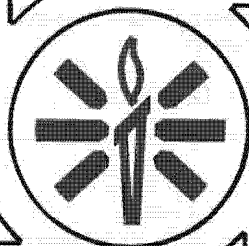


School of Public & Environmental Affairs

**Indiana University-Purdue University
at
Indianapolis**

Bulletin 1975/76

**DIVISION OF
PUBLIC AND
ENVIRONMENTAL
AFFAIRS
1975-76 Bulletin**



Indiana University-Purdue University at Indianapolis

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UNIVERSITY CALENDAR 1975-76

FALL SEMESTER—1975

Classes begin	W	Aug	20
Labor Day Holiday	M	Sept	1
Last day to withdraw from a class with W	T	Oct	14
Mid-term Reports	F	Oct	10
Last day to withdraw from class with W or WF	T	Nov	11
Thanksgiving recess—1st day	W	Nov	26
Classes resume	M	Dec	1
Classes end—last day	M	Dec	8
Exams begin	T	Dec	9
Exams end—last day	M	Dec	15
Semester ends	W	Dec	17

SPRING SEMESTER—1976

Classes begin	Th	Jan	8
Last day to withdraw from class with W	W	Mar	3
Mid-term reports	F	Feb	27
Last day to withdraw from class with W or WF	W	Apr	7
Spring recess	M	Mar	1
Classes resume	M	Mar	8
Classes end—last day	W	Apr	28
Exams begin	Th	Apr	29
Exams end—last day	W	May	5
Semester ends	F	May	7
Commencement	Sun	May	16

SUMMER SESSION I—1976

Classes begin	M	May	10
Memorial Day Holiday	M	May	24
Last day to withdraw from class with W	M	May	31
Last day to withdraw from class with W or WF	Th	June	10
Classes end Summer Session I	M	June	21
Session ends	W	June	23

SUMMER SESSION II—1976

Classes begin	M	June	28
July 4 Holiday	M	July	5
Last day to withdraw from class with W	F	July	16
Last day to withdraw from class with W or WF	W	July	28
Classes end Summer Session II	F	Aug	6
Summer Session II ends	M	Aug	9

ADMINISTRATIVE OFFICERS

INDIANA UNIVERSITY

John W. Ryan, Ph.D., President
Herman B Wells, A.M., LL.D., Chancellor
W. George Pinnell, D.B.A., Vice-President and Treasurer

PURDUE UNIVERSITY

Arthur G. Hansen, Ph.D., D.Eng. D. Sc., President

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT INDIANAPOLIS

Glenn W. Irwin, Jr., M.D., Vice President, Indiana University
Edward C. Moore, Ph.D., Executive Vice Chancellor
John C. Buhner, Ph.D., Vice Chancellor and Dean of the Faculties
Gerald Preusz, Acting Dean for Student Services
John C. Krivacs, M.S., Director of Admissions
Neil E. Lantz, M.S., Registrar and Director of Records

SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS (Indiana University)

Charles F. Bonser, D.B.A., Dean

DIVISION OF PUBLIC AND ENVIRONMENTAL AFFAIRS IUPUI

J. Malcolm Moore, Ph.D., Director

The Student's Responsibility

SPEA has established academic requirements concerning such things as curricula and courses, majors and minors, and policy concentrations. Advisors, directors, and deans will always help a student meet these requirements, but **the student is responsible for fulfilling them.** If requirements have not been satisfied at the end of a student's course of study, the degree will be withheld pending adequate fulfillment. For this reason, it is important for students to acquaint themselves with all regulations and remain currently informed throughout their college career.

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT INDIANAPOLIS

IUPUI was formed in January, 1969, by combining the rapidly growing Indianapolis units of both Indiana University and Purdue University. IUPUI has an urban orientation. Most students commute, and many programs relate directly to metropolitan concerns and aspirations. IUPUI offers students a chance to work and study alongside students in the health professions, law, engineering, public and environmental affairs, technology, science, and the liberal arts.

In its urban setting, the University is developing new programs and taking upon itself new responsibilities never before possible in Indiana public higher education. The IUPUI commitment to Indianapolis and the state of Indiana involves consultation with agency and community leaders in the developing programs and facilities. In addition, it provides service to the community and the entire state in activities involving the University, the faculty, staff, and students.

IUPUI DIVISION OF PUBLIC AND ENVIRONMENTAL AFFAIRS IUPUI

The Division of Public and Environmental Affairs (DPEA) at IUPUI is a part of Indiana University's School of Public and Environmental Affairs (SPEA). The School represents a response of the University to new and important societal needs. It reflects a desire to develop qualified personnel for positions in government capable of approaching public problems in a systematic manner and on a continuing and consistent basis. SPEA is an avenue for people who desire to assist government in performing its function more effectively and for students who want to enter the sphere of public activity more soundly equipped to understand and help solve public problems.

The Division of Public and Environmental Affairs at IUPUI currently offers associate, bachelors, and master's degree programs. These include the Associate of Science and the Bachelor of Science degrees in Public Affairs, the Associate of Science and the Bachelor of Science degrees in Criminal Justice, the Bachelor of Science degree in Metropolitan Studies, the Master of Public Affairs, and the Master of Public Affairs Mid-Career Option.

**COURSES ARE SCHEDULED TO PERMIT DEGREE COMPLETION ON
EITHER A FULL- OR PART-TIME BASIS.**

UNDERGRADUATE INFORMATION

UNDERGRADUATE ADMISSIONS AND TRANSFERS

All students must have been officially admitted to the University by the Office of Admissions.

TO BE ADMITTED: Students may begin their program of study with any regularly scheduled registration. These are in August, January, May, and July. The first letter of inquiry concerning admissions should (1) state the amount of schooling completed; (2) specify curriculum desired; (3) indicate the expected date of entry; (4) request an application form and more detailed information regarding admission requirements.

For more information, call or write:

IUPUI Director of Admissions
1201 East 38th Street
Indianapolis, IN 46205
Telephone (317)264-4644

For more information of DPEA programs, call or write:

Director, Division of Public & Environmental Affairs
IUPUI, Ball Residence
1232 West Michigan Street
Indianapolis, IN 46202
Telephone (317) 264-4656

ADULT NON-DEGREE STUDENTS: A person over the age of 21 not formally admitted to the University by the Director of Admissions, (a procedure requiring submission of high school transcripts and the payment of an admission fee of \$15) may enroll in university courses in an Adult Non-Degree status for a maximum of 30 hours, after which formal admission is required. Credits earned in Adult Non-Degree status, if applicable toward degree requirements, will apply toward an associate or baccalaureate degree after formal admission is accomplished.

TRANSFERS FROM THE UNIVERSITY DIVISION: A student may petition for certification to the DPEA from the University Division after completing 12 hours (or 6 hours if an associate degree candidate) with a minimum cumulative grade-point average of 2.0 and with permission of an advisor in DPEA. The transfer should be completed as soon as the above minima are satisfied and the student is reasonably certain of an interest in a program within the Division of Public and Environmental Affairs.

TRANSFERS FROM OTHER I.U. CAMPUSES TO IUPUI: A student enrolled at another Indiana University campus who plans to enter the DPEA at Indianapolis for the first time must indicate this intention by formal notice to the Office of the Dean at the campus where enrolled. A student must have a 2.0 grade-point average to transfer.

TRANSFERS FROM OTHER UNDERGRADUATE SCHOOLS AT INDIANAPOLIS: Students who wish to transfer from one school to another should report to their school's recorder for a transfer form. Students transferring to the DPEA must have a minimum cumulative grade-point average of 2.0.

TRANSFERS FROM OTHER COLLEGES AND UNIVERSITIES: Contact the IUPUI Director of Admissions. Credits from other institutions will be evaluated by the Office of Admissions, and applicability toward degree requirements in the DPEA.

UNDERGRADUATE PROGRAM-PLANNING AND COUNSELING GUIDELINES

The experience of faculty advisors and successful students suggests the following guidelines for effective planning of undergraduate programs:

- A. Every student should be thoroughly familiar with the general requirements for degrees.
- B. Every student should meet with an appropriate academic advisor on or before the dates established by the university calendar for academic counseling. In such conferences, each student must make certain of an understanding of graduation requirements established by the DPEA.
- C. Each student should understand that the responsibility for planning and meeting every degree requirement rests with the student. Faculty members acting as advisors are obligated only to assist students in meeting this responsibility.

ACADEMIC REGULATIONS (UNDERGRADUATE)

CLASS STANDING: Class standing is based on the number of credit hours completed:

Freshman	1 to 25
Sophomore	26-55
Junior	56-85
Senior	86 or more

GRADES: The Division of Public and Environmental Affairs uses the following grade-point system:

- | | |
|---|--|
| A | (4.0) Highest passing grade |
| B | (3.0) |
| C | (2.0) |
| D | (1.0) Lowest passing grade |
| S | Satisfactory |
| F | (No credit) Failed the work in a course or failed to complete an official withdrawal |
| P | Passed (See Pass-Fail Option) |

1. Pass/Fail (P or F)

During the undergraduate program, any undergraduate student not on probation may enroll in a maximum of eight elective courses to be taken with a grade of P (pass) or F (fail). (During the associate degree program, 2 courses.) The pass/fail option is open for a maximum of two courses per year (the year is defined as Fall semester to Fall semester). The courses selected for pass/fail must be electives. They may not be used to satisfy any of the degree area requirements nor counted as part of the student's concentration area. The course or courses may be used to meet the 300-400 level course requirement.

A grade of P is not counted in computing grade averages; a grade of F is included. A grade of P cannot be changed subsequently to a grade of A, B, C, or D.

2. **Withdrawal or Withdrawal Failing (W or WF)**

Any student who alters a schedule, whether by personal incentive or by departmental directive, must follow withdrawal procedures. A student who does not assume this responsibility is jeopardizing his or her record by the possibility of incurring a failing grade in a course not properly dropped and/or not receiving credit for work done in a course not properly added.

To withdraw officially from a single course or from the University, a student must first contact the DPEA Office.

Withdrawal procedures are published in each semester's class schedule.

3. **Incomplete (I)**

The grade of I (Incomplete) indicates that the level of course work is of passing quality as of the end of the semester but has not been completed. Instructors may award an Incomplete only when circumstances make it appear unjust to hold the student to the time limits previously fixed for the completion of work.

Removal of Incomplete: The removal of an Incomplete within a period of time allotted by the instructor is the responsibility of the student. An Incomplete grade not removed within the time specified by the instructor or as required by University regulations will be converted by the Registrar's Office to the grade specified by the instructor.

4. **Courses Repeated**

The computation of the grade-point average on the basis of courses retaken is done during the senior year in DPEA at IUPUI. This computation is based on the most recent grade in repeated courses. However all grades will appear on the students official record and transcript.

5. **Petitions for Grade Change**

Course grades may be changed by petition from either the student or the faculty member.

a. **Faculty Petition**

A faculty member may request a change of grade for the student. This request can be honored only with the written consent from the Office of the Director.

b. **Student Petition**

A student may request a change of grade by filing a petition with the Office of the Director of DPEA which includes a statement of unsuccessful interview with the faculty member, and supportive evidence for petition. Petition forms may be obtained from the Registrar's Office or DPEA Recorder's Office.

CHANGE OF MAJOR: In order to change his major, a student must report to the Office of the Recorder, DPEA. The Recorder will then process an official change-of-major form.

ADDITION OF COURSES: An undergraduate student may add a course after the normal drop/add period only with the approval of the instructor of the course and the departmental chairman. This practice is not encouraged.

CREDIT BY EXAMINATION: A student may receive credit for certain

courses by successful performance in College Board Achievement Tests, College Board Advanced Placement Tests, and/or examinations offered by an academic department while at IUPUI. The appropriate department of the University reviews the College Board Advanced Placement Tests in order to make recommendations about advanced standing. A student who feels prepared for advanced study or eligible for special credit because of superior preparation or independent study is urged to accelerate his or her college program in this manner.

When credit by examination is awarded by the University, that credit will be recorded simply with the grade S unless the examination clearly merits an A grade. Failure to pass the examination carries no penalty. A student may thus graduate early, or use the time gained to take courses beyond those ordinarily required for an undergraduate degree.

ACADEMIC STANDING

CANDIDATES IN GOOD STANDING: An undergraduate student is considered to be a candidate in good standing for a baccalaureate or associate degree when regularly admitted by the Office of Admissions and when the cumulative average is not below 2.0.

ACADEMIC PROBATION: A student is on academic probation when the cumulative average is below C (2.0) and for the duration of the regular semester following the one in which a C average was not obtained.

DISMISSAL: A degree-seeking student is dismissed from the University when not making progress toward a degree. When a student has failed to attain a C (2.0) for two consecutive semesters, the student is automatically considered to be making no progress toward a degree.

READMISSION: The DPEA considers petitions for readmission from students who have been dismissed from the DPEA. Normally readmission is not permitted until after a period of at least one regular semester. Students eligible to submit petitions must do so before June 15 for the fall semester, December 5 for the spring semester, and April 1 for the summer sessions. Petitions may be obtained from the Recorder's Office in the DPEA.

DEAN'S LIST: Students who earn a 3.5 grade-point average during a semester are recognized by having their names published on the Dean's List: those enrolled for 12 hours or more on the List for full-time students, and those enrolled for 6-11 hours on the list for part-time students.

DEGREES AWARDED WITH DISTINCTION: The DPEA recognizes outstanding performance in course work by awarding bachelor's and associate degrees with three levels of distinction. Students who earn an overall grade point average of 3.6 graduate with Distinction, 3.75 with High Distinction, and 3.9 with Highest Distinction.

UNDERGRADUATE PROGRAMS

The abbreviation “P” refers to course prerequisites to be completed before enrollment in a course. The abbreviation “R” refers to courses suggested as desirable prior to, but not necessary for, enrollment. Consent of the instructor is an implicit prerequisite for all courses in the Division of Public and Environmental Affairs.



PUBLIC AFFAIRS (Undergraduate)

Through DPEA, IUPUI offers both a four-year and a two-year undergraduate curriculum in Public Affairs. The first leads to a Bachelor of Science in Public Affairs, and the second leads to an Associate of Science in Public Affairs. Indiana University is among the first of the major universities to offer these specific degrees, important new links between the ideas and people in the university community and public service in the state and nation.

BACHELOR OF SCIENCE IN PUBLIC AFFAIRS

The curriculum is broadly interdisciplinary and flexible in nature. It is intended as background for citizenship participation in public affairs and as orientation toward career entry into public service.

Students are encouraged to develop a study program in the area of public affairs most interesting to them. DPEA offers a set of "core" courses that have been developed as appropriate background for participation in public affairs. In addition, students are expected to select an area of public affairs concentration and a set of elective courses appropriate to their educational and career objectives. Opportunities for selection of electives and concentration options vary on each campus and allow the student to choose from a wide variety of course offerings.

Student participation in off-campus work assignments through the SPEA Center for Public Affairs Service-Learning is encouraged.

Undergraduates with knowledge in a specific concentration area and a general background in public and environmental affairs will find entry-level employment in their field facilitated by the professional orientation provided in the SPEA program. The curriculum also provides background for advanced academic work in a professional area such as law, city planning, or urban administration.

Public service organizations and governments are among the largest employers in the United States. Approximately one out of every six persons is in government service. Employment at the state and local level is growing rapidly, and more than doubled between 1955 and 1970. New career fields, such as environmental protection, consumer protection, and mass communications, are developing rapidly. The more traditional areas, such as public safety, personnel, planning, financial management, and urban development, are also experiencing heavy new demands.

General Requirements for the Bachelor of Science Degree

- a. A minimum of 120 hours.
- b. A grade of at least a C must be attained in each course taken to satisfy the SPEA Core and Concentration requirements. However, courses in which a student receives a D will count toward the 120-hour total.
- c. A minimum cumulative grade point average of 2.0.
- d. Credit work for this degree may be taken at any regional campus of Indiana University, IUPUI, IU-Bloomington, or extension

centers of Indiana University and IUPUI. The degree will be awarded at the campus where the student has been formally admitted.

- e. Students of approved colleges who transfer to undergraduate study in the School must take courses required by the School of Public and Environmental Affairs if they have not had equivalent courses in the school from which they transfer. "V" courses or courses in the core may not be transferred from an outside institution.
- f. A minimum of eight courses must be completed in residence on the IUPUI campus for degrees to be awarded at IUPUI.
- g. Courses taken on the Pass/Fail Option can be applied only as electives in meeting degree requirements.
- h. By special permission, a limited amount of credit may be earned through correspondence study and/or special examination.
- i. A student may take as many Public Affairs courses as his total program will allow.
- j. Courses taken to satisfy the English Composition requirement may not be used to satisfy General Education or Concentration Area requirements.
- k. Courses taken to satisfy General Education requirements may also be used to satisfy Concentration Area requirements as appropriate.
- l. Not more than 60 hours earned in accredited junior colleges may be applied toward a degree.
- m. All credit for candidates for degrees, except for the current semester, must be on record at least six weeks prior to conferring of degrees.
- n. Application for the Bachelor of Science Degree must be filed in the Office of the Recorder, Division of Public and Environmental Affairs, not later than October 1 for January, May, or August graduation.

Specific Requirements for the Bachelor of Science Degree

Public Affairs students gain both a liberal education and professional orientation toward a specific career. This is accomplished through required course work in six areas: basic skills, general education, pre-professional, core, concentration, and electives.

A. AREA I — BASIC SKILLS COURSES

Courses are required in English composition, speech, mathematics, statistics, and use of the computer.

English Composition

Every student shall satisfy this requirement by completing English W115-116-117 (these are five-week segments) with a grade of S (no letter grades are given), or by exemption from one or more segments of this course and satisfactory for those remaining. The department of English places entering freshmen in W115, W116, or W117 on the basis of scores of a departmental proficiency

examination administered during registration week each semester. Students may apply to take this examination if they have an SAT verbal score of 500 or higher, an ACT composite score of 22, or a record of at least a B in high school English. Students exempted from the entire course will receive 3 hours of S credit in W115-116-117. A \$15 fee payment is required and is payable to the Bursar's Office before the special credit is given. Students exempted from W115 or W115-116 will receive credit after satisfactorily completing W117.

Speech — one course from:

- Speech C110 Speech Communication (3 cr.)
- Speech C180 Interpersonal Communications (3 cr.)
- Speech C227 Argumentation and Debate (3 cr.)
- Speech C228 Discussion and Group Methods (3 cr.)

Mathematics — one of the following:

- Mathematics M118 Finite Mathematics (3 cr.)
- Mathematics M119 Calculus (3 cr.)

Statistics — one of the following:

- Stat 301 Statistical Techniques (3 cr.)
- Pol Sci Y205 Elementary Pol Analysis (3 cr.)
- Econ E370 Economic Statistics (3 cr.)

Introduction to the Computer — one of the following:

- Computer Science C201 Introduction to Computer Science (3 cr.)
- Computer Technology CPT 115 Computer Technology (5 cr.)

B. AREA II — PRE-PROFESSIONAL COURSES (5 courses)

Courses are required in organizational behavior, economics and public finance, and American politics.

Organizational Behavior — 1 course

- Psychology B370 Social Psychology (3 cr.)
- Business Z301 Organizational Behavior and Leadership (3 cr.)

Economics — 2 courses

- Economics E201 Principles of Economics I (3 cr.)
- Economics E202 Principles of Economics II (3 cr.)

Public Finance — 1 course

- Economics E360 Public Finance (3 cr.)

American Politics — 1 course

- Political Science Y103 Introduction to American Politics (3 cr.)

C. AREA III — GENERAL EDUCATION (7 courses with 20 credit hour minimum)

Five courses chosen from (a) arts and humanities and (b) biological and physical sciences and mathematics. Students have the option of selecting three courses in group (a) and two from group (b), or vice versa, to meet the five-course requirement.

Two courses chosen from sociology and/or psychology. Students may select courses from either or both fields but should note that advanced work in either area (such as may be appropriate for an area of concentration) usually requires at least an introductory course.

Arts and Humanities (2 or 3 courses)

English
Fine Arts
Folklore
French
German
History
Journalism
Music History & Musicology
Philosophy
Religion
Spanish
Speech & Theatre

Biological and Physical Sciences and Mathematics (2 or 3 courses)

Biological Sciences
Anatomy and Physiology
Biology
Botany
Zoology
Cross-listed course: Psychology B105
Mathematics and Physical Sciences
Astronomy
Chemistry
Geology
Mathematics & Computer Science
Physics
Computer Technology
Cross-listed courses: Geography G107 and G304

Sociology and/or Psychology (2 courses)

D. AREA IV — SPEA CORE (21 credit hours — all required)

SPEA V170 Public and Environmental Affairs (3 cr.)
SPEA V262 Environment: Problems and Prospects (3 cr.)
SPEA V264 Urban Strategies (3 cr.)
SPEA V365 Urban and Regional Planning (3 cr.)
SPEA V372 Financial Management and Budgeting (3 cr.)
SPEA V472 Policy Processes Seminar (3 cr.)
SPEA V474 Public Administration (3 cr.)

E. AREA V — Public Affairs Options (6 credit hours)

For purposes of broadening the student's contact with course work concerned with public affairs but primarily outside the traditional academic disciplines, two courses must be taken, each from a different group. Note that these courses cannot be counted also for fulfilling the minimum concentration requirements unless specified under the concentration curriculum.

- A. Selected Public Affairs Topics
SPEA V260 Topics in Public Affairs
- B. Law
SPEA V240 The Legal Process and Contemporary Issues in America
Bus L301 Legal Environment of Business
Pol Sci Y304 Judicial Process and American Constitutional Law

- C. Criminal Justice
CRJU J100 Foundations of Criminal Justice
- D. Mass Communications
Jour C200 Introduction to Mass Communications
Jour J319 Public Relations
Jour J405 Public Affairs Reporting
- E. Human Services
SSRV S351 Emergence of Social Welfare Systems
SSRV S352 Social Service Delivery Systems
SSRV E345 Social Welfare Policy
- F. Other
Bus U300 Principles of Public Utilities
Bus T300 Principles of Transportation
HPER R274 Introduction to Community Recreation
Bus R300 Principles of Real Estate
AHLT H321 Environmental Issues

F. AREA VI — CONCENTRATION (12 credit hours)

Each student is expected to select a concentration of special interest in public affairs. These concentration areas include a minimum of four courses, or 12 credit hours. The two concentrations currently available at IUPUI are: 1) Policy and Administration and 2) Criminal Justice.

POLICY AND ADMINISTRATION CONCENTRATION

Two of the following:

- V330 Personnel Management in the Public Sector
- V444 Public Administrative Organization
- V442 Senior Seminar in Fiscal Management

One of the following:

- Bus A200 Introduction to Management Accounting
- Bus C404 Office Systems and Control
- Bus K325 Systems Analysis by Computer
- Bus Z440 Manpower Resources and Development
- Bus Z444 Personnel Research and Management
- IET 404 Industrial Organization

One of the following:

- Pols Y306 State Politics
- Pols Y302 Public Bureaucracy in Modern Society
- Bus G406 Business Enterprise and Public Policy
- Bus G409 Business Conditions and Public Policy
- Econ E323 Urban Economics

CRIMINAL JUSTICE CONCENTRATION

Three (3) Criminal Justice Concentration Options are offered to meet the career or interest area of the individual student. **Option A** — Law Enforcement, **Option B** — Corrections — Probation and Parole, **Option C** — General Criminal Justice. Eight (8) courses with a grade of **C** or higher are required for each option.

General Requirements — All Options — 3 courses

CRJU J-100 Foundations of Criminal Justice

CRJU J-200 American Criminal Justice System

One of the following:

CRJU J-310 Introduction to Administrative Processes

SPEA V-270 Survey of Administrative Techniques

Option A — Law Enforcement — (5 courses)

CRJU J-321 Introduction to Law Enforcement

Two courses — either A or B below

A) CRJU J-301 Criminal Law

CRJU J-302 Criminal Law Administration

or

B) CRJU J-401 Criminal Law and Procedure

(In-Service Students Only)

and one other Criminal Justice Legal Course

Two of the following:

CRJU J-303 Evidence

CRJU J-305 Juvenile Justice System

CRJU J-320 Criminal Investigation

CRJU J-322 Introduction to Criminalistics

CRJU J-326 Highway Safety Administration

CRJU J-410 Information Systems

Option B — Corrections — Probation and Parole — (5 courses)

One of the following:

CRJU J-330 Trends in Corrections

CRJU J-340 Probation and Parole

One of the following:

CRJU J-302 Criminal Law Administration

or

CRJU J-401 Criminal Law and Procedure

(In-Service Students Only)

CRJU J-304 Legal Aspects of Corrections

CRJU J-333 Custody and Treatment

One of the following:

CRJU J-305 Juvenile Justice System

CRJU J-410 Information Systems

Option C — General Criminal Justice

One of the following:

CRJU J-302 Criminal Law Administration

CRJU J-401 Criminal Law and Procedure

(In-Service Students Only)

CRJU J-305 Juvenile Justice System

CRJU J-321 Introduction to Law Enforcement

CRJU J-330 Trends in Corrections

CRJU J-340 Probation and Parole

First Year University Division	
Public and Environmental Affairs	3
Composition	3
Speech	2-3
Psychology	3
Sociology	3
Math	3
American Politics	3
General Education and Electives	10
	<hr/> 30

Second Year (SPEA)	
Urban Strategies	3
Environment: Prob. and Pros.	3
Statistics	3
Economics	5-6
Public Affairs Options	6
Computer	3
General Education and Electives	6
	<hr/> 30

Third Year (SPEA)	
Financial Management	3
Planning	3
Public Finance	3
Organizational Behavior	3
Concentration	3
Electives	15
	<hr/> 30

Fourth Year (SPEA)	
Public Administration	3
Policy Processes	3
Concentration	9
Electives	15
	<hr/> 30

Date _____

Pass-Fail Option	COURSE (Enter Semester & Year)
------------------	-----------------------------------

AREA I Basic Skills			5 courses
Composition—			
Speech—			
Math—			
Statistics—			
Computer—			

AREA II Pre-Professional	5 courses	
Org. Beh.—		
Econ. 1.—		
Econ. 2.—		
Pub. Fin.—		
Pol. Sci.—		

[illegible]

COURSES FAILED		

AREA III		
General Education	7 courses	
Arts & Humanities	2-3	
Biol, Math, & Physical	2-3	
Sociology/Psychology	2	

AREA IV SPEA Core		
V170		
V262		
V264		
V365		
V372		
V472		
V474		
PUBLIC AFFAIRS OPTION 2 courses		

[illegible][illegible][illegible]

Name	S.S. Number	Campus
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ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

The Associate of Science in Public Affairs requires 60 semester hours of study. The major focus of the program is on upgrading the skills and general educational level of individuals now employed in various public service occupations. An area of concentration is developed in consultation with an adviser; major concentrations include criminal justice and policy and administration.

General Requirements for the Associate of Science

- a. All applicants for this degree must be first admitted to Indiana University. Course work completed in special student or adult non-degree status may be accepted.
- b. A minimum of 60 semester hours with a cumulative grade-point average of 2.0 is required.
- c. Credit work for this degree may be taken at any regional campus of Indiana University, IUPUI, IU-Bloomington or extension centers of Indiana University and IUPUI. The degree will be awarded at the campus where the student has been formally admitted to the Associate Degree Program.
- d. Students of approved colleges who transfer to undergraduate study in the School must take courses required by the School of Public and Environmental Affairs if they have not had equivalent courses in the school from which they transfer. "V" courses or courses in the core may not be transferred from an outside institution.
- e. Not more than 30 semester hours of transfer credit course work from another accredited institution may be applied toward this degree. Only grades of C (2.0) or higher will be accepted.
- f. Credit earned through correspondence study in the Division of Independent Study of Indiana University and/or by special credit examination may be applied toward this degree.
- g. A minimum cumulative grade-point average of C (2.0) is required. A grade of C or better in all core and concentration courses is required for graduation.
- h. Courses taken on the Pass/Fail option can only be applied as electives in meeting degree requirements. But in no case can more than two (2) Pass/Fail courses be applied toward this degree.
- i. Students must apply for admission to the Associate Degree Program prior to completing 35 semester hours of course work, creditable toward the degree. Students must complete associate degree requirements *before* attaining senior status, (86 hours) to be eligible for awarding of the Associate of Science in Public Affairs.
- j. All credit of candidates for the Associate of Science degree, except for the current semester, must be on record at least six weeks prior to the conferring of degrees.

- k. Application for the Associate of Science Degree must be filed in the Office of the Recorder, Division of Public & Environmental Affairs, not later than October 1 for January, May, or August graduation.

Specific Requirements for the Associate of Science in Public Affairs

General Education (23-26 credits)

The following courses are required of all candidates for the A.S. in Public Affairs.

- a. Composition and Speech
 - Elementary Composition (W117 or equivalent) (See Area I, B.S. degree)
 - Speech — one course from:
 - Speech C110 Speech Communication
 - Speech C118 Interpersonal Communication
 - Speech C227 Argumentation & Debate
 - Speech C228 Discussion & Group Methods
- b. Arts and Humanities — one course
- c. Social and Behavioral Science
 - Macro-economics E202
 - Introduction to American Politics Y103
 - One course from:
 - Introduction to Sociology R100
 - Introductory Psychology B104
 - Social Psychology R234
- d. Biological or Physical Science — one course (3 cr.)
- e. Mathematics — one course (3 cr.) in computer technology: CPT 100

SPEA Core (12 credits)

- a. Public and Environmental Affairs V170
- b. One of:
 - Environment: Problems and Prospects V262
 - Urban Strategies V264
- c. Survey of Administrative Techniques V270
- d. One of:
 - Personnel Management in the Public Sector V330
 - Urban and Regional Planning V365
 - Financial Management and Budgeting V372

Area of Concentration

(12-24 credits, depending on the program)

- a. Policy and Administration
- b. Criminal Justice

Electives (0-12 credits, depending on the program)

Total semester hours required: 60

AREAS OF CONCENTRATION

AREA A. POLICY & ADMINISTRATION — 4 courses with a grade of C or higher

1. Two of the following:
 - V330 Personnel Management in the Public Sector
 - V444 Public Administrative Organization
 - V442 Senior Seminar in Fiscal Management
2. One of the following:
 - Bus A200 Introduction to Management Acct. (5 cr.)
 - Bus C404 Office Systems and Control
 - Bus K325 Systems Analysis by Computer
 - Bus Z440 Manpower Resources and Development
 - Bus Z444 Personnel Research & Management
 - IET 404 Industrial Organization
3. One of the following:
 - Pols Y306 State Politics
 - Pols Y302 Public Bureaucracy in Modern Society
 - Bus G406 Business Enterprise and Public Policy
 - Bus G409 Business Conditions and Public Policy
 - Econ E323 Urban Economics

AREA B. CRIMINAL JUSTICE

The Criminal Justice Concentration offers a choice of three (3) career oriented programs of study. **Option A** — Law Enforcement, **Option B** — Corrections — Probation and Parole, **Option C** — General Criminal Justice. Eight (8) courses with a grade of **C** or higher are required for each option.

General Requirements — All Options

CRJU J-100 Foundations of Criminal Justice
CRJU J-200 American Criminal Justice System

One of the following:

Criminal Justice J-301 Criminal Law
Criminal Justice J-302 Criminal Law Administration
Criminal Justice J-401 Criminal Law Procedure
(In-Service Students Only)

One of the following:

Business Z-301 Organizational Behavior and Leadership
Sociology R345 Crime and Delinquency
Sociology R461 Intergroup Relations/Race & Ethnic Relations

Option A — Law Enforcement

Criminal Justice J-321 Introduction to American Law Enforcement

Three of the following:

CRJU J-303 Evidence
CRJU J-305 Juvenile Justice System
CRJU J-320 Criminal Investigation
CRJU J-322 Introduction to Criminalistics
CRJU J-326 Highway Safety Administration

Option B — Corrections — Probation and Parole

One of the following:

CRJU J-330 Trends in Corrections
CRJU J-340 Probation and Parole

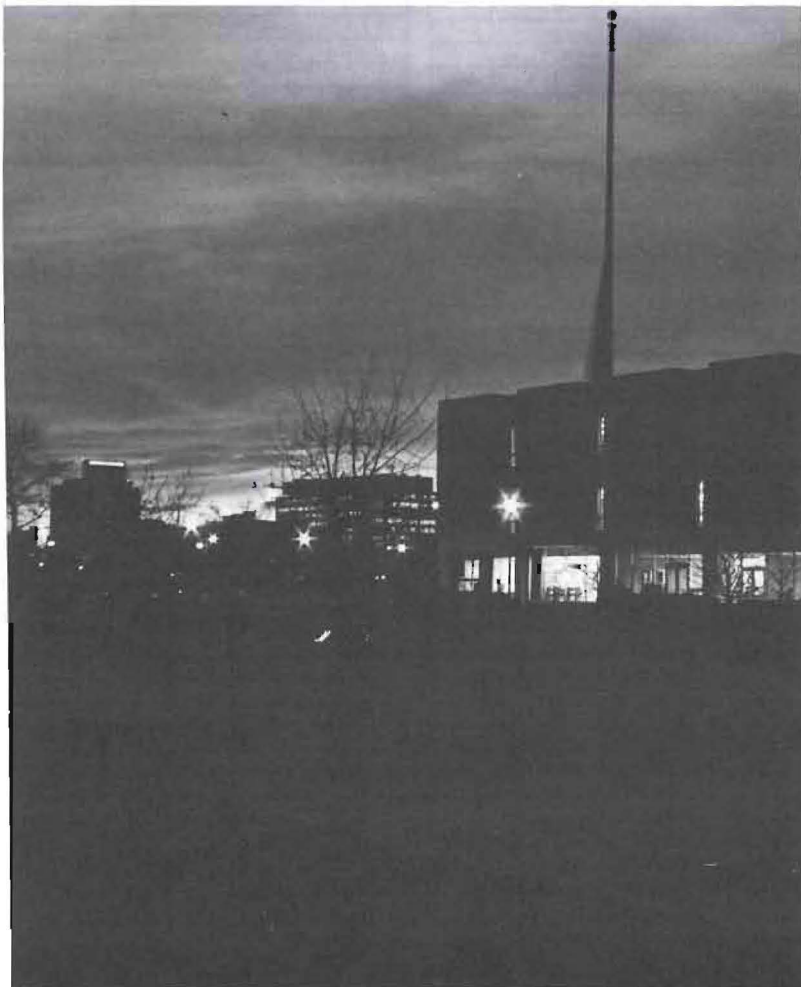
Three of the following:

- CRJU J-304 Legal Aspects of Corrections
- CRJU J-305 Juvenile Justice System
- CRJU J-330 Trends in Corrections
- CRJU J-333 Custody and Treatment
- CRJU J-340 Probation and Parole

Option C — General Criminal Justice

- CRJU J-321 Introduction to Law Enforcement
- CRJU J-330 Trends in Corrections
- CRJU J-340 Probation and Parole
- CRJU J-305 Juvenile Justice System

NOTE: Recommend that (1) Introductory Psychology B105 be taken to satisfy General Education Distribution Requirement **Biological Science** and (2) that Sociology R100 be taken for Social and Behavioral Science.



60 credit hours minimum
85 credit hours maximum

	COURSE
Pass-Fail Option	(Enter Semester & Year)

AREA I Composition & Speech		

AREA II		
General Education		
Arts & Humanities		
Social & Behavioral		
Biological & Physical		
Mathematics		

INCOMPLETES Course	Hrs.	Sem. Entrd.	Remvd.

COURSES FAILED		

AREA III SPEA Core		
V170		
V—		
V—		
V—		
V—		

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Name	S.S. Number	Campus
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SPEA UNDERGRADUATE COURSES

The abbreviation “P” refers to the course prerequisites. The number of hours of credit given a course is indicated in parentheses following the course title.

V170 Public and Environmental Affairs (3 cr.)

Broad coverage of public affairs through critical and analytical inquiry coupled with descriptive review of selected public policy areas. Enrollment for freshmen and sophomores only. Juniors and seniors may substitute special sections of V250 or V450.

V240 Legal Process and Contemporary Issues in America (3 cr.)

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.

V250 Problems in Public Affairs (3 cr.)

Analysis of selected current issues or problems in public affairs. Topics vary from semester to semester. May be repeated once for credit, with permission of instructor.

V260 Topics in Public Affairs (3 cr.)

Selected topical courses that are specifically chosen as appropriate to fulfill the SPEA requirement of “public affairs options.” Topics vary from semester to semester.

V262 Environment: Problems and Prospects (3 cr.)

A survey of different aspects of the interaction between man and his environment, with an emphasis on the complex interactions within systems. Subjects discussed include population levels, natural resources, energy use, various types of pollution and means of controlling them. Credit not given for both E200 and V262.

V264 Urban Strategies (3 cr.)

P: sophomore standing. An introduction to public affairs within the urban context, including urban structures and growth, urban control, the formal rules of urban governance and administration, and selected problem areas. The course is interdisciplinary in content.

V270 Survey of Administrative Techniques (3 cr.)

Survey of management and policy processes within a government or public setting. Course is intended for associate degree candidates and includes some of the subject matter of senior core courses. Not recommended for students intending to pursue a bachelor's degree.

V316 Environmental Health Management Orientation (2 cr.)

An orientation to the broad concerns of environmental health management, including sanitation, stream pollution, air pollution, and food and drug control. Course includes an introduction to the programs and procedures involved with environmental health management.

V330 Personnel Management in the Public Sector (3 cr.)

P: junior standing or permission of instructor. The organization and operation of public personnel systems with emphasis on comparative concepts of personnel systems, manpower management, and development of coordinated personnel programs in public agencies. Includes management and motivation of personnel at various levels in public agencies.

V333 Student Colloquia in Public Affairs (3 cr.)

Topics of current interest selected on the basis of student initiative and involvement in course instruction. May be repeated once for credit.

V365 Urban and Regional Planning (3 cr.)

P: Mathematics M118 and M119 and statistics. Introduction to the theory and application of coordinated planning in urban areas and multi-jurisdictional regions. Includes analysis of the planning process and plan formation, as well as the relationships between planning for urban and rural areas, regions and states, and the nation.

V372 Financial Management and Budgeting (3 cr.)

P: junior standing. Study of fiscal management in public agencies, including revenue administration, debt management, and public budgeting. Emphasis will be given to the fiscal processes in state and local agencies.

V380 Internship in Public Affairs (1-6 credits)

P: permission of instructor. Open to interested students upon approval of 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.

V390 Independent Readings in Public Affairs (1-3 cr.)

P: permission of instructor. Independent readings and research related to a topic of special interest to the student. Written report required.

V416 Environmental Health Management Seminar (3 cr.)

P: V316 or permission of instructor. Course is intended for intensive study of selected problems in the area of environmental health management. Enrollment for students having completed field experience in this area and for others with appropriate background and interests.

V432 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.

V442 Seminar in Fiscal Management (3 cr.)

P: V372 or permission of instructor. Comprehensive study of techniques of public fiscal management, primarily at the state and local level, and discussion of current issues.

V444 Public Administrative Organization (3 cr.)

P: V474 or permission of instructor. A review of research findings and analysis of the operation of public agencies and their performance.

V450 Contemporary Issues in Public Affairs (3 cr.)

Extensive analysis of selected contemporary issues in public affairs. Topics vary from semester to semester.

V472 Policy Processes Seminar (3 cr.)

P: senior standing and completion of two SPEA core courses. Intended as an integrative senior seminar, primarily for SPEA students. Course content includes analytic 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.

V474 Public Administration (3 cr.)

P: junior standing. R: Business Z300 or Political Science Y390. Study of the management process in government and public agencies, including analysis of organization theory and practice. Emphasis is placed on developing an understanding and a point of view toward the problems and potential of public administration.

V490 Directed Research in Public Affairs (1-3 cr.)

To be arranged with the individual instructor and approved by the chairman of the Undergraduate Program.

CRIMINAL JUSTICE (Undergraduate)

The DPEA offers the Associate of Science and the Bachelor of Science degrees in Criminal Justice. Students may attend either part-time or full-time.

To receive the Bachelor of Science degree, students must complete 122 credit hours of course work. Students entering the program have options depending on whether their objectives are for professional or career improvement, preparation for college or university level professions, or specific positions within the career field.

Candidates for the Associate of Science degree must complete 64 credit hours of course work. Courses meeting the associate degree requirements are generally included in, or acceptable for, the baccalaureate degree program. Courses satisfying associate degree requirements may be oriented to the field of interest for pre-service students, or to professional or career development for the in-service student.

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

Concentration areas vary depending on the interest of the student. However, major interest areas to be made available in the curriculum are Law Enforcement, Probation, Parole, and Correctional Administration.

Students considering a Criminal Justice concentration regardless of major interest area must consult with a Criminal Justice advisor to plan their program. Through adequate planning, prerequisites of courses in the concentration group may be utilized to satisfy general requirements for the degree and/or specific requirements for the concentration area.

The detailed major requirements are listed below. The specific degree requirements which must be fulfilled by each student are those published in the bulletin current at the time of entry into the University or those in the bulletin current at the time of graduation, whichever the student chooses. The student should use the academic form in this bulletin for planning and/or recording academic progress.

General Requirements for the BSCJ Degree

- a. A minimum of 122 hours.
- b. A grade of at least C must be attained in each course to satisfy the Area IV Concentration requirements. (Area IV includes courses in the Directly Related and the Secondary Concentration groups.) However, courses in which a student receives a D will count toward the 122-hour total.
- c. A minimum cumulative grade-point average of 2.0.
- d. A minimum of 30 hours in courses at the 300-400 level.
- e. A minimum of 8 Criminal Justice courses.
- f. A minimum of 8 courses including three (3) Criminal Justice courses must be completed in residence at IUPUI for degrees to be awarded at IUPUI.

- g. Courses taken on the Pass/Fail Option can be applied only as electives in meeting degree requirements.
- h. By special permission, limited amount of credit may be earned through correspondence study and/or special examination.
- i. A student may take as many Criminal Justice courses as his total program will allow.
- j. Courses taken to satisfy Area I (English and Writing) or Area II (Communications) **may not** be used to satisfy Area III (General Education), or Area IV (Concentration Area) Requirements.
- k. Courses taken to satisfy Area III (General Education) Requirements **may also** be used to satisfy Area IV (Concentration Area) Requirements as appropriate.
- l. Former Police Administration and current Forensic Studies courses offered by the Department of Forensic Studies of the College of Arts and Sciences are credited as Criminal Justice courses for this degree except for duplicate courses.
- m. Not more than 60 hours earned in accredited junior colleges may be applied toward this degree.
- n. All credit for candidates for degrees, except for the current semester, must be on record at least six weeks prior to conferring of degrees.
- o. Application for the Bachelor of Science Degree must be filed in the Office of the Recorder, Division of Public & Environmental Affairs, not later than October 1 for January, May, or August graduation.

Specific Requirements for the BSCJ Degree

AREA I — ENGLISH COMPOSITION AND WRITING

- (1) Every student must demonstrate the ability to use correct, clear, effective English. Students shall satisfy this requirement by completing English W115-116-117 (these are 5-week segments) with a grade of S (satisfactory — no letter grades are given), or by exemption from one or more segments of this course and satisfactory completion of those segments he is required to take. The Department of English places entering freshmen in W115, W116, or W117 on the basis of scores on a departmental proficiency examination administered during registration week each semester. Students may apply to take this examination if they have an SAT verbal score of 500 or higher, an ACT composite score of 22, or a record of A and B in high school English. Students exempted from the entire course will receive 3 hours of S credit in W115-116-117. A \$15 fee payment is required and is payable to the Bursar's Office before the special credit is given. Students exempted from W115 or W115-116 will receive credit after satisfactorily completing W117.
- (2) Two (2) courses in Writing approved by a Criminal Justice advisor selected from the Writing Program of the English Department of the School of Liberal Arts and Bus C204 (Business Communications).

AREA II — COMMUNICATIONS/FOREIGN LANGUAGE OPTION

Students have the option of satisfying Area II requirements by either completing the Communications option of four courses or completing two courses in a foreign language. Students planning on graduate study should consult with an appropriate advisor concerning the advisability of taking a foreign language in addition to, or in lieu of, the communications requirements for this degree.

Communications Option — 4 courses

One course selected from each of the following groups:

- a. Phil P110 Philosophy and the World Today
Spch C104 Training the Speaking Voice
Spch C110 Fundamentals of Speech Communication
Spch C170 Introduction to Voice Science
Spch C180 Introduction to Interpersonal Communications
- b. Eng G205 Introduction to English Language
Eng G206 Introduction to the Study of Grammar
Folk F394 Afro-American Folklore
Phil P323 Society and the State in Modern Society
Spch C320 Advanced Public Speaking
- c. Eng G301 History of the English Language
Eng G310 Inner City Speech Patterns
Folk F220 Introduction to American Folklore
Phil P221 Philosophy of Man
Phil P466 Philosophy of Language and Communication
Spch C223 Business and Professional Speaking
- d. Folk F101 Introduction to Folklore
Jour J201 Verbal Communications
Jour C200 Introduction to Mass Communications
Phil P237 Philosophy of Environment
Spch C227 Argumentation and Debate

Foreign Language Option — 2 courses

Two courses in a foreign language or their equivalent by examination. (See School of Liberal Arts Bulletin for language examination and special credit criteria.) Foreign Language courses taken to satisfy this requirement cannot be taken on the Pass/Fail Option.

AREA III — GENERAL EDUCATION — 12 COURSES

In an age of increasing specialization of functions and division of labor, it becomes more necessary than ever before to acquire a broad base of general knowledge, ideas, and skills that provide some level of general and humane learning. For this reason, the general education requirements are considered essential elements of the B.S. program.

1. Arts and Humanities — 4 courses

English	Journalism
Fine Arts	Music
Folklore	Philosophy
French	Religion
German	Spanish
History	Speech & Theatre

2. Social and Behavioral Sciences — 4 courses

Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Linguistics	
3. Biological Sciences — 2 courses

Anatomy & Physiology
Biology
Botany
Zoology
Cross-listed course: Psychology B105
4. Mathematics and Physical Sciences — 2 courses

Astronomy	Mathematics & Computer Science
Chemistry	Physics
Geology	Computer Technology
Cross-listed courses: Geography C107 and G304	

AREA IV — CONCENTRATION AREA REQUIREMENTS — 12 COURSES

Students are required to complete a minimum of eight Criminal Justice and four directly related courses in accordance with the following requirements: (**Note:** Grade of C or above **MUST** be made in any courses used to fulfill Area IV requirements)

1. Criminal Justice courses — 8 courses
 - a. 4 Criminal Justice core courses
 - J100 (Foundations of Criminal Justice)
 - J200 (The American Criminal Justice System)
 - J310 (Introduction to Administrative Processes)
 - J470 (Senior Seminar in Criminal Justice)
 - b. 4 Criminal Justice courses directed toward the major Concentration Area according to the following categories:
 - *Pre-Service** students are required to complete 4 additional Criminal Justice courses which must include:
 - J301 (Criminal Law)
 - J302 (Criminal Law Administration)
 - Any other 2 criminal justice courses
 - *In-Service** students are required to complete 4 Criminal Justice courses which must include:
 - 2 Legal courses at the 300-400 level
 - Any other 2 criminal justice courses
2. Directly-Related Courses — 4 courses
 - Bus Z301 Organizational Behavior and Leadership
 - Bus G330 Principles of Urban Economics
 - Bus L409 Law and the Environment
 - Econ E323 Urban Economics
 - Geog G314 Urban Geography
 - Geol G300 Environmental and Urban Geology
 - Hist A357 American Urban History I
 - Hist A358 American Urban History II

Jour J407 Communications Law
 URBN U301 Introduction to Urbanism I
 URBN U302 Introduction to Urbanism II
 Pols Y301 Popular Control of American Government
 Pols Y302 Public Bureaucracy in Modern Society
 Pols Y304 Judicial Process and American Constitutional Law I
 Pols Y305 Judicial Process and American Constitutional Law II
 Pols Y306 State Politics in the U.S.
 Pols Y307 Indiana State Government and Politics
 Pols Y308 Urban Politics
 Pols Y394 Public Policy Analysis Law, Courts and Society
 Psy B360 Child and Adolescence
 Psy B370 Social Psychology
 Psy B380 Abnormal Psychology
 Rel R383 Religious Ethics and Social Issues
 Soc R329 Urban Sociology
 Soc R345 Crime and Delinquency
 Soc R346 Control of Crime
 Soc R461 Race and Ethnic Relations
 Soc R465 Population and Human Ecology
 Soc R476 Social Movements
 SPEA V372 Public Financial Management
 SPEA V472 Policy Processes Seminar
 SPEA V474 Public Management

3. Secondary Concentration — 6 courses

Students must select a secondary concentration supporting area. This area is to be of the student's choice based upon the student's educational objective, but must be approved by a criminal justice academic advisor. This area must include a minimum concentration of six courses. These may be selected from the total offerings of the University and no restrictions are placed on the number of courses or hours that may be taken in any Division or School of the University to meet the requirements of the secondary area selection. No more than two 100-level courses may be used to fulfill this requirement.

AREA V — GENERAL ELECTIVES

Sufficient courses selected from total offerings of the University to meet the Bachelor of Science Degree requirement of 122 credit hours with a 2.0 grade point average.

***Pre-Service student** — person not employed with an agency in the criminal justice system or one employed who has not completed a basic professional entry training program.

***In-Service student** — person who is employed by a criminal justice agency and/or has completed a basic professional entry level training program.

Date _____

	COURSE
Pass-Fail Option _____	(Enter Semester & Year)

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Name	S.S. Number	Campus
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ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Courses meeting the Associate of Science Degree requirements are those generally included in, or acceptable for, the Baccalaureate Degree program. Through counseling and program planning, students may continue work toward a Baccalaureate Degree after having received the Associate of Science Degree in Criminal Justice with little or no loss of credit.

Depending on student interest and educational objectives, courses selected to satisfy degree requirements can be oriented to the career field of interest for pre-service students, or to professional or career development for the in-service students. Sufficient flexibility exists with the Associate of Science Program to allow students with specific interests in the Law Enforcement, Correctional Administration, Probation, or Parole interest areas to select courses applicable to that area. Students entering the Associate Program should consult with a Criminal Justice Advisor in order to plan their degree program.

General Requirements of the Associate of Science Degree

- a. A minimum of 64 semester hours with a cumulative grade-point average of at least 2.0 is required.
- b. A grade of at least a C must be attained in each course taken to satisfy the Criminal Justice Concentration.
- c. Not more than eight Criminal Justice courses may be applied toward this degree.
- d. Credit work for this degree may be taken at any regional campus of Indiana University, IUPUI, IU-Bloomington, or extension centers of Indiana University and IUPUI. The degree will be awarded at the campus where the student has been formally admitted.
- e. Not more than 30 semester hours of transfer credit course work from another accredited institution may be applied toward this degree. Only grades of C (2.0) or higher will be accepted.
- f. With permission, credit earned through correspondence study in the Division of Independent Study of Indiana University and/or by special credit examination may be applied toward this degree.
- g. Courses taken on the Pass/Fail Option can only be applied as electives in meeting degree requirements. In no case can more than two Pass/Fail courses be applied toward this degree.
- h. To avoid loss of credit and other problems, students should declare their intent to earn this degree prior to completing 35 semester hours of course work creditable toward the degree (excluding ROTC credit awarded through military service.) Applications for admission to the Associate of Science Program can be obtained from the Office of the Recorder, Division of Public and Environmental Affairs.
- i. Students must complete Associate Degree Requirements **before** attaining senior status, **86** hours, to be eligible for awarding of the Associate Degree in Criminal Justice.

- j. Former Police Administration and current Forensic Studies courses offered by the Department of Forensic Studies of the College of Arts and Sciences are credited as Criminal Justice courses for this degree.
- k. All credit of candidates for the Associate of Science Degree, except for the current semester, must be on record at least six weeks prior to the conferring of degrees.
- l. Application for the Associate of Science Degree must be filed with the Recorder, DPEA, not later than October 1 for January, May, or August graduation.

Specific Requirements for the Associate of Science Degree

AREA I ENGLISH COMPOSITION W117 OR EQUIVALENT

(See Area I, Bachelor of Science Degree)

AREA II SPEECH

One course selected from the following:

- Speech C104 (Training the Speaking Voice)
- Speech C110 (Fundamentals of Speech Communication)
- Speech C180 (Introduction to Interpersonal Communications)
- Speech C223 (Business and Professional Speaking)

AREA III GENERAL EDUCATION — 6 courses

1. Arts and Humanities — 1 course

English	Journalism
Fine Arts	Music
Folklore	Philosophy
French	Religion
German	Spanish
History	Speech & Theatre
2. Social and Behavioral Sciences — 1 course

R: Soc R100 Introduction to Sociology	
Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Linguistics	
3. Biological Sciences — 1 course

R: Psy B105 Introductory Psychology II	
Anatomy and Physiology	
Biology	
Botany	
Zoology	
Cross-listed course: B105	
4. Mathematics and Physical Sciences — 1 course

Astronomy	Mathematics and Computer Science
Chemistry	Physics
Geology	Computer Technology
Cross-listed courses: Geog G107 and G304	
5. Sufficient other courses from areas 1, 2, 3 and 4 above to meet the requirement of 6 general education courses.

AREA IV CRIMINAL JUSTICE CONCENTRATION — 8 courses

Students are required to complete 8 Criminal Justice courses which must include:

J100 Foundations of Criminal Justice
J200 The American Criminal Justice System
J301 Criminal Law

OR

J401 Criminal Law and Procedure — In-Service Students Only.

NOTE:Soc R-345 Crime and Delinquency, or Soc R-346 Control of Crime, may be used in lieu of two Criminal Justice courses to complete the concentration requirement.

AREA V GENERAL ELECTIVES

1. Sufficient courses selected from the total offerings of Indiana University and/or IUPUI to meet the Associate of Science degree requirement of 64 credit hours. There is no restriction to the number of hours or courses that can be taken in any School, Division, or Department of the University except the maximum of eight courses in criminal justice.
2. Credit awarded by the University for active military service/ROTC may be included but **not more** than six such hours may be applied toward this degree.

IUPUI-Indiana Central University Cooperative Program

IUPUI and Indiana Central University have a cross-registration for students majoring in Criminal Justice-Law Enforcement at either institution who wish to take courses at the other university. At the present this is limited to Law Enforcement-Corrections courses at Indiana Central and Criminal Justice courses at IUPUI. IUPUI students interested in the cross-registration program are required to meet the following prerequisites:

- a. Sophomore class standing
- b. Declared Criminal Justice major
- c. Enrollment approved by Criminal Justice faculty advisor
- d. Meet course prerequisites

64 credit hours minimum
85 credit hours maximum

AREA IV Criminal Justice Concentration Maximum 8 Courses		
1. J-100/P-100		
2. J-301/P-205		
3.		
4.		
5.		
6.		
7.		
8.		

AREA I English Composition		
English Composition 1 Course		

AREA II		
Speech		
Speech 1 Course		

AREA III General Education		Minimum 6 Courses	
Arts & Humanities 1 Course			
Social & Behavioral Sciences 1 Course			
Biological Sciences 1 Course			
Math & Physical Sciences 1 Course			
Elective			
Elective			

INCOMPLETES Course	Sem. Entrd.	Date Remvd.

[illegible][illegible]

Campus

CRIMINAL JUSTICE COURSES

***J100 Foundations of Criminal Justice (3 cr.)**

Principles underlying social control devices with emphasis on Legal Systems. Historical and philosophical background of Criminal Justice Systems.

J200 The American Criminal Justice System (3 cr.)

Introduction to elements of the Criminal Justice System — the police, the courts, corrections — as they function in contemporary American society. Course is divided into three segments and team taught.

J301 Criminal Law (3 cr.)

The development, limitations, and application of substantive Criminal Law utilizing the case-study method.

J302 Criminal Law Administration (3 cr.)

Criminal Law application and procedure from the initiation of police activity through the correctional process utilizing the case-study method.

J303 Evidence (3 cr.)

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 Legal Aspects of Correction (3 cr.)

Legal problems from conviction to release: pre-sentence investigation, sentencing, probation and parole, incarceration, loss and restoration of civil rights.

J305 Juvenile Justice System (3 cr.)

Current developments in the legal, administrative, and operational aspects of the Juvenile Justice System.

J310 Introduction to Administrative Processes (3 cr.)

Introduction to principles of management and systems theory for the administration of Criminal Justice Agencies.

J320 Criminal Investigation (3 cr.)

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 Law Enforcement

A broadly based study of the operations and inter-relationships of the American police system, including discussion of the limitations of the police function, interjurisdictional matters and intra-agency processes.

J322 Introduction to Criminalistics (3 cr.)

R: 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.

J326 Highway Safety Administration (3 cr.)

R: J200. A survey of the agencies and institutions in the Highway Transportation System, their roles and function with emphasis on Criminal Justice Agencies.

J330 Trends in Correction (3 cr.)

Analysis and evaluation of contemporary correctional systems. Discussion of recent research concerning the correctional institution and the various field services.

J333 Custody and Treatment (3 cr.)

Introductory survey of philosophy, theory, and practice involved in custody and treatment of convicted violators of all ages; supervision of inmates, security procedures, correctional supervision. Appraisal of correctional treatment upon post-correctional behavior.

J340 Probation and Parole (3 cr.)

Development, organization, operation and results of probation and parole as substitutes for incarceration.

J370 Seminar in Criminal Justice (3 cr.)

P: Three courses in Criminal Justice or consent of instructor. Selected contemporary topics in Criminal Justice. May be repeated for credit.

J401 Criminal Law and Procedure (3 cr.)

The development, limitations, and applicability of criminal law and procedure under the Constitution of the United States. (Not open to students who have had J301 or J302)

J410 Information Systems (3 cr.)

R: J310. Records, their use, maintenance, analysis, and interpretation. Use of computer applications and other automated techniques and devices in the Criminal Justice System.

J470 Senior Seminar in Criminal Justice (3 cr.)

P: Senior Standing or consent of Department. Emphasizes current developments in Legal, Administrative, and Operational aspects of the Criminal Justice System.

J430 Research in Criminal Justice (1 to 6 cr.)

P: Junior Standing, five courses in Criminal Justice and consent of Department Chairman. Individual research under guidance of faculty member.

*Prerequisite for all 300 and 400 level Criminal Justice courses.

METROPOLITAN STUDIES

IUPUI, through DPEA, offers the Bachelor of Science Degree in Metropolitan Studies.

BACHELOR OF SCIENCE DEGREE IN METROPOLITAN STUDIES

The Bachelor of Science Program in Metropolitan Studies is intended to provide students with a thorough understanding of components of urban life and the forces that are shaping its future. This program ensures a broadly based interdisciplinary background by requiring the student to select courses in each of five areas: Urban Government and Urban History, Urban Environment, Urban Sociology, Urban Economics, and Urban Problems. In addition, a Metropolitan Studies curriculum core is required.

Students considering a major in Metropolitan Studies should consult with an advisor to plan their program. Through adequate planning prerequisites of courses in the concentration group may be utilized to satisfy general requirements for the degree.

The detailed major requirements are listed below. The specific requirements which must be fulfilled by each student are those published in the bulletin current at the time of entry into the University or those in the bulletin current at the time of graduation, whichever the student chooses.

General Requirements for the Bachelor of Science Degree

- a. The minimum of 122 hours.

- b. A grade of at least a C must be attained in each course taken to satisfy the Concentration requirements. However, courses in which a student receives a D will count toward the 122-hour total.
- c. A minimum cumulative grade point average of 2.0.
- d. A minimum of 30 hours in courses at the 300-400 level.
- e. A minimum of five Metropolitan Studies courses.
- f. A minimum of eight courses including three Metropolitan Studies courses must be completed in residence on the IUPUI campus for degrees to be awarded by IUPUI.
- g. Courses taken on the Pass/Fail Option can be applied only as electives in meeting degree requirements.
- h. By special permission, a limited amount of credit may be earned through correspondence study and/or special examination.
- i. A student may take as many Metropolitan Studies courses as his total program will allow.
- j. Courses taken to satisfy the English Composition requirement may not be used to satisfy General Education or Concentration Area requirements.
- k. Courses taken to satisfy General Education requirements may also be used to satisfy Concentration Area requirements as appropriate.
- l. Not more than 60 hours earned in accredited junior colleges may be applied toward a degree.
- m. All credit for candidates for degrees, except for the current semester, must be on record at least six weeks prior to conferring of degrees.
- n. Application for the Bachelor of Science Degree must be filed in the Office of the Recorder, Division of Public & Environmental Affairs, not later than October 1 for January, May, or August graduation.

Specific Requirements for the Bachelor of Science Degree

A. AREA I — ENGLISH COMPOSITION

Every student shall satisfy this requirement by completing English W115-116-117 (these are five-week segments) with a grade of S (no letter grades are given), or by exemption from one or more segments of this course and satisfactory for those remaining. The department of English places entering freshmen in W115, W116, or W117 on the basis of scores of a departmental proficiency examination administered during registration week each semester. Students may apply to take this examination if they have an SAT verbal score of 500 or higher, an ACT composite score of 22, or a record of at least a B in high school English. Students exempted from the entire course will receive 3 hours of S credit in W115-116-117. A \$15 fee payment is required and is payable to the Bursar's Office before the special credit is given. Students exempted from W115 or W116 will receive credit after satisfactorily completing W117. Please consult degree require-

ments for information concerning writing courses required in addition to English composition.

B. AREA II — GENERAL EDUCATION

In an age of increasing specialization of functions and division of labor, it becomes more necessary than ever before to acquire a broad base of general knowledge, ideas, and skills that provide some level of general and humane learning. For this reason, the general education requirements are considered essential elements of the B.S. program.

Students are required to complete 12 courses from the four General Education areas listed below.

- (1) Arts and Humanities — 4 courses
 - English
 - Fine Arts
 - Folklore
 - French
 - German
 - History
 - Journalism
 - Music History
 - Philosophy
 - Religion
 - Spanish
 - Speech & Theatre
- (2) Social and Behavioral Sciences — 4 courses
 - Anthropology
 - Economics
 - Geography
 - Linguistics
 - Political Science
 - Psychology
 - Sociology
- (3) Biological Sciences — 2 courses
 - Anatomy and Physiology
 - Biology
 - Botany
 - Zoology
 - Cross-listed course: Psychology B105
- (4) Mathematics and Physical Sciences — 2 courses
 - Astronomy
 - Chemistry
 - Geology
 - Mathematics & Computer Science
 - Physics
 - Computer Technology
 - Cross-listed courses: Geography G107 and G304

C. AREA III — CONCENTRATION AREA REQUIREMENTS

Students are required to complete a minimum of five (5) Metropolitan Studies courses and five (5) Urban-related courses in accordance with the following major concentration area requirements.

- (1) Metropolitan Studies Core Courses
 - U301-U302 Introduction to Urbanism I-II
 - U401-402 Research Seminars: The City I-II
 - U403 Practicum
- (2) Urban Related Courses

One course selected from each of the following groups:

 - (a) Urban Government and History
 - Hist A357-A358 American Urban History I-II
 - POLS Y302 Public Bureaucracy in Modern Society
 - POLS Y307 Indiana State Government and Politics
 - POLS Y308 Urban Politics
 - POLS Y312 Workshop in State and Local Government
 - (b) Urban Environment
 - Bio 285 Environmental Biology
 - Geog G314 Urban Geography
 - Geol G300 Environmental and Urban Geology
 - (c) Urban Sociology
 - Psy B270 Industrial Psychology
 - Soc R478 Formal Organizations
 - Soc R317 Sociology of Work
 - Soc R465 Population & Human Ecology
 - Soc R329 Urban Sociology
 - Soc R461 Race & Ethnic Relations
 - (d) Urban Economics
 - Bus T300 Principles of Transportation
 - Bus R300 Principles of Real Estate
 - Econ E323 Urban Economics
 - Econ E340 Introduction to Labor Economics
 - Econ E360 Public Finance
 - (e) Urban Problems
 - CRJU J200 Introduction to American Criminal Justice System
 - URBN U304 Seminar in Urban Problems
 - SSV S352 Social Welfare & Current Social Issues
 - Soc R345 Crime & Delinquency
 - Soc R346 Control of Crime

D. AREA IV — GENERAL ELECTIVES

Sufficient courses selected from the total offerings of the University to meet Bachelor of Science Degree requirements of 122 credit hours.

INDIANA UNIVERSITY-PURDUE UNIVERSITY at
INDIANAPOLIS Academic Record of Completion
for the Bachelor of Science Degree Require-
ments in Metropolitan Studies of the Division of
Public & Environmental Affairs

122 credit hours required

Date: _____

AREA I English Composition		
1 Course		

AREA II		
General Education		12 Courses
Arts & Humanities		4 Courses
1.		
2.		
3.		
4.		
Social & Behavioral Sciences		4 Courses
1.		
2.		
3.		
4.		
Biological Sciences		2 Courses
1.		
2.		
Math & Physical Sciences		2 Courses
1.		
2.		

AREA III Concentration Metro. Studies		10 Courses 5 Courses
U-301		
U-302		
U-401		
U-402		
U-403		
U-		
U-		
U-		
Urban-Related		5 Courses
1.		
2.		
3.		
4.		
5.		

[illegible][illegible]

Name	S.S. Number	Campus
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METROPOLITAN STUDIES COURSES

U301 Introduction to Urbanism I (3 cr.)

Exploration of the environmental, historical, economic, political, and social characteristic of cities and their interaction.

U302 Introduction to Urbanism II (3 cr.)

P: U301. Emphasis on governmental services such as law enforcement, education, sanitation, health, welfare. Specific case studies of conflict and resolution in these areas.

U303 Independent Reading (9 cr. maximum)

By arrangement and consent of instructor. P: U302. Intensive study of selected topics or problems. Approximately three thousand pages will constitute 3 credit hours.

U304 Seminar in Urban Problems (3 cr.)

P: U302. Selected topics in urban problems such as poverty, pollution, urban education. May be taken twice for credit with the approval of chairman.

U401 Research Seminar: The City I (3 cr.)

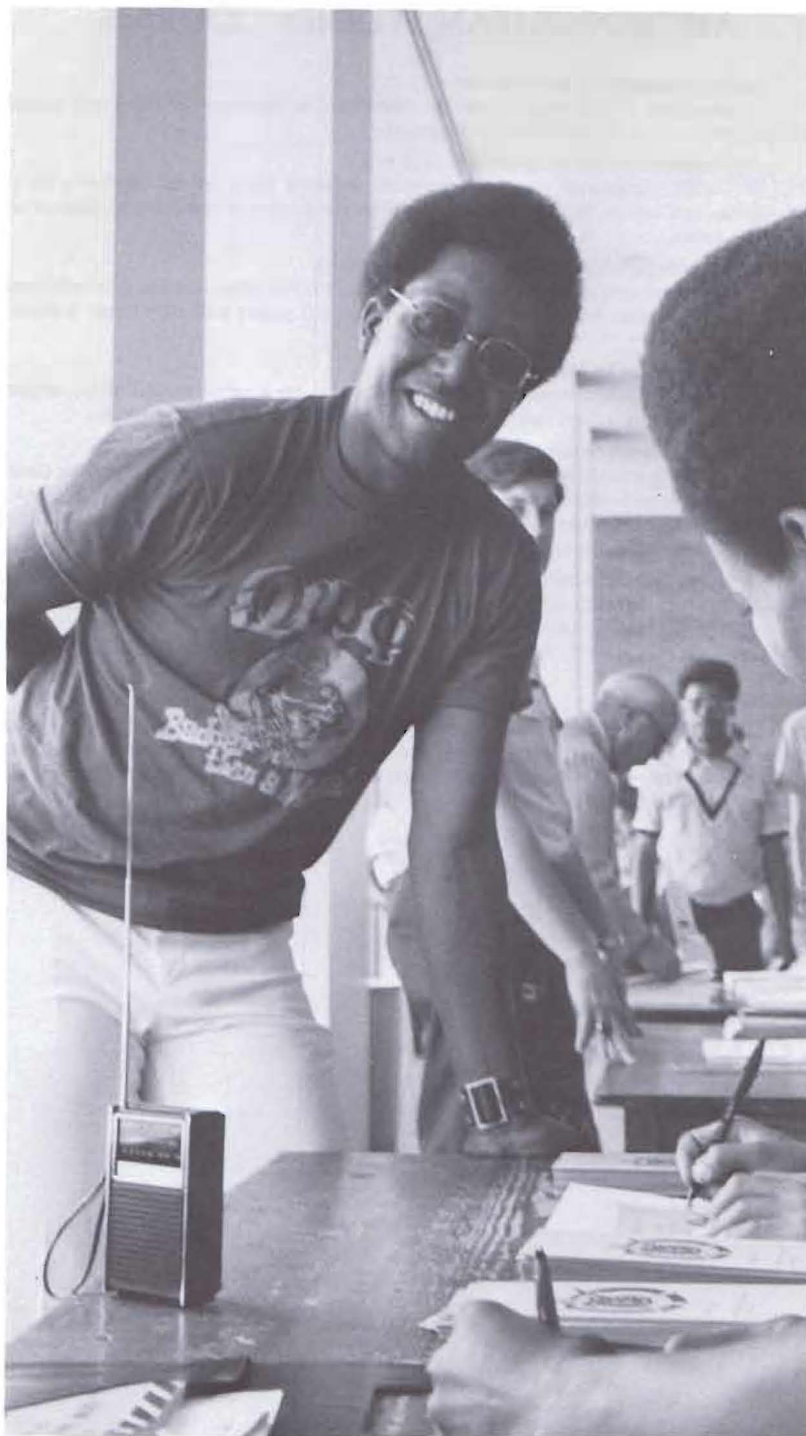
P: U302. Introduction to and evaluation of tools for managing complex data, traditional research techniques, experimental design, model, and systems analysis. Students will decide on area for research and begin survey of relevant literature. The chairman may accept a substitute for this course.

U402 Research Seminar: The City II (3 cr.)

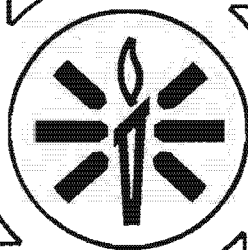
P: U401 or consent of chairman. Students will present drafts of their projects to the seminar for evaluation. Research problems, data interpretation and appropriate form will be discussed. At the end of the seminar, students will submit their completed projects.

U403 Practicum (3 cr.)

P: U302. Guided field experience with city or private agency; weekly discussion groups; students may register with department six weeks before semester starts to be placed. This course may be repeated twice with approval of chairman. (Graded on Satisfactory/Fail basis.)



**GRADUATE
PROGRAMS**



GRADUATE PROGRAMS

The Master of Public Affairs, and the Master of Public Affairs Mid-Career Option are offered at IUPUI. Course instructors include IUPUI faculty, Bloomington faculty, and city and state government personnel. As a part of the programs, a major effort is being made to put students in direct contact with representatives and activities of city and state government. Numerous students and part-time faculty members who hold responsible positions in governmental agencies participate. In addition, a limited number of fellowships provide students with the opportunity to work part-time in the offices of city government.

The Master of Public Affairs degree is a comprehensive 48-credit hour program which prepares individuals for careers in public service. It offers a balanced consideration of theoretical, analytical, practical and professional preparation. Because the emphasis of the School is interdisciplinary, there is no requirement for a specific undergraduate major.

The Mid-Career Option of the Master of Public Affairs degree is designed to enhance the professional capabilities of those with previous experience in public affairs. Course components can be tailored to the career objectives of the mid-career student, or can approximate the format of the general MPA curriculum. The Graduate Committee can waive up to 15 hours of academic credit for significant policy level experience. (See Mid-Career Option, page 45.)

GRADUATE ADMISSIONS & TRANSFERS

Students admitted to the Master of Public Affairs Program may enroll either full- or part-time. The full-time student customarily takes 12 hours of credit per semester.

The Master of Public Affairs Program is interdisciplinary in nature, thus no particular undergraduate major is required. Admission is based upon each student's undergraduate record evaluated on an individual basis considering not only the grade-point index but also other information pertaining to probable performance as a graduate student. **A cumulative grade-point average of 3.0 (A=4.0) or higher for all work taken for graduate credit toward the Master of Public Affairs degree must be maintained as a prerequisite for continuation in good standing and for graduation.**

APPLICATION FOR ADMISSION: The prospective student should complete an Application for Admission, available from the Division of Public and Environmental Affairs Office at IUPUI. Phone 264-4656 or write:

Division of Public and Environmental Affairs
IUPUI, Ball Residence
1232 West Michigan Street
Indianapolis, IN 46202

All of the following supporting documents must accompany the completed application.

1. Official transcripts of all previous college or university work.
2. Application reference forms from three individuals who are familiar with the student's academic abilities and potential. It is preferable that two of these individuals be former professors. Reference forms are furnished with the Application for Admission.

3. The results of any one of the following:
 - a. The Aptitude Test of the Graduate Record Examination (GRE).
 - b. The Admission Test for Graduate Study in Business (ATGSB).
 - c. The Miller Analogy Test (MAT).
 - d. The Law School Admission Test (LSAT).

Information concerning the GRE, the ATGSB and the LSAT can be obtained from the Educational Testing Service, Princeton, New Jersey 08540. Appointments to take the MAT may be arranged by contacting:

Dr. Paul R. Coleman
Jordan Hall 266
Butler University
Indianapolis, IN 46208
Phone: (317) 923-3451

FINANCIAL ASSISTANCE: Occasionally there are funds available for graduate student support. For further information, contact the Graduate Advisor.

TRANSFERS FROM SPEA DIVISIONS ON OTHER I.U. CAMPUSES: The School of Public and Environmental Affairs is a system-wide school. Therefore, SPEA graduate students are relatively free to transfer from one campus to another at any time during their graduate studies. Students should inform the Chairman of the Graduate Program (Dr. E. B. McGregor, Poplars, Bloomington, Indiana) of the transfer and contact the DPEA recorder at IUPUI to have their records transferred. Students should also consult the Graduate Advisor to make certain that course and concentration availability will fit their program.

TRANSFERS TO DPEA FROM OTHER COLLEGES OR UNIVERSITIES: Students enrolled in graduate programs in other colleges or universities wishing to transfer to DPEA must make application for admission to the School (see information under Graduate Admissions). A letter requesting transfer of any graduate credits from other institutions should accompany the application. The applicability of such credits toward the MPA degree requirements will be determined by the Program Director.

MASTER OF PUBLIC AFFAIRS: MID-CAREER OPTION

The purpose of the Mid-Career Option of the Master of Public Affairs Program is to enhance the professional capabilities of those with previous training or experience in the public service. It is capable of being specially designed to meet the educational and professional needs of the individual.

Some administrators are engaged in professional capacities requiring deeper understanding of certain specialties. Others with considerable experience in a specialization may wish to broaden their knowledge and perspectives. The Mid-Career Option can accommodate these needs.

The increasingly diverse demands placed upon public services continually add new dimensions to the role of today's public executive, requiring the continual renewal of his or her knowledge of public processes and policy area. The Mid-Career Option enables students to update their knowledge of social science developments and managerial techniques.

Up to 15 credit hours may be granted Mid-Career Option students for significant administrative or policy-level work experience. Work experience may be of a management nature or may be in program or policy development (which may or may not include management experiences, e.g., a planner). The work need not necessarily be with a governmental agency. Many private and quasi-public organizations have significant governmental contact. Furthermore, much management level experience in the private sector is applicable to the public sector.

Students wishing to take advantage of the Mid-Career Option should complete the Mid-Career Application by the middle of their first semester of work. A determination of eligibility for the Mid-Career Option for each applicant is made by the Graduate Committee.

Students granted the Mid-Career Option for six credits or more may not take V585, Practicum in Public Affairs, for credit.

Decisions about the Mid-Career Option are made separately from decisions about transfer of credit. Under no circumstances will the Mid-Career Option and the transfer of credit total more than 24 hours of the 48-hour degree requirement. Students receiving the Mid-Career Option should carefully plan their programs in consultation with an adviser as early as possible. Certification of the plan of study by the adviser is necessary.

Graduate Programs and Course Requirements

MASTER OF PUBLIC AFFAIRS

The Master of Public Affairs Program is a 48 credit hour program which includes two main components: The MPA core curriculum of 25 credit hours and a field of concentration of 18 credit hours. The remaining five credit hours are electives which can be used either to add breadth to a student's program or to deepen a field of concentration, or to enhance skills in using foreign languages, quantitative tools, or administrative techniques.

Core Courses: 25 Credit Hours

The MPA core is designed to ensure that each student acquires both the prerequisite analytical skills and an understanding of the crucial policy issues and governmental structures and processes which comprise the environment within which graduates will pursue their careers. Thus, 13 hours of course work are required in the analytical area dealing with quantitative analysis, computer usage, economic analysis, and legal analysis. These courses are as follows:

V506 Quantitative Analysis for Public Management I (3 cr.)

V507 Quantitative Analysis for Public Management II (3 cr.)

V517 Public Management Economics (4 cr.)

V540 Law and Public Affairs (3 cr.)

In addition, students take 12 hours of required courses dealing with public administrative structure and process and with major problems of

public policy — particularly environmental problems — with which public servants will have to cope. These courses are as follows:

V502 Public Management (3 cr.)

V504 Public Organization as a Social System (3 cr.)

V520 Environmental and Social Systems (3 cr.)

V560 Public Finance and Budgeting (3 cr.)

Unusually well prepared applicants may petition the Program Director to waive one or more of the core requirements based on advanced work done elsewhere. Students may be exempted based on satisfactory equivalent course work or by an examination administered by professors in the core fields. Credit hours waived from the core will add to the electives a student may use as described above.

Fields of Concentration: 18 credit hours

The concentrations are designed to give students a focused educational experience in a substantive area of the student's interest, with a view to working in this area upon graduation. In consultation with a DPEA advisor, each student chooses a concentration and course of study. Courses offered both within the Division and in other departments of the University may be utilized. All concentrations at IUPUI require 18 credit hours of course work. Concentration requirements may be waived on the same basis as core requirements.

Concentrations currently developed on the IUPUI Campus include the following four:

Urban Policy

Public Financial Administration

Personnel Management

Management of Public Affairs

A concentration in the field of Criminal Justice is being developed. Several courses in this field are presently offered. (See the catalog section on graduate course descriptions.)

Concentration in Urban Policy

18 Required Credit Hours

SPEA V563 Seminar in the Planning Process (3 cr.) is a requirement for the Urban Policy concentration.

Of the remaining 15 credit hours required for the concentration, at least 12 hours must be in specialization courses, including a maximum of 3 credit hours of research courses. The following courses are acceptable towards meeting Urban Policy concentration requirements:

Specialization

SPEA V530 Urban Physical Structure (2 cr.)

SPEA V531 Urban Social Structure (2 cr.)

SPEA V532 Urban Decision-Making (3 cr.)

SPEA V533 Applied Urban Economics (3 cr.)

or

Bus G531 Applied Urban Economics (3 cr.)

SPEA V534 Urban Technology (2 cr.)
SPEA V535 Urban Demography (2 cr.)
SPEA V572 Urban Seminar (3 cr.)
Law D550-N550 Urban Legal Problems (2 cr.)

Research Courses

SPEA V580 Independent Readings (1-3 cr.)
SPEA V585 Practicum (cr. arr.)
SPEA V590 Directed Research (1-3 cr.)

Other Courses

SPEA V561 Public Personnel & Manpower Systems (3 cr.)
SPEA V562 Public Program Management & Evaluation (3 cr.)
Bus A508 Accounting for Public Administration (3 cr.)

Courses not listed here may be selected on approval of the concentration advisor.

Concentration in Public Financial Administration

18 Required Credit Hours

The following three courses are required in the concentration in Public Financial Administration:

SPEA V525 Public Financial Administration (3 cr.)
Bus A508 Accounting for Public Administration (3 cr.)
SPEA V660 Cases and Problems in Fiscal Administration (3 cr.)

Of the remaining 9 credit hours required for the concentration, at least 6 credit hours must be in specialization courses. A maximum of 3 credit hours of research courses are acceptable in the concentration. The following courses are acceptable towards meeting Public Financial Administration concentration requirements:

Specialization

SPEA V610 Seminar in Government Budget & Program Analysis (3 cr.)
SPEA V609 Seminar in Revenue Policy & Administration (3 cr.)
SPEA V668 Problems in Fiscal Federalism (3 cr.)
Bus F545 Money and Capital Markets (3 cr.)
Bus A523 Business Information Systems (3 cr.)

Research Courses

SPEA V580 Independent Readings (1-3 cr.)
SPEA V585 Practicum (cr. arr.)
SPEA V590 Directed Research (1-3 cr.)

Other Courses

SPEA V516 Managing Public Information Systems (3 cr.)
SPEA V562 Public Program Management & Evaluation (3 cr.)
SPEA V563 Seminar in the Planning Process (3 cr.)
SPEA V662 Seminar in Productivity & Program Administration (3 cr.)
SPEA V665 Seminar in Policy & Administration (3 cr.)
Bus A515 Federal Income Taxes (3 cr.)
Bus R501 Real Estate and Land Economics (3 cr.)

Courses not listed here may be selected on approval of the concentration advisor.

Concentration in Personnel Management

18 Required Credit Hours

Two courses are required for the concentration in Personnel Management:

SPEA V501 Public Affairs in the United States (2 cr.)

SPEA V561 Public Personnel & Manpower Systems (3 cr.)

Of the remaining 13 credit hours required for the concentration, at least 6 credit hours must be in 600 level courses. A maximum of 3 credit hours of research courses are acceptable in the concentration. The following courses are acceptable towards meeting Personnel Management concentration requirements:

Specialization

SPEA V565 Administrative Organization (2 cr.)

SPEA V566 Executive Leadership (2 cr.)

SPEA V650 Topics in Public Personnel Management (3 cr.)

SPEA V661 Seminar in Public Personnel Administration (3 cr.)

SPEA V664 Seminar in Complex Public Organizations (3 cr.)

SPEA V670 Seminar in Public Labor Relations (3 cr.)

Bus Z502 Organizational Behaviour & Human Performance (3 cr.)

Bus Z503 Organizational Behaviour & Organizational Effectiveness (3 cr.)

Bus Z514 Seminar in Industrial Relations (3 cr.)

Bus Z515 Personnel Measurement (3 cr.)

Psych 570 Industrial Psychology (3 cr.)

Psych 572 Organizational Psychology (3 cr.)

Psych 610 Advanced Technology of Tests and Measurements (3 cr.)

Psych 646 Psychological Bases of Group Structure and Social Processes (3 cr.)

Psych 683 Seminar in Industrial-Social Psychology (3 cr.)

Research Courses

SPEA V580 Independent Readings (1-3 cr.)

SPEA V585 Practicum (cr. arr.)

SPEA V590 Directed Research (1-3 cr.)

Courses not listed here may be selected on approval of the concentration advisor.

Concentration in Management of Public Affairs

18 Required Credit Hours

Two courses are required for the concentration in the Management of Public Affairs:

SPEA V595 Managerial Decision Making — (3 cr.)

Bus A508 Accounting for Public Administration — (3 cr.)

The remaining 12 credit hours required for this concentration should be selected from the courses listed below. A maximum of 3 credit hours from the Research group will be allowed towards satisfying concentration requirements. SPEA V508, Topics in Quantitative Analysis (3 cr.), is strongly recommended for students in this concentration. The following groups of

specialization courses can be categorized roughly as (1) Accounting & Information Systems, (2) Finance, (3) Management, and (4) Personnel & Organization.

Specialization

SPEA V516 Managing Public Information Systems — (3 cr.)
Bus A504 Development of Information Systems — (3 cr.)
Bus A513 Accounting Data for Management Control — (3 cr.)
Bus A523 Business Information Systems — (3 cr.)
Bus K502 Mathematical Tools Laboratory — (1 cr.)
Bus K505 Electronic Data Processing Methods — (3 cr.)
SPEA V609 Seminar in Revenue Policy & Administration — (3 cr.)
SPEA V660 Cases & Problems in Fiscal Administration — (3 cr.)
SPEA V525 Public Financial Administration — (3 cr.)
SPEA V610 Seminar in Government Budget & Program Analysis — (3 cr.)
SPEA V668 Problems in Fiscal Federalism — (3 cr.)
SPEA V508 Topics in Quantitative Analysis — (3 cr.)
SPEA V562 Public Program Management & Eval. — (3 cr.)
SPEA V563 Seminar in the Planning Process — (3 cr.)
SPEA V662 Seminar in Productivity & Program Administration — (3 cr.)
SPEA V663 Seminar in the Regulation Process — (3 cr.)
SPEA V665 Seminar in Policy & Administration — (3 cr.)
Bus W502 Administration — (3 cr.)
Bus P503 Analysis & Design of Operating System — (3 cr.)
SPEA V561 Public Personnel & Manpower Systems — (3 cr.)
SPEA V565 Administrative Organization — (2 cr.)
SPEA V566 Executive Leadership — (2 cr.)
SPEA V661 Seminar in Public Personnel Adm. — (3 cr.)
SPEA V664 Seminar in Public Organization — (3 cr.)
SPEA V670 Seminar in Public Labor Relations — (3 cr.)
SPEA V650 Topics in Public Personnel Management — (3 cr.)

Research Courses

SPEA V580 Independent Readings (1-3 cr.)
SPEA V585 Practicum (cr. arr.)
SPEA V590 Directed Research (1-3 cr.)

Courses not listed here may be selected on approval of the concentration advisor.

PROFESSIONAL AND TECHNICAL SERVICES

The Professional Development Program is not a part of the graduate program but is a major segment of SPEA. Along with the Graduate, Undergraduate, and Professional Practice programs, Professional Development is a part of the School's effort to present a range of educational approaches which prepare a wide variety of students to deal with today's critical public problems.

The Professional Development Program is an outgrowth of the University's need to respond to the increasing emphasis placed on manpower utilization in a climate of technological, sociological, and

organizational change. The program not only reflects this changing climate, but stimulates additional desired changes as well. Staff members of the Program function as agents of change in their varied roles as technical resource personnel to public management, key advisors on manpower planning, and professional specialists in higher education and training.

The Professional Development Program is aimed specifically toward solving the problems of educating and training professionals to operate effectively within the changing climate of the public sector. Program personnel are continually examining and refining the definition of training needs and objectives, the development and presentation of training courses, and the evaluation of their results.

The Professional Development Program focuses on upgrading government personnel by providing a variety of institutes, workshops, short courses, and services concerning particular substantive areas and skills. This training activity aids government agencies as well as individual public employees at all levels, particularly the state, county, and city. Additional emphasis is placed upon inter-governmental coordination and cooperation with the federal government.

Typical program areas include the Comprehensive Professional Development Program, the Public Executive Development Program, and the Public Safety Training Program.

SPEA GRADUATE COURSES

V501 Public Affairs in the United States (2-3 cr.)

Discussion of the role of public management, and the operation and constraints of bureaucracy in a democratic setting. Examination of the position of the public manager within the executive function of government. Analysis of political-bureaucratic relationships. Analysis of demands and supports from the public and legislative bodies and the public manager's relationship.

V502 Public Management (3 cr.)

Analysis of concepts, methods, and procedures involved in managing public organizations. Problems of organization, planning, decision-making, performance evaluation, and the 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 Public Affairs and the Environment (2 cr.)

Begins from the approach that even though the public manager's decision-making is directed toward a specific service mission, the resultant decisions and policies often are accompanied by externalities that affect the physical environment. Analyzes many of the same policies examined in the Services course, but focuses on the externalities involved. Effects on ecology, environmental health, and on urban and rural settings.

V504 Public Organization as a Social System (3 cr.)

Focuses on behavior within the context of the public organization. Includes such topics as perception, need satisfaction, attitude formation, motivation, leadership, systems theory, role theory, group theory, conflict theory, communication theory, and decision theory.

V506 Quantitative Analysis for Public Management I (3 cr.)

An introduction to quantitative methods of analysis and their application to public sector problems. Scientific methods of research; concepts in basic mathematics, including calculus, linear algebra, and probability; introduction to computer packages. Mathematical models and computer packages are used to

analyze public sector problems in the areas of resource allocation, scheduling, routing, and design of service systems.

V507 Quantitative Analysis for Public Management II (3 cr.)

P: V506. A continuation of the study and application of quantitative methods of analysis. Statistical methods and associated computer packages are introduced. Public sector applications of probability, statistics, and computer packages are made in the areas of experimental and quasi-experimental design, data collection, data analysis, evaluation, and decision-making.

V508 Topics in Quantitative Analysis (3 cr.)

P: consent of instructor. Study and application of selected quantitative methods of analysis. Additional topics which are not included in V506 or V507 may be presented, or more advanced examination of topics which are introduced in V506 and V507 may be undertaken.

V509 Financing Public Affairs in the United States (2 cr.)

Examines the principles of tax policy and their relationship to public expenditures. The role of the federal government as a source of revenue for state and local governments and the relationship involved.

V510 The Political, Economic and Regulatory Aspects of Environmental Control (3 cr.)

A consideration of environmental policy-making from the perspectives of state, local, and national political, economic, and regulatory factors. Alternative forms of environmental regulation are considered in the light of their political and economic feasibility and consequences.

V511 Environmental Systems Dynamics (3 cr.)

This is a modeling seminar in which logical, particularly deductive, analysis and the synthesis of complex environmental systems are the focus.

V514 Problems in Public Utilities Regulation and Management (3 cr.)

Examines some of the more traditional issues of regulation, the logic behind economic regulation in government and the growing importance of environmental regulatory agencies with rule-making, administrative, and adjudicatory powers. An examination of innovative regulatory approaches.

V516 Managing Public Information Systems (3 cr.)

The economic, social, demographic technological, and political data necessary for the effective analysis and management of public services. The formation and classification of information on public programs and services. The organization, gathering, storage, and retrieval of complex data banks. The assessment of public organizational data needs.

V517 Public Management Economics (4 cr.)

Provides the student with the central core of economic theory as it relates to the public sector. The use of micro-economic skills at the managerial level in the public sector is emphasized. The course includes a unit on macro-economics to include monetary theory, fiscal theory, economic stabilization, national income accounts.

V520 Environmental and Social Systems (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.

V525 Public Financial Administration (3 cr.)

P: V517, V560, or consent of instructor. Problems of financial management in governmental units; alternative revenue sources, financial planning and control, cash debt management; survey of modern expenditure management, control and planning.

V530 Urban Physical Structure (2 cr.)

Theories of land use; geographic and geological bases of urban communities; location theory; land use and zoning; urban design.

V531 Urban Social Structure (2 cr.)

Composition of urban populations: stratification; ethnic and racial minorities; age and sex categories; distribution of population in neighborhoods; dynamics of distribution.

V532 Urban Decision-Making (3 cr.)

Administrative decision-making against the background of urban politics, power structures, bureaucracies, commercial and industrial interests, and citizen participation.

V533 Applied Urban Economics (3 cr.)

Economic base analysis; input-output matrices; economic forecasting.

V534 Urban Technology (2 cr.)

An introduction for the administrator to technical and engineering problems in the delivery of governmental and utility services.

V535 Urban Demography (2 cr.)

Population trends in metropolitan, urban and suburban areas; vital statistics and census materials; collection and use of demographic materials in research and reporting; techniques of population forecasting.

V540 Law and Public Affairs (3 cr.)

Explanation of law in society and its influence on public sector operations. Examination of some of the central substantive areas of the study of law, including regulatory processes, administrative adjudication, the Administrative Procedures Act, ombudsmen, citizen rights, among others.

V550 Topics in Public Affairs (cr. arr.)

Selected research and discussion topics organized on a semester-by-semester basis, usually with significant student input in the course design.

V560 Public Finance and Budgeting (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 Personnel and Manpower Systems (2-3 cr.)

Discussion of the selection and management of personnel. Personnel systems and the role of the merit system in government. Emphasis on public labor relations and continuous training of personnel for professional development.

V562 Public Program Management and Evaluation (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 process. In addition, techniques of effective evaluation and report presentation are discussed.

V563 Seminar in Planning Process (3 cr.)

Seminar designed to familiarize student 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 Administration (3 cr.)

The course deals with the administration of public policy in American urban government, with special attention to the relationship of structure, process, and policy in selected functional areas. Students will be expected to read widely and to analyze and compare different perspectives and practices rather than to conduct an intensive inquiry into some particular area.

V565 Administrative Organization (2 cr.)

Discussion of various principles of organization theory as discussed by several theorists. Examination of various governmental structures in view of the principles discussed. View taken is of the public manager operating within the organization context.

V566 Executive Leadership (2 cr.)

Analysis of executive leadership within the context of public organizations in the United States. Examines the role of public managers and the principles and factors that affect their actions in light of current research and practice.

V570 Public Sector Labor Relations (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.

V572 Urban Topics (3 cr.)

Selected topics in urban policy and administration. The course is sometimes restricted to a special group of students focusing on a particular research interest.

V580 Readings in Public Affairs (1-3 cr.)

To be arranged with the individual instructors and approved by the student's advisor.

V581 Public Safety Law (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.

V582 Criminal Justice Systems (2-3 cr.)

P: V586. Detailed examination of operations of police, courts, and correctional agencies. Study of management problems in system response to criminal activity. Development of understanding of inter-relationships among system components. Examination of major policy issues in criminal justice, with emphasis on decision-making techniques.

V585 Practicum in Public Affairs (cr. arr.)

Open to interested students upon approval of the student's advisor or through the Center for Public Affairs Service-Learning or Field Study Program. Students hold meaningful work assignments with public agencies and must produce a final product such as a report, oral examination, or examples of materials produced in the Practicum. Grading is on a satisfactory-fail basis.

V586 Public Safety in the U.S. (2-3 cr.)

Overview of Criminal Justice and Public Safety. Definitions of public safety and identification of major components. Functional description of major public safety agencies. Discussion of basic issues in public safety. Management in public safety system.

V590 Research in Public Affairs (1-3 cr.)

To be arranged with the individual instructors and approved by the student's advisor.

V595 Managerial Decision-Making (3 cr.)

P: final-year standing in the MPA Program or permission of the instructor. An integrative course furthering the development of decision-making and management skills in a realistic public system environment. The student plays a public management game that integrates many of the topics previously considered.

V609 Seminar in Revenue Theory and Administration (3 cr.)

P: V517. 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: V525 or consent of instructor. Advanced study of management aspects of budgetary process. Special cases are analyzed and budget problem-solving exercises are utilized.

V621 Seminar in Housing and Public Affairs (3 cr.)

A seminar on the policy and implementation problems associated with housing. The emphasis is on the analytical, managerial, decisional skills and responsibilities of appointed public officials in the field of housing. Both macro questions of domestic housing policy and micro questions of density, code making, enforcing, and the like are treated.

V633 Seminar in Public Transportation Policy (3 cr.)

A seminar in the policy and implementation problems associated with public transportation. The analytical, managerial and decisional skills and responsibilities of public administrators in the field of transportation are treated. May include cases and problem-solving exercises in traffic systems management, integrating transportation systems with other social service systems and the like.

V650 Topics in Public Personnel Management (1-3 cr.)

P: V561. Readings and research on selected topics in the public personnel field. Topics may include such subjects as affirmative action, occupational health and safety, manpower forecasting and planning, and approaches to position classification.

V660 Cases and Problems in Fiscal Administration (3 cr.)

P: V560. An advanced seminar in the management aspects of public finance which focuses on the budgetary process. Special cases are analyzed and budget problem-solving exercises are utilized.

V661 Seminar in Public Personnel Administration (3 cr.)

P: V561. The analysis and evaluation of problems in public personnel administration including training, labor relations, mobility, and the operations of civil service manpower systems.

V662 Seminar in Productivity and Program Administration (3 cr.)

P: V562. Examination of approaches to productivity measurement and program evaluation as developed in the public service. A consideration of rationales, measurement techniques, research designs, and problems involved with this aspect of public management. Approaches to productivity measurement and program evaluation are examined.

V663 Seminar in the Regulatory Process (3 cr.)

P: V501 or V502. An examination of the independent regulatory agencies in the Federal government and their counterparts at the local and state level. The special focus is on the interrelationship between the administrative, juridical, and rule-making powers of these agencies and their political, bureaucratic, and legal settings.

V664 Seminar in Complex Public Organization (3 cr.)

P: V501 or V502. An advanced course in theories of organization with a special focus on the complex organization in the public sector. Both general theories, such as systems theory, and middle-range theories, such as decision theory, communications theory, and the like, are used.

V665 Seminar in Policy and Administration (3 cr.)

Politics of program development and management. Translation of plans into viable, administrable programs. Marshalling support, political processes, strategies, constraints, tradeoffs, etc.

V666 Seminar in Public Expenditure Theory and Administration (3 cr.)

P: V517. This seminar reviews the major political, economic, and sociological theories of public expenditure and the contribution they make toward an understanding of public action. The relationship of these theories toward administration and evaluation of public activity is examined.

V667 Seminar in Public Capital and Debt Theory and Administration (3 cr.)

P: V517. 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.

V668 Problems in Fiscal Federalism (3 cr.)

P: V517. An advanced seminar in intergovernmental fiscal relations. The special problems of categorical grants-in-aid and their consequences are treated, as are problems in the use and mis-use of block grants, both state and federal formula grants, and revenue sharing.

V670 Topics in Public Sector Labor Relations (1-3 cr.)

P: V570 or permission. 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 Labor Relations (3 cr.)

P: V570 or permission. A capstone seminar providing an integrated examination of the most significant current issues and problems facing public employees and their governmental employers.

V682 Seminar in Criminal Justice Planning, Management, and Issues (3 cr.)

P: V582. A seminar addressing selected issues in criminal justice. Topics may include management, planning, organized crime, juvenile delinquency, law enforcement, courts, corrections, and other issues. Topics will vary each semester. Different sections may address different topics. The course may be taken more than once.

V690 Seminar in the Public Policy Process (3 cr.)

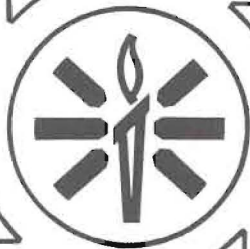
An evaluation of the theoretical and empirical literature on public policy processes. The findings of policy research are evaluated. An integrative paper is required.

V691 Seminar in Problems and Issues in Policy Analysis (3 cr.)

An advanced consideration of policy analysis for the student with a background of calculus and statistics. The seminar considers contrasting models of policy analysis and the appropriate quantitative techniques suited to each model. The seminar requires the treatment of a specific public policy problem and the use of quantitative analysis in problem assessment.



**RESIDENT
FACULTY**



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KRAGIE, JOHN H., Associate Professor (1964); A.B., Indiana University, 1969; M.S., Indiana University, 1970.

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TAYLOR, GEORGE A., Lecturer (1973); B.S., Baptist College at Charleston, 1968; M.A., University of Georgia, 1970; Ph.D. expected, University of Georgia, 1975.

WAGNER, LEWIS E., Professor (1973); B.S., State University of Iowa, 1950; M.A., State University of Iowa, 1951; Ph.D., State University of Iowa, 1956.