own academic programs and for meeting the requirements for their degree or certificate programs. Faculty and academic advisors are obligated only to assist students in meeting this responsibility.

Academic Integrity
This is a basic principle requiring that students take credit only for ideas and efforts that are their own. Academic dishonesty violates that principle and undermines the bonds of trust and cooperation among members of the university community. Penalties and procedures that are applicable when academic misconduct or dishonesty occurs are provided in the Code of Student Rights, Responsibilities, and Conduct.

Sex Offenders Screening Policy for Students/Applicants
Indianapolis applicants should be aware that criminal convictions may result in ineligibility for participation in certain courses/activities within the School of Public and Environmental Affairs. Questions regarding school policy on such matters should be addressed to the appropriate program director.

Other Policies Concerning Degree Requirements
Bulletin Policy
Students are expected to complete the requirements for their undergraduate degree within 10 years of admission to the School of Public and Environmental Affairs. Students are allowed to continue beyond this time period only at the discretion of the undergraduate program director or campus director. If a student has not taken classes for three years or more, that student must satisfy program requirements of the School of Public and Environmental Affairs in effect at the time of re-activation. Requests for deviation from requirements listed in the bulletin must be approved in writing by the program director, whose decision is final.
**Hours Requirements**  Students must successfully complete a minimum of 120 credit hours for most Bachelor of Science degrees and a minimum of 60 credit hours for Associate of Science degrees. The campus at which a student completes the plurality of required course work will award the degree, provided that campus is authorized to grant the degree/major/concentration and that the student has been admitted to that campus. Students may transfer no more than 90 credit hours (60 credits from a junior college) toward a Bachelor of Science degree or 30 credit hours toward an Associate of Science degree. Class standing, based on total credit hours that count toward minimum degree requirements, is as follows: senior, 86 or more; junior, 56-85; sophomore, 26-55; freshman, fewer than 26.

**Grade Point Average Requirement**  A minimum cumulative GPA of 2.00 is required for the B.S. and A.S. degrees. In addition, a SPEA core and major/concentration GPA of 2.30 must be maintained in order to graduate. For students seeking certificates or minors from SPEA, the minimum GPA requirement is 2.00 in all applicable course work.

**Double-Counting**  Generally, courses taken to meet a specific degree requirement cannot be double-counted (i.e., used to satisfy any other degree requirement). Two exceptions to this rule are: Environmental Management majors may double-count SPEA E272 Introduction to Environmental Sciences as a core and major/concentration requirement, and SPEA students earning a SPEA minor may double-count two minor courses.

**Application for Degree**  All students must fill out an application for degree at the SPEA records office on their campus. This application is usually filed six months before the expected graduation date.

**Degrees Awarded with Distinction**  SPEA recognizes outstanding performance by awarding bachelor's and associate degrees with three levels of distinction to students who rank within the upper 10 percent of their SPEA graduating class and have completed a minimum of 60 hours at Indiana University for a B.S. (30 hours for an A.S.). The levels of distinction are as follows: highest, 3.90 and above; high, 3.70 through 3.89; distinction, 3.50 through 3.69.

**Requirements for a Second Bachelor's Degree**  Students must petition for approval to work toward a second bachelor's degree. If permission is granted, students are required to take 30 credit hours beyond the credits used for the first bachelor's degree and satisfy all the requirements for the second degree. Generally, SPEA encourages students to work toward a graduate degree rather than a second bachelor's degree.

**Available Options**  A student in good academic standing may choose to take a maximum of eight elective courses (two per academic year) pass/fail for a B.S. degree or two courses for an A.S. degree. Deadlines for exercising this option are published in the Schedule of Classes and are strictly enforced. With prior approval, a student may take three courses totaling no more than 10 credit hours by correspondence through the IU Division of Extended Studies, Independent Study Program. Under no circumstances may a student satisfy a core or major/concentration requirement by correspondence.

With SPEA faculty approval, a student in good standing may earn a maximum of 15 credit hours of elective credit through the SPEA internship program. The SPEA internship program is described in more detail elsewhere in this bulletin. SPEA students may choose to pursue a minor from another school or department or within SPEA in an area other than their degree or major/concentration. Students interested in a minor should contact that department for additional information.

**Honors and Accelerated Master's Programs**

Sophomores and juniors who have completed at least 45 credit hours with a cumulative grade point average of 3.50 or higher may apply for the Honors Program. The primary requirements are that a student maintain the 3.50 GPA, successfully complete designated honors courses, and write a senior thesis. Students may propose a unique course of study in consultation with the SPEA honors advisor.

The Accelerated Master's Program (A.M.P.) is a competitive program for outstanding SPEA students. Students may apply to the Master of Public Affairs (M.P.A.), the Master of Health Administration (M.H.A.), or the Master of Planning (M.P.L.) early in their junior year.

Participation in this program allows the student to fulfill some graduate program requirements during the senior year. Graduate courses count for both graduate and undergraduate degree requirements. Before starting the graduate program, students must have satisfied all general education and core requirements with a minimum of 96 credit hours completed toward their bachelor's degree (90 credit hours for students seeking the M.H.A. degree). For additional information, students should contact the appropriate program director.

**International Programs**

SPEA offers several opportunities to study abroad for credit:

- the Rotterdam Program in the Netherlands (spring and fall)
- the Parliamentary Internship Program in Canberra, Australia (year-round).

The Rotterdam program is a one-semester program that allows students to take 15 credit hours in the general area of public affairs. The Parliamentary internship is available with or without course work and is offered each semester and during the summer (the Australian winter). In addition, IU offers many other officially approved study abroad programs that can, with the authorization of an advisor, count for SPEA credit.

All these programs are taught in English, and the IU credit obtained costs the same as it would on campus. Financial aid obtained is normally applied to these overseas experiences. Experience has taught us that studying abroad does not adversely affect a student’s GPA, increase the cost of study, or delay graduation, even though many people seem to think one or all of these things will happen.

Our purpose in creating these study abroad opportunities is to provide students with a unique chance to broaden their horizons, help them prepare themselves for a world that is becoming much more international and global, and allow them to challenge themselves by facing something new. Of course, there are opportunities to travel and socialize as well as study—and that is all part of the educational experience. More than 200 SPEA students have benefited from this opportunity. There are many programs from which to choose, and students are advised to make use of the overseas study resource center on the third floor of Franklin Hall. For further information, consult SPEAs International Program Center in SPEA 339 on the Bloomington campus.

**Washington Leadership Program**

The School of Public and Environmental Affairs offers the Washington Leadership Program each fall and spring semester in Washington, D.C. This program consists of two senior-level seminars (each worth 3 credit hours) and an internship (worth 5 or 6 credit hours). Students complete internships by working four days per week in an assigned congressional office, public interest group, federal agency, or nonprofit organization.

Students reside and attend classes in Washington, D.C. Tuition is based on the regular fees for Indiana University, plus any special program charges. Students in the program remain eligible for any scholarships or financial aid they would normally receive as Indiana University students. Interested students should contact the SPEA undergraduate advisor or program director.

**Bachelor of Science Degree Programs**

The School of Public and Environmental Affairs recognizes the complex problems facing our society such as global warming, hazardous waste, escalating health care costs, and increasing crime rates. Through our programs, students develop the critical thinking and problem solving skills necessary for offering solutions to these issues.

Students pursuing the Bachelor of Science in Public Affairs may major in either management or civic leadership. The B.S.P.A. prepares graduates for careers in the public, private, or nonprofit sector. Many students also choose to continue their education for a master of planning or public administration.

The Bachelor of Science in Public Health allows students to major in either health administration or environmental science and health. Graduates with a B.S.P.H. degree may work in either the public or private sector in areas such as environmental health, public health administration, epidemiology, or health policy and planning.

The Bachelor of Science in Health Systems Management is a management preparation program for experienced health and nursing specialists who hold an associate degree. The program is designed for
Three courses for a minimum of 9 credit hours.

Communications

The SPEA curriculum is divided into three categories—general education, electives, and major area.

General Education

Communications

The following writing course:

ENG W131 Elementary Composition (3 cr.) or equivalent campus option (must earn a C or better)

One of the following:

BUS X204 Business Communications (3 cr.)

ENG W231 Professional Writing Skills (3 cr.)

The following speech course:

COMM R110 Fundamentals of Speech Communication (3 cr.) or equivalent campus option

Social Sciences and Humanities

Six courses for a minimum of 18 credit hours.

The following three courses:

ECON E201 Introduction to Microeconomics (3 cr.)

ECON E202 Introduction to Macroeconomics (3 cr.)

POLIS Y103 Introduction to American Politics (3 cr.)

One of the following courses:

ANTH A104 Culture and Society (3 cr.)

CLAS C205 Classical Mythology (3 cr.)

FLAC F200 World Cultures through Literature (3 cr.)

GEOG G110 Introduction to Human Geography (3 cr.)

HIST H105 American History I (3 cr.)

HIST H106 American History II (3 cr.)

REL R133 Introduction to Religions (3 cr.)

REL R212 Comparative Religion (3 cr.)

Two courses from the following Social Sciences and Humanities lists:

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<tr>
<th>Social Sciences</th>
<th>Humanities</th>
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<tr>
<td>AFRO A150 Survey of the Culture of Black Americans (3 cr.)</td>
<td>CLAS C205 Classical Mythology (3 cr.)</td>
</tr>
<tr>
<td>ANTH A104 Culture and Society (3 cr.)</td>
<td>CMIT C190 Introduction to Film (3 cr.)</td>
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<tr>
<td>COMM C180 Introduction to Interpersonal Communication (3 cr.)</td>
<td>ENG L105 Appreciation of Literature (3 cr.)</td>
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<td>ENG G104 Language Awareness (3 cr.)</td>
<td>FLAC F200 World Cultures through Literature (3 cr.)</td>
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<tr>
<td>FOIK F101 Introduction to Folklore (3 cr.)</td>
<td>FOIK F101 Introduction to Folklore (3 cr.)</td>
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<tr>
<td>GEOG G110 Introduction to Human Geography (3 cr.)</td>
<td>HER H100 Art Appreciation (3 cr.)</td>
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<tr>
<td>HIST H117 Introduction to Historical Studies (3 cr.)</td>
<td>HER H101 History of Art I (3 cr.)</td>
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<tr>
<td>POLS Y101 Principles of Political Science (3 cr.)</td>
<td>HER H102 History of Art II (3 cr.)</td>
</tr>
<tr>
<td>POLS Y219 Introduction to International Relations (3 cr.)</td>
<td>HIST H105 American History I (3 cr.)</td>
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<tr>
<td>PSY B104 Introduction to Psychology as a Social Science (3 cr.)</td>
<td>HIST H106 American History II (3 cr.)</td>
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<tr>
<td>PSY B310 Life Span Development (P) (3 cr.)</td>
<td>HIST H108 Perspectives on the World to 1800 (3 cr.)</td>
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<tr>
<td>SOC R100 Introduction to Sociology (3 cr.)</td>
<td>HIST H113 History of Western Civilization I (3 cr.)</td>
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<tr>
<td>SOC R121 Social Problems (3 cr.)</td>
<td>HIST H217 The Nature of History (3 cr.)</td>
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Courses may be substituted with permission of faculty advisor.

Natural Sciences

Three natural science courses of more than one credit each are required. One of the courses must have an associated laboratory of one or two credits. The courses and laboratory must total a minimum of eight credit hours.

Courses may be chosen from the following list:

| ANTH A103 Human Origins and Prehistory (3 cr.) | AST A100 The Solar System (3 cr.) |
| AST A105 Stars and Galaxies (3 cr.) | BIOL K101 Concepts of Biology I—Plants (5 cr.) |
| BIOL K105 Concepts of Biology II—Animals (5 cr.) | BIOL N100 Contemporary Biology (3 cr.) |
| BIOL N107 Introduction to Zoology (4 cr.) | BIOL N212 Human Biology (2 cr.) |
| BIOL N220 The Biology of Women (5 cr.) | BIOL N213 Human Biology Laboratory (1 cr.) |
| BIOL N214 Human Biology (2 cr.) | BIOL N215 Human Biology Laboratory (1 cr.) |
| BIOL N217 Human Physiology (5 cr.) | BIOL N251 Introduction to Microbiology (3 cr.) |
| CHEM C100 World of Chemistry (3 cr.) | CHEM C101 Elementary Chemistry I (5 cr.) |
| CHEM C102 Elementary Chemistry II (5 cr.) | CHEM C105 Principles of Chemistry I (3 cr.) |
| CHEM C106 Principles of Chemistry II (3 cr.) | CHEM G107 Physical Systems of the Environment (3 cr.) |
| CHEM G108 Physical Geography Laboratory (2 cr.) | CHEM G303 Weather and Climate (3 cr.) |
| CHEM G304 Global Environmental Change (3 cr.) | CHEM/GEOG C185 Global Environmental Change (3 cr.) |
| CHEM/GEOG C186 Environmental Geology (3 cr.) | CHEM/GEOG C187 Environmental Geology Laboratory (1 cr.) |
| CHEM/GEOG C188 Environmental Geology Laboratory (1 cr.) | CHEM/GEOG C189 Environmental Geology Laboratory (1 cr.) |
| CHEM/GEOG C190 Environmental Geology Laboratory (1 cr.) | CHEM/GEOG C191 Environmental Geology Laboratory (1 cr.) |
| CHEM/GEOG C192 Environmental Geology Laboratory (1 cr.) | CHEM/GEOG C193 Environmental Geology Laboratory (1 cr.) |
| CHEM/GEOG C194 Environmental Geology Laboratory (1 cr.) | CHEM/GEOG C195 Environmental Geology Laboratory (1 cr.) |
| CHEM/GEOG C196 Environmental Geology Laboratory (1 cr.) | CHEM/GEOG C197 Environmental Geology Laboratory (1 cr.) |

Quantitative Methods

Three courses for a minimum of 9 credit hours.

One of the following computer courses:

SPEA V261 Computers in Public Affairs (3 cr.)

One of the following mathematics courses:

MATH M118 Finite Mathematics (3 cr.)

MATH M119 Brief Survey of Calculus I (3 cr.)

MATH 163 Integrated Calculus and Analytic Geometry I (5 cr.)

MATH 164 Integrated Calculus and Analytic Geometry II (5 cr.)

One of the following statistics courses:

PSY B305 Statistics (3 cr.)

SOC R359 Introduction to Sociological Statistics I (3 cr.)

ECON E270 Introduction to Statistical Theory in Economics and Business (3 cr.)

PSY B305 Statistics (3 cr.)

SOC R359 Introduction to Sociological Statistics I (3 cr.)

STAT 301 Elementary Statistical Methods I (3 cr.)

General Electives

Additional courses beyond the general education and major requirements are needed to complete the minimum 120 hours required for the degree.
**Bachelor of Science in Public Health/Environmental Science and Health**

**DEGREE REQUIREMENTS**

Students must satisfy requirements in four main areas: general education, electives, a public health core, and one of the two concentrations.

**Communications**

Four courses for a minimum of 12 credit hours.

Each of the following courses:

- ENG W131 Elementary Composition I (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- TCM 220 Technical Report Writing (3 cr.)
- SPEA H416 Environmental Health Policy (3 cr.)

**Social Sciences and Humanities**

Four courses for a minimum of 12 credit hours.

Each of the following three courses:

- ECON E201 Introduction to Microeconomics (3 cr.)
- ECON E202 Introduction to Macroeconomics (3 cr.)
- POLS Y378 Civil Society and Public Policy (3 cr.)

**Science**

Five courses for a total of 21 credit hours.

Each of the following courses:

- BIOL N100 Contemporary Biology (3 cr.)
- BIOL N251 Introduction to Microbiology (3 cr.)
- PHYS P201 General Physics I (5 cr.)

Two of the following courses:

- CHEM C101/C121 Elementary Chemistry I with Lab (5 cr.)
- CHEM C110/C115 Elementary Chemistry II with Lab (5 cr.)

**Quantitative Methods**

Five courses for a minimum of 14 credit hours.

Two computer courses:

- SPEA V261 Computers in Public Affairs (3 cr.)
- SPEA V369 Managing Information Technology (3 cr.)

Two of the following mathematics courses:

- MATH 153 Algebra and Trigonometry I (3 cr.)
- MATH 154 Algebra and Trigonometry II (3 cr.)

**Civic Leadership Major**

Fifteen courses.

The following five courses:

- SPEA V170 Introduction to Public Affairs (3 cr.)
- SPEA V221 Nonprofit and Voluntary Sector (3 cr.)
- SPEA V264 Urban Structure and Policy (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)
- SPEA V370 Research Methods and Statistical Modeling (3 cr.)

**Management Major**

Fifteen courses.

The following course:

- SPEA V170 Introduction to Public Affairs (3 cr.)

Two of the following courses:

- SPEA V272 Introduction to Environmental Sciences (3 cr.)
- SPEA V221 Nonprofit and Voluntary Sector (3 cr.)
- SPEA V264 Urban Structure and Policy (3 cr.)

One of the following courses:

- SPEA V263 Public Management (3 cr.)
- SPEA V362 Nonprofit Management and Leadership (3 cr.)

Ten of the following courses:

- SPEA V263 Public Management (3 cr.)
- SPEA V362 Nonprofit Management and Leadership (3 cr.)
- SPEA V260 Topics in Public Affairs: Political Organization (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)
- SPEA V370 Research Methods and Statistical Modeling (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)
- SPEA V449 Policy Senior Seminar (3 cr.)
- SPEA V263 Public Management (3 cr.)
- SPEA V380 Internship in Public and Environmental Affairs (at least 3 cr.)

**Afro-American Studies**

Classical Studies

Communications and Theater

Comparative Literature

English

Fine Arts

Folklore

Foreign Languages and Literatures

History

Music

Philosophy

Religious Studies

Speech

Theatre and Drama
Foundation and Methods
Five courses totaling 15 credit hours.

Each of the following courses:
SPEA H316 Environmental Health (3 cr.)
SPEA H322 Epidemiology (3 cr.)
SPEA E326 Mathematical Methods in Environmental Science (3 cr.) P: math, statistics, and computer course
SPEA H459 Environmental Science and Health Data Analysis (3 cr.)
SPEA H460 Techniques in Environmental Science and Health (3 cr.) P: H316

Applications in Environmental Science and Health
Six courses totaling 18 credit hours.

Each of the following courses:
SPEA E410 Introduction to Environmental Toxicology (3 cr.)
SPEA E431 Water Supply and Wastewater Treatment I (3 cr.)
SPEA E452 Solid and Hazardous Waste Management (3 cr.)
SPEA H428 Food Science and Sanitation (3 cr.)
SPEA H433 Industrial Hygiene and Radiological Health (3 cr.)
SPEA E326 Mathematical Methods in Environmental Science (3 cr.)

Bachelor of Science in Public Health/Health Administration

DEGREE REQUIREMENTS
Students must satisfy requirements in four main areas: general education, electives, a public health core, and one of the two concentrations.

Communications
Four courses for a minimum of 12 credit hours.

Each of the following courses:
ENG W131 Elementary Composition I (3 cr.)
ENG W231 Professional Writing Skills (3 cr.) OR BUS X204 Business Communications (3 cr.)
COMM R110 Fundamentals of Speech Communication (3 cr.)
COMM C223 Business and Professional Communication (3 cr.)

Social Sciences and Humanities
Four courses for a minimum of 12 credit hours.

Each of the following three courses:
ECON E201 Introduction to Microeconomics (3 cr.) P: Sophomore Standing
ECON E202 Introduction to Macroeconomics (3 cr.) P: Sophomore Standing
PHIL P120 Ethics (3 cr.)

ONE approved course from the following subject areas:
- Anthropology
- Geography
- Journalism
- Political Science
- Psychology
- Sociology

SPEA H120 Contemporary Issues in Public Health (3 cr.) or
SPEA V170 Introduction to Public Affairs (3 cr.)
SPEA H441 Legal Aspects of Health Care Administration (3 cr.) or
SPEA V376 Law and Public Policy (3 cr.)
SPEA H420 Health Policy (3 cr.)

Management Fundamentals
Three courses totaling 9 credit hours:

Three of the following courses:
SPEA V263 Public Management (3 cr.)
SPEA V362 Nonprofit Management and Leadership (3 cr.)
SPEA V366 Management Behavior in Public Organizations (3 cr.)
SPEA V348 Management Science (3 cr.) P: SPEA K300, MATH M025 or MATH M118
SPEA V368 Managing Government Operations (3 cr.)
SPEA V373 Personnel Management in the Public Sector (3 cr.)

Health Services Management Skills
Each of the following courses:
SPEA H352 Health Finance and Budgeting (3 cr.)
SPEA H401 Strategic Planning for Health Care Organizations (3 cr.)

Two of the following courses:
SPEA H353 Advanced Health Finance and Budgeting (3 cr.)
SPEA H354 Health Economics (3 cr.)
SPEA H432 Health Care Marketing (3 cr.)
SPEA V370 Research Methods and Statistical Modeling (3 cr.)

Integration of Health Services Management Theory and Practice
Each of the following courses:
SPEA H472 Applied Health Administration (3 cr.)
SPEA H474 Health Administration Seminar (3 cr.)

Health Services Management Experience
Two courses totaling 3 credit hours

One of the following courses:
SPEA H365 Health Administration Practicum (2 cr.)
SPEA V380 Internship in Public and Environmental Affairs (1 cr.) OR
SPEA H466 Public Health Field Experience (1 cr.) P: H465

Bachelor of Science in Health Services Management

Students applying for the 120 credit hour B.S.H.S.M. degree must have earned an associate of arts or associate of science degree from an accredited university or college in nursing, allied health, dental hygiene, or medical technology; or an associate degree in another field with relevant work experience. Students who complete this degree are eligible to sit for the Long-Term Care Administrators Examination after they have fulfilled the Administrator-in-Training requirement.
DEGREE REQUIREMENTS

These requirements are divided into four main areas: general education, electives, a management core, and the health services concentration courses.

General Education

Communications

Three courses for a minimum of 9 credit hours.

The following writing course:
ENG W131 Elementary Composition (3 cr.) or approved option (must earn a C or better)

One of the following:
BUS X204 Business Communications (3 cr.)
ENG W231 Professional Writing Skills (3 cr.)

One of the following speech courses:
COMM C180 Introduction to Interpersonal Communication (3 cr.)
COMM C223 Business and Professional Communication (3 cr.)
COMM C228 Discussion and Group Methods (3 cr.)
COMM R110 Introduction to Speech Communication (3 cr.)
COMM R227 Argumentation and Debate (3 cr.)

Arts and Humanities

One course for a minimum of 3 credit hours from any of the following subject areas.

Afro-American Studies
Classical Studies
Communication and Theatre
Comparative Literature
English
Fine Arts
Folklore
Foreign Languages and Literature
History
Musicology and Music History
Philosophy
Religious Studies
Social Sciences

Four courses for a minimum of 12 credit hours.

The following courses:
ECON E201 Introduction to Microeconomics (3 cr.)
ECON E202 Introduction to Macroeconomics (3 cr.)
POLS Y103 Introduction to American Politics (3 cr.)

One approved course from any of the following subject areas:

Anthropology
Geography
Journalism
Linguistics
Political Science
Psychology
Sociology

Natural Sciences

Two courses with labs for a minimum of 6 credit hours.

The following courses:
BIOL N212 Human Biology (2 cr.) and BIOL N213 Human Biology Laboratory (1 cr.)
BIOL N214 Human Biology (2 cr.) and BIOL N215 Human Biology Laboratory (1 cr.)

Quantitative Methods

Three courses for a minimum of 9 credit hours.

One computer course:
SPEA V261 Computers in Public Affairs (3 cr.) or other approved option

One of the following courses:
MATH M118 Finite Mathematics (3 cr.)
MATH M119 Brief Survey of Calculus (3 cr.)
MATH 163 Integrated Calculus and Analytic Geometry I (3 cr.)

One of the following courses:
SPEA V300 Statistical Techniques (3 cr.)
ECON E270 Introduction to Statistical Theory in Economics and Business (3 cr.) or other approved option

General Electives

Sufficient additional courses beyond the general education, core, and concentration requirements are needed to reach the minimum 120 credit hours required for the degree.

Management Core

The following four courses:
SPEA V303 Public Management (3 cr.)
SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
SPEA V348 Management Science (3 cr.)
SPEA V366 Managing Behavior in Public Organizations (3 cr.)

Health Services Management Concentration

Requirements (9 courses):

The following five courses:
SPEA H316 Environmental Health (3 cr.)
SPEA H320 Health Systems Administration (3 cr.)
SPEA H322 Principles of Epidemiology (3 cr.)
SPEA H352 Health Finance and Budgeting (3 cr.)
SPEA H371 Human Resources Management in Health Care Facilities (3 cr.)

Four of the following courses:
SPEA H402 Hospital Administration (3 cr.)
SPEA H411 Long-Term Care Administration (3 cr.)
SPEA H441 Legal Aspects of Health Care Administration (3 cr.)
SPEA H455 Topics in Public Health (3 cr.) (May be repeated.)
SPEA H474 Health Administration Seminar (3 cr.)

Bachelor of Science in Criminal Justice

The Bachelor of Science in Criminal Justice requires 120 credit hours.

DEGREE REQUIREMENTS

The program includes three main areas: general education (including a foreign language and a non-foreign language component), management and policy, and criminal justice.

Communications

Three courses for a total of 9 credit hours.

Take ALL of the following:
ENG W131 Elementary Composition (3 cr.)
ENG W231 Professional Writing Skills (3 cr.)
COMM R110 Fundamentals of Speech Communication (3 cr.)

Quantitative Methods

Three courses for a total of 9 credit hours.

ONE of the following Computer courses:
SPEA V261 Computer in Public Affairs (3 cr.)
SPEA V350 Managing Information Technology (3 cr.)
SPEA V450 Geographic Information Systems (3 cr.)

ONE of the following Mathematics courses:
MATH M118 Finite Mathematics (3 cr.)
MATH M119 Survey of Calculus I (3 cr.)
MATH 163 Integrated Calculus and Analytic Geometry I (5 cr.)
MATH 164 Integrated Calculus and Analytic Geometry II (5 cr.)

TAKE the following statistics course (or another statistics course approved by your faculty advisor):
SPEA V300 Statistical Techniques (3 cr.) P: 110 or 111. R: M118

Social Sciences

Four courses for a minimum of 12 credit hours.

Select 4 courses from the following:
SPEA V170 Introduction to Public Affairs (3 cr.)
ECON E201 Microeconomics (3 cr.)
ECON E202 Macroeconomics (3 cr.)
ANTH A104 Culture and Society (3 cr.)
GEOG G110 Introduction to Human Geography (3 cr.)
GEOG G130 World Geography (3 cr.)
POLS Y101 Principles of Political Science (3 cr.)
POLS Y103 Introduction to American Politics (3 cr.)
POLS Y219 Introduction to International Relations (3 cr.)
POLS Y217 Introduction to Comparative Politics (3 cr.)
PSY B304 Introduction to Psychology as a Social Science (3 cr.)
PSY B310 Life Span Development (3 cr.)
PSY B380 Abnormal Psychology (3 cr.)
SOC R100 Introduction to Sociology (3 cr.)
SOC R121 Social Problems (3 cr.)
SOC R461 Race and Ethnic Relations (3 cr.)
WOST W105 Introduction to Women's Studies (3cr.)

Humanities and Natural Sciences

(16-20 credit hours)

Students must complete one of the following two options:

OPTION ONE—FOREIGN LANGUAGE (RECOMMENDED OPTION)

Total of 16 to 18 credit hours.

Complete first-year foreign language requirement: Only required for Option One.

This requirement may be satisfied in one of the following ways:
1. By completing first-year (10 credit hours) courses in a single language with passing grades;
2. By completing second- or third-year course with a grade of C or better;
3. By taking a placement test and placing into the 200 level or higher; this waives the 100-level requirement but does not carry with it credit toward graduation.

This requirement may be met with first-year proficiency in American Sign Language.
Take the following course successfully completing an appropriate 300-level
Students whose native language is not English may foreign language requirement, without credit, by
Students for whom English Non-Native Speakers enrolling in a more advanced course, but they must course in that language as a refresher course before formal study in a language may take a 117-level before. Students who have had two or more years of requirements.

117 Courses Courses numbered 117 are reserved for students who have never studied the language before. Students who have had two or more years of formal study in a language may take a 117-level course in that language as a refresher course before enrolling in a more advanced course, but they must recognize that their work will graded on a Satisfactory/Fail basis. A grade of S is equivalent to a grade of C.

Non-Native Speakers Students for whom English is not a first language may be exempted from the foreign language requirement, without credit, by completion of ENG W131 and ENG W132 with the required grade of C or better. Students whose native language is not English may demonstrate proficiency in their native language and earn 3 to 6 hours of 298/299 special credit by successfully completing an appropriate 300-level course. They may not, however, receive credit for taking first- and second-year courses in their native language.

Humanities and Natural Sciences: Take the following course: HIST H105 American History I (3 cr.)

Take one of the following Natural Science courses: (3-5 cr.) ANTH A103 Human Origins and Prehistory (3 cr.)
AST A100 The Solar System (3 cr.)
AST A105 Stars and Galaxies (3 cr.)
BIOL K101 Concepts of Biology I – Plants (5 cr.)
BIOL K103 Concepts of Biology II – Animals (5 cr.)
BIOL N100 Contemporary Biology (3 cr.)
CHEM C106 Principles of Chemistry II (3 cr.)
CHEM C101 Elementary Chemistry I (5 cr.)
CHEM C102 Elementary Chemistry II (5 cr.)
CHEM C100 World of Chemistry (3 cr.)
CHEM C109 Fundamentals of Earth History (3 cr.)

GEOL G119 Fundamentals of Earth History Laboratory (1 cr.)
GEOL G110 Physical Geology (3 cr.)
GEOL G120 Physical Geology Laboratory (1 cr.) or
GEOL G206 Advanced Physical Geology Laboratory (2 cr.)
GEOL G115 Introduction to Oceanography (3 cr.)
GEOL G132 Environmental Problems (3 cr.)
GEOL G180 Dinosaurs (3 cr.)
GEOL G107 Environmental Geology (3 cr.)
GEOL G117 Environmental Geology Laboratory (1 cr.)

GEOL G119 Fundamentals of Earth History Laboratory (1 cr.)
GEOL G110 Physical Geology (3 cr.)
GEOL G120 Physical Geology Laboratory (1 cr.) or
GEOL G206 Advanced Physical Geology Laboratory (2 cr.)
GEOL G115 Introduction to Oceanography (3 cr.)

Totaling 19-20 credit hours.

Humanities and Natural Sciences Take all of the following: Two courses for 6 credit hours
HIST H105 American History I (3 cr.)
HIST H106 American History II (3 cr.)

Take two of the following Humanities courses: Two courses for a minimum of 6 credit hours
AFRO A150 Survey of the Culture of Black Americans (3 cr.)
CLAS C205 Classical Mythology (3 cr.)
CMLT C190 Introduction to Film (3 cr.)
ENG L105 Appreciation of Literature (3 cr.)
ENG L115 Literature for Today (3 cr.)
COMM T130 Introduction to Theatre (3 cr.)
COMM C190 Introduction to Film (3 cr.)
HER H100 Art Appreciation (3 cr.)
HER H101 History of Art I (3 cr.)
HER H102 History of Art II (3 cr.)
FOLK F101 Folklore (3 cr.)
FLAC F200 World Cultures Through Literature (3 cr.)
HIST H1108 Perspectives on the World to 1800 (3 cr.)
HIST H1113 History of Western Civilization I (3 cr.)
HIST H1217 The Nature of History (3 cr.)
PHIL P110 Introduction to Philosophy (3 cr.)
PHIL P120 Ethics (3 cr.)
REL R153 Introduction to Religion (3 cr.)
REL R173 American Religion (3 cr.)
REL R180 Introduction to Christianity (3 cr.)
REL R212 Comparative Religion (3 cr.)

Take two of the following Natural Science courses (One must be a course with an accompanying lab): ANTH A103 Human Origins and Prehistory (3 cr.)
AST A100 The Solar System (3 cr.)
AST A105 Stars and Galaxies (3 cr.)
BIOL K101 Concepts of Biology I – Plants (5 cr.)
BIOL K105 Concepts of Biology II – Animals (5 cr.)

BIOL N100 Contemporary Biology (3 cr.)
BIOL N107 Introduction to Zoology (4 cr.)
BIOL N200 The Biology of Women (3 cr.)
BIOL N212 Human Biology (2 cr.)
BIOL N213 Human Biology Laboratory (1 cr.)
BIOL N214 Human Biology (2 cr.)
BIOL N215 Human Biology Laboratory (1 cr.)
BIOL N217 Human Physiology (5 cr.)
BIOL N251 Introduction to Microbiology (3 cr.)
BIOL N322 Introductory Principles of Genetics (5 cr.)
CHEM C100 World of Chemistry (3 cr.)
CHEM C101 Elementary Chemistry I (5 cr.)
CHEM C102 Elementary Chemistry II (5 cr.)
CHEM C152 Mechanics (4 cr.)
PHYS 251 Heat, Electricity, and Optics (5 cr.)

OPTION TWO—NO FOREIGN LANGUAGE

Totaling 19-20 credit hours.

Humanities and Natural Sciences Take all of the following: Two courses for 6 credit hours
HIST H105 American History I (3 cr.)
HIST H106 American History II (3 cr.)

Take two of the following Humanities courses: Two courses for a minimum of 6 credit hours
AFRO A150 Survey of the Culture of Black Americans (3 cr.)
CLAS C205 Classical Mythology (3 cr.)
CMLT C190 Introduction to Film (3 cr.)
ENG L105 Appreciation of Literature (3 cr.)
ENG L115 Literature for Today (3 cr.)
COMM T130 Introduction to Theatre (3 cr.)
COMM C190 Introduction to Film (3 cr.)
HER H100 Art Appreciation (3 cr.)
HER H101 History of Art I (3 cr.)
HER H102 History of Art II (3 cr.)
FOLK F101 Folklore (3 cr.)
FLAC F200 World Cultures Through Literature (3 cr.)
HIST H1108 Perspectives on the World to 1800 (3 cr.)
HIST H1113 History of Western Civilization I (3 cr.)
HIST H1217 The Nature of History (3 cr.)
PHIL P110 Introduction to Philosophy (3 cr.)
PHIL P120 Ethics (3 cr.)
REL R153 Introduction to Religion (3 cr.)
REL R173 American Religion (3 cr.)
REL R180 Introduction to Christianity (3 cr.)
REL R212 Comparative Religion (3 cr.)

Take two of the following Natural Science courses (One must be a course with an accompanying lab): ANTH A103 Human Origins and Prehistory (3 cr.)
AST A100 The Solar System (3 cr.)
AST A105 Stars and Galaxies (3 cr.)
BIOL K101 Concepts of Biology I – Plants (5 cr.)
BIOL K105 Concepts of Biology II – Animals (5 cr.)

BIOL N100 Contemporary Biology (3 cr.)
BIOL N107 Introduction to Zoology (4 cr.)
BIOL N200 The Biology of Women (3 cr.)
BIOL N212 Human Biology (2 cr.)
BIOL N213 Human Biology Laboratory (1 cr.)
BIOL N214 Human Biology (2 cr.)
BIOL N215 Human Biology Laboratory (1 cr.)
BIOL N217 Human Physiology (5 cr.)
BIOL N251 Introduction to Microbiology (3 cr.)
BIOL N322 Introductory Principles of Genetics (5 cr.)
CHEM C100 World of Chemistry (3 cr.)
CHEM C101 Elementary Chemistry I (5 cr.)
CHEM C102 Elementary Chemistry II (5 cr.)
CHEM C152 Mechanics (4 cr.)
PHYS 251 Heat, Electricity, and Optics (5 cr.)

SPEA CRIMINAL JUSTICE MAJOR REQUIREMENTS

Management and Policy Four courses totaling 12 credit hours.

Take four of the following: V221 Nonprofit and Voluntary Sector (3 cr.)
V263 Public Management (3 cr.)
V264 Urban Structure and Policy (3 cr.)
E272 Introduction to Environmental Science (3 cr.)
V348 Management Science (3 cr.)
V366 Managing Behavior in Public Organizations (3 cr.)
V368 Managing Government Operations (3 cr.)
V372 Government Finance and Budgets (3 cr.)
V373 Human Resource Management in the Public Sector (3 cr.)
V376 Law and Public Policy (3 cr.)
V432 Labor Relations in the Public Sector (3 cr.)
V458 Fund Development for Nonprofit Organizations (3 cr.)
V472 Policy Processes in the United States (3 cr.)

Criminal Justice Concentration Eleven courses totaling 33 credit hours.
Associate of Science in Criminal Justice

DEGREE REQUIREMENTS

The SPEA curriculum is divided into four categories—general education, electives, a public policy course, and a concentration area.

General Education

Communications

Three courses for a minimum of 9 credit hours.

The following writing course:

ENG W131 Elementary Composition (3 cr.) or equivalent campus-approved option (must earn a C– or better)

One of the following:

BUS X204 Business Communications (3 cr.)

ENG W231 Professional Writing Skills (3 cr.)

One of the following speech courses:

COMM C104 Voice and Diction (3 cr.)

COMM C180 Introduction to Interpersonal Communication (3 cr.)

COMM C223 Business and Professional Communication (3 cr.)

COMM C228 Discussion and Group Methods (3 cr.)

COMM R110 Fundamentals of Speech Communication (3 cr.)

COMM R227 Argumentation and Debate (3 cr.)

Arts and Humanities

One course, for a minimum of 3 credit hours, from one of the following subject areas.

Afro-American Studies

Classical Studies

Communication and Theatre

Comparative Literature

English

Fine Arts

Folklore

Foreign Languages and Literature

History; H105 or H106 recommended

Musicology and Music History

Philosophy

Religious Studies

Social and Behavioral Sciences

Two courses, for a minimum of 6 credit hours, from two different subject areas.

Anthropology

Economics

Geography

Journalism

Linguistics

Political Science

Psychology

Sociology

Natural Sciences

One course, for a minimum of 3 credit hours, from one of the following subject areas.

Anatomy and Physiology

Astronomy

Biology

Botany

Chemistry

Geology

Physics

Zoology

Or one of the following cross-listed courses:

GEOG G107 Physical Systems of the Environment

GEOG G303 Weather and Climate

GEOG G304 Meteorology and Climatology

Quantitative Methods

One approved course (must be at least 3 credit hours) from one of the following subject areas:

Computer Science

Mathematics

Statistics

General Electives

Additional courses beyond the general education, core, and concentration requirements are needed to complete the Associate of Science degree requirement of 60 credit hours.

Public Policy

The following course:

SPEA V170 Introduction to Public Affairs (3 cr.)

Criminal Justice Concentration

Requirements (six courses):

The following course:

SPEA J101 The American Criminal Justice System (3 cr.)

Three of the following courses:

SPEA J301 Substantive Criminal Law (3 cr.)

SPEA J306 The Criminal Courts (3 cr.)

SPEA J321 American Policing (3 cr.)

SPEA J331 Corrections (3 cr.)

Two additional SPEA criminal justice courses for a minimum of 6 credit hours:

SPEA J201 and SPEA J202 recommended.

Associate of Science in Public Affairs

Students must complete one of the following concentrations: Criminal Justice, Emergency Services Administration, Environmental Affairs, Public Administration, or a specialized program approved by a SPEA advisor.

DEGREE REQUIREMENTS

The SPEA curriculum is divided into four categories—general education, electives, public affairs core, and a concentration area.

General Education

Communications

Three courses for a minimum of 9 credit hours.

The following writing course:

ENG W131 Elementary Composition (3 cr.) or equivalent campus-approved option (must earn a C or better)

One of the following advanced writing courses:

BUS X204 Business Communications (3 cr.)

ENG W231 Professional Writing (3 cr.)

One of the following speech courses:

COMM C104 Voice and Diction (3 cr.)

COMM C180 Introduction to Interpersonal Communication (3 cr.)

COMM C223 Business and Professional Communication (3 cr.)

COMM C228 Discussion and Group Methods (3 cr.)
COMM R110 Fundamentals of Speech Communication (3 cr.)
COMM R227 Argumentation and Debate (3 cr.)

**Social Sciences**

Three courses for a minimum of 9 credit hours.
The following two courses:
- ECON E201 Introduction to Microeconomics (3 cr.)
- ECON E202 Introduction to Macroeconomics (3 cr.)
POLS V103 Introduction to American Politics (3 cr.)
One course from sociology or psychology.

**Quantitative Methods**

Two courses for a minimum of 6 credit hours.
One of the following computer science courses:
- SPEA V261 Computers in Public Affairs (3 cr.)
- CPT 115 Computer Information Systems Fundamentals (3 cr.)
  and
- CPT I40 Programming Constructs Lab (3 cr.)
- CSG N201 Programming Concepts (3 cr.)
- CSG N207 Data Analysis Using Spreadsheets (3 cr.)
One approved mathematics course:
- MATH M118 Finite Mathematics (3 cr.) or
- MATH M119 Brief Survey of Calculus I (3 cr.)
(Note: Environmental Affairs Concentration students must select a course in calculus to satisfy this requirement.)

**Arts and Humanities**

One course from one of the following subject areas for a minimum of 3 credit hours.
- Afro-American Studies
- Classical Studies
- Communication and Theatre
- Comparative Literature
- English
- Fine Arts
- Folklore
- Foreign Languages and Literature
- History: H105 or H106 recommended
- Musicology and Music History
- Philosophy
- Religious Studies

**General Electives**

Additional courses beyond the general education, core, and concentration requirements are needed to complete the Associate of Science degree requirement of 60 credit hours.

**Public Affairs Core**

Four courses.
The following courses:
- SPEA V170 Introduction to Public Affairs (3 cr.)
- SPEA V264 Urban Structure and Policy (3 cr.)
- SPEA E162 Environment and People (3 cr.)
- SPEA E272 Introduction to Environmental Sciences (3 cr.)
- SPEA V270 Survey of Administrative Techniques (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)

**Areas of Concentration**

**Criminal Justice Concentration**

This concentration provides an introduction to law enforcement, correctional administration, and criminal law and procedure.

**Requirements** (five courses):
The following two courses:
- SPEA J301 The American Criminal Justice System (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)
One of the following courses:
- SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
- SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)
- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)
Two additional criminal justice courses.

**Emergency Services Administration Concentration**

The Emergency Services Administration Concentration provides managerial skills to emergency service personnel.

**Requirements** (five courses):
The following course:
- SPEA V375 Emergency Services Administration (3 cr.)
Three of the following courses:
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA J376 Principles of Public Safety (3 cr.)
- SPEA J376 Statistical Techniques (3 cr.) or other approved course
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V372 Government Finance and Budgets (3 cr.)
- SPEA V374 Human Resources Management in the Public Sector (3 cr.)

Students are required to complete successfully an approved administrative field experience course of at least 3 credit hours. The field experience requirement may be satisfied through an internship or special project that must have an advisor’s prior approval.

**Environmental Affairs Concentration**

The Environmental Affairs Concentration provides an introduction to environmental problems and options for their solutions.

**Requirements** (seven courses):
The following course:
- SPEA V365 Urban Development and Planning (3 cr.)
One chemistry or physics course (3-5 cr.)
One of the following courses:
- GEOG G107 Physical Systems of the Environment (3 cr.)
- GEOG G107 Environmental Geology (3 cr.)
- GEOG G107 Geology: The Earth’s Environment (3 cr.)
One of the following courses not taken as a social science requirement in the general education area:
- ECON E201 Introduction to Microeconomics (3 cr.)
- ECON E202 Introduction to Macroeconomics (3 cr.)
Two of the following courses:
- SPEA V351 Water Supply and Wastewater Treatment (3 cr.)
- SPEA V351 Air Pollution and Control (3 cr.)
- SPEA V352 Solid and Hazardous Waste Management (3 cr.)
- SPEA H316 Environmental Health (3 cr.)
- BIOL K341 Principles of Ecology (3 cr.)
- GEOG G315 Environmental Conservation (3 cr.)
- GEOG G300 Environmental and Urban Geology (3 cr.)
- GEOG G415 Geomorphology (3 cr.)
- GEOG G416 Economic Geography (3 cr.)
- POLS V313 Environmental Policy (3 cr.)

**SPEA Minors**

Any Indiana University student enrolled in a baccalaureate program may pursue one or more of the minors offered by the School of Public and Environmental Affairs. Individuals interested in one or more of these minors should inquire in the SPEA undergraduate advising office for additional details. Students who successfully complete the requirements will have the minor conferred with their degree.

SPEA’s multidisciplinary faculty and curricula address environmental, health, public policy, and management issues from a variety of perspectives. A minor in SPEA can enhance career opportunities for liberal arts and other majors.
Public and Environmental Affairs Minor

Requirements (five courses):

The following course:
SPEA V170 Introduction to Public Affairs (3 cr.)

One of the following courses:
SPEA E162 Environment and People (3 cr.)
SPEA E272 Introduction to Environmental Sciences (3 cr.)

Three of the following courses:
SPEA E272 Introduction to Environmental Sciences (3 cr.) (May be counted only once.)
SPEA E400 Topics in Environmental Studies (3 cr.) (May be repeated.)
SPEA V263 Public Management (3 cr.)
SPEA V366 Managing Behavior in Public Organizations (3 cr.)
SPEA V373 Human Resources Management in the Public Sector (3 cr.)
SPEA V376 Law and Public Policy (3 cr.)
SPEA V432 Labor Relations in the Public Sector (3 cr.)
SPEA V444 Public Administrative Organization (3 cr.)
SPEA V450 Contemporary Issues in Public Affairs (3 cr.) (May be repeated.)
or other courses in public or environmental affairs approved by a SPEA advisor.

Health Systems Administration Minor

Requirements (five courses):

The following course:
SPEA H320 Health Systems Administration (3 cr.)

One of the following courses:
SPEA H371 Human Resources Management in Health Care Facilities (3 cr.)
SPEA V373 Human Resources Management in the Public Sector (3 cr.)

Three of the following courses:
SPEA H352 Health Finance and Budgeting (3 cr.)
SPEA H402 Hospital Administration (3 cr.)
SPEA H411 Long-Term Care Administration (3 cr.)
SPEA H441 Legal Aspects of Health Care Administration (3 cr.)
SPEA H455 Topics in Public Health (5 cr.) (May be repeated.)

Criminal Justice Minor

Requirements (five courses):

The following course:
SPEA J101 The American Criminal Justice System (3 cr.)

One of the following courses:
*SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
*SPEA J301 Substantive Criminal Law (3 cr.)

Three of the following courses:
*SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
*SPEA J301 Substantive Criminal Law (3 cr.)
SPEA J506 The Criminal Courts (3 cr.)
SPEA J321 American Policing (3 cr.)
SPEA J351 Corrections (5 cr.)
*J201 and J301 can be taken only once each for credit.

Environmental Science and Health Minor

Requirements (five courses):

The following course:
SPEA H316 Environmental Health (3 cr.)

One of the following courses:
SPEA H416 Environmental Health Policy (3 cr.)
POLS V313 Environmental Policy (3 cr.)

Three of the following courses:
SPEA E326 Mathematical Methods in Environmental Science (3 cr.)
SPEA E410 Introduction to Environmental Toxicology (3 cr.)

SPEA E431 Water Supply and Wastewater Treatment (3 cr.)
SPEA E451 Air Pollution and Control (3 cr.)
SPEA E452 Solid and Hazardous Waste Management (3 cr.)
SPEA H428 Food Science and Sanitation (3 cr.)
SPEA H433 Industrial Hygiene and Radiological Health (3 cr.)
or other courses in environmental science and health approved by a SPEA faculty advisor.

Certificate in Effective Citizenship

Offered in conjunction with the Department of Political Science, this certificate provides an understanding of political organizations and political action in the United States. (19 credit hours, including an internship with a civic group or political party).

Certificate requirements

Select a minimum of 19 credit hours from the following:
POLS Y103 Introduction to American Politics (3 cr.)
SPEA V170 Introduction to Public Affairs (3 cr.)

Certificate in Environmental Studies

This certificate introduces students to selected aspects of current thinking and research on the nature, causes, and solutions to environmental problems.

Certificate Requirements (10 courses):

The following five courses:
CHEM C105 Principles of Chemistry (5 cr.)
BIOL K341 Principles of Ecology (3 cr.)
CHEM C101 Elementary Chemistry I (5 cr.) or
CHEM C105 Principles of Chemistry (5 cr.)
POLS Y103 Introduction to American Politics (3 cr.) or
POLS Y480 Undergraduate Readings in Political Affairs (3 cr.)

Three of the following courses:
SPEA V260 Topics in Public Affairs: Political and Civic Organization (3 cr.)
POLS Y250 Political and Civic Organization (3 cr.)
SPEA V260 Topics in Public Affairs: Effective Political Action (3 cr.) or
POLS Y260 Effective Political Action

Attendance at, and completion of a report on, both the Bulen Symposium on American Politics and the Bowen Institute for Political Participation (1 cr.)
Completion of an internship with a public affairs or civic group, or with a local or state political party organization.

SPEA V380 Internship in Public Affairs (3 cr.) or
POLS Y480 Field Experience in Political Science (3 cr.)

Certificate in Environmental Studies

The areas of study in which certificate programs are currently available are environmental studies, nonprofit management, public affairs, public health, public management, and American Humanities.

General Requirements

1. Students in good academic standing and enrolled in baccalaureate programs at Indiana University are eligible to apply for a certificate at the SPEA records office. Interested students must apply for a certificate before completing 15 credit hours (9 credit hours for public health) of applicable course work.
2. SPEA students cannot earn a certificate in the same area as their concentration.
3. A grade point average of 2.0 or higher is required in all course work credited toward the certificate.

Certificate in Effective Citizenship

Offered in conjunction with the Department of Political Science, this certificate provides an understanding of political organizations and political action in the United States. (19 credit hours, including an internship with a civic group or political party).

Certificate requirements

Select a minimum of 19 credit hours from the following:
POLS Y103 Introduction to American Politics (3 cr.)
SPEA V170 Introduction to Public Affairs (3 cr.)

Certificate in Environmental Studies

This certificate introduces students to selected aspects of current thinking and research on the nature, causes, and solutions to environmental problems.

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The following five courses:
CHEM C105 Principles of Chemistry (5 cr.)
BIOL K341 Principles of Ecology (3 cr.)
CHEM C101 Elementary Chemistry I (5 cr.) or
CHEM C105 Principles of Chemistry (5 cr.)
ECON E201 Introduction to Microeconomics (3 cr.)
ECON E202 Introduction to Macroeconomics (3 cr.)
POLS Y103 Introduction to American Politics (3 cr.) or
POLS Y480 Undergraduate Readings in Political Affairs (3 cr.)

Three of the following courses:
SPEA V260 Topics in Public Affairs: Political and Civic Organization (3 cr.)
POLS Y250 Political and Civic Organization (3 cr.)
SPEA V260 Topics in Public Affairs: Effective Political Action (3 cr.) or
POLS Y260 Effective Political Action

Attendance at, and completion of a report on, both the Bulen Symposium on American Politics and the Bowen Institute for Political Participation (1 cr.)
Completion of an internship with a public affairs or civic group, or with a local or state political party organization.

SPEA V380 Internship in Public Affairs (3 cr.) or
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General Requirements

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2. SPEA students cannot earn a certificate in the same area as their concentration.
3. A grade point average of 2.0 or higher is required in all course work credited toward the certificate.

Certificate in Effective Citizenship

Offered in conjunction with the Department of Political Science, this certificate provides an understanding of political organizations and political action in the United States. (19 credit hours, including an internship with a civic group or political party).

Certificate requirements

Select a minimum of 19 credit hours from the following:
POLS Y103 Introduction to American Politics (3 cr.)
SPEA V170 Introduction to Public Affairs (3 cr.)
Certificate in Public Affairs

The School of Public and Environmental Affairs offers the Certificate in Public Affairs to provide an overview of the study of public policy, governmental organization, and public management as an enhancement to the major area of study in a student's undergraduate program. The interdisciplinary program requires 27 credit hours, of which at least 15 but not more than 21 credit hours must be in SPEA courses.

Certificate Requirements (nine courses):
- The following courses: SPEA V170 Introduction to Public Affairs (3 cr.)
- SPEA V264 Urban Structure and Policy (3 cr.)
- One of the following courses:
  - SPEA E162 Environment and People (3 cr.)
  - SPEA E272 Introduction to Environmental Sciences (3 cr.)

A total of two courses from groups A, B, and C, with no more than one course from any group.

A. Organizational Behavior
   - BUS Z302 Managing and Behavior in Organizations (3 cr.)
   - SPEA V270 Survey of Administrative Techniques (3 cr.)

B. Public Administration
   - SPEA V366 Managing Behavior in Public Organizations (3 cr.)

C. Law
   - SPEA J301 Substantive Criminal Law (3 cr.)
   - SPEA V376 Law and Public Policy (3 cr.)
   - BUS L201 Legal Environment of Business (3 cr.)
   - POLS Y304 American Constitutional Law I (3 cr.)
   - POLS Y305 American Constitutional Law II (3 cr.)

Choose any four of the following courses:

Public Affairs
- SPEA V260 Topics in Public Affairs (approved topics) (3 cr.) (May be repeated.)
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V365 Urban Development and Planning (3 cr.)
- SPEA V372 Government Finance and Budgets (3 cr.)
- SPEA V375 Human Resources Management in the Public Sector (3 cr.)
- SPEA V432 Labor Relations in the Public Sector (3 cr.)
- SPEA V442 Topics in Budgeting or Cost-Benefit (3 cr.) (May be repeated.)
- SPEA V444 Public Administrative Organization (3 cr.)
- SPEA V449 Policy Senior Seminar (3 cr.)
- SPEA V450 Contemporary Issues in Public Affairs (approved topics) (3 cr.) (May be repeated.)
- SPEA V472 Policy Processes in the United States (3 cr.)

Criminal Justice
- SPEA J101 The American Criminal Justice System (3 cr.)
- SPEA J302 Procedural Criminal Law (3 cr.)

SPEA V322 Introduction to Criminalistics (3 cr.)
SPEA J401 Criminal Law and Procedure (3 cr.)
SPEA J439 Crime and Public Policy (5 cr.)

Certificate in Public Health

The curriculum is designed to provide students with a basic understanding of environmental health issues, current health policies, and the structure of the medical care delivery system.

Certificate Requirements (six courses):
- The following three courses:
  - SPEA H316 Environmental Health (3 cr.)
  - SPEA H320 Health Systems Administration (3 cr.)
  - SPEA H322 Principles of Epidemiology (3 cr.)
- Three of the following courses:
  - SPEA E490 Topics in Environmental Studies (approved topics) (3 cr.) (May be repeated.)
  - SPEA E410 Introduction to Environmental Toxicology (3 cr.)
  - SPEA E431 Water Supply and Wastewater Treatment (3 cr.)
  - SPEA E451 Air Pollution and Control (3 cr.)
  - SPEA E452 Solid and Hazardous Waste Management (3 cr.)
  - SPEA H342 Community Health Education (3 cr.)
  - SPEA H411 Long-Term Care Administration (3 cr.)
  - SPEA H416 Environmental Health Policy (3 cr.)
  - SPEA H423 Disease Vector Control (3 cr.) or BIOL R443 Medical Parasitology and Entomology (3 cr.)
  - SPEA H412 Urban Transportation Analysis (3 cr.)
  - SPEA H428 Food Science and Sanitation (3 cr.)
  - SPEA H433 Industrial Hygiene and Radiological Health (3 cr.)
  - SPEA H441 Legal Aspects of Health Care Administration (3 cr.)
  - SPEA H450 Environmental Science and Health Data Analysis (3 cr.)
  - SPEA H460 Techniques in Environmental Science and Health (3 cr.)
  - SPEA V450 Contemporary Issues in Public Affairs (approved topics) (3 cr.) (May be repeated.)
  - ECON E387 Health Economics (3 cr.)

Certificate in Public Management

The School of Public and Environmental Affairs offers the Certificate in Public Management to provide a systematic program that gives students an understanding of how to work in and with public organizations.
Certificate Requirements (seven courses):
The following course:
SPEA V263 Public Management (3 cr.)
Six of the following courses:
SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
SPEA V348 Management Science (3 cr.)
SPEA V366 Managing Behavior in Public Organizations (3 cr.)
SPEA V368 Managing Government Operations (3 cr.)
SPEA V369 Managing Information Technology (3 cr.)
SPEA V370 Research Methods and Statistical Modeling (3 cr.)
SPEA V372 Government Finance and Budgets (3 cr.)
SPEA V373 Human Resources Management in the Public Sector (3 cr.)
SPEA V375 Emergency Services Administration (3 cr.)
SPEA V376 Law and Public Policy in Nonprofit Management (3 cr.)
SPEA V432 Labor Relations in the Public Sector (3 cr.)

American Humanities Certificate in Nonprofit Management
Any IUPUI student is eligible to enroll in the American Humanities Certificate in Nonprofit Management. It is offered in partnership with American Humanities, Inc. and the Indiana University Center on Philanthropy at IUPUI. This certification prepares college students for professional careers in the expanding job market of nonprofit youth and human services organizations. Upon completion of the program, students will be certified for possible positions of leadership with collaborating organizations such as the YMCA, American Red Cross, Big Brothers Big Sisters, Habitat for Humanity, and many other nonprofit agencies at both the local and national level. SPEA students may also simultaneously enroll in SPEA's Nonprofit Management Certificate. The American Humanities Certification program requires the demonstration of a set of knowledge and skill competencies and the completion of the 300-hour internship. Competencies are obtained through course work, professional workshops and retreats, the internship, and participation in the American Humanities Student Association. Students interested in learning more about the certificate should contact SPEA Student Services at 274-4656.

Course Descriptions

Undergraduate Courses
The abbreviation “P” refers to course prerequisites and “R” to recommended prerequisite courses.
Prerequisites can be waived by the instructor of the course. The number of hours of credit is indicated in parentheses following the course title. Courses are listed in four groups: environmental, public health, criminal justice, and public affairs.

Environmental Courses
E100 Environmental Topics (3 cr.) Study of selected issues in environmental affairs. Topics vary from semester to semester. May be repeated for credit.
E162 Environment and People (3 cr.) An interdisciplinary examination of the problems of population, pollution, and natural resources and their implications for society. Credit not given for both SPEA E162 and E262.
E262 Environmental Problems and Solutions (3 cr.) An integrated approach to understanding and solving environmental problems. Topics may include ecosystem restoration, surface water and groundwater contamination, air pollution, and global environmental change. This course is intended primarily for majors in the B.S.E.S. degree program.
E272 Introduction to Environmental Sciences (3 cr.) P: one statistics course. Application of principles from life and physical sciences to the understanding and management of the environment. Emphasis will be placed on: (1) the physical and biological restraints on resource availability and use, and (2) the technological and scientific options to solving environmental problems.
E311 Introduction to Risk Assessment and Risk Communication (3 cr.) This course will cover basic human health and risk assessment procedures, as outlined by the various regulatory agencies (especially EPA) and standards setting groups. Because risk communication is an integral part of any risk management process, risk communication techniques and applications will be integrated into the course material.
E325 Computing for Environmental Scientists (1-3 cr.) P: MATH M118 or M119; K300 or equivalent; and SPEA E272. Survey of computing applications to environmental issues. Personal computing emphasis. Application of spreadsheets, graphics, simple statistics, and BASIC programming to environmental science issues. Manipulation and interpretation of real data, case studies, and projects. Many software packages used.
E340 Environmental Economics and Finance (3 cr.) This course familiarizes students with the principles of environmental economics, finance, and cost-benefit analysis. The incentive effects of environmental policy design are assessed. Policy instruments include tradable permits, emissions taxes, deposit-refund systems, pollution prevention programs, and voluntary agreements. Project appraisal techniques are then developed and applied to specific case evaluations.
E355 Introduction to Limnology (3 cr.) Limnology is the integrated science of inland waters. Principles of physics, chemistry, geology, and biology combine to form the basis for understanding how lakes and streams function as aquatic ecosystems. The course will highlight the effects of human activity on lake and stream ecosystems.
E418 Vector-Based Geographic Information Systems (3 cr.) Introduction to geographic information systems using vector data structure. Vector GIS capabilities and uses. Data structure and file management of spatial data. Laboratory exercises using ARC/INFO software.
E431 Water Supply and Wastewater Treatment (3 cr.) P: SPEA E272 or H316; CHEM C101 or equivalent; MATH M119 or equivalent. Health and ecological premises for water and wastewater treatment; principles of water supply; treatment; distribution, and construction; basis for water standards and laboratory examinations; wastewater disposal methods and construction for private installations, institutions, municipalities, and industries; water quality control with respect to wastewater pollution.
E440 Wetlands: Biology and Regulation (3 cr.) P: SPEA E272 or H316; CHEM C101 or equivalent. An overview is presented of the theory and practice of wetland movement, groundwater contamination, and aquifer testing remediation, as well as policy issues such as groundwater management. The formal lectures are supplemented by several guest speakers who are professionals working in different areas of groundwater hydrology.
E445 Environmental Management (3 cr.) An introductory course in environmental management. Subjects covered include current issues and trends, total quality environment management, managing scientific and technical personnel, managing contracts and grants, nontraditional approaches to regulation, environmental conflict resolution, working with the media, risk communication, and working with communities.
E446 Topics in Environmental Studies (2-3 cr.) P: SPEA E272. An interdisciplinary consideration of specific environmental topics. May be repeated for credit.
E447 Introduction to Environmental Toxicology (3 cr.) P: SPEA E272 or H316; one biology course. Study of toxic mechanisms, pathology, and disease development resulting from exposure to biological and chemical agents in the environment.
E448 Vector-Based Geographic Information Systems (3 cr.) Introduction to geographic information systems using vector data structure. Vector GIS capabilities and uses. Data structure and file management of spatial data. Laboratory exercises using ARC/INFO software.
E451 Water Supply and Wastewater Treatment (3 cr.) P: SPEA E272 or H316; CHEM C101 or equivalent; MATH M119 or equivalent. Health and ecological premises for water and wastewater treatment; principles of water supply; treatment; distribution, and construction; basis for water standards and laboratory examinations; wastewater disposal methods and construction for private installations, institutions, municipalities, and industries; water quality control with respect to wastewater pollution.
E440 Wetlands: Biology and Regulation (3 cr.) P: SPEA E272 or H316; any biology course. This course trains students to evaluate wetlands to comply with federal, state, and local regulations. It examines the principles that inspired these regulations and assesses the consequences. It seeks to relate the breadth and strength of available scientific knowledge to public policy goals.
E441 Controversies in Environmental Health (3 cr.) A skills course in a debate format. Skills are developed by researching, preparing arguments for, and debating topics related to environmental health and health of the environment. Clear writing skills are also emphasized, as the students write up debate evaluations which are critically graded for content, form, and style.
Public Health Courses

H120 Contemporary Health Issues (1-3 cr.) An examination of current public health, environmental health, and health service delivery issues in the U.S. Topics include the organization and costs of health systems, access to care, and the interrelationships between risk factors and health; also, environmental challenges facing our society and their impact on health.

H316 Environmental Health (3 cr.) An introduction to the broad concerns of environmental and health interactions. Topics considered include vector control, food sanitation, air quality control, water and wastewater treatment and quality control, solid and hazardous waste management, industrial hygiene, radiation safety, and public safety, as well as related policy and administrative techniques.

H320 Health Systems Administration (3 cr.) An overview of the U.S. health care delivery system. It examines the organization, function, and role of the system; current system problems; and alternative systems or solutions.

H322 Principles of Epidemiology (3 cr.) A basic overview of epidemiologic methodology and techniques. Both communicable and chronic disease risk factors will be discussed, along with data acquisition, analysis techniques, and current published epidemiological studies.

H342 Community Health Education (3 cr.) A study of theory and practice in the field of professional health education. The process of behavioral change is examined. Procedures for the planning, delivery, and evaluation of health education practices are considered.

H352 Health Finance and Budgeting (3 cr.) A study of the financial management of health care facilities based on generally accepted business principles. Accounting and managerial control of cash, accounts receivable, inventory control, budgeting, and cost control, as well as accounting and evaluation of short- and long-term debt will be examined.

H353 Advanced Health Finance and Budgeting (3 cr.) P: SPEA H352. This course builds upon H352 Health Finance and Budgeting. Will use a series of case studies to apply techniques and principles taught in H352.

H354 Health Economics (3 cr.) This course will familiarize students with economic tools and principles applied to health care and policy. In addition to the textbook, students will analyze recent articles on federal policy.

H365 Health Administration Practicum (2 cr.) Supervised observation, observation, and instruction with local- and state-level health-related agencies and facilities. Primary focus will be placed on health administration.

H367 Environmental Science and Health Practicum (2 cr.) Supervised observation, observation, and instruction with local- and state-level health-related agencies and facilities. Primary focus will be placed on environmental science and health.

H371 Human Resources Management in Health Care Facilities (3 cr.) This course covers the function of management, which is concerned with the acquisition, development, and use of human resources in the field of health care delivery. Labor relations relating to health care delivery are also included.

H401 Strategic Planning for Health Care Organizations (3 cr.) This course examines strategic planning techniques as they apply to health care organizations. Students will develop and defend a comprehensive strategic plan for a case facility. One half of the course will be conducted in a workshop format.

H402 Hospital Administration (3 cr.) P: SPEA H320. The study of organization, structure, function, and fiscal operations within hospitals. The role of the hospital in the community, relationship to official and voluntary health agencies, coordination of hospital departments, and managerial involvement will be examined.

H411 Long-Term Care Administration (3 cr.) Nursing home regulations, legal aspects, and insurance; personnel management; medical records; diet and food service; rehabilitation; nursing services; psychiatric aspects in handling of geriatric patients; professional standards; use of volunteer groups.

H416 Environmental Health Policy (3 cr.) Study of professional requirements and duties of the environmental health functions within health agencies; consideration of applicable laws and standards in each environmental health function; environmental health program planning, evaluation, implementation, and personnel responsibilities.

H423 Disease Vector Control (3 cr.) Survey of animal and insect disease vectors and economic pests of public health significance; vector and pest identification and control procedures; survey of the classification, application, and restriction of pesticides in controlling disease vectors and economic pests commonly found in the U.S.

H428 Food Science and Sanitation (3 cr.) Basic concepts of food technology with emphasis on methods and procedures in food processing to minimize contamination and to prevent food-related illness. Federal, state, and local food laws and inspection procedures will be examined.

H432 Health Care Marketing (3 cr.) A practical study of marketing in health care institutions, health care organizations, and health insurers. A basic foundation in marketing principles, new methods in marketing products and services, and inexpensive marketing techniques will be examined.

H433 Industrial Hygiene and Radiological Health (3 cr.) Fundamental concepts of industrial and occupational health hazards of a biological, chemical, or physical nature; evaluation of hazards, methods of control, and safety protection; Occupational Safety and Health Act standards. Principles of radioactivity; characteristics of ionizing and nonionizing radiation; detection and measurement of radiation dose and exposure, radiation uses, and hazards; methods for controlling radiation hazards.

H441 Legal Aspects of Health Care Administration (3 cr.) An overview of the liability
and legal responsibility, as well as legal recourse, that health care facilities may exercise. This course will discuss policies and standards relating to health facility administration. Also included is a discussion of financial aspects unique to the hospital/health care facility environment, such as third-party payments and federal assistance.

H448 Public Health Education Methods (3 cr.) Usual techniques of group work with investigations of social and psychological factors that determine effectiveness in promoting public health. Laboratory time provides opportunity for competence in group work and in design and use of promotional materials.

H455 Topics in Public Health (1-3 cr.) Extensive discussion of selected topics in public health. The topic may change from semester to semester, based on resource availability and student demand. May be repeated for credit.

H456 Managed Care (3 cr.) Course examines the organizational structures of managed care as used in the health industry. The strengths and weaknesses of managed care organizations are examined as well as the performance of both public and private managed care organizations. Course also examines and discusses current issues surrounding managed care.

H459 Environmental Science and Health Data Analysis (3 cr.) Provides students with an understanding of basic principles needed to perform sampling and analysis of field and laboratory environmental data. Topics include properties of chemical and biological constituents, detection limits, calibration, quality control, precision accuracy, and statistical analysis.

H460 Techniques in Environmental Health (3 cr.) P: SPEA H459. Basic physical, chemical, and biological examinations and standards for potable water quality, wastewater treatment determinations, and stream pollution control. Basic physical, chemical, and biological (ergonomic) examinations used in industrial hygiene and air pollution control. Instruction in basic laboratory skills and techniques for performing these examinations.

H466 Public Health Field Experience (1 cr.) P: SPEA H465. Supervised advanced training in professional and technical functions in public health; guided student activity and performance in professional public health functions. Individualized programs may be arranged to suit students’ areas of concentration.

H474 Health Administration Seminar (3 cr.) P: SPEA H320 and senior standing. This course will examine current issues in public health and governmental and private initiatives to resolve these issues.

Criminal Justice Courses

J101 The American Criminal Justice System (3 cr.) Introduction to the criminal justice system of the United States and its function in contemporary society.

J201 Theoretical Foundations of Criminal Justice Policies (3 cr.) P: SPEA J101. This course examines the impact of sociological, biological, and economic theories of crime and the practice of criminal justice. Focus is on the nature and importance of theory, context of theoretical developments, methods for the critical analysis of theoretical developments, and policy implications of the varying perspectives considered.

J202 Criminal Justice Data, Methods, and Resources (3 cr.) P: SPEA J101. R: MATH M111 or equivalent; SPEA V261 or equivalent. Course examines basic concepts of criminal justice. Students become familiar with research techniques necessary for systematic analysis of the criminal justice system, offender behavior, crime trends, and program effectiveness. Students will learn to critically evaluate existing research. Students will become familiar with existing sources of criminal justice data and will learn to assess the quality of that data.

J260 Topics in Criminal Justice (1-3 cr.) Study of selected issues in criminal justice. Topics vary from semester to semester. May be repeated for credit.


J302 Procedural Criminal Law (3 cr.) P: SPEA J101. Criminal law application and procedure from the initiation of police activity through the correctional process, utilizing the case-study method.

J303 Evidence (3 cr.) P: SPEA J101. The rules of law governing proof at trial of disputed issues of fact; burden of proof; presumptions and judicial notice; examination, impeachment, competency, and privileges of witnesses; hearsay rule and exceptions—all related as nearly as possible to criminal, as opposed to civil, process.

J304 Correctional Law (3 cr.) P: SPEA J101. Legal problems from conviction to release: pre-sentence investigations, sentencing, probation and parole, incarceration, loss and restoration of civil rights.

J305 Juvenile Justice (3 cr.) P: SPEA J101. This course is designed to provide an overview of the justice system’s response to abused, neglected, and dependent children; juvenile misconduct; and delinquent behavior. An extensive review of the development of recent legal changes to the court, options for prevention, treatment of juvenile offenders, and possible system reforms.


J310 Introduction to Administrative Processes (3 cr.) P: SPEA J101. Introduction to principles of management and systems theory for the administration of criminal justice agencies. Credit not given for both SPEA J310 and SPEA V270.

J320 Criminal Investigation (3 cr.) P: SPEA J101. Theory of investigation, crime scene procedures, interviews, interrogations, surveillances, and sources of information; collection and preservation of physical evidence; investigative techniques in specific crimes.

J321 American Policing (3 cr.) P: SPEA J101. R: SPEA J201 and SPEA J202. This course will examine the history, evolution, and organization of policing in the United States. Emphasis is placed on such major contemporary issues as the police role, discretion, use of force, corruption, accountability, and community policing.

J322 Introduction to Criminalistics (3 cr.) P: SPEA J101. R: SPEA J301. The broad range of physical evidence developed through the investigative process, and methods of identifying and establishing validity and relevance through forensic laboratory techniques.

J331 Corrections (3 cr.) P: SPEA J101. R: SPEA J201 and SPEA J202. This course examines the historical development of the American correctional system; the study of administration of local, state, and federal corrections programs, including jails, probation, community corrections, and prisons. Includes the study of punishment rationales, current correctional policies, and possibilities for reform.

J369 Private Justice: Police, Courts, and Corrections (3 cr.) P: SPEA J101. This course examines the role of private policing and security; courts and adjudication; and corrections. Includes legislative and ethical issues and the economics of criminal and juvenile justice privatization. Principles of loss prevention; protection of assets; relationship between public and private services; current issues in privatization.

J370 Seminar in Criminal Justice (3 cr.) P: SPEA J101. Selected contemporary topics in criminal justice. May be repeated for credit.

J376 Principles of Public Safety (3 cr.) P: SPEA J101. Examination of threats to public safety and of governmental response at various levels to those threats. Treatment of such areas as transportation and highway threats; occupational safety and health; criminal threats; emergency and disaster planning; consumer protection; and fire control and suppression. Discussion of techniques to identify and measure risk, the acceptability of risk, and governmental attempts to control risk.

J380 Internship in Criminal Justice (1-6 cr.) P: permission of instructor. Open to interested students who qualify upon approval of the faculty. Students may be placed with various criminal justice agencies for assignment to a defined task relevant to their educational interests. Tasks may involve staff work or research. Full-time participants may earn up to 6 credit hours. May be repeated for credit. Course is graded S/F (Satisfactory/Fail).

J433 Institutional Corrections (3 cr.) P: SPEA J101. The history and development of the jail, penitentiary, prison, and reformatory. Analysis and evaluation of contemporary imprisonment.

J439 Crime and Public Policy (3 cr.) P: SPEA J101. R: SPEA J201 and SPEA J202. A detailed examination of the major efforts designed to control or reduce crime. A review of existing knowledge is followed by an investigation of current crime control theories, proposals, and programs.

J440 Corrections in the Community (3 cr.) P: SPEA J101. A detailed analysis of correctional alternatives to incarceration that focus on the reintegration of the offender while remaining in the
community. Because of their extensive use, considerable attention is given to probation and parole. Other topics include diversion, community residential programs, restitution, halfway houses, and home detention.

J445 Trends in Corrections (3 cr.) P: SPEA J101. Analysis and evaluation of contemporary correctional systems. Discussion of recent research concerning the correctional institution and the various field services.

J460 Police in the Community (3 cr.) P: SPEA J101. In-depth examination of crime as an urban policy problem, focusing on the role of police and victims in defining crime as a policy problem, and their role in seeking to reduce the incidence of crime.

J470 Seminar in Criminal Justice (3 cr.) P: senior standing. Emphasizes current developments in legal, administrative, and operational aspects of the criminal justice system.

J480 Research in Criminal Justice (1-6 cr.) P: junior standing and consent of instructor. Individual research under guidance of faculty member.

Public Affairs Courses


V100 Current Topics in Public Affairs (1-3 cr.) Readings and discussion of current public issues and problems. May be repeated for credit.

V160 National and International Policy (3 cr.) This course will discuss current debates about United States public policy on the national and international levels. Some policy issues covered are economic, crime, security, health, and energy. Credit not given for both V160 and V170.

V170 Introduction to Public Affairs (3 cr.) Broad coverage of public affairs through critical and analytical inquiry into policy making at all levels of government. Particular emphasis on intergovernmental relations as they affect policy in the federal system. Credit not given for both V160 and V170.

V221 Nonprofit and Voluntary Sector (3 cr.) This course provides a broad overview of the United States nonprofit sector. Topics include the sector's size and scope; and its religious, historical, and theoretical underpinnings. It also examines perspectives on why people organize, donate to, and volunteer for nonprofit organizations, and looks at current challenges that the sector faces.

V252 Career Development (1 cr.) Career planning and placement strategies, assessment of labor market information, market surveys, and development of customized portfolios. Emphasis given to projects, papers, and independent research.

V260 Topics in Public Affairs (3 cr.) Study of selected issues in public affairs. Topics vary from semester to semester. May be repeated for credit.

V261 Computers in Public Affairs (3 cr.) An introduction to computer applications in public affairs. Topics include basic terminology, core concepts, and issues associated with managing operating systems, designing networks, and applying user information technology to public affairs problems. Issues of security and ethics in computing are also considered.

V263 Public Management (3 cr.) This course is an examination of the management process in public organizations in the United States. Special attention will be given to external influences on public managers, the effect of the intergovernmental environment and, in particular, problems of management in a democratic, limited government system.

V264 Urban Structure and Policy (3 cr.) An introduction to urban government and policy issues. Topics include urban government structure and policy making, the economic foundations and development of cities, demography of cities and suburbs, land-use planning, and other selected urban policy problems. Credit not given for both SPEA V161 and SPEA V264.

V267 American Humanics Management Institute (1 cr.) Students attending the American Humanics Management Institute (AHMI) are required to participate in orientation meetings to plan for AHMI and raise funds for the trip. AHMI is held annually in January. Permission of the American Humanics campus director is required. May be repeated for credit.

V268 American Humanics Topics (1-5 cr.) Topics covering specific American Humanics competencies reflecting the particular needs and interests of participating students and the local advisory board for the program. Topics may include risk management, fundraising, board and committee development, and nonprofit marketing. Topics vary from semester to semester. May be repeated for credit.

V270 Survey of Administrative Techniques (3 cr.) Introduction to principles of management and systems theory for the administration of public agencies. Credit not given for both SPEA V270 and SPEA J310.

V340 Urban Government Administration (3 cr.) Structure of local government in the U.S., federalism and intergovernmental relations, policy problems faced by local officials, and the implications of these problems for local government administrators.

V346 Introduction to Government Accounting and Financial Reporting (3 cr.) P: BUS A201 or permission of instructor. An introduction to government accounting, including comparison with accounting for the private sector, intended as background for the use of financial administrators. The course deals primarily with municipal accounting. Not open to students with more than 7 credit hours of accounting.

V350 Introduction to Development Administration (3 cr.) Introduction to the administration of development activities in poor countries. Examines key problems, including the complexity of development, the interplay of external donors and domestic administration, and the difficulties of organizing and managing development efforts. Combines cases and textual readings, allowing the student to analyze actual programs, policies, and projects.

V352 Personal Career Planning (1 cr.) Investigation of careers, the world of work, and the career planning process. The focal point is on students and their goals. Provides assistance in developing practical, meaningful, and realistic insights into the nature of making a public career choice in today's world. Credit not awarded for both SPEA V352 and BUS X420.

V356 Introduction to Nonprofit Accounting and Reporting (3 cr.) P: BUS A201 or consent of instructor. This course covers concepts and processes of nonprofit accounting and financial reporting with exploration of differences between for profit, governmental and nonprofit systems. Examples will be drawn from health organizations, welfare agencies, charities, and educational institutions.

V361 Financial Management (3 cr.) This course introduces students to accounting, financial management techniques, and financial reporting. Topics include accounting, debit/credit sheets and balance sheets, financial indicators, fund balances, fringe benefits and pensions, and payroll management.

V362 Nonprofit Management and Leadership (3 cr.) Students in this course examine the management practices of nonprofit organizations. The course encourages students to take the perspectives of nonprofit managers, volunteers, board members, policy makers, donors, and clients. Course projects expand understanding of the nonprofit sector and develop students' management skills, analytical tools, and knowledge.

V365 Urban Development and Planning (3 cr.) P: SPEA V264 and SPEA K300. This course identifies the major problems associated with urban development in the U.S. and investigates the potential of public planning strategies and tools to deal with these problems. An emphasis is placed on the application of analytical approaches to problem definition and solution.

V366 Managing Behavior in Public Organizations (3 cr.) This course provides an introduction to the management of people in public organizations. Focus is on behavioral science in management and related analytical and experiential applications.

V368 Managing Government Operations (3 cr.) P: SPEA V348. Application of analytical techniques to operating decisions in public management sector. Cases are used extensively to illustrate the application of techniques (such as charting, capacity and demand analysis, forecasting, performance measurement, decision analysis, queueing/simulation, Markov

School of Public and Environmental Affairs 451
modeling, and cost-effective analysis) to design, scheduling, inventory assignment, transportation, and replacement decisions.  

V369 Managing Information Technology (3 cr.)  
Analysis and application of information technology to problem solving.  

V370 Research Methods and Statistical Modeling (3 cr.)  
P: SPEA K300 or equivalent. This course will introduce the student to the basic methods, issues, analytical techniques, and ethical considerations of evaluation research.  

V371 Financing Public Affairs (3 cr.)  
P: SPEA V160 or V170; ECON E201, E202. A survey of economic and political theories of market failures, public expenditure evaluation, economic stabilization, systems of redistribution, and fiscal federalism. Examples and applications to contemporary government decisions.  

V372 Government Finance and Budgets (3 cr.)  
Study of fiscal management in public agencies, including revenue administration, debt management, and public budgeting.  

V373 Human Resources Management in the Public Sector (3 cr.)  
The organization and operation of public personnel management systems with emphasis on concepts and techniques of job analysis, position classification, training, affirmative action, and motivation.  

V375 Emergency Services Administration (3 cr.)  
An overview of management principles and functional components of EMS systems.  

V376 Law and Public Policy (3 cr.)  
The purpose of this course is to provide a basic understanding of the origins, process, and impact of law in the making and implementing of public policy. The course’s major objective is to provide students with the substantive concepts necessary to understand the judicial system and law in its various forms.  

V377 Legal Process and Contemporary Issues in America (3 cr.)  
P: SPEA V376. An introduction to the American legal system, including the Constitution, courts system, and administrative law in federal and state agencies. Readings and discussion center around current issues affected by the legal process.  

V380 Internship in Public and Environmental Affairs (1-6 cr.)  
P: permission of instructor. Open to interested students upon approval of the faculty. Students are placed with public agencies or governmental units for assignment to a defined task relevant to their educational interests in public affairs. Tasks may involve staff work or research. Full-time participants may earn up to 6 credit hours. May be repeated for credit. Course is graded S/F.  

V381 Professional Experience (1-6 cr.)  
Students will be required to fulfill a minimum of 120 hours of relevant professional work.  

V386 Case Studies for Policy Analysis (3 cr.)  
This course focuses on analyzing case studies of public policies using a variety of disciplinary perspectives, including application of the principles and concepts of intermediate microeconomic theory.  

V388 American Humanities Internship (3-6 cr.)  
American Humanities, Inc. requires an internship of 300 to 600 contact hours. A minimum of 3 credit hours is required. Credits will be given at the rate of 1 hour = 100 internship hours. Permission of the American Humanities campus director is required.  

V390 Readings in Public and Environmental Affairs (0-3 cr.)  
P: permission of instructor. Independent readings and research related to a topic of special interest to the student. Written report required. May be repeated for credit.  

V401 Financial and Cost-Benefit Analysis (3 cr.)  
This course familiarizes students with the principles of financial analysis, cost-benefit analysis, and Kaldor/Hicks accounting. Topics include net present value calculation, net annual worth, public and private decision criteria, and market data adjustment for taxes, rents, and other market distortions.  

V405 Public Law and the Legislative Process (3 cr.)  
This course focuses on Congress as a policy-making body in the United States public law system. It covers the constitutional framework for congressional operations as well as technical aspects of the legislative process such as bill drafting and analysis, the role of leadership, and the prerogatives of individual members.  

V406 Public Law and the Electoral Process (3 cr.)  
The purpose of this course is to facilitate understanding of the interaction of electoral politics and policy. It covers the legal framework of the evolution of the “right” to vote, the impact of the judiciary on the structure of elections, limitations on campaign practices, and the importance of legislative districting and its control.  

V407 Public Law and Government Relations (3 cr.)  
The purpose of this course is to build understanding of government relations work as applied to careers in the field. It covers the historical evolution of the constitutional right to petition the government with an understanding of the limitations imposed upon the process. The interaction of public and private sectors is included.  

V421 Metropolitan Development (3 cr.)  
Discussion of the process of development in metropolitan regions. Includes topics such as economic development, land use evolution, and demographic change. Consideration of relevant policy issues.  

V422 Transportation Policy Analysis (3 cr.)  
This course examines current issues in transportation to identify the key analytic and management issues that must be considered in developing effective public policy. Particular emphasis will be placed on examining the rationale for and actual impact of existing government policies, and on analyzing the likely impacts of policy alternatives.  

V424 Labor Relations in the Public Sector (3 cr.)  
An introductory overview of labor relations in the public sector. Course includes the development, practice, and extent of the collective bargaining process and administration of the labor agreement by state and local governments.  

V435 Negotiation and Alternative Dispute Resolution (1-4 cr.)  
This course introduces students to the theories and techniques of alternative dispute resolution. The course covers interest-based negotiation, mediation, arbitration, fact finding, early neutral evaluation, and other techniques used in business, labor relations, environmental disputes, family relations, and international affairs.  

V436 Communication for Government and Nonprofit Organizations (3 cr.)  
This course will develop an appreciation regarding the critical nature of communication by managers in the public and nonprofit sector. It will introduce students to the skills critical to effective communication as professionals.  

V441 Topics in Financial Management and Policy (3 cr.)  
P: SPEA V372. Various topics focusing on financial management and policy are examined in state and local settings. May be repeated for credit.  

V442 Topics in Budgeting or Cost/Benefit (3 cr.)  
P: SPEA V372. Various topics in budgeting or cost/benefit analysis are examined. Course may be repeated for different topics.  

V443 Managing Workforce Diversity (3 cr.)  
The composition and nature of the work force is changing. Managers must decide how to accommodate real differences among the members of their organizations. This course seeks to provide information for practitioners who hope to integrate an understanding of workforce diversity into their management style and professional behavior.  

V444 Public Administrative Organization (3 cr.)  
A review of research findings and analysis of the operation of public agencies and their performance.  

V447 Federal Budget Policy (3 cr.)  
Examination of the institutions and processes involved in putting together the annual federal budget, with emphasis on the role of the Appropriations and Budget Committees in Congress and on the White House and the Office of Management and Budget in the executive branch. Selected major policy areas will be considered.  

V449 Policy Senior Seminar (3 cr.)  
P: SPEA V348. Discussion of the role of policy analysts in government. Applications of analytical tools to substantive policy areas such as transportation, community development, education, poverty, manpower, and health.  

V450 Contemporary Issues in Public Affairs (1-3 cr.)  
Extensive analysis of selected contemporary issues in public affairs. Topics vary from semester to semester. May be repeated for credit.  

V451 Social Policy and the Aging (3 cr.)  
A focused examination of government and the elderly. Public policy and administration of income, health, housing, employment, and social service programs, as well as analysis of the context of aging policy.  

V456 Topics in Public Law (3 cr.)  
Extensive analysis of selected contemporary issues in public law. Topics vary from semester to semester. May be repeated for credit.  

V457 Management Science in the Public Sector (3 cr.)  
P: SPEA K300. This course introduces students to intermediate treatment of management science.  

V458 Organizational Behavior (3 cr.)  
P: SPEA K300. This course will introduce the student to the fundamental concepts of organizational behavior. The course will consider the role of management and the influence of the work environment on employee behavior.  

V459 Management in Government (3 cr.)  
P: SPEA K300. This course will introduce the student to the fundamental concepts of management in government. The course will consider the role of management and the influence of the work environment on employee behavior.  

V460 Organizational Development (3 cr.)  
P: SPEA K300. This course examines the development and change of organizations. It considers the theoretical foundation for understanding organizational change and development, the process of organizational change, and the role of the administrator in managing organizational change.  

V462 Management in Government (3 cr.)  
P: SPEA K300. This course will introduce the student to the fundamental concepts of management in government. The course will consider the role of management and the influence of the work environment on employee behavior.  

V463 Management in Government (3 cr.)  
P: SPEA K300. This course will introduce the student to the fundamental concepts of management in government. The course will consider the role of management and the influence of the work environment on employee behavior.  

V464 Management in Government (3 cr.)  
P: SPEA K300. This course will introduce the student to the fundamental concepts of management in government. The course will consider the role of management and the influence of the work environment on employee behavior.
methods with primary application to public managerial decision support. Topics include network analysis, queuing, simulation, and others. Computer-based analysis is emphasized.

**V458 Fund Development for Nonprofit Organizations (3 cr.)** Course builds an understanding of the practice, philosophy, law, and theory of fundraising. Students establish an organization’s value base and mission, prepare funding appeals, evaluate readiness for a campaign, assess funding sources, implement fundraising vehicles, evaluate effectiveness, and discuss stewardship of contributions.

**V460 Federalism, Intergovernmental Relations, and Management (3 cr.)** Overview of the dynamics of multi-organizational governance in the United States. Examination of federal and other systems. Structure and operations of intergovernmental programs and the role of managers within these systems.

**V461 Computer Applications in Public Affairs (3 cr.) P: BUS 201.** This course is designed to provide students with the essentials of computer hardware and software needed to operate effectively in a public sector environment. The course will emphasize public sector applications using software packages or microcomputers and minicomputers.

**V462 Community Development (3 cr.)** The process and outcomes of local citizen-based efforts to improve social, economic, and cultural conditions. Interaction of public and nonprofit sectors in community revitalization. Experiences, cases, and problems involving both rural and urban settings.

**V463 Interpersonal Relations in the Workplace (1-4 cr.)** Key interpersonal skills will be modeled through a variety of media and experiences. Students will practice these skills and receive feedback. Students will be expected to participate in structured experiences designed to give them insight into their behavior and how it will affect their ability to achieve personal and professional objectives.

**V465 Geographic Information Systems for Public and Environmental Affairs (3 cr.) P: SPEA V261 and V369.** Students will learn the concepts, methodologies, and perspectives essential for using geographic information systems (GIS) to address critical public affairs issues. Through course projects, students will learn how to use desktop and Internet-based GIS applications, and will develop complementary skills related to designing and implementing GIS applications for public-sector organizations.

**V470 Community Development Workshop (3 cr.)** This course will be conducted as an undergraduate research workshop. The focus will be on community development problems, such as long-range planning, the delivery of government services, or local economic development. The research topic of the course will change each year, and will be announced the preceding semester.

**V471 Urban Management Systems (3 cr.) P: SPEA V348 and senior standing.** This course is designed to extend the student's skill in applying a variety of qualitative and quantitative methods to the problems of urban government planning and management.

**V472 Policy Processes in the United States (3 cr.) P: senior standing.** Intended as an integrative senior course, primarily for SPEA students. Course content includes analytical perspectives of the policy process, the centers of policy, and the public interest. Selected cases involving problem analysis and decision making on public issues are included, as well as discussion of current policy issues.

**V473 Management Applications Seminar (3 cr.)** The purpose of this seminar is to provide students with an opportunity to apply the techniques they have learned to an actual situation. Special attention will be paid to feasible, as contrasted to desirable, solutions. Emphasis will be given to the contextual factors involved in developing feasible solutions.

**V475 Database Management Systems (3 cr.) P: SPEA V261, V369, or equivalent.** Students learn contemporary theories and methodologies regarding design, use, and management of database systems among public-sector organizations. The course provides hands-on experience with tools such as entity-relationship diagrams, query languages, database management software; and an understanding of critical database management issues such as security, backup, and recovery.

**V490 Directed Research in Public and Environmental Affairs (0-3 cr.)** To be arranged with the individual instructor and approved by the chairperson of the undergraduate program. May be repeated for credit.

**V491 Honors Research in Public and Environmental Affairs (1-3 cr.) P: approval of instructor and SPEA honors advisor.** Restricted to students in the SPEA Honors Program. May be repeated for credit.

**V499 Honors Thesis (3 cr.)** Required of seniors in the Honors Program. Research and paper to be arranged with individual instructor and approved by the campus SPEA Honors Program director. May be repeated for credit.

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**Graduate Programs**

The School of Public and Environmental Affairs offers degree programs that range from the associate degree to the Ph.D. The IUPUI campus offers three professional master’s degrees for individuals interested in leadership positions in public, private, and nonprofit organizations:

- Master of Public Affairs (M.P.A.)
- Master of Health Administration (M.H.A.)
- Master of Planning (M.P.I.)

The M.P.A. is a professional degree structured around the concepts and skills essential to management, policy, and planning activities within governmental and quasi-governmental organizations. The M.H.A. provides a broad, balanced foundation of theoretical and practical knowledge and technical skills needed to succeed in health administration and health policy and planning. The M.P.I. prepares students to address social, physical, and economic problems in a systematic and creative way. Additionally, master’s degrees may be pursued in combination with degrees in law, business, nursing and philanthropy.

The School of Public and Environmental Affairs offers a variety of graduate degrees and certificate programs.

### Graduate Degrees

- Master of Public Affairs (M.P.A.)
- Master of Health Administration (M.H.A.)
- Master of Planning (M.P.I.)

### Joint Degree Programs

- Master of Health Administration—Doctor of Jurisprudence (M.H.A.—J.D.)
- Master of Health Administration—Master of Business Administration (M.H.A.—M.B.A.)
- Master of Health Administration—Master of Science in Nursing (M.H.A.—M.S.N.)
- Master of Public Affairs—Doctor of Jurisprudence (M.P.A.—J.D.)
- Master of Public Affairs—Master of Arts in Philanthropic Studies (M.P.A.—M.A.)
- Master of Public Affairs—Master of Science in Nursing (M.P.A.—M.S.N.)

### Graduate Certificates

- Certificate in Hazardous Materials Management
- Certificate in Health Systems Management
- Certificate in Nonprofit Management

### Degrees and Concentrations

- M.P.A.
  - Criminal Justice
  - Environmental Management
  - Nonprofit Management
  - Policy Analysis
  - Public Management
  - Urban Management
- M.H.A.
  - Health Administration
- M.P.I.
  - Environmental Planning
  - Health Planning
  - Urban Development Planning
  - Specialized Concentration in Planning and Public Policy

### Contact Us:

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Admissions Procedure

Application Information about graduate study, including literature and application materials, may be obtained from the School of Public and Environmental Affairs offices listed in the previous section of this bulletin.

Eligibility For most programs, applicants with bachelor's degrees in any field from an accredited institution are eligible to apply for admission to the graduate programs of the School of Public and Environmental Affairs.

Application Submission Applicants should apply to a degree or certificate program and request financial assistance as early as possible before the desired semester of enrollment. Deadlines for applying for admission and for financial assistance may vary across campuses.

Admission Each application for admission is carefully evaluated by the admissions committee for the appropriate degree. Applicants to all SPEA degree programs must do the following:

1. Submit applications to the graduate program office on the campus where the applicant intends to matriculate.
2. Submit complete official transcripts from all colleges and universities attended. Students who have taken course work on any Indiana University campus do not need to submit an Indiana University transcript.
3. Pay a nonrefundable application fee to Indiana University.
4. Submit three Application Reference Forms completed by individuals familiar with the applicant's activities and potential to succeed in graduate work. These forms are included in the application packet.
5. Read carefully the applicable sections in this bulletin for any specific program or campus admission requirements.
6. Submit proof of bachelor’s degree certification from an accredited institution. Students who have not completed undergraduate course work at the time of application may be admitted based on the strength of previous work, but a final transcript attesting to the award of a bachelor's degree must be submitted before the student can enroll.

LSAT and GRE Requirements Applicants for the M.P.A.—J.D. degree may submit LSAT or GMAT (Law School Admission Test or Graduate Management Admission Test) scores in lieu of GRE (Graduate Record Examination) scores. Other degrees require the GRE. Information concerning the GRE is available from Graduate Record Examination, Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541, (609) 771-7670. Information concerning the LSAT is available from Law School Admission Services, P.O. Box 2000, Newtown, PA 18940, (215) 968-1001.

Admission Status

Regular (Unconditional) Admission Status Applicants with this status have met all admission requirements for the specific degree program and may enroll in accordance with the entry date contained in the application for admission.

Deferred Admission Following notice of regular admission, applicants may defer enrollment for a maximum of one year. Transcripts of course work completed during the deferment period must be submitted, and the admissions committee may request additional letters of recommendation. Should the additional material prove unsatisfactory, the admission may be canceled. Applicants who fail to enroll within one year may need to re-apply for this admission.

Provisional Admission On some campuses, applicants may be admitted on a provisional basis if GRE or LSAT scores or prior grade point averages are below admission criteria. Provisional status is removed upon fulfillment of conditions stipulated by the respective degree program admissions committee.

Admission with Deficiencies Applicants may be admitted with deficiencies on a case-by-case basis if they lack course work in certain foundation areas such as mathematics, economics, or statistics. Campus and degree policies may vary.

Nondegree Enrollment Applicants who have a bachelor's degree and who have not been admitted to the graduate program may enroll in SPEA courses as nondegree graduate students. Procedures may vary across campuses.

If nondegree students later wish to obtain SPEA graduate degrees, they must apply for admission to the specific degree program.

Academic Regulations

The following academic regulations of the School of Public and Environmental Affairs are applicable to all graduate programs. Additional campus-specific policies also may apply.

Confidentiality of Student Records In accordance with Indiana University regulations, student records are confidential and are available to other persons only under specific conditions as outlined in university regulations.

Student Rights Rights of students are included in a handbook available on each campus. Due process is followed in the event of disciplinary or other actions.

Student Responsibility Students are responsible for planning their own academic programs and for meeting the requirements for their degree or certificate programs. Faculty and academic advisors may assist students in meeting their responsibilities.

Applicability of Degree and Certificate Requirements Students may choose to complete either the specific degree and certificate requirements published in the appropriate bulletin at the time of entry into the university or those in the bulletin current at the time of graduation.

Residency Requirements—Master's and Certificate Programs The campus at which a student completes the majority of required course work will certify and award the degree or certificate, provided the campus is authorized to grant that degree or certificate. The student must have been admitted by the SPEA campus awarding the degree or certificate.

Academic Standing Students are considered to be in good standing during any semester in which their academic grade point average is at least 3.00 (B) both for their last semester's course work and for the cumulative average of all course work completed. Only courses with grades of C (2.00) or above may be counted toward degree requirements. However, grades below C are used in computing the cumulative grade point average, even if a course is repeated and a higher grade is earned.

Academic Probation Students are placed on probation following a semester in which their cumulative or semester grade point average falls below 3.00. Students on probation or admitted provisionally are required to attain an average of at least 3.00 for all work completed by the end of the next semester of full-time enrollment or its equivalent (12 credit hours). Failure to do so is cause for dismissal.

Grading System SPEA follows the official grading system of Indiana University described in the introductory section of the bulletin.

Incomplete A grade of Incomplete must be removed within the time specified by the instructor of the course; if not, the grade automatically changes to an F one calendar year after the Incomplete was given.

Withdrawals Because deadlines for withdrawal from courses may vary by campus and/or school, students should check with the current campus Schedule of Classes to verify deadlines and procedures.

Intercampus Transfer Students enrolled in the School of Public and Environmental Affairs at any campus of Indiana University may transfer to SPEA on another campus, provided they are in good standing.

Transfer of Credit A maximum of 9 credit hours of appropriate graduate course work with grades of B (3.00) or better (only 6 credit hours for the M.H.A. program) may be transferred from degree programs of other academic units within Indiana University or other accredited colleges and universities and applied to SPEA master's-level degree programs. The transfer must be approved by the appropriate graduate program director.

Course Waivers Requests for waiver of specific courses or requirements on the basis of previous course work are to be submitted in writing to the appropriate faculty member or program director.

Program Deviations Requests for deviation from SPEA programs or school requirements are granted only with written approval from an academic advisor and a campus or program director. Disposition by the SPEA program or campus director is final.

Minimum Credit Hours To qualify for the M.P.A. or M.P.L. degrees, students must complete a minimum of 24 of the required 48 credit hours of graduate SPEA courses at Indiana University. Credit granted to transfer students and those exercising the mid-career option does not reduce the number of courses taken in SPEA below this 24-credit-hour minimum.

Credit Earned in Nondegree Status Not more than 12 hours of graduate credit completed as a nondegree student may be credited toward a SPEA graduate degree. Not more than 9 hours of SPEA graduate credit earned as a nondegree student may be credited toward SPEA certificate programs.

Academic Integrity Academic integrity requires that students take credit only for their own ideas and efforts. Misconduct, including cheating, fabrication, plagiarism, interference, or facilitating academic
dishonesty, is prohibited because it undermines the bonds of trust and cooperation among members of this community and between us and those who may depend on our knowledge and integrity. Complete details are contained in the Indiana University Code of Student Rights, Responsibilities, and Conduct.

Academic Appeals  Students may appeal academic decisions made by SPEA faculty members. Attempts to resolve such issues should be made first at the class/instructor level. If necessary, written appeals should be submitted to relevant program directors. Appeals must be submitted before the last day of classes in the semester following the point at which the events in question occurred.

**Master of Public Affairs (M.P.A.)**

Professional managers in the public and nonprofit sectors constantly face challenges evolving from complex people, politics, and settings. Often difficult to resolve with the standard methods learned from a traditional academic focus, these challenges require the type of creative problem-solving for which the School of Public and Environmental Affairs has earned national respect. We meld social and physical sciences from various disciplines into a graduate education that requires and prepares students to be in tune with the diverse landscape of changing ideas, culture, policies, and problems our society faces today and will continue to face in the future.

The M.P.A. is designed to develop leaders for public agencies and nonprofit organizations and allows for expertise in one of these concentrations: criminal justice, environmental management, nonprofit management, policy analysis, public management, and urban management. Each course of study requires completion of the core requirement, the concentration requirement, the experiential requirement, and sufficient electives and/or mid-career option credit to total 48 credit hours.

The core requirements of the M.P.A. degree consist of 21 credit hours of work in nine courses. The experiential requirement ensures that each graduate of the M.P.A. program gains insight into the world of public service by way of an experience outside the classroom. This experience may or may not involve the accumulation of credit hours toward the degree. The remaining credit hours necessary for graduation, if any, are general electives that can be used to add breadth to a student's program; to further explore a field of concentration; or to enhance skills in foreign languages, quantitative tools, or administrative techniques.

**Core Requirements**  
(21 credit hours)

The M.P.A. core is designed to ensure that each student acquires both the prerequisite analytical skills and an understanding of policy issues and governmental processes that compose the environment within which graduates will pursue their careers.

**Required Courses**

SPEA V501 Professional Development Practicum: Information Technology (1 cr.)
SPEA V502 Public Management (3 cr.)
SPEA V505 Professional Development Practicum: Writing and Presentation (1 cr.)
SPEA V506 Professional Development Practicum: Teamwork and Integrated Policy Project (1 cr.)
SPEA V507 Statistical Analysis for Effective Decision Making (3 cr.)
SPEA V516 Public Management Economics (3 cr.)
SPEA V540 Law and Public Affairs (3 cr.)
SPEA V560 Public Finance and Budgeting (3 cr.)
SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)

Extremely well-prepared applicants may petition the program director to waive one or more of the core requirements on the basis of advanced course work done elsewhere. Students may be exempted on the basis of satisfactory equivalent course work or by examination. Credit hours waived from the core add to the electives a student may use. Students requesting course waivers should contact the appropriate graduate program director for requirements and guidelines.

**Concentration Requirements**  
(18-30 credit hours)

Concentrations give students educational experiences in a substantive area of interest. The course of study in each concentration area is determined in conjunction with an advisor. Up to 3 credit hours of the concentration may be taken in V585 Practicum in Public Affairs, if approved in advance by an advisor. Concentration requirements may be waived on the same basis as core requirements. Consult an advisor about course prerequisites.

**Experiential Requirements**

Each M.P.A. student must obtain professionally relevant experience through one of the following options: an approved internship (0-6 credit hours); SPEA V590 Research in Public Affairs; SPEA V601 Workshop in Public Affairs; the Lilly Fellowship Program; the Environmental Fellowship Program; or the Mid-Career Credit Option.

**Mid-Career Credit Option**

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to 12 credit hours toward the Master of Public Affairs (M.P.A) degree for students who have had significant technical, administrative, or policy-level work experience in their backgrounds. Credit will be granted for work experience gained until the end of the semester in which the student completes 24 credit hours according to the following guidelines as adopted by the SPEA Academic Council.

1. To receive 3 credit hours, a student must have a minimum of one year's technical, administrative, or policy-level work experience with a government or private agency. Experience should be in policy planning and direction.
2. 6 credit hours will be awarded for one to four years of managerial experience in directing programs, preparing budgets, and making decisions on organizational or staff development, or for one to four years of professional experience in policy analysis or planning.
3. Those with four or more years of executive assignment may be awarded 9-12 credit hours. Applicants must have had responsibility for supervision of high-level staff, budget preparation, and organizational control of public agencies, or executive responsibility for policy analysis or planning.

**Mid-Career Credit Option Application Process and Policies**

Students are eligible to apply for Mid-Career credit at the time of application or during the first semester of graduate study in order to take full advantage of available credit. Applicants may appeal the initial Mid-Career credit decision by submitting a request, in writing, for reconsideration and providing additional information to the appropriate program or campus director. Determination of Mid-Career credit is made separately from decisions about transfer of credit. Under no circumstances will the Mid-Career credit and transfer credit total more than 21 hours of the 48 required for the degree. Students receiving Mid-Career credit should carefully plan the balance of their program with an advisor.

**General Elective Courses**

Graduate courses, or undergraduate courses approved for graduate credit, may be used to complete the overall degree requirement of 48 credit hours.

**Fields of Concentration**

Concentrations give students a focused educational experience in a substantive area of interest. The concentration is selected in conjunction with a faculty advisor and the appropriate SPEA administrator. Concentrations include criminal justice, environmental management, nonprofit management, policy analysis, public management, and urban management.

**Criminal Justice Concentration**

(18 credit hours)

The criminal justice concentration is for those interested in the issues, methods, and skills involved in the management of criminal justice or related
Environmental Management Concentration
(21 credit hours)

Students entering this concentration should have a working knowledge of chemistry and calculus prior to admission. The minimum level of competence needed is equivalent to two semesters of undergraduate chemistry and one semester of calculus.

Required Courses (9 credit hours):
- SPEA V526 Applied Mathematics for Environmental Science (3 cr.)
- SPEA V552 Environmental Engineering (3 cr.)
- SPEA V645 Environmental Law (3 cr.)

Electives (12 credit hours):
Four of the following courses or other 500-level or above environment-related courses approved by a concentration advisor.
- SPEA E431 Water Supply and Wastewater Treatment (3 cr.)
- SPEA E510 Hazardous Materials Regulation (3 cr.)
- SPEA E512 Risk Communication (3 cr.)
- SPEA E515 Fundamentals of Air Pollution (3 cr.)
- SPEA E520 Environmental Toxicology (3 cr.)
- SPEA E536 Environmental Chemistry (3 cr.)
- SPEA E542 Hazardous Materials (3 cr.)
- SPEA E549 Environmental Planning (3 cr.)
- SPEA E554 Groundwater Flow Modeling (3 cr.)
- SPEA E560 Environmental Risk Analysis (3 cr.)
- SPEA E562 Solid and Hazardous Waste Management (3 cr.)
- SPEA E620 Environmental Analysis Workshop (3 cr.)
- SPEA V520 Environmental Policy Analysis (3 cr.)
- SPEA V541 Benefit-Cost Analysis of Public and Environmental Policies (3 cr.)

Nonprofit Management Concentration
(18 credit hours)

The nonprofit management concentration prepares persons for leadership positions in nonprofit and volunteer organizations. Students receive a professional degree structured around theories, concepts, and practices essential to the policy and management of nonprofit organizations. Students who choose careers in the third sector will be more enlightened practitioners with a clear understanding of modern management techniques and of the philanthropic tradition in the broadest sense; that is, voluntary action for the public good.

Required Courses (6 credit hours):
- SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)
- SPEA V525 Management in the Nonprofit Sector (3 cr.)

One of the following nonprofit theoretical courses:
- SPEA V523 Civil Society and Public Policy (3 cr.)
- SPEA V524 Civil Society in Comparative Perspective (3 cr.)
- ECON E514 The Nonprofit Economy and Public Policy (3 cr.)
- HIST H509 History of Philanthropy in the West (3 cr.)
- PHIL P542 Ethics and Values of Philanthropy (3 cr.)

Other courses must be approved by the faculty advisor.

Two of the following nonprofit application courses:
- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)
- SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)
- SPEA V550 Topics in Public Affairs: Fund Development for Nonprofit Organizations (3 cr.)
- SPEA V550 Topics in Public Affairs: Proposal Writing and Grant Administration (3 cr.)
- SPEA V602 Strategic Planning of Public and Nonprofit Organizations (3 cr.)
- EDUC C505 Legal Aspects of Philanthropy (3 cr.)

Policy Analysis Concentration
(17-18 credit hours)

The policy analysis concentration focuses on techniques for the rigorous evaluation of public policies and programs, emphasizing science, operations research techniques, cost-benefit analysis, and program evaluation.

Required Courses (3 credit hours):
- SPEA V512 Public Policy Process (3 cr.)

Choose two of the following:
- SPEA H515 Seminar in Health Policy Process Special Topics (3 cr.)
- SPEA P550 Topics in Planning (public policy topics approved by an advisor) (3 cr.)
- SPEA V520 Environmental Policy Analysis (3 cr.)
- SPEA V550 Topics in Public Affairs (3 cr.)
- SPEA V800 Readings in Public Policy (3 cr.)
- SPEA V622 Seminar in Urban Economic Development (3 cr.)

One of the following:
- SPEA P520 Methods for Planning and Policy Analysis (2 cr.)
- SPEA V507 Data Analysis and Modeling for Public Affairs (3 cr.)

Research Requirement
- SPEA V590 Research in Public Affairs (3 cr.)

Students must submit a proposal for the policy analysis project and receive approval from the concentration advisor before undertaking the project. A minimum of 12 credit hours (four courses) must be completed in the policy analysis concentration before a project proposal may be approved.
Public Management Concentration
(18 credit hours)

The public management concentration is a structured program that enables students to develop a managerial perspective. The curriculum ensures breadth of coverage across those areas essential to a managerial career.

Required Courses (12 credit hours):
- SPEA H507 Management of Individual and Group Behavior (3 cr.)
- SPEA V561 Public Human Resource Management in the Public Sector (3 cr.)
- SPEA V602 Strategic Management of Public and Nonprofit Organizations (3 cr.)
- SPEA V639 Managing Government Operations (3 cr.)

One of the following:
- SPEA V516 Public Management Information Systems (3 cr.)
- SPEA V542 Governmental Financial Accounting and Reporting (3 cr.)

Urban Management Concentration
(29-30 credit hours)

The urban management concentration prepares students for entry-level and mid-career management and policy positions in local government and nonprofit organizations.

Required Courses (9 credit hours):
- SPEA V561 Public Human Resources Management (3 cr.)
- SPEA V564 Urban Management (3 cr.)
- SPEA V567 Public Financial Administration (3 cr.)

Advanced Electives (8-9 credit hours):
Take three of the following courses. You must take two from one area and one from another area.

Area 1: Planning
- SPEA E549 Environmental Planning (3 cr.)
- SPEA P500 Foundations of Planning (3 cr.)
- SPEA P510 Social and Economic Aspects of Human Settlements (2 cr.)
- SPEA P515 Physical Systems, Development, and Infrastructure (3 cr.)
- SPEA P530 Land Use Law (3 cr.)
- SPEA V563 The Planning Process (3 cr.)
- SPEA V597 Land Use Planning (3 cr.)

Area 2: Personnel/Labor Relations
- SPEA V547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)
- SPEA V570 Public Sector Labor Relations (3 cr.)

Area 3: Operations Management
- SPEA V568 Management of Urban Government Services (3 cr.)
- SPEA V639 Managing Government Operations (3 cr.)

Area 4: Analysis and Information Systems
- SPEA E529 Applications of Geographic Information Systems (3 cr.)
- SPEA P520 Methods for Planning and Policy Analysis (2 cr.)
- SPEA V507 Data Analysis and Modeling for Public Affairs (3 cr.)
- SPEA V516 Public Management Information Systems (3 cr.)
- SPEA V539 Management Science for Public Affairs (3 cr.)
- SPEA V541 Benefit-Cost Analysis of Public and Environmental Policies (3 cr.)
- SPEA V562 Public Program Evaluation (3 cr.)
- SPEA V593 Analytic Methods in Planning and Policy Analysis (3 cr.)
- SPEA V662 Seminar in Productivity and Program Evaluation (3 cr.)

Area 5: Government Finance
- SPEA V542 Governmental Financial Accounting and Reporting (3 cr.)
- SPEA V609 Seminar in Revenue Theory and Administration (3 cr.)
- SPEA V610 Seminar in Government Budget and Program Analysis (3 cr.)
- SPEA V667 Seminar in Public Capital and Debt Theory (3 cr.)

Area 6: Development
- SPEA P540 Community and Neighborhood Development Planning (3 cr.)
- SPEA V550 Topics in Public Affairs: Community Development (3 cr.)
- SPEA V622 Seminar in Urban Economic Development (3 cr.)

Area 7: Nonprofit Management
- SPEA V518 Intergovernmental Systems Management (3 cr.)
- SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)
- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)
- SPEA V525 Management in the Nonprofit Sector (3 cr.)

Area 8: Policy Issues and Analysis
- SPEA E562 Solid and Hazardous Waste Management (3 cr.)
- SPEA V550 Topics in Public Affairs: Urban Poverty (3 cr.) or other topics approved by the faculty advisor.

Urban Management Internship and Seminar (12 credit hours)
- SPEA V585 Practicum in Public Affairs (9 cr.)
- Compensated internship in local government to be served during the fourth semester.
- SPEA V623 Seminar in Urban Management (3 cr.)
- Seminar served in conjunction with urban management internship. This seminar normally will substitute for the V600 capstone requirement in the M.P.A. core.

Master of Health Administration (M.H.A.)

The graduate program in health administration is offered by the School of Public and Environmental Affairs, the country's largest school of public affairs. Recognized for its outstanding faculty, professional integration, and strong business ethics, the Indianapolis program reflects the exciting frontiers of the contemporary health care industry.

This advanced program attracts professionals and students interested in a variety of leadership opportunities in hospitals, managed care, ambulatory care, and voluntary health agencies. Opportunities also exist in consulting firms, corporate health programs, insurance, government, and other regulatory agencies. The program is fully accredited by the Accrediting Commission on Education for Health Services Administration and is a member of the Association of University Programs in Health Administration.

Approximately one-third of the students in the program have professional backgrounds; the remaining two-thirds come directly from undergraduate programs. In the classroom, this mix creates a dynamic environment of fresh perspectives and practical experience. The versatile faculty teach a rigorous interdisciplinary curriculum interwoven with current research and events. The M.H.A. program is comprised of 51 graduate semester credit hours.

A summer internship between the first and second year of study is an excellent opportunity to learn from a health industry leader. The internship offers students valuable experience in the health care field and is an excellent opportunity to blend academic preparation with hands-on experience. Positions are available throughout the United States.

As an option, students may choose an Administrative Residency, a 10-12 month paid residency that can assist in the transition from classroom to workplace through intensive exposure to a selected management career. It blends academic preparation with administrative practice. Students with little health administration experience may find the residencies beneficial. Residents are selected through competitive application processes.

A Mentorship Program utilizing local M.H.A. alumni and friends of the school gives students the opportunity to meet a variety of practicing health care professionals. Mentors are available in all segments of the health care field, and range from recent graduates to corporate officers and senior public officials.

Some students become involved as research assistants at the Bowen Health Research Center and the Center for Urban Policy and the Environment. These are IU's leaders in health policy and services research. The Bowen Center is a joint endeavor of the School of Medicine and the School of Public and Environmental Affairs.

Increasingly, our students are successfully competing for national administrative fellowships after graduation. Recent fellowships awarded to M.H.A. program graduates include: Good Samaritan Health
System in Nebraska, Winston Fellowship and Washington Hospital Group in Washington, D.C., and the American College of Healthcare Executives in Chicago. Most fellowships provide a two-year paid administrative experience and lead to permanent employment.

Admissions

In addition to the general requirements for admission to graduate study in the School of Public and Environmental Affairs, the following requirements generally must be met for admission to the Graduate Program in Health Administration:

1. Applicants must possess an undergraduate degree from an accredited institution and have a minimum overall undergraduate grade point average (GPA) of 3.0 (B) on a 4.0 scale. Applicants with a minimum GPA of 3.0 during the last half of their undergraduate education are shown preference.

2. Applicants must complete at least 3 credit hours each of undergraduate courses in introductory accounting, microeconomics, and statistics at an accredited institution with a minimum grade of C in each course. Students who have not completed these courses but who meet all other requirements may be accepted with deficiencies. These students are not usually permitted to enroll in the classes that require these courses as prerequisites until the deficiencies are removed.

3. Applicants must take the Graduate Record Examination (GRE) and achieve a composite score of at least 1,500 total in all three sections. An applicant with a GRE score lower than 500 in any section may be required to participate in special academic counseling and evaluation prior to any admission decision. Additional course work may be required, and admission as a provisional student may be stipulated. Applicants who have been awarded an advanced degree may petition the admissions committee for waiver of the GRE requirement.

Mid-Career Credit Option

Students in the Master of Health Administration can receive Mid-Career credit for work experience obtained up through the semester in which they complete 24 credits toward the Master of Health Administration degree. The credits are to be awarded as follows:

3 credit hours – for a least one year of meaningful work experience in health administration.

6 credit hours – for two to four years of meaningful work experience in health administration.

9 credit hours – for four or more years of meaningful work experience in health administration.

Students may apply for the Mid-Career credit option upon application to the program or may seek the credits any time up to graduation. The admission committee will have the responsibility to evaluate each student request and determine if the work experience meets the requirements for the credit hours requests.

Degree Requirements

(51 credit hours)

A minimum of 51 credit hours, divided between required and elective courses, is required in the Master of Health Administration degree program. The M.H.A. curriculum begins with a foundation of theory and skill-building courses and makes a transition to course work that requires practical application of those skills in a variety of health care settings.

Part-time students must complete at least 6 credit hours each semester to remain in good standing. All students must complete the program's academic requirements within five calendar years of matriculation.

Required Courses (45 credit hours):

- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA H502 Developing Strategic Capability in Health Care (3 cr.)
- SPEA H507 Management of Individual and Group Behavior (3 cr.) or SPEA V504 Public Organizations (3 cr.) with permission
- SPEA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)
- SPEA H509 Financial Management Principles of Health Care (3 cr.)
- SPEA H510 Health Services Financial Management (3 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H516 Health Services Delivery and the Law (3 cr.)
- SPEA H518 Statistical Methods for Health Services (3 cr.)
- SPEA H521 Management Science for Health Services Administration (3 cr.) or SPEA V539 Management Science for Public Affairs (3 cr.) with permission
- SPEA H615 Health Care Outcomes and Decision Making (3 cr.)
- SPEA H623 Health Care Applications of Strategic Management (3 cr.)
- SPEA H628 Health Care Information Systems (3 cr.)
- SPEA H650 Strategies for Career Preparation (1.5 cr.)
- BUS M540 Service Marketing (1.5 cr.)

One of the following courses:

- SPEA H700 Residency (3-6 cr.) or SPEA H702 Internship in Health Services Management (3 cr.) or SPEA H735 Research in Health Administration (3-6 cr.)

Electives (6 credit hours)

Choose two of the following elective courses, or other electives approved by a faculty advisor:

- SPEA H515 Seminar in Health Policy: Special Topics (3 cr.)
- SPEA H517 Managerial Epidemiology (3 cr.)
- SPEA H626 Health Services Human Resources Management (3 cr.)
- SPEA H627 Seminar in Advanced Health Finance (3 cr.)
- SPEA H630 Readings in Health Services Administration (3 cr.)
- SPEA V541 Benefit-Cost Analysis (3 cr.)
- BUS A508 Not-for-Profit Accounting (3 cr.)

Course Waivers, Substitutions, and Challenge Examinations

Students may petition the program director to waive or make substitutions for required courses based on completion of satisfactory equivalent course work or by examination (if available). The following guidelines govern the consideration of these types of petitions.

Waivers of Required Courses

The requirement for a particular course may be waived if the student furnishes evidence of equivalent graduate course work completed within a reasonable period of time from an accredited institution. It should be noted that credit is not given with a waiver—only an exemption from a particular course; another course is always substituted.

Substitutions

As a general rule, the substitution of a course for one that is required in the M.H.A. curriculum is prohibited. On rare occasions, petitions for substitutions may be considered, and students who believe they would benefit from such a procedure should discuss the matter with their advisors.

Challenge Examination

Students who believe they possess mastery of the subject matter stipulated in a given required course may request a challenge examination. If, in the opinion of the faculty, the student has demonstrated the requisite knowledge, academic credit for the course is authorized. The university fee structure for the cost of such an examination applies.

Master of Planning (M.Pl.)

The Master of Planning (M.Pl.) is a professional degree program that prepares students for professional careers in planning and related fields. The program emphasizes the development of professional skills to enable graduates to develop successful careers in planning. The emphasis is always on gaining the knowledge and tools to provide the foundation for professional practice. The program is hands-on, applied, and professional. Students in the planning workshop focus on real planning problems for outside clients, developing their ability to function as effective professionals.

Indianapolis is nationally recognized for its achievements in urban development. Students in the Master of Planning program have the opportunity to use this major metropolitan area as a laboratory to learn planning. The planning faculty bring their experience working in Indianapolis and central Indiana to the classrooms, integrating this practical knowledge into the learning experience.

The School of Public and Environmental Affairs and the faculty of the Master of Planning program are associated with the Center for Urban Policy and the Environment. The school consults with public, nonprofit, and private clients and is engaged in a major effort to enhance policy discussions in the central Indiana region. The wide-ranging studies of the region include a focus on understanding and improving the planning process and the development of a large-scale computer simulation model of urban development in the region. Students in the Master of Planning program have the opportunity to participate in and learn from the innovative research under way at the Center for Urban Policy and the Environment.

The Master of Planning program is offered within the largest school of public affairs in the United States. Students in the program have the opportunity to draw
upon the school’s strengths in public management and policy, environmental science and policy, and health administration.

**Mid-Career Credit Option**

Students in the Master of Planning Program can receive Mid-Career credit for work experience obtained up through the end of the semester in which they complete 24 credits toward the Master of Planning degree. Decisions on the credits to be awarded for work experience are made by the Master of Planning Admissions Committee. The guidelines for eligibility for credit are as follows:

- **3 credit hours** for at least one year of work experience in planning or a related field such as policy analysis or public management.
- **6 credit hours** for two to four years of work experience in planning or a related field that includes primary responsibility for the preparation of plans, or similar levels of responsibility in related fields.
- **9 credit hours** for four or more years of work experience in planning or a related field that includes responsibility for the organization of the planning process and the supervision of other planners in the preparation of plans, or similar levels of responsibility in related fields.
- **12 credit hours** for eight or more years of work experience in planning or a related field that includes overall responsibility for the planning function in a major organization, or similar levels of responsibility in related fields.

**Admissions**

In addition to the general requirements for admission to graduate study in the School of Public and Environmental Affairs, students entering the Graduate Program in Planning are expected to have completed introductory undergraduate courses in statistics and microeconomics at an accredited institution with a minimum grade of B in each course. Students lacking this preparation may be admitted with deficiencies. These students are expected to remedy any deficiencies before taking courses in which this background is required.

**Degree Requirements**

(48 credit hours)

The Graduate Program in Planning requires a minimum of 48 graduate credit hours and the completion of: (1) the core requirement, (2) the concentration requirement, and (3) the experiential requirement. The core requirement consists of 22 credit hours of work in nine courses and is required of all students pursuing the M.Pl. degree. Each student must complete the requirements of one concentration, which consists of 11-15 credit hours of course work, depending on the concentration and courses selected. The experiential requirement ensures that each graduate of the M.Pl. program has gained relevant professional planning practice outside the classroom. This experience may or may not involve the accumulation of credit hours toward the degree. The remaining credit hours necessary for graduation are general electives that can be used to add breadth to a student’s program, to further explore a field of concentration, or to enhance skills in quantitative tools or other techniques.

**Core Requirement**

(22 credit hours)

The core requirement in the Graduate Program in Planning ensures that each student acquires an understanding of the field of planning and its practice, of the environment in which planning takes place, and of the analytical methods necessary for the practice of planning. The core requirement also provides for the integration of learning and professional practice in workshop and seminar settings.

- SPEA P500 Foundations of Planning (3 cr.)
- SPEA P510 Social and Economic Aspects of Human Settlement (2 cr.)
- SPEA P515 Physical Systems Development and Infrastructure (3 cr.)
- SPEA P520 Methods for Planning and Policy Analysis (2 cr.)
- SPEA P525 Geographic Information Systems for Planning (2 cr.)
- SPEA P600 Portfolio Assessment (1 cr.)
- SPEA P610 Planning Workshop (3 cr.)
- SPEA V560 Statistical Analysis for Effective Decision Making (3 cr.)

One of the following:

- SPEA V517 Public Management Economics (3 cr.)
- SPEA V541 Benefit-Cost Analysis of Public and Environmental Policies (3 cr.)

Students in the health planning concentration may elect to substitute SPEA H514 Health Economics (3 cr.) for the above requirement.

All students are required to assemble a portfolio of work completed in various courses taken as part of the degree program. Students will evaluate this work and present their evaluations to the faculty in P600 Portfolio Assessment.

Especially well-prepared applicants may petition the director of the Graduate Program in Planning to waive one or more of the core requirements on the basis of advanced course work done elsewhere. Students may be exempted on the basis of satisfactory course work or by examination. Credit hours waived from the core increase the number of electives a student may take. Students requesting course waivers should contact the program director for requirements and guidelines.

**Concentration Requirements**

(11-15 credit hours)

The concentrations are designed to give the student the opportunity to focus on study in a specialized area of planning. Concentration requirements may be waived on the same basis as core requirements. The concentrations available in the Graduate Program in Planning are as follows:

**Environmental Planning Concentration**

(11-12 credit hours)

The environmental planning concentration is intended for students interested in planning that deals with the problems of the natural environment.

The following course:

- SPEA E549 Environmental Planning (3 cr.)

One of the following courses:

- SPEA P530 Land Use Law (3 cr.)
- SPEA V645 Environmental Law (3 cr.)

Two of the following courses:

- SPEA E431 Water Supply and Wastewater Treatment (3 cr.)
- SPEA E510 Hazardous Materials Regulation (3 cr.)
- SPEA E515 Fundamentals of Air Pollution (3 cr.)
- SPEA E520 Environmental Toxicology (3 cr.)
- SPEA E542 Hazardous Materials Control (3 cr.)
- SPEA E552 Environmental Engineering (3 cr.)
- SPEA E554 Groundwater Flow Modeling (3 cr.)
- SPEA E560 Environmental Risk Analysis (3 cr.)
- SPEA E562 Solid and Hazardous Waste Management (3 cr.)
- SPEA P527 Planning Applications of Geographic Information Systems (2 cr.)

**Health Planning Concentration**

(15 credit hours)

The health planning concentration is intended for students interested in planning that deals with the problems of the health care system and the provision of health services. The requirements for the concentration are as follows:

- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA H502 Developing Strategic Capability (3 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H516 Health Services Delivery and the Law (3 cr.)

One of the following courses:

- SPEA H515 Seminar in Health Policy: Special Topics (3 cr.)
- SPEA H615 Health Care Outcomes and Decision Making (3 cr.)

Students in the health planning concentration who elect to take SPEA H514 Health Economics to satisfy the requirement in the core shall be required to take one additional health planning–related course, to be selected in consultation with their advisor.

**Urban Development Planning Concentration**

(11-12 credit hours)

The urban development planning concentration is for students interested in planning that deals with the problems of urban areas, including general urban planning, neighborhood and community development, housing, and economic development.

The following three courses:

- SPEA P530 Land Use Law (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V597 Land Use Planning (3 cr.)

One of the following courses:

- SPEA P527 Planning Applications of Geographic Information Systems (2 cr.)
- SPEA P532 Site Planning and Urban Design (3 cr.)
- SPEA P540 Community and Neighborhood Development Planning (3 cr.)
- SPEA P550 Topics in Planning (3 cr.) (urban topics only)
- SPEA P630 Strategic Planning (3 cr.)
Admissions
Applicants must apply for admission to each school and must meet the admission criteria published in each school's bulletin. Normally, applicants should apply to both the School of Law—Indianapolis and the School of Public and Environmental Affairs at the same time. However, a person enrolled in the School of Law may apply for admission to the Graduate Program in Health Administration up to the end of the second year of law study (approximately 57 credit hours). A student formally enrolled in the study of health administration may seek admission to the School of Law—Indianapolis up to the end of the first year of full-time study leading to the award of the Master of Health Administration (approximately 30 hours of graduate credit).

Academic Standing Grade point averages in the School of Law—Indianapolis and the School of Public and Environmental Affairs are computed separately. To continue in the joint program, the student must meet the academic standards in each school. A student failing in one school but meeting academic standards in the other may complete course work for the degree in the school in which the student is able to meet the academic standards. Such completion must be according to the same conditions (credit hours, residency, etc.) required of regular (noncombination) degree candidates. Students are eligible for honors in each school based on the criteria of each school.

Residency The student customarily completes the first 34 credit hours in the School of Law—Indianapolis. Thereafter, the student divides the remaining course work between the two schools, taking health administration courses and law courses concurrently. Thus, the student has a continuing educational experience in both schools.

Program Requirements (125.5 credit hours)

Master of Health Administration (M.H.A.) Requirements (43.5 credit hours)
Students must complete 43.5 credit hours distributed among the M.H.A. required core, electives, and a joint research paper.

Required Courses (34.5 credit hours):
- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA H502 Developing Strategic Capability (3 cr.)
- SPEA H507 Management of Individual and Group Behavior (3 cr.)
- SPEA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)
- SPEA H509 Financial Management Principles of Health Care (3 cr.)
- SPEA H510 Health Services Financial Management (3 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H521 Management Science for Health Services Administration (3 cr.)
- SPEA H623 Health Care Applications of Strategic Management (3 cr.)
- SPEA H628 Health Care Information Systems (3 cr.)
- BUS M540 Service Marketing (1.5 cr.)

Joint Research Paper (6 credit hours)
SPEA H735 Research in Health Administration is to be completed in the last year of the combined program.

Doctor of Jurisprudence (J.D.) Requirements
(82 credit hours)
Students are required to complete 82 credit hours of law courses and to satisfy all requirements for the Doctor of Jurisprudence degree.

Master of Health Administration–Master of Business Administration (M.H.A.–M.B.A.)
The combined M.H.A.–M.B.A. program enables the student to take a sequence of courses leading to the attainment of both degrees. Successful completion of this 73.5 credit hour program provides the graduate student with sufficient depth and breadth in each discipline to function effectively in a health care delivery system that is driven by business principles.

Admissions To participate in the joint program, students must apply and be accepted into both the School of Public and Environmental Affairs Master of Health Administration program and the Indianapolis Kelley School of Business Master of Business Administration program. To streamline the admission process, SPEA will accept the results of the GMAT exam in place of the GRE from applicants to the joint program.

Academic Standing Grade point averages for the two schools are computed separately. To continue in the joint program, the student must meet the academic standards in each school. Students failing in one school but meeting academic standards in the other school may complete work for the degree in the school in which they are able to meet the standards. Such completion must be upon the same conditions as required of regular (noncombination) degree candidates. Students are eligible for honors in each school based on the criteria of each school.

Program Advisors Once students have been accepted into this joint degree program, they should meet academic advisors to plan course sequencing.
All M.B.A. core courses must be taken as intact modules. Full-time students typically take two M.H.A. and two M.B.A. courses each semester. Part-time students take either two M.H.A. or two M.B.A. courses each semester. Since M.B.A. courses must be taken as a cohort, part-time students will need to sequence all the M.B.A. courses in a block.

**Program Requirements**
(73.5 credit hours)
The following degree requirements are required of all students admitted to the program.

**Master of Health Administration (M.H.A.) Requirements**
(34.5 credit hours)
Students are required to complete 34.5 credit hours of SPEA courses and to satisfy all requirements for the joint degree.

- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA H507 Management of Individual and Group Behavior (3 cr.)
- SPEA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)
- SPEA H510 Health Services Financial Management (3 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H516 Health Services Delivery and the Law (3 cr.)
- SPEA H518 Statistical Methods for Health Services (3 cr.)
- SPEA H615 Health Care Outcomes and Decision Making (3 cr.)
- SPEA H623 Health Care Applications of Strategic Management (3 cr.)
- SPEA H627 Seminar in Advanced Health Finance (3 cr.)
- SPEA H650 Strategies for Career Preparation (1.5 cr.)
- SPEA H702 Internship in Health Services Management (3 cr.) or
- SPEA H735 Research in Health Administration (3 cr.)

**Master of Business Administration (M.B.A.) Requirements**
(39 credit hours)
Students are required to complete 39 credit hours of business administration courses and to satisfy all requirements for the joint degree. For specific guidelines, see the Indianapolis Kelley School of Business Graduate Bulletin.

**Master of Health Administration-Master of Science in Nursing (M.H.A.-M.S.N.)**
The combined M.H.A.—M.S.N. program enables the student to take a sequence of courses leading to the attainment of both degrees. Successful completion of this rigorous 70.5 credit hour program provides the graduate nurse with sufficient depth and breadth in each discipline to be able to function effectively in the rapidly changing health field.

**Admissions**
Applicants must have a bachelor’s degree or its equivalent from an NLN-accredited school of nursing, meet the admission criteria of each school, and apply to both the School of Nursing (Indianapolis) and the School of Public and Environmental Affairs. If applicants are admitted to only one of the schools, they are permitted to attend that school and are required to meet the graduation requirements of that school. Applicants must complete at least 3 credit hours each of undergraduate course work in accounting, microeconomics, and statistics with a grade of C or higher from an accredited institution.

It is preferred that the student apply to both schools simultaneously for the combined program. It is possible, however, for students already enrolled in the School of Nursing to apply for admission to the School of Public and Environmental Affairs up to the time they complete the second year of nursing study. It is also possible for a student enrolled in the School of Public and Environmental Affairs to seek admission to the School of Nursing up to the end of the first year of the M.H.A. course of study.

**Academic Standing**
Graduate point averages for the two schools are computed separately. To continue in the joint program, the student must meet the academic standards in each school. A student failing in one school but meeting academic standards in the other school may complete work for the degree in the school in which the student is able to meet the standards. Such completion must be upon the same conditions as required of regular (noncombination) degree candidates (i.e., 42 credit hours for School of Nursing and 60 credit hours for SPEA). Students are eligible for honors in each school based on the criteria of each school.

**Program Advisors**
Students enrolled in the combined program are assigned co-advisors; one from each school. The co-advisors are responsible for reviewing each semester’s progress to assure attainment of educational objectives. The co-advisors also help students resolve scheduling problems that might develop as a result of the combined program.

**Program Requirements**
(70.5 credit hours)
The following degree requirements are required of all students admitted to the program.

**Master of Health Administration (M.H.A.) Requirements**
(34.5-37.5 credit hours)
Students are required to complete 34.5-37.5 credit hours of SPEA courses and to satisfy all requirements for the joint degree.

**Required Courses (34.5-37.5 credit hours):**
- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA H502 Developing Strategic Capability (3 cr.)
- SPEA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)
- SPEA H510 Health Services Financial Management (3 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H516 Health Services Delivery and the Law (3 cr.)

**SPEA H521 Management Science for Health Services Administration (3 cr.)**
**SPEA H615 Health Care Outcomes and Decision Making (3 cr.)**
**SPEA H621 Management Application Skills I (3 cr.)**
**SPEA H628 Health Care Information Systems (3 cr.)**
**BUS M540 Service Marketing (1.5 cr.)**
**H702 Internship in Health Services Management (3 cr.)**

**Elective (3 credit hours)**
An additional course approved by the program advisor.

**Master of Science in Nursing (M.S.N.) Requirements**
(21-30 credit hours)
Students are required to complete 21-30 credit hours of nursing courses and to satisfy all requirements for the joint degree. For specific guidelines, see the School of Nursing Graduate Bulletin.

The combined M.P.A.–J.D. program enables the student to take a sequence of courses leading to the attainment of both degrees.

**Admissions**
The student must have a bachelor’s degree from an accredited institution of higher education and must apply to both the School of Law—Indianapolis and the School of Public and Environmental Affairs. If the applicant is admitted to only one school, the applicant is permitted to attend that school and is required to meet the graduation requirements of that school. It is preferred that the student apply to both schools simultaneously for the combined program. It is possible, however, for a person already enrolled in the School of Law to apply for admission to the School of Public and Environmental Affairs up to the time that student completes the second year of law study. It is also possible for a student enrolled in the School of Public and Environmental Affairs to seek admission to the School of Law up to the end of the first year of the M.P.A. course of study.

**Academic Standing**
Graduate point averages in the School of Law—Indianapolis and the School of Public and Environmental Affairs are computed separately. To continue in the program, the student must meet the academic standards in each school. A student failing in one school but meeting academic standards in the other school may complete work for the degree in the school in which the student is able to meet the standards. Such completion must be upon the same conditions as required of regular (noncombination) degree candidates. Students are eligible for honors in each school based on the criteria of each school.

**Program Advisors**
The co-advisors are responsible for reviewing each semester’s progress to assure attainment of educational objectives. The co-advisors also help students resolve scheduling problems that might develop as a result of the combined program.

**Program Requirements**
(70.5 credit hours)
The following degree requirements are required of all students admitted to the program.

**Master of Health Administration (M.H.A.) Requirements**
(34.5-37.5 credit hours)
Students are required to complete 34.5-37.5 credit hours of SPEA courses and to satisfy all requirements for the joint degree.

**Required Courses (34.5-37.5 credit hours):**
- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA H502 Developing Strategic Capability (3 cr.)
- SPEA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)
- SPEA H510 Health Services Financial Management (3 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H516 Health Services Delivery and the Law (3 cr.)
Affairs in the second year of the program. In the third and fourth years, or until the program is completed, students should enroll through the school in which the majority of their credit hours reside in each enrollment period.

**Program Requirements**

**Master of Public Affairs (M.P.A.) Requirements**

(34 credit hours)

Students are required to complete 34 credit hours of SPEA courses distributed among the M.P.A. core, a specialization, and a research paper.

**Required Courses (18 credit hours):**

- SPEA V501 Professional Development Practicum: Information Technology (1 cr.)
- SPEA V502 Public Management (3 cr.)
- SPEA V503 Professional Development Practicum: Writing and Presentation (1 cr.)
- SPEA V505 Professional Development Practicum: Teamwork and Integrated Policy Project (1 cr.)
- SPEA V506 Statistical Analysis for Effective Decision Making (3 cr.)
- SPEA V517 Public Management Economics (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)

**Specialization (14 credit hours)**

The student chooses a field of specialization and develops a program of specialization courses in consultation with the SPEA program advisor.

**Research Paper (2 credit hours)**

SPEA V590 Research in Public Affairs, required research paper, is written during the final year of the program.

**Doctor of Jurisprudence (J.D.) Requirements**

(84 credit hours)

Students are required to complete 84 credit hours of law courses and satisfy all requirements for the degree Doctor of Jurisprudence.

**Master of Public Affairs–Master of Arts in Philanthropic Studies (M.P.A.–M.A.)**

The combined Master of Public Affairs with a concentration in nonprofit management and Master of Arts in Philanthropic Studies enables a student to take a sequence of courses leading to the receipt of both degrees. This joint degree program focuses on the history, culture, and values of philanthropy as well as the managerial frameworks of public service and quasi-governmental institutions.

**Admissions**

To participate in the joint degree program, students must apply and be accepted into both the Master of Public Affairs program and the Master of Arts in Philanthropic Studies program. Most students will apply for admission to both programs simultaneously. However, if admitted to one program first, the student should submit an application for admission to the other program before completing 24 credit hours toward the first program.

**Academic Standing**

Grade point averages for the programs are computed separately. To continue in the program, the student must meet the standards in each school. A student failing in one school but meeting academic standards in the other school may complete work for the degree in the school in which the student is able to meet the standards. Such completion must be upon the same conditions as required of regular (noncombination) degree candidates. Students are eligible for honors in each school based on the criteria of each school.

**Program Advisors**

Students enrolled in the combined programs are assigned co-advisors, one from each school. The co-advisors are responsible for reviewing each semester’s progress to assure attainment of educational objectives. The co-advisors also help students resolve scheduling problems that might develop as a result of the combined program.

**Program Requirements**

(65 credit hours)

The following degree requirements are required of all students admitted to the program.

**Master of Public Affairs (M.P.A.) Requirements**

(21 credit hours):

- SPEA V501 Professional Development Practicum: Information Technology (1 cr.)
- SPEA V502 Public Management (3 cr.)
- SPEA V503 Professional Development Practicum: Writing and Presentation (1 cr.)
- SPEA V505 Professional Development Practicum: Teamwork and Integrated Policy Project (1 cr.)
- SPEA V506 Statistical Analysis for Effective Decision Making (3 cr.)
- SPEA V517 Public Management Economics (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)

**Experiential Component (3 credit hours)**

Each M.P.A. student must obtain relevant experience. This can be accomplished through an approved internship. SPEA V590 Research in Public Affairs, the SPEA mid-career credit option, or PHST P590 Internship in Philanthropic Studies. Students wishing to complete the dual degree program in the minimum credit hours should take PHST P590.

**Degree Electives (3 credit hours)**

One of the courses from the M.A. in Philanthropic Studies will fulfill this requirement.

**Nonprofit Concentration (18 credit hours):**

- SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)
- SPEA V525 Management in the Nonprofit Sector (3 cr.)

**Nonprofit Theoretical Courses**

One of the following:

- ECON E514 The Nonprofit Economy and Public Policy (3 cr.)
- HIST H509 History of Philanthropy in the West (3 cr.)
- PHIL P542 Ethics and Values of Philanthropy (3 cr.)

**Nonprofit Application Courses**

Two of the following:

- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)
- SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)
- SPEA V530 Topics in Public Affairs: Fund Development for Nonprofit Organizations (3 cr.)
- SPEA V550 Topics in Public Affairs: Proposal Development and Grant Administration (3 cr.)
- SPEA V602 Strategic Management of Public and Nonprofit Organizations (3 cr.)
- EDUC C505 Legal Aspects of Philanthropy (3 cr.)

**General Management Courses**

One of the following:

- SPEA V507 Management of Individual and Group Behavior (3 cr.)
- SPEA V516 Public Management Information Systems (3 cr.)
- SPEA V539 Management Science for Public Affairs (3 cr.)
- SPEA V541 Benefit-Cost Analysis of Public and Environmental Policies (3 cr.)
- SPEA V562 Public Program Evaluations (3 cr.)
- SPEA V566 Executive Leadership (3 cr.)

**Master of Arts (M.A.) in Philanthropic Studies Requirements**

(24 credit hours)

Students are required to complete 24 credit hours in philanthropic degree courses and satisfy all requirements for the Master of Arts in Philanthropic Studies degree.

**Master of Public Affairs–Master of Science in Nursing (M.P.A.–M.S.N.)**

The combined Master of Public Affairs–Master of Science in Nursing program enables a student to take a sequence of courses leading to the receipt of both degrees.

**Admissions**

The student must have a bachelor’s degree from an accredited institution of higher education and must apply to both the School of Nursing (Indianapolis) and the School of Public and Environmental Affairs. If the applicant is admitted to only one school, the applicant is permitted to attend that school and is required to meet the graduation requirements of that school. It is preferred that the student apply to both schools simultaneously for the combined program. It is possible, however, for a person already enrolled in the School of Nursing to apply for admission to the School of Public and Environmental Affairs up to the time that student completes the second year of nursing study. It is also possible for a student enrolled in the School of Public and Environmental Affairs to seek admission to the School of Nursing up to the end of the first year of the M.P.A. course of study.
Academic Standing  Grade point averages in the School of Nursing and the School of Public and Environmental Affairs are computed separately. To continue in the joint program, the student must meet the academic standards in each school. A student failing in one school but meeting academic standards in the other may complete work for the degree in the school in which the student is able to meet the academic standards. Such completion must be on the same conditions (credit hours, residency, etc.) as required of regular (noncombination) degree candidates (i.e., 36 credit hours for nursing and 48 credit hours for SPEA). Students are eligible for honors in each school based on the criteria of each school.

Program Advisors  Students enrolled in the combined program are assigned co-advisors, one each from the faculties of the School of Nursing and the School of Public and Environmental Affairs. The co-advisors are responsible for reviewing the student’s progress each semester to assure attainment of educational objectives. The co-advisors also help students resolve scheduling problems that might occur as a result of the combined degree program.

Program Requirements  (64 credit hours)

The combined M.P.A.–M.S.N. program requires a minimum of 64 credit hours distributed between the Master of Public Affairs and the Master of Science in Nursing components, including a joint research paper.

Master of Public Affairs (M.P.A.) Requirements  (32 credit hours)

M.P.A. Core  (21 credit hours):

SPEA V501 Professional Development Practicum: Information Technology (1 cr.)
SPEA V502 Public Management (3 cr.)
SPEA V503 Professional Development Practicum: Writing and Presentation (1 cr.)
SPEA V505 Professional Development Practicum: Teamwork and Integrated Policy Project (1 cr.)
SPEA V506 Statistical Analysis for Effective Decision Making (3 cr.)
SPEA V517 Public Management Economics (3 cr.)
SPEA V540 Law and Public Affairs (3 cr.)
SPEA V560 Environmental Risk Analysis (3 cr.)
SPEA V562 Solid and Hazardous Waste Management (3 cr.)
SPEA V563 Environmental Chemistry (3 cr.)
SPEA V565 Topics in Environmental Science: Limnology (2-3 cr.)
SPEA V566 Environmental Risk Analysis (3 cr.)
SPEA V562 Solid and Hazardous Waste Management (3 cr.)
SPEA V565 Groundwater Flow Modeling (3 cr.)
SPEA V553 Creation and Solution of Environmental Models (3 cr.)
SPEA V554 Environmental Risk Management (3 cr.)
SPEA V555 Principles of Air Pollution (3 cr.)
SPEA V556 Environmental Chemistry (3 cr.)
SPEA V557 Environmental Engineering (3 cr.)
SPEA V558 Environmental Geochemistry (3 cr.)

Electives  (6 credit hours)

Two of the following courses:
SPEA V515 Fundamentals of Air Pollution (3 cr.)
SPEA V526 Applied Mathematics for Environmental Science (3 cr.)
SPEA V530 Environmental Chemistry (3 cr.)
SPEA V532 Environmental Engineering (3 cr.)
SPEA V533 Environmental Science: Limnology (2-3 cr.)
SPEA V534 Environmental Risk Management (3 cr.)
SPEA V535 Principles of Hydrology (3 cr.)
SPEA V536 Environmental Engineering (3 cr.)
SPEA V537 Environmental Chemistry (3 cr.)
SPEA V538 Environmental Geochemistry (3 cr.)

Concentration  (11 credit hours)

SPEA V504 Public Organizations (3 cr.)

The remaining 8 credit hours consist of courses in a concentration chosen by the student in consultation with a SPEA advisor.

Master of Science in Nursing (M.S.N.) Requirements  (27 credit hours)

Students are required to complete 27 credit hours of nursing courses and to satisfy all requirements for the Master of Science in Nursing degree. For specific guidelines, see the School of Nursing Graduate Programs Bulletin.

Joint Research Paper  (5 credit hours)

Credit for this supervised research is arranged and counts toward degree requirements in both schools. A minimum of 5 credit hours must be taken with at least 3 credit hours of research counting toward the M.S.N. degree and 2 credit hours of SPEA V590 Research in Public Affairs counting toward the M.P.A. degree. The topic must be selected no later than the end of the third year of the combined program, include elements of both disciplines, and be approved by the student’s co-advisors. This paper must be completed in the last year of the combined program and jointly supervised by advisors from both schools.

Certificate Programs

Certificate in Hazardous Materials Management

The Certificate in Hazardous Materials Management is a 15 credit hour program of study. The program provides managers and technicians in concerned organizations and agencies, public and private, with training in the management of hazardous materials. The certificate program provides an information base that managers and technicians can use to develop, implement, manage, and assess hazardous waste programs for local, state, and federal regulatory agencies. Graduate students in other disciplines can use the program to supplement their primary fields with course work in hazardous materials management, possibly using the certificate courses as part of a doctoral or master’s minor.

Requirements  (15 credit hours)

Required Courses  (9 credit hours):
SPEA E510 Hazardous Materials Regulation (3 cr.)
SPEA E520 Environmental Toxicology (3 cr.)
SPEA E542 Hazardous Materials (3 cr.)

Electives  (6 credit hours)

Two of the following courses:
SPEA E515 Fundamentals of Air Pollution (3 cr.)
SPEA E526 Applied Mathematics for Environmental Science (3 cr.)
SPEA E530 Environmental Chemistry (3 cr.)
SPEA E552 Environmental Engineering (3 cr.)
SPEA E553 Creation and Solution of Environmental Models (3 cr.)
SPEA E554 Groundwater Flow Modeling (3 cr.)
SPEA E555 Topics in Environmental Science: Limnology (2-3 cr.)
SPEA E560 Environmental Risk Analysis (3 cr.)
SPEA E562 Solid and Hazardous Waste Management (3 cr.)
SPEA E565 Groundwater Flow Modeling (3 cr.)
SPEA E575 Principles of Hydrology (3 cr.)
SPEA E585 Environmental Geochemistry (3 cr.)

Or other specialty courses with the approval of the campus graduate program advisor.

Certificate in Health Systems Management

The Certificate in Health Systems Management is a 15 credit hour program of study. The certificate program

subsequent admission to a SPEA graduate degree program.

6. Students enrolled in a certificate program who apply to SPEA’s graduate degree programs must meet all existing admission requirements.

7. Students planning to request admission to a SPEA graduate degree program after successfully completing a certificate program should refer to the application procedure presented earlier in this bulletin.
is designed to serve administrators and physicians who are actively engaged in managerial duties; physicians and health care workers who may want to pursue managerial duties in the future; or those who want to gain greater understanding of the structure, processes, and goals of their health care organizations and the environment in which they operate.

**Requirements**
(15 credit hours)

**Required Courses (9 credit hours):**
- SPEA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)
- SPEA V545 The U.S. Health Care System (3 cr.)
- SPEA H502 Developing Strategic Capability (3 cr.)
- SPEA H503 Principles of Health Systems Management and Policy Development (3 cr.)
- SPEA H509 Financial Management Principles of Health Care (3 cr.)

**Electives (6 credit hours)**
The remaining courses will be determined by the faculty and the needs of the student and must be authorized by faculty.

### Certificate in Nonprofit Management

The Certificate in Nonprofit Management is a 15 credit hour program of study. The certificate is designed to serve the needs of individuals who would like exposure to the nonprofit sector and nonprofit management issues but who do not wish to pursue a degree in nonprofit management. The certificate complements other courses of study or career experience in such areas as social work, library science, and parks and recreation. Students pursuing a nonprofit management certificate gain an understanding of how to work in and with nonprofit organizations.

**Requirements**
(15 credit hours)

**Required Courses (9 credit hours):**
- SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)
- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)
- SPEA V525 Management in the Nonprofit Sector (3 cr.)
- SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

**Electives (6 credit hours)**
Two additional SPEA graduate public affairs courses approved by the program director.

**Note:** Students interested in continuing on for the Master of Public Affairs degree should consider selecting the two elective courses from the M.P.A. core; one of the courses recommended is V506 Statistical Analysis for Effective Decision Making. These courses may also be applied to the Master of Planning upon admission to the M.P.L. program.

### Graduate Courses

The abbreviation “P” refers to course prerequisites, and the abbreviation “C” indicates courses that should be taken concurrently. The number of credit hours is indicated in parentheses following the course title.

#### Criminal Justice Courses

- **JS01 Evolution of Criminological Thought and Policy (3 cr.)** This course provides an intensive introduction to the theoretical literature on crime and delinquency. Its purpose is to develop students’ ability to critically evaluate and compare theories of crime as they apply to public policy and the criminal justice system.
- **JS02 Research Methods in Criminal Justice and Public Affairs (3 cr.)** This course examines research techniques necessary for systematic analysis of the criminal justice system, offenders’ behavior, crime trends, and program effectiveness. The course requires that students actively pursue such techniques as conducting interviews, coding data, and designing studies. Criminological research will be critically examined.
- **JS50 Topics in Criminal Justice (1-3 cr.)** Selected research and special topics in criminal justice such as violence; history of criminal prosecution; and alcohol, drugs, and crime.
- **JS82 Criminal Justice Systems (3 cr.)** Detailed examination of operations of police, courts, and correctional agencies. Study of management problems in system response to criminal activity. Development of understanding of relationships among system components. Examination of major policy issues in criminal justice, with emphasis on decision-making techniques.
- **JS87 Criminal Violation: Problems and Characteristics (3 cr.)** Commonalities in criminal behavior. Circumstances leading to the commission of the criminal act, subsequent perceptions of them. Family, community, and other environments affecting criminal behavior. Behavioral consequences of processes of crime control.
- **JS88 Law and Control in Society (3 cr.)** The role of law versus other forms of social control. How social change and social institutions shape the law. Social factors influencing the administration of law.
- **J666 Criminal Justice Policy and Evaluation (3 cr.)** An empirical assessment of the foundations of contemporary and historical attempts to control or prevent crime. Major policies, programs, and strategies are reviewed and critically analyzed. Specific topics and policies will vary in this capstone seminar.
- **J682 Criminal Justice Planning and Management (5 cr.)** Issues in criminal justice planning and management in policing, courts, and corrections are addressed. The problems faced by administrators in the implementation and development of public policies are considered.

#### Environmental Science Courses

The SPEA 400-level environmental science courses listed below, which are described in the undergraduate section of this bulletin, may be taken for graduate credit if specifically listed within degree requirements or approved by a graduate advisor.

- **E400 Topics in Environmental Studies (approved sections) (3 cr.)**
- **E410 Introduction to Environmental Toxicology (3 cr.)**
- **E431 Water Supply and Wastewater Treatment (3 cr.)**
- **E440 Wetlands: Biology and Regulation (3 cr.)**
- **E451 Air Pollution and Control (3 cr.)**
- **E452 Solid and Hazardous Waste Management (3 cr.)**
- **E455 Limnology (4 cr.)**
- **E475 Techniques of Environmental Science (3 cr.)**
- **E510 Hazardous Materials Regulation (3 cr.)** The course provides an in-depth study of federal, state, and local regulations and requirements pertaining to the management of hazardous materials.
- **E515 Fundamentals of Air Pollution (3 cr.)** The purpose of the course is to provide the student with an understanding of the field of air pollution, including the behavior of the atmosphere and pollutants in the atmosphere, effects of air pollution, regulatory programs, engineering controls, and air quality management programs.
- **E520 Environmental Toxicology (3 cr.)** An examination of the principles of toxicology and the toxicity resulting from environmental exposure to chemical substances.


E529 Application of Geographic Information Systems (3 cr.) Conceptual and technical overview of geographic information systems (GIS). Applications in various fields of public affairs and environmental science.

E533 Environmental Management Systems: ISO 14001 Based (3 cr.) This course provides students with the knowledge and skills to establish or improve an environmental management system that is compatible with ISO. (International Organizations for Standardization) 14001, an international, voluntary standard that is emerging as a best-management practice for environment.

E535 International Environmental Policy (3 cr.) This course examines the forces in society alternately promoting and impeding cooperation in the environmental realm. Our inquiry is guided by four interrelated course units: (1) international environmental law, (2) international political order, (3) the environment and global markets, and (4) sustainable development.

E536 Environmental Chemistry (3 cr.) P: one course in chemistry with lab. Gas law calculations, stoichiometry, steady and non-steady state box models, stratospheric ozone, chemical kinetics, photochemical smog, greenhouse effect, CO₂, equilibria, chemodynamics, pesticides, and toxic metals.

E537 Environmental Chemistry Laboratory (3 cr.) P or C: SPEA E536 or consent of instructor. Experimental work in environmental chemical analysis to demonstrate analytical methods and instrumentation used in environmental laboratories, having reference to air, water, and soil quality.

E541 Controversies in Environmental Health (3 cr.) Research, presentation, writing, and argumentation skills will be developed using a debate format. The course focuses on topics related to environmental health and the health of the environment.

E542 Hazardous Materials (3 cr.) Topics of discussion include properties and chemistry of hazardous materials; recognition of potential hazards associated with the use, storage, and transport of these materials; emergency and spill response; health effects of hazardous materials; hazard communication and personal protection; and case studies related to the management of hazardous materials.

E546 Stream Ecology (3 cr.) P: SPEA E455. Advanced limnology course that explores patterns and processes characterizing stream ecosystems. Takes a holistic approach that includes: physical, chemical and biological stream characteristics; watershed patterns; and stream processes (trophic dynamics, colonization and dispersal, community dynamics, and responses to change). A four-hour weekly lab and group project develop necessary analytical skills.

E547 Applied Earth Science (3 cr.) Principles of the earth sciences and their applications to environmental analysis and management. Identification, quantification, and analysis of critical components of watershed systems. Interaction of human activities with the physical environment.

E548 Applied Earth Science Laboratory (3 cr.) Principles and methods of sampling, collection, measurement, analysis, and interpretation of data concerning processes and features of the physical environment. Students will become familiar with field and laboratory equipment within the context of research projects. Emphasis is placed on practical application of basic techniques to real problems.

E549 Environmental Planning (3 cr.) Concepts and methodologies in environmental planning. The planning process. Topics may include environmental impact assessment, economic approaches to environmental decision making, use of computer models in environmental planning, geographic information systems in environmental planning, environmental perception, and construction of environmental indices. Team projects with planning agencies.

E552 Environmental Engineering (3 cr.) Concerned with biological, chemical, physical, and engineering knowledge essential to the achievement of environmental quality objectives. Theory and design of unit operations and processes for air, water, and land pollution abatement. Emphasis on water quality control, industrial wastewater treatment, and solid waste management.

E555 Topics in Environmental Science (2-3 cr.) Selected research and discussion topics in environmental science. Usually organized in a seminar format.

E556 Environmental Risk Analysis (3 cr.) P: SPEA E538 or V506, or consent of instructor. Methods of probabilistic risk analysis applied to environmental situations. Event trees, fault trees, toxicological estimation, ecological risk analysis. Social and psychological aspects of risk. Individual and group projects assessing some real environmental risk are an important part of the course.

E562 Solid and Hazardous Waste Management (3 cr.) The purpose is to provide students with a technical foundation in areas of solid and hazardous waste management which can be applied to the examination of policy options. Topics include characterization of the waste stream, regulations, health and environmental risks, liability issues, management technologies, and treatment and disposal options.

E579 Readings in Environmental Science (1-3 cr.) Readings on selected topics in environmental science to be arranged with the individual instructor.

E620 Environmental Analysis Workshop (3 cr.) Projects in environmental analysis.

E625 Research in Environmental Science (1-12 cr.) Research on selected topics in environmental science to be arranged with the individual instructor.

Health Administration Courses

The SPEA 400-level course listed below, which is described in the undergraduate section of this bulletin, may be taken for graduate credit if specifically listed within degree requirements or approved by a graduate advisor.

H433 Industrial Hygiene and Radiological Health (3 cr.)

H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.) Study of health, illness, and disease trajectories and the systemic components that mold the health care system. Ideological paradigms predicting utilization and health behaviors are addressed, as are guidelines for ethical decision making and problem analysis. Formulation and implementation of organizational and governmental policies and their associated theoretical assumptions are addressed.

H502 Developing Strategic Capability (3 cr.) An introduction to tools for strategic management and the complexities involved in determining long-term strategies in a health care environment. An examination of the dynamics of the competitive environment, how both the pace and direction of industry change are influenced by the resources, capabilities, and interactions of rival organizations.

H503 Principles of Health Systems Management and Policy Development (3 cr.) Explores management roles in public, nonprofit, and for-profit health system environments. Application of management theories, concepts and principles; development of ethical, professional values; and understanding managerial roles in organizational and public policy development emphasized. Managerial process, resource dependence, population ecology, contingency theory, corporate culture, ethics and quality management processes examined.

H504 Quantitative Health Planning Methods (3 cr.) P: SPEA H501 and H503. An examination of health planning theory, methods, and techniques, including quantitative and subjective forecasting, determination of health service area, identifying need and demand for health services, health resource allocation decision models, and standards for the design of services and facilities.

H505 Health Program Design, Implementation, and Evaluation (3 cr.) P: SPEA H501, H503, H504, and V595, or consent of instructor. Study and application of techniques to conduct, interpret, and present the design, implementation, and evaluation of health services programs. Includes collecting, analyzing, interpreting, and reporting information. Emphasis on computer utilization and statistical analysis as a management tool. Field project required.

H507 Management of Individual and Group Behavior (3 cr.) This course provides a conceptual framework for understanding behavior in the work environment by introducing concepts concerning effective management of people in organizations. Key theories and concepts in the field of organizational
behavior will be introduced. The focus of this course is at the micro level of analysis, addressing topics such as individual theories of motivation, job design, and diversity issues; management of work teams; group decision making; managing conflict; and leadership, influence, and power issues.

SPEA H508 Managing Health Care Accounting Information for Decision-Making (3 cr.) P: undergraduate principles of accounting. Provides a user-oriented understanding of how accounting information should be managed to ensure its availability on a timely and relevant basis for decision-making. A focus on cost-benefit analysis for evaluating potential value-added results from planning, organizing, and controlling accounting information.

H509 Financial Management Principles of Health Care (3 cr.) P: SPEA H508. Provides knowledge of corporate finance practice in health care organizations. Establishes an understanding of the basic elements of financial theory used to address business management problems and explores this interrelationship among corporate policies and decisions. Course work includes problem sets, preparation of summary memos, and use of spreadsheets.

H510 Health Services Financial Management (3 cr.) P: SPEA H509. An examination of cost accounting techniques used in health care organizations, with emphasis on measuring and using cost accounting information for planning, control, and nonroutine decision making. Conceptual and quantitative practice is provided using cases and computer spreadsheet programs.

H514 Health Economics (3 cr.) P: 3 credit hours of undergraduate economics. Examines the principles and application of economic analysis in the health field and the economist's approach to health care issues. Provides insights offered by economic analysis of specific health issues and problems.

H515 Seminar in Health Policy: Special Topics (3 cr.) P: SPEA H501, H503, or consent of instructor. Exploration of health policy topics from economic, financial, sociological, political, and psychological perspectives. Analytical paradigms are applied to organizational or macro policy-making issues that vary in response to changing environments. May be repeated once with advisor's approval.

H516 Health Services Delivery and the Law (3 cr.) Medical-legal concepts related to hospitals and other health services organizations. Course provides an in-depth understanding of the law and the legal processes affecting the health services system. Presentation of the elements of administrative and agency processes, torts, contracts, facilities, physicians, patients, and personnel.

H517 Managerial Epidemiology (3 cr.) Examines general epidemiologic methods such as population descriptive techniques, use of health indicators and secondary health-related data sources. Includes design, administration, and analysis of observational and experimental studies. Emphasis will be on the use of epidemiologic techniques to assess community health, determine community risk factors, and evaluate community-based programs.

H518 Statistical Methods for Health Services (3 cr.) P: 3 credit hours of undergraduate statistics. Study of the quantitative techniques commonly used to examine health-related data. Includes univariate, bivariate, and multivariate techniques. Emphasis is on using statistical techniques to make policy and administrative decisions in a health services setting. Students use standard computer software to analyze data.

H519 Environmental Health (3 cr.) This course provides a broad yet in-depth investigation of human interaction with the environment, the major elements of environmental health, and the effects which uncontrolled environmental hazards may have on people's physical, mental, and social well-being.

H521 Management Science for Health Services Administration (3 cr.) Focus is on management science methods, as applied to health sciences administration. Includes treatment of decision theory, constrained optimization, and probability simulation.

H601 Hospital Organization and Management (3 cr.) P: SPEA H501, H503, or VS04, or consent of instructor. Study of the organization and management of hospital clinical, support, and administrative functions. Examination of performance evaluation techniques for health managers. Analysis of special operational problems and administrative ethics. Requirements of the Joint Commission Accreditation of Hospitals emphasized.

H602 Mental Health Services Organization and Management (3 cr.) P: SPEA H501, H503, or VS04, or consent of instructor. Study of the organizations and systems for delivery of mental health services; emphasis on the management and financing of psychiatric services.

H603 Nursing Home Organization and Management (3 cr.) P: SPEA H501, H503, or VS04, or consent of instructor. Study of the purpose, organization, and management of nursing homes and residential care facilities involving long-term, speciality treatment. Emphasis on personal and professional skills necessary to provide a wide range of services and quality care in these environments.

H604 Ambulatory Care and Managed Care Programs (3 cr.) P: SPEA H501, H503, or VS04, or consent of instructor. Study of the organizational and managerial aspects of ambulatory health services delivery. Focus on delivery strategies and organizational models and on the operational issues of financial control, personnel, regulation, and evaluation.

H605 Multi-Institutional Systems and Arrangements (3 cr.) P: SPEA H501, H503, or VS04, or consent of instructor. Emphasis on the organization and management of multi-institutional arrangements such as sharing, mergers, management contracts, consortium, and so forth.

H606 Health Services Quality Improvement and Risk Management (3 cr.) P: SPEA H501, H503, and VS04. Critically examines the concepts, strategies, and techniques related to the improvement of the quality of health service delivery. Addresses the increasing need to enhance productivity given the impact of external and other factors on the workplace. Principles and application of risk management concepts and techniques, including insurance, are emphasized.

H607 Public Health Organization and Management (3 cr.) The course provides a broad overview of the history of public health in the United States and an analysis of the structure and function of public health and voluntary health agencies.

H612 Marketing for Health Services Delivery (3 cr.) P: SPEA H501, H503, or HS04, or consent of instructor. The course provides a working knowledge and the skills required to market health services. Health institution-based projects are emphasized.

H615 Health Care Outcomes and Decision Making (3 cr.) P: SPEA H501, H502, H514, and H518. Application of health outcomes measures in decision-making and decision-making in various health service settings. Includes designing and implementing evaluation plans of health and social programs. Emphasis on evaluation strategies, measurement of health outcomes, and management decision making.

H620 Health Services Seminar (3 cr.) Characterized as the program's capstone course, this seminar is designed to assist the student in synthesizing and summarizing all previous course work. Course emphasizes "real-world" situations and requires active participation by the students.

H621 Management Applications Skills I (3 cr.) P: all required SPEA H500-level courses except H510. A study of the complexities of multi-institutional arrangements and integrated services in the health industry. Topics include the shift to regional alliances, multiprovider networks, integrated physician-hospital relationships, shared risk contracting, and capitated insurance products. This course focuses on understanding the forces driving shifts in the roles of different settings in the health care environment.

H622 Management Applications Skills II (3 cr.) P: SPEA H621. This second of three courses in the management application skills sequence focuses on applying skills to and making comparisons among specific health care settings. Topics include quality assurance, quality improvement, and risk management; cost finding, rate setting, financing, payment, and reimbursement; and human resource management, recruiting, and labor relations.

H623 Health Care Applications of Strategic Management (3 cr.) P: SPEA H501, H502, H510, and H521. Students will synthesize the previous course work into their capstone experience. Includes strategic management analytical models and their use in evaluative decision making. Students will gain competencies in strategic and managerial analytical skills through class discussion and practical application through a required interactive group project.

H626 Health Services Human Resources Management (3 cr.) This course provides the knowledge and skills needed to understand the application of personnel and labor relations techniques to the health services sector, with particular emphasis on human resources management, employee benefit programs, and labor relations as applied to the health services delivery organization.
H627 Seminar in Advanced Health Finance (3 cr.) P: SPEA H509 and H510. An advanced seminar in health services management dealing with cases, problems, and contemporary health finance issues. Student presentations emphasized.

H628 Health Care Information Systems (3 cr.) A study of the terminology, technology, and application of information systems in various health care settings. Topics include the gathering, organization, storage, and retrieval of complex data banks, as well as assessment of health service data needs and considerations in developing information systems. Includes many computer-based exercises.

H630 Readings in Health Services Administration (1-3 cr.) Supervised readings in selected areas of health services management, policy, and planning. For second-year students; open to others by arrangement.

H640 Topics in Health Services Administration (1-3 cr.) Selected research and discussions emerging in health services administration. Topics, organized in a semester-by-semester seminar format, will not cover topics available in other courses.

H650 Strategies for Career Preparation (1.5 cr.) This course will provide guidance in finding a summer internship and developing the skills necessary to obtain and work in a summer internship. Skills covered include interviewing, resume development, internship design, and other work-related skills.

H700 Residency (1-6 cr.) Requires the equivalent of 6 credit hours of on-site experience under the supervision of a qualified preceptor and program faculty; students who opt for longer residencies may continue to register for this course each semester. Grading is on an S/F basis.

H702 Internship in Health Services Management (5 cr.) P: SPEA H501, H509, H514, and H650. Requires the equivalent of a minimum of 3 credit hours of on-site experience under the supervision of a qualified preceptor and program faculty. Grading is on a S/F basis.

H735 Research in Health Administration (3-6 cr.) P: all core courses or consent of instructor. Field research conducted under the direction of a faculty member. Designed for advanced students and those who have elected not to take a residency. Grading is on a S/F basis.

Planning Courses

P500 Foundations of Planning (3 cr.) Overview of planning theory and practice. Course considers planning history, normative and applied theories of planning, approaches to planning, and ethics in planning. Course presents a critical perspective on state, regional, and local planning processes, how organizational structure and group processes affect the planning process, and general approaches to conflict negotiation and resolution.

P510 Social and Economic Aspects of Human Settlement (2 cr.) Examination of the development and growth of human settlement and social and economic aspects of regional policy. Topics include location theory, land use and zoning, economic development, population and employment, social service delivery and use, and planning for diversity.

P515 Physical Systems Development and Infrastructure (3 cr.) Examination of the physical environment and its role in development, environmental problems and policies, and the man-made physical infrastructure. Topics include soils, hydrology, solid waste management, transportation, air pollution, urban ecology, and recreation.

P520 Methods for Planning and Policy Analysis (2 cr.) P: SPEA V506. Application of analytical methods in the planning process. Topics include collection of information for planning, evaluation methods, forecasting techniques, and spatial analysis methods.

P525 Geographic Information Systems for Planning (2 cr.) Introduction to the principles of geographic information systems for use in planning. Covers representation of data, sources of data, analysis with geographic information systems, and the development of systems for planning. Emphasizes the learning of the use of geographic information systems software.

P527 Planning Applications of Geographic Information Systems (2 cr.) P: P525 or consent of instructor. The development of geographic information systems applications to address problems in planning. Consideration of a range of planning applications of geographic information systems. Advanced use of geographic information systems, including network and spatial analysis and the development of custom applications using geographic information systems software.

P530 Land Use Law (3 cr.) Public and private control of land use. Legal basis for public planning and regulation, zoning, subdivision regulations, and other forms of public regulation.

P532 Site Planning and Urban Design (3 cr.) Examination of prerequisites for site planning, including environmental, legal, and infrastructure consideration. Development of basic graphic design skills. Application to development of site plans at various scales. Introduction to urban design principles.

P540 Community and Neighborhood Development Planning (3 cr.) Examination of the role of neighborhoods in planning; methods of neighborhood analysis; government intervention; issues in community development; planning for neighborhood and community development, including citizen participation and institutional mechanisms; and implementation.

P550 Topics in Planning (3 cr.) Selected research and discussion topics vary by semester. May be repeated for credit.

P580 Readings in Planning (1-3 cr.) P: written consent of instructor. Readings on selected topics in planning.

P585 Practicum in Planning (1-6 cr.) P: prior approval of the director of the Graduate Program in Planning. Students hold work assignments with planning agencies. Requires written evaluations by supervisor and submission of written reports by student. Grading is on an S/F basis.

P590 Research in Planning (1-3 cr.) P: written consent of instructor. Research on selected topics in planning.

P600 Portfolio Assessment (1 cr.) Capstone seminar addresses professional ethics in planning and requires assembly, evaluation, and presentation of portfolio of work completed while in Master of Planning program. Written consent of program director required. Grading is on an S/F basis.

P610 Planning Workshop (3 cr.) P: written consent of instructor. Students work as a group on a complex planning problem for a public sector client. Presentation of findings made to client.

P630 Strategic Planning (3 cr.) Strategic planning and strategic management are processes used by organizations to align their actions with their mission, goals, and objectives. This course describes the theory and practice of strategic planning and management in public and nonprofit organizations, focusing on the methods that planners and managers use to ensure such alignments.

P650 Planning Seminar (3 cr.) P: written consent of instructor. Student research and presentation on selected topics intended to integrate the educational experience. Preparation of final professional report.

Public Affairs Courses

V500 Quantitative Tools for Public Affairs (1-3 cr.) A modular presentation of mathematical and statistical concepts designed to prepare students for V506 Statistical Analysis for Effective Decision Making. Representative module topics include basic algebraic concepts, probability, computer use, and matrix algebra.

V501 Professional Development Practicum: Information Technology (1 cr.) Provides an introduction to information technology and computing software skills in a problem-solving context.

V502 Public Management (1-3 cr.) Analysis of concepts, methods, and procedures involved in managing public organizations. Problems of organization, planning, decision making, performance evaluation, and management of human resources are considered. Cases are drawn from a variety of public services found at federal, state, and local levels of government.

V503 Professional Development Practicum: Writing and Presentation (1 cr.) Students use practical methods to develop professional-level writing and oral communication skills to engender an appreciation for the value of effective communication skills: learn to analyze a case study effectively, write policy memos, executive summaries, news releases, professional letters; critique presentations of outside professionals; and assess personal and peer presentations.

V504 Public Organizations (1-3 cr.) This course focuses on the behavior and theory of public organizations in four areas: (1) individuals and groups in public organizations, (2) the design of public organizations, (3) organization-environment relations, and (4) interorganizational relations.

V505 Professional Development Practicum: Teamwork and Integrated Policy Project (1 cr.) Students integrate courses and knowledge through team-based case analysis of complex policy
problems. Teamwork is practiced using structured team-building exercises and discussions.

**V506 Statistical Analysis for Effective Decision Making (3 cr.)** Noncalculus survey of concepts in probability, estimation, and hypothesis testing. Applications of contingency table analysis and analysis of variance, regression, and other statistical techniques. Computer processing of data emphasized.

**V507 Data Analysis and Modeling for Public Affairs (3 cr.)** P: SPEA E538 or V506. Focus on analytical models and their use in solving problems and making decisions in the public sector. Discussion of standard approaches to modeling and estimation of parameters.

**V508 Topics in Quantitative Analysis (1-3 cr.)** P: consent of instructor. Study and application of selected quantitative methods of analysis. Additional topics that are not included in V506 and V507 may be presented, or more advanced examination of topics that are introduced in V506 or V507 may be presented.

**V509 Administrative Ethics in the Public Sector (3 cr.)** Ethical conduct in the public sector is examined. Topics covered could include personal ethical responsibility, deception, corruption, codes of ethics, policy making, morality, politics, and whistle blowing. Case studies and media material will be used to illustrate these and other such issues affecting the workplace.

**V510 Government Regulation in Market Economies (3 cr.)** P: SPEA V517 or consent of instructor. An overview of government regulation and involvement in the private sector and of public policy consequences of government action in market economies. Analysis of case studies in business-government relations.

**V512 Public Policy Process (1-3 cr.)** An examination of the role of public affairs professionals in policy processes. Focuses on relationships with political actors in various policy areas.

**V516 Public Management Information Systems (3 cr.)** This course focuses on the application of information systems concepts and tools to challenges and opportunities in the public sector. Topics covered will include current trends in information systems; managerial use of information systems; hardware, software, and telecommunications; systems development processes and practices; and strategic and policy issues in information systems.

**V517 Public Management Economics (3 cr.)** This course focuses on applications of the principles and concepts of intermediate microeconomic theory and managerial economics to public sector management decisions and policy analysis. The course utilizes case studies to give students opportunities to recognize the economic dimensions inherent in the public policy problems and to develop an analytical problem-solving orientation.

**V518 Intergovernmental Systems Management (1-3 cr.)** Discussion of theories and approaches to systems management, including responsibilities and tasks of public systems. Examination of intergovernmental relationships and intralocal governmental relationships; treatment of organizational and systems design; as well as planning, decision making, and control of public systems. Discussion of applications to services such as environment, health, and human services.

**V519 Database Management Systems (3 cr.)** This course provides students with an in-depth knowledge of database design and management in public organizations. The students create a conceptual, logical, and physical design of databases; build models of data required by users with modeling formalisms and computer-aided software engineering tools; and design queries using leading database software packages.

**V520 Environmental Policy Analysis (3 cr.)** The interrelationships among social, technical, and natural systems. Theories of growth, causes and implications of environmental problems. Alternative policies and mechanisms for environmental control and bases for choice.

**V521 The Nonprofit and Voluntary Sector (3 cr.)** Same as PHST P521. The theory, size, scope, and functions of the nonprofit and voluntary sector are covered from multiple disciplinary perspectives including historical, political, economic, and social.

**V522 Human Resource Management in Nonprofit Organizations (3 cr.)** This course provides an overview of the human resource management areas necessary for the productive functioning of nonprofit organizations. Theories of motivation applicable to the management of staff and volunteers and personnel topics of recruitment, selection, board-staff relations, compensation, training, and development are covered.

**V523 Civil Society and Public Policy (3 cr.)** Exploration of interaction of public policy and nonprofit organizations, drawing on history, political theory, and social science. Includes examination of regulations and taxation. Depending on instructor’s interests, course covers nonprofit role in selected policy arenas (such as environment and poverty) and industries (such as international development and health care).

**V524 Civil Society in Comparative Perspective (3 cr.)** An exploration of state-society relationships in a variety of regimes and time periods. Focuses on ways regimes’ policies affect the existence and contribution of those nongovernmental and nonprofit organizations that stand between the individual and the state and how nonprofit organizations shape the policy agenda of a regime.

**V525 Management in the Nonprofit Sector (3 cr.)** P: SPEA V521 or PHST P521. An examination of nonprofit organizations and their role in society. Management issues and public policy affecting these organizations are discussed. Primary emphasis is upon U.S. organizations, but attention is given to the global nature of the sector.

**V526 Financial Management for Nonprofit Organizations (3 cr.)** This course emphasizes a thorough understanding of the language and key concepts of nonprofit financial management. A working knowledge of the basic analytical tools used in financial decision making for nonprofit organizations will be examined through the use of computer software.

**V529 Seminar in Career and Professional Development (1 cr.)** Introduction to career development in public and environmental affairs. Orientation to career development approaches and resources. Discussion and practice of professional skills and techniques. Orientation to career development opportunities. Grading is on an S/F basis.

**V530 Health Management Service (3 cr.)** Same as PHST P530. Focus on health care delivery on federal, state, and local levels, in both public and private sectors. Focuses on current health care policy. Topics include the organization of health care delivery on federal, state, and local levels, in both public and private sectors.

**V533 Logic and Reason (3 cr.)** An introduction to the fundamentals of accounting in business, nonprofit, and public sectors. Intended only for students without previous accounting courses. Primary emphasis sites on municipal entity fund accounting, including the development and use of financial statements.

**V534 Health Services Management (3 cr.)** A course that integrates theory and application with respect to management of health service organizations. Emphasis on the role of managers and management within formal health service organizations. Current management and organization theories are applied to an understanding of health care delivery settings.

**V545 The U.S. Health Care System (3 cr.)** An analysis of the delivery of health care in the United States from 1900 to the present. Major system components are defined and studied with emphasis on current health care policy. Topics include the organization of health care delivery on federal, state, and local levels, in both public and private sectors.

**V546 Health Services Utilization (3 cr.)** An examination of problems of access to health care and the utilization of health services. The social, political, and individual factors associated with utilization are studied, along with social change and control strategies. Special emphasis is given to power and the definition of power in the system.

**V547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)** Students will learn the skills and strategies of negotiation through role play and simulation. Students will learn about dispute resolution techniques such as mediation, arbitration, fact finding, early neutral evaluation, ombudsmanship,
and facilitation. The course covers dispute resolution in federal government and in the context of public, environmental, labor, and business disputes.

**V550 Topics in Public Affairs (1-4 cr.)** Selected research and discussion topics organized on a semester-by-semester basis, usually with significant student input in the course design.

**V551 Topics in Comparative Public Policy (3 cr.)** The role of administrative and political systems in an international setting that focuses on industrial policy as developed between collaborative governments and their links to the key countries of Asia, Europe, the Americas, and Africa will be examined in topic settings. Related readings and published research will also be used.

**V554 Human Services Administration (3 cr.)** Focus is on policy, management, and organization relating to a variety of human service systems. Special attention is given to the management of social programs in the environmental system.

**V556 Topics in Human Services Administration (3 cr.)** Readings and research on selected topics in the field of the management of human services. Topics selected for study will vary.

**V557 Proposal Development and Grant Administration (5 cr.)** This course provides the opportunity for each student to develop a complete proposal through participation in the entire grant application process. The integration of case studies, visual media, printed materials, and class discussions provides students with practical knowledge for writing successful proposals.

**V558 Fund Development for Nonprofits (3 cr.)** Important aspects of the fundraising process in nonprofit organizations are covered, including techniques and strategies for assessing potential sources of support, effective use of human resources, process management, theory to underlay practice, analysis of current practice, practice standards, and discussion of ethical problems.

**V560 Public Finance and Budgeting (1-3 cr.)** The fiscal role of government in a mixed economy; sources of public revenue and credit; administrative, political, and institutional aspects of the budget and the budgetary process; problems and trends in intergovernmental fiscal relations.

**V561 Public Human Resources Management (3 cr.)** Analysis of the structure, operations, and design of public personnel systems, including government agencies and public enterprise. Relationships between public policy and personnel concepts, values, and operations are considered.

**V562 Public Program Evaluation (1-3 cr.)** Examination of how the programs of public agencies are proposed, established, operated, and evaluated. Discussion of the role and conduct of research in the program evaluation process. In addition, techniques of effective evaluation and analysis are discussed.

**V563 The Planning Process (1-3 cr.)** Seminar designed to familiarize students with planning ramifications of policy issues faced by governments. The focal topics selected for study will vary. Emphasis placed on identification and analysis of substantive issues, methods employed for resolution, and application of planning techniques for achieving goals.

**V564 Urban Management (3 cr.)** This course deals with the management of public policy in American urban government, with special attention to the relationships between structure, process, and policy. Readings and case studies will focus on urban management problems relating to leadership, planning, and operations.

**V565 Environmental Conflict Resolution: Theory and Practice (3 cr.)** Theories of environmental conflict resolution are examined. Students will practice through participation in a series of environmental conflict resolution simulations.

**V566 Executive Leadership (3 cr.)** The course offers an in-depth examination of factors that contribute to successful executive leadership practice in a wide variety of organizational settings. Topics include what leadership is, what impact leadership has, and how leaders use various approaches and powers to achieve their goals.

**V567 Public Financial Administration (3 cr.)** Problems of financial management in governmental units; alternative revenue sources, financial planning, and control; cash debt management; and survey of modern expenditure management, control, and planning.

**V568 Management of Urban Government Services (1-3 cr.)** The course deals with selected topics in urban services. The course may focus on a specific urban service or provide an overview for several urban services.

**V569 Managing Interpersonal Relations (3 cr.)** P: SPEA V502. This course will teach students the theory and application of individual and group human behavior. Key interpersonal skills will be modeled expertly on videotape. Students will be expected to practice these key skills and receive feedback on their performance.

**V570 Public Sector Labor Relations (1-3 cr.)** An introductory overview of labor relations concepts within the framework of the public sector. The development, practice, and extent of the collective bargaining process, as well as the administration of the labor agreement, will be examined for state agencies, local municipalities, and school districts.

**V571 State and Local Environmental Management (3 cr.)** This course examines a mix of management and policy issues. Included are civic environmentalism, alternatives to environmental regulation, unfunded mandates, environmental justice, public relations, outsourcing, ethical challenges, and managing scientific and technical personnel.

**V572 Urban Topics (3 cr.)** Selected topics in urban policy and administration. The course is sometimes restricted to a special group of students in order to focus on a particular research interest.

**V575 Comparative Public Management and Administration (3 cr.)** Reading and discussion of case studies and comparative analyses of formal organizations, with emphasis on governmental bureaucracies, public corporations, and international organizations. Topics include bureaucratic environment and culture, technology and organizations, program evaluation, communication and decision making, and administrative structure and process.

**V576 Approaches to Development (3 cr.)** Examination of the application of development theory to the public sector. Topics include modernization theory, urbanization, development administration, community development, ethnicity, ideology, and national planning. Area case study project will include problems of policy implementation in developing areas.

**V577 International Economic Strategies and Trade Policy (3 cr.)** Examination of topics in international economics as related to problems of economic development policy. Topics include international trade, comparative economic policy, economic integration, foreign aid investment, exchange rates, and international economic organizations.

**V578 Introduction to Comparative and International Affairs (3 cr.)** The purposes of this course are to enlighten future public professionals about the promises and challenges posed by globalization, and to introduce and examine major concepts and case material from the world of comparative and international affairs.

**V580 Readings in Public Affairs (1-3 cr.)** P: written consent of instructor. Readings on selected topics in public affairs.

**V581 Public Safety Law (1-3 cr.)** Survey of historical development of Anglo-American law of public safety, including criminal law, civil remedies, administrative regulation of risk, and recent developments in employee and consumer safety. Emphasis on understanding legal theory and practice as basis for management decisions. Comparison of jurisprudential viewpoints and other disciplinary approaches to causation, prevention, and correction of public safety problems.

**V585 Practicum in Public Affairs (1-6 cr.)** Students hold work assignments with public agencies. Grading is on an S/F basis.


**V590 Research in Public Affairs (1-3 cr.)** P: written consent of instructor. Research on selected topics in public affairs.

**V593 Analytical Methods in Planning and Policy Analysis (3 cr.)** P or C: SPEA V507. Topics relate to goal setting and forecasting. Analytical methods include time series analysis, demographic projections, economic development and employment forecasting, and land use and transportation planning analysis. Optimization methods are applied to transportation and project management.
V594 Principles of Urban and Regional Science (3 cr.) Discussion of the basic processes of change and development in regional systems, with emphasis on metropolitan regions. Includes economic, demographic, and environmental aspects of their interactions.

V595 Managerial Decision Making (1-3 cr.) P: SPEA V504 and V539. Applications of decision-making tools to substantive public management problems. A variety of managerial cases and issues are selected for intensive discussion and analysis.

V597 Land Use Planning (3 cr.) The course examines the theoretical basis and practical need for land use planning. Emphasis is placed on the institutional context in which land use planning occurs. The course provides an in-depth analysis and exercise in plan preparations.

V600 Capstone in Public and Environmental Affairs (3 cr.) Interdisciplinary course designed to expose students to the realities of the policy process through detailed analyses of case studies and projects. Course integrates science, technology, policy, and management.

V601 Workshop in Public Affairs (1-6 cr.) Projects in public affairs. The students work on a research and resource team to complete a project for a public-sector client. Faculty act as project managers and resource personnel.

V602 Strategic Management of Public and Nonprofit Organizations (3 cr.) P: SPEA V502. Concepts, cases, and problem solving associated with the structure and process of strategic management in the public sector, broadly defined to include governmental and nongovernmental organizations.

V609 Seminar in Revenue Theory and Administration (3 cr.) P or C: SPEA V560. This seminar examines the basic objectives and the political and economic aspects of tax administration. In the course of an examination of the interrelationships of tax policy, tax laws, and tax administration, the course reviews the major economic issues raised by types of taxes and user charges. The seminar also examines the fundamentals of tax legislation. Major emphasis is on state and local administration, although some federal problems will be covered.

V610 Seminar in Government Budget and Program Analysis (3 cr.) P or C: SPEA V560. Advanced study of management aspects of budgetary process. Special cases are analyzed, and budget problem-solving exercises are utilized.

V611 Design of Information Systems (3 cr.) P: SPEA V516 and V519. Students in this course will learn the concepts, skills, methodologies, techniques, tools, and perspectives essential to successfully develop information systems for the public sector. To achieve this, students will learn how to conduct systems requirements analysis, translate it to process and logical models, and design the systems.

V613 Implementation of Information Systems (3 cr.) P: SPEA V516, V519, and V611. This course is intended to build on prior courses in information systems management. The course covers advanced topics in systems implementation and evaluation. Special emphasis is placed on evaluation of alternative systems designs and their implementation in operational settings of public agencies.

V622 Seminar in Urban Economic Development (3 cr.) P: SPEA V517 or course in urban economics or instructor’s consent. Reading, discussion, and research into problems of urban economic development in the United States. Case study approach used to investigate job creation, financial incentives, development corporations, and other factors that have led to successful economic development plans and projects.

V623 Seminar in Urban Management (3 cr.) P: SPEA V561, V564, V567. This course is the required capstone course for all graduate students with a concentration in urban management. Course is combined with a student’s required internship. Students are assigned selected reading in current urban management issues as well as research projects and case studies on/in the communities they are serving.

V631 Health Planning (3 cr.) A workshop in analysis and use of health data in a planning context. Course deals with the planning process and planning methods with an emphasis on systems theory. Class project or plan is developed, and presented and defended in a simulated public hearing format.

V639 Managing Government Operations (3 cr.) P: SPEA V502. This is an introductory survey of operations management. Emphasis is placed on the analysis, design, and management of operation systems using models from operations management. Readings, lectures, and structured exercises are used to present the models and demonstrate their application.

V642 Natural Resource Management and Policy (3 cr.) P: SPEA V517. This course evaluates a broad range of contemporary resource policies, cases, and controversies, using bio-economic resource management models as an intuitive aid, wherever possible. Topics include fishery management, forestry policy, tropical deforestation, water management policy, nature preservation/endangered species, sustainable development, and national income accounting.

V645 Environmental Law (3 cr.) An overview of U.S. environmental law. Key environmental statutes are examined, as are court decisions interpreting those statutes. Topics include water and air pollution, hazardous waste, toxins, pesticides, and environmental impact statements.

V650 Topics in Public Personnel Management (1-3 cr.) P: SPEA V561. Readings and research on selected topics in the public personnel field. Topics may include such subjects as affirmative action, occupational health and safety, workforce forecasting and planning, and personnel approaches to position classification.

V662 Seminar in Productivity and Program Evaluation (3 cr.) Examines the problem of rigorously determining the productivity of governmental services, including problems of defining and measuring public products, specifying public service inputs, and statistically estimating public service production functions. Concepts are given collected through careful investigation of attempts to measure productivity of governmental services.

V665 Seminar in Policy and Administration (3 cr.) Politics of program development and management. Translation of plans into viable, administrable programs. Marshaling support, political processes, strategies, constraints, tradeoffs, etc.

V667 Seminar in Public Capital and Debt Theory (3 cr.) P or C: SPEA V560. This seminar examines the options open to governments, especially state and local, and why they resort to debt finance. The issues raised by the alternatives are examined in detail. Among the topics are public authority debt, revenue bonds, methods of placement, lease-purchase finance, and maturity choice. In addition, management of idle cash balances will be considered.

V670 Topics in Public-Sector Labor Relations (1-3 cr.) P: SPEA V570 or consent of instructor. Selected research and discussion topics in the field of public-sector labor relations arranged on a semester-by-semester basis. Possible topics are collective bargaining in the public sector and dispute settlement in public-sector labor relations.

V675 Issues and Problems in Public-Sector Personnel and Labor Relations (3 cr.) P: SPEA V561 and V570. A capstone seminar providing a practical and integrated examination of significant current cases and problems confronting public-sector employees and employers.

V681 Seminar in Development Policy and Management (3 cr.) P: SPEA V575 and V576, or consent of instructor. The purpose of the course is to explore linkages among policy analysis, management models, programs, and outcomes in a variety of development efforts in less-developed countries. The primary focus is on empirical analysis of developing countries, with some attention to U.S. domestic ventures.

V690 Seminar in the Public Policy Process (3 cr.) An evaluation of the theoretical and empirical literature on public policy processes. The findings of policy research are evaluated. An integrative paper is required.
IUPUI Administrative Officers

ASTRID E. MERGET, Ph.D., Dean

JAMES L. PERRY, Associate Dean, Indiana Program

THOMAS A. DECOSTER, Ph.D., Director, Executive Education, Indianapolis

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