

1973

Center for Public Affairs and Administration Master of Public Administration in the Management and Public Service Program 1973

Nova University

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1973

NOVA UNIVERSITY

offers a

Master of Public Administration

in the

Management and Public Service Program

CENTER FOR PUBLIC AFFAIRS AND ADMINISTRATION

The Center for Public Affairs and Administration, established in 1973, is devoted to improving public management through innovative educational programs and community service activities. The Center maintains a nationwide perspective through its faculty of nationally recognized scholars and practitioners and through the network of more than 500 in-career managers who participate in Center programs.

The Center offers doctoral and master's degree programs in off-campus, non-traditional formats to in-career public and community service administrators. The National DPA Program for Administrators is an integrated, three year doctoral program in public administration, conducted in numerous off-campus locations. Participants meet in once-a-month conferences (Friday and Saturday) that provide an opportunity for intensive consideration of public administration subjects under faculty consisting of nationally recognized scholars and practitioners.

The Management and Public Service professional development program is administered by the Center for Public Affairs and Administration. It is designed for persons employed by local, state, federal and other government and community service agencies. The program is designed to permit public sector managers and those with management aspirations to continue working full-time while developing their management skills and earning a graduate degree. The two-year program leads to a Master of Public Administration (MPA) degree.

The Government Assistance Service promotes efficient and economical methods of administering the affairs of units of local government and other public bodies and the development of constructive programs based upon knowledge and consideration of the needs and resources of each community. The Service's activities are divided into three basic components: (1) in-depth research studies, (2) consulting or advisory services, and (3) community informational services.

MANAGEMENT AND PUBLIC SERVICE

The Master's Degrees in Management and Public Service are designed in a cluster format for those public and community service providers employed by community service agencies as well as local, state and federal government. The program combines career professional development and graduate education leading to a master's degree. The Management and Public Service Professional Development Program is partially funded by a grant from the Broward Employment and Training Administration, Broward County, Florida. The program offers a Master of Public Administration degree (MPA) and a Master of Science degree (M.S.) in Management and Public Service within the same program core.

Integrated Program Plan Part I, the Program core consists of a series of twelve units. Each unit involves two days per month. Those who successfully complete Part I requirements, including sequence examinations, may take Part II.

Part II requires a participation in two five-day workshops (e.g. Wednesday through Sunday or Saturday through Wednesday), each of which focuses on an aspect of general administration and public policy or emphasizes a functional specialization area such as Social Services and Manpower. Workshops may be taken over a 12 to 24 month period. A job-related analytical report/clinical project will be undertaken focusing on work situations in which students have special interests. The Job-related Analytical Report is required only for MPA degree candidates.

Curriculum

Community Needs and Service Programs

1. The Nature of the Community and Its Needs

Community power structures, infrastructures, politics and institutions will be explored. The "community" will be viewed typologically as well as from the point of view of the participants' local communities.

2. Introduction to Private and Public Institutions

This course will explore the range and complexity of the institutions involved in public and community service systems. Organizational structures, legal and voluntary supports, value considerations and innovative delivery systems will be discussed.

3. Social and Governmental Programs

The emergence and expansion of community service and government programs, their origins, planning and delivery; an analysis of efforts to sustain social progress in education, health, civil rights and reduction of poverty; the regulatory and judicial functions of government; problems and policies involved in environmental protection viewed in the context of community activism and vested interests.

Behavioral Science Foundations

1. Learning Theory and Personnel Development

Introduction into how learning occurs and its importance to the individual's future. Various personnel practices, with explanation of selected personnel policies, will provide a general background.

2. Organization and Administrative Behavior

The administrator and social service worker both function within the context of a bureaucratic hierarchy, in which they relate not only to those inside, but also to those outside the administration. Theories of organization, inter-agency and inter-governmental relationships, and an exploration of bureaucracy and other administrative forms.

3. Group Dynamics and Group Processes

Group work skills and various group models involving different leadership styles, techniques, research and theory will be offered. The relationship of structural concepts to group and individual behavior—informal and formal groups; the impact on decision-making and motivation.

Planning and Analysis

1. Utilization and Interpreting Data I

Quantitative tools essential to comprehending data analysis in the social research and administration will be presented. Competency development for consumers of descriptive statistics, correlation and regression techniques and testing methods. Emphasis on developing a conversance with statistics as they apply to program operation, evaluation and administration.

2. Utilization and Interpreting Data II

The ability to read, understand, and judge data presented by researchers will produce a better informed and more sophisticated user of data and data-based methods. Interpreting results from information systems and use of mass media and other dissemination techniques.

3. Planning and Project Development

The course explores the role of the administrator in accomplishing effectively the objectives of management; forecasting, analyzing, designing, and managing administrative systems in the perception of needs, the preparation of plans and the development of projects; recognition of information sources.

Management Considerations

1. Legal Environment of Service Delivery

A review of the legal environment of the administrative and social services practitioner; the administrative law process including protection of civil and political rights; the impact of particular administrative regulations and court rulings, including the exercise of discretionary powers; administrative appeals; right-to-know vs. right to privacy.

2. Resource Allocation and Evaluation

The delivery of public and community services requires the judicious allocation of resources—financial, human and material—and monitoring/evaluation systems to provide a basis for feedback on the effectiveness of those allocations and methods by which adjustments can be made; budget preparation and control techniques; impact of grants on resource allocation; developing and administering grant-funded programs.

3. Current and Emerging Problems

Exploration of areas such as: drug abuse, child abuse, spouse abuse, sexism, aging, racism and life styles. A wide range of topics and their implication for program operators and agency administrators will be explored.

Management Problem-solving I & II

This course of study will take place with sequences A, B, C, and D and will emphasize management case studies.

Management Problem-solving III & IV This is a continuation of Problem-solving I & II and is taken during the second year of the program. Each is the equivalent of four ½ day sessions. Only MPA degree participants will be required to take Problem-solving IV. Emphasis will be on the Job-related Analytical Report and on preparation for the comprehensive examination which is required for the MPA degree.

Workshop Part II provides opportunities for participants to select options. The options are general management (for administrators and supervisors), social services (for social, rehabilitative and human service workers), manpower and employment security (for unemployment compensation, employment service, social security and manpower workers) and health services (for hospital and health planning administrators).

All candidates for the master's degree are required to participate in two five-day national workshops held by Nova University at Fort Lauderdale, Florida. The workshops provide an opportunity for exchange of experience and ideas among students and administrators from different regions and fields of work as well as for concentration in specific program areas.

To improve the application of learning concepts to practice, students are required to deal analytically with problems actually encountered in an administrative environment viewed in the light of their learning experience. The method for the application of this applied learning process is the development of a job-related analytical report.

Social Services. This specialization enables the provider of services to deal more effectively with individuals, agencies and institutions through both conceptual and practical learning experiences. Through the acquisition of increased knowledge and skills, the providers of community services improve the quality of program services delivery.

Manpower and Income Security. This option allows the aspiring manager to gain a clear and informative examination of this developing field. It centers on major conceptual issues, as well as on rather specific experiences in the employment and income security field such as: work incentives, work requirements, job creation through public employment and public works,

and the difficulties inherent in evaluating success or failure of these programs.

General Management. To meet the needs of aspiring public and community service administrators, this specialty is aimed at helping participants to develop broadly based perspective and heightened awareness necessary to skillfully manage in tomorrow's public sector.

Health. The health specialty trains professionals to plan for and operate programs and agencies more effectively. Areas of concern include: inter-disciplinary health care management, applied biostatistics, alternative health care systems, health program evaluation, and the identification and development of innovative techniques in community health services.

Clusters For Part I, participants meet in clusters and take the program together, developing close relationships to which all contribute and from which all benefit. Clusters will be organized at sites convenient to participants if sufficient enrollment permits. Each cluster is served by a local cluster director as well as visiting preceptors.

Expert Leadership Professional teacher-scholars and public officials with experience in public administration from all parts of the country, promote and guide discussion and lecture.

Experienced Participants Applicants should hold a position in public or community service and have earned a bachelor's degree or the equivalent. Persons with experience in responsible positions, after review and appraisal of their experience, may be granted credit for up to one year of college, provided they can demonstrate to the Admissions Committee that their positions have provided a significant intellectual learning experience. All participants are expected to seek employment or arrange an internship while participating in the Program.

MAPS Program Tuition The total tuition fee for the full MAPS Program as of July 1, 1977 is \$2520 including basic books. Expenses for the weekend cluster sessions and workshops (i.e., travel, food, lodging, etc.) must be borne by the participant.

If a cluster does not form within nine months of application, the \$100 tuition deposit is refundable upon request. If a candidate withdraws in writing before the orientation meeting, \$75 is refundable. Note: This policy is in effect regardless of date of application. If a participant makes a tuition payment, and withdraws from the Program, tuition for those units not attended in any part will be refunded upon return of course materials and written request to the Registrar's Office.

Current revisions are described in the bulletin of the Center for Public Affairs and Administration. Information can be obtained through contacting the Center.

Management and Public Service
Nova University
3301 College Avenue
Ft. Lauderdale, FL 33314

Please send brochure and application for the Management and Public Service Program (MAPS). I am interested in the Masters Degree in:
(Please check one)

- | | |
|---|--|
| <input type="checkbox"/> Public Management | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Manpower/Income Security | <input type="checkbox"/> Health Management |

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____

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