

2018

# M.P.A. with a Concentration in Disaster and Emergency Management 2018-2019

Nova Southeastern University

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## M.P.A. Concentration in Disaster and Emergency Management 2018-2019

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### CONTACT US

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#### Graduate Admissions

(954) 262-5168  
800-672-7223 ext. 25168  
[hcbeinfo@nova.edu](mailto:hcbeinfo@nova.edu)

## Mission Statement

The mission of the M.P.A. program is to enhance local and state governance as well as nonprofit organizations through education, research and service. On-campus and accessible distance-learning educational programs are provided in public administration for a diverse student population to enhance and advance their careers as managers. The program cultivates analytical skills and public service values like accountability, integrity, diversity and ethical decision-making by engaging students and faculty in innovative, life-long learning experiences.

#### Admissions Deadlines:

Winter I 2019: December 21, 2018  
Fall I 2019: August 5, 2019

### About Our Program

Meet the leadership challenges in one of the fastest growing segments of public administration.

With more than 40 years of experience in public administration, the Huizenga College of Business is uniquely poised to meet the needs of an expanding population and government through training and community development. The Master of Public Administration program develops skills to lead public and community agencies, as well as to understand the social, economic, and political context in which public decisions are made.

The M.P.A. program's curriculum has been designed to meet public sector, government, and nonprofit needs in the new millennium based on emerging theory, employee surveys, and focus groups of professional administrators. The result is one of the most current, relevant, and practically focused curriculum anywhere.

### Program Features

- Courses offered Saturdays on the Davie campus, select campuses, and online.
- Program can be completed in as little as 21 months.
- Program begins two times annually with starts in August and January.
- International students on a F1 visa are not eligible for this program.

For more information about the program, please contact:

#### The Office of Graduate Admissions

(954) 262-5168  
1-800-672-7223 ext. 25168  
[hcbeinfo@nova.edu](mailto:hcbeinfo@nova.edu)

## Admissions Requirements

A conferred bachelor's degree earned from a regionally accredited U.S. institution or equivalent for international applicants, with a 3.0 GPA overall may be considered for admission.

Applicants with a GPA between 2.5-2.99 overall or in the last 60 credit hours of their undergraduate program may be considered for admission, based on the overall review of the application package.

Applicants with a GPA between 2.25-2.49 overall or in the last 60 credit hours of their undergraduate program, and/or applicants with an undergraduate degree from a non-regionally accredited institution may be granted admission at the discretion of the Dean in consultation with the M.P.A. Faculty Admissions Committee. This consideration is based on an overall review of the application package.

For all applicants with an undergraduate GPA below 3.0, the M.P.A. Faculty Admissions Committee reserves the right to place conditions on the applicants' first terms, such as: remedial coursework in appropriate subjects, limit course enrollment to appropriate levels, suspend or dismiss such applicants based upon first term course grades or require GMAT scores of 450+ or GRE scores of 306+.

A Test of English as a Foreign Language (TOEFL or IELTS or PTE Academic) is required for any applicant whose native language is not English and whose bachelor's degree education was not completed in English. The minimum required scores are as follows: a TOEFL score of 550 (paper test) or 79 (Internet test), a score of 6.0 on the International English Language Testing System (IELTS) exam, or a score of 54 on the PTE Academic exam. Test scores cannot be more than two years old. A letter on official letterhead from the applicant's prior university stating that all bachelor's degree course material was taught and studied in English may suffice for the TOEFL requirement.

### **Required Admissions Documentation:**

Completed Master's Application for Admission.

\$50 non-refundable application fee.

Official transcripts from all colleges and universities previously attended. The applicant's bachelor degree transcript must show degree conferral date in order to be evaluated for admission consideration. Electronic transcripts can be sent to [electronictranscript@nova.edu](mailto:electronictranscript@nova.edu). Hard copies may be mailed to:

Nova Southeastern University

Enrollment Processing Services (EPS)

Attn: H. Wayne Huizenga College of Business and Entrepreneurship

3301 College Avenue

PO Box 299000

Fort Lauderdale-Davie, Florida 33329-9905

## Resume

2 Letters of Recommendation from employment supervisors (Only required if students overall GPA is less than a 3.0).

An essay of 500-750+ words explaining why you wish to pursue the Master of Public Administration degree and how it will help to fulfill their personal and professional goals. Also, describe in detail your accomplishments, experiences, value, potential for professional excellence and commitment to complete the degree program.

## International Applicants

To be considered for acceptance into the M.P.A. program, international applicants must fulfill additional admission criteria.

Applications are evaluated as soon as the student's file is complete.

## Curriculum Guide

The M.P.A. curriculum is divided into three sections: a core, a concentration, and a capstone. All students are required to complete the core courses. Students individually select a concentration, as well as the courses within the selected concentration, which best achieves their personal career goals. To complete their program of study, students select a capstone that best suits their personal learning needs based on their work backgrounds.

Total credits: 42

### I. Core Curriculum:

EACH OF THE FOLLOWING COURSES IS REQUIRED – 21 TOTAL CREDITS

- MGT 5000\* Orientation for Success (0 credits)
- PUB 5409\* Public Administration in Theory and Application
- PUB 5419 Public Sector Human Resource Management
- PUB 5429 Public Sector Statistical Analysis
- PUB 5439 Administrative Law and Ethics in the Public Sector
- PUB 5449 Public Policy Analysis

PUB 5459 Managing Information and Technology in the Public Sector

PUB 5469 Public Finance

\* MGT 5000 and PUB 5409 must be taken in the first semester.

## II. Concentration

### **DISASTER AND EMERGENCY MANAGEMENT**

(CLASSES WITH DEM PREFIX ARE TAKEN FROM THE COLLEGE OF OSTEOPATHIC MEDICINE – 3 REQUIRED COURSES AND 3 ELECTIVE COURSES, 18 TOTAL CREDITS)

#### **Required Courses**

DEM 5001 Biostatistics

PUB 5922 Emergency Management in the Public Sector

PUB 5925 Leadership in the Public Sector

Elective Courses (Choose three)

DEM 5020 Preparedness, Planning, Mitigation, and Continuity Management

DEM 5070 Risk Assessment and Mitigation

DEM 5090 Weapons of Mass Threat and Communicable Diseases

DEM 6110 Community Vulnerability Assessment

DEM 6424 Community Disaster Preparedness

## III. Capstone\*

### **CHOOSE ONE – 3 TOTAL CREDITS**

PUB 5945 Master of Public Administration Integrative Seminar

(Term-long online course with one week-end meeting on the main campus)

PUB 5941 Public Administration Internship

PUB 5949 Public Administration Practicum

\* Must be taken during the last two terms of the student's curriculum and student must be in good academic standing to register.

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### **Course Descriptions**

Full-Time professionals are available to discuss the Master of Public Administration curriculum with you in greater detail. Simply call 800.672.7223 Ext. 25168 or contact our Enrollment Services Staff.

### **COURSE DESCRIPTIONS**

**DEM 5001** Biostatistics (3.00 cr.)

This course focuses on the principles and reasoning underlying modern biostatistics and on inferential techniques commonly used in public health research. At course completion, students will be able to apply basic inferential methods in research endeavors and improve their abilities to understand the data analysis of health-related research articles. The examples utilized will be derived from issues involved in all-hazards preparedness.

**DEM 5020** Preparedness, Planning, Mitigation and Continuity Management (3.00 cr.)

This course provides the student with an understanding of the techniques for in-house or on-site planning as well as community planning. Planning will be addressed from its position in the overall philosophy of Comprehensive Emergency Management. Regulatory requirements for planning will be covered. Sample plans will be developed.

**DEM 5070** Risk Assessment and Mitigation (3.00 cr.)

The student will review the key concepts, methods, and practices of modern risk management through a detailed exploration and evaluation of hazard identification, vulnerability assessment and risk analysis. Legal and political risk factors will be addressed.

**DEM 5090** Weapons of Mass Threat and Communicable Diseases (3.00 cr.)

This course will provide students with an understanding of pandemic influenza and other communicable diseases. Students will also be introduced to potential chemical, biological, radiological, nuclear, and explosive weapons and will learn the expectations of preparations and response to a pandemic or CBRNE event.

**DEM 6110** Community and Vulnerability Assessment (3.00 cr.)

This course will review the components of a community vulnerability assessment. Students will be actively involved in a community assessment and develop a report for recommended steps for action.

**DEM 6424** Community Disaster Preparedness (3.00 cr.)

This course will emphasize disaster resistant communities and will provide information on preparing and developing partnerships within the community. Regardless of the nature of the incident, intentional or non-intentional, law enforcement may be charged with enforcing public health orders, securing contaminated areas and health facilities, providing protection and support



for the transportation of national stockpiles, and control of civil unrest. Resources may be overwhelmed and the ability to respond will depend on preparation and partnerships within the community.

**MGT 5000** Orientation for Success (0.00 cr.)

The H. Wayne Huizenga College of Business and Entrepreneurship's Real World Orientation focuses on preparing new graduate students for academic and career success. Topics include working effectively in teams, academic writing and research skills, networking, business ethics, and social responsibility, sustainability and leadership qualities for effective performance in the work place. Through formal and informal interactions with faculty and business leaders students will examine, explore, and practice skills necessary to perform successfully in their academic and professional life. This course is mandatory for all MBA and should be taken concurrently with MGT 5105. This course is mandatory for all MPA and should be taken concurrently with PUB 5409.

**PUB 5409** Public Administration in Theory and Application (3.00 cr.)

This course examines the role of public administration and non-profit organizations in a democratic society. Students examine the cultural and intellectual evolution of the field, the theories, forces, and people that drive the public sector and the specific management techniques used to implement public policy. Special emphasis is placed upon the application of organizational theory and organizational behavior concepts in the public and non-profit contexts.

**PUB 5419** Public Sector Human Resource Management (3.00 cr.)

The political and institutional environment of public human resource management is examined. Emphasis is given to the challenges facing the public sector in attracting and developing human assets in an environment of conflicting goals, stakeholder obligations, and a highly aware electorate. Specific topics include the evolution of the modern public service, the functions of human resource management, employment discrimination, labor management relations, professionalism and ethics and how assessment centers evaluate potential applicants. Prerequisite: PUB 5409 or PUB 5450.

**PUB 5429** Public Sector Statistical Analysis (3.00 cr.)

Students gain an overview of commonly applied statistical methods in public administration including confidence intervals, t-tests for means and proportions, ANOVA, and non-parametric tests. The emphasis is on practical use of statistics to analyze real-world data and performance criteria. Prerequisite: PUB 5409 or PUB 5450.

**PUB 5439** Administrative Law and Ethics in the Public Sector (3.00 cr.)

The course introduces students to the field of ethics and shows how ethical principles are applied to administrative agencies to ensure not only legal but also moral government decision-making. Administrative law is the body of law concerned with the actions of administrative agencies, frequently called the "4th branch of government" in the United States. The course thus examines how administrative agencies are created, how they exercise their powers, how they make laws and policy formally as well as informally, the laws that govern agency rulemaking and adjudications, especially the Administrative Procedure Act, Constitutional and other legal protections afforded against agency actions, and how agency actions are reviewed and remedied by the courts and legislative branch of government. The course also examines the intergovernmental relations and the political and practical constraints that influence administrative policy. Prerequisite: PUB 5409 or PUB 5450.

**PUB 5449** Public Policy Analysis (3.00 cr.)

Students develop a working knowledge of public-sector policy making and learn to analyze public policy problems in order to understand how public policy is formulated, decided upon, and implemented. Emphasis is on agenda setting, program design, and implementation. Prerequisite: PUB 5450 or PUB 5409.

**PUB 5459** Managing Information and Technology in the Public Sector (3.00 cr.)

Students gain an overview of the key issues and challenges involved in managing information flows, and their related technologies, strategically. The course emphasizes the development of students' analytical skills and the application of knowledge through problem solving exercises. Students are provided with tools and techniques for managing information as a resource and for using it to transform public sector organizations. Prerequisite: PUB 5409 or PUB 5450

**PUB 5469** Public Finance (3.00 cr.)

This course focuses on the economics of the public sector. It delineates the goods and services provided by government and how they are funded. It deals with the public goods and their characteristics. It explores income redistribution. The efficiency, equity and incentive effects of taxation are studied. Multilevel government relations and finances are examined. Prerequisite: PUB 5409 or PUB 5450.

**PUB 5941** Public Administration Internship (3.00 cr.)

Students without public sector work experience will undertake an Internship. The purpose of which is to be able to: 1. Perform specific job functions in the field of choice under supervision; 2. Apply specific academic knowledge, skills and values to tasks in the work setting; 3. Apply a successful strategy for achieving professional/personal goals. Students will formulate specific goals for their Internship in consultation with a faculty advisor and will complete a formal performance appraisal by both the academic advisor and the employer supervisor according to required interim and final written reports and papers. Prerequisite: (PUB 5409 OR PUB 5450) AND (PUB 5419 OR PUB 5465) AND (PUB 5429 OR PUB 5477) AND (PUB 5439 OR PUB 5461) AND (PUB 5449 OR PUB 5480) AND (PUB 5459 OR PUB 5451) AND (PUB 5469 or PUB 5472).

**PUB 5945** Master of Public Administration Integrative Seminar (3.00 cr.)

The M.P.A. Integrative Seminar focuses on the knowledge, skills, and abilities that define a competent public or non-profit sector manager. A central theme of the course is the roles, responsibilities, and outlooks of the manager today and the competing influences in public decision-making under fragmented authority that result in public sector management as the art of compromise. Through role-playing in the various roles of elected officials or professional administrators, students will conduct a city council meeting to experience the actual administration of the political agenda. Pre-requisites: (PUB 5409 OR PUB 5450) AND (PUB 5419 OR PUB 5465) AND (PUB 5439 OR PUB 5461) AND (PUB 5449 OR PUB 5480) AND (PUB 5469 or PUB 5472).

**PUB 5949** Public Administration Practicum (3.00 cr.)

The practicum is for students already working within the field in a mid-level to senior management position. Students should have a demonstrated record of growth in their career with a minimum of five years' experience with progressive responsibilities. During the semester, students will prepare a research paper directly relevant for and intended to serve their department or agency outside of their normal employment duties. The practicum research paper will be supervised by a faculty member with interim reports and a final paper. Prerequisites: (PUB 5429 OR PUB 5477).