



## INDIANA UNIVERSITY

### *Academic Programs in*

★College of Arts and Sciences  
School of Journalism

★School of Business\*  
School of Continuing Studies†

★School of Dentistry

★School of Education\*  
Division of General and Technical Studies‡

★Graduate School

★School of Health, Physical Education, and Recreation

★Herron School of Art

★School of Law—Bloomington

★School of Law—Indianapolis

★Graduate Library School

★School of Medicine  
★Division of Allied Health Sciences  
Division of Postgraduate and Continuing Education

★School of Music

★School of Nursing

★School of Optometry

★School of Physical Education

★School of Public and Environmental Affairs

★School of Social Service

★Summer Sessions

★University Division

Bulletins for the divisions of the University marked (★) above may be obtained from the Office of Records and Admissions, Student Services Building, Indiana University, Bloomington, Indiana 47401. (Please note that there are two Indiana University Schools of Law, and be sure to specify whether you want a bulletin of the Bloomington or the Indianapolis School.)

Write directly to the individual regional campus for its bulletin.

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\* Two bulletins are issued: graduate and undergraduate.

† Brochures on the Independent Study Division, Bureau of Public Discussion, Labor Education and Research Center, and Real Estate Continuing Education Programs are available from this School (Owen Hall).

‡ Information concerning programs of the Division of General and Technical Studies may be obtained from the Division office, 317 East Second Street, Bloomington, Indiana 47401.

SCHOOL OF PUBLIC AND  
ENVIRONMENTAL AFFAIRS

While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements in the Bulletin series concerning rules, policies, fees, curricula, courses, or other matters.

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## INDIANA UNIVERSITY BULLETIN

(OFFICIAL SERIES)

Second-class postage paid at Bloomington, Indiana. Published thirty times a year (five times each in November, January; four times in December; twice each in October, March, April, May, June, July, September; monthly in February, August) by Indiana University from the University Office, Bloomington, Indiana 47401.

Vol. LXXV, No. 27 Bloomington, Indiana December, 1977

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# Academic Calendar, 1977-78

First Semester	Bloomington	IUPUI	Fort Wayne	Northwest	South Bend
Registration	Aug. 22-27	Aug. 19-22	Aug. 22-25	Aug. 23-25	Aug. 24-25
Classes Begin	Aug. 29	Aug. 24	Aug. 29	Aug. 29	Aug. 29
Labor Day Recess	(classes meet)	Sept. 5	Sept. 5	Sept. 5	Sept. 5
Thanksgiving Recess*	Nov. 22	Nov. 22	Nov. 23	Nov. 22	Nov. 22
Classes Resume	Nov. 28	Nov. 28	Nov. 28	Nov. 28	Nov. 28
Classes End	Dec. 14	Dec. 12	Dec. 12	Dec. 14	Dec. 12
Final Exams	Dec. 15-17	Dec. 13-19	Dec. 23 (end)	Dec. 15-21	Dec. 13-19
<b>Second Semester</b>					
Registration	Jan. 4-7	Jan. 6-7	Jan. 9-12	Jan. 10-12	Jan. 6-9
Classes Begin	Jan. 9	Jan. 9	Jan. 16	Jan. 16	Jan. 11
Spring Recess*	Mar. 18	Mar. 4	April 1	Mar. 11	April 1
Classes Resume	Mar. 27	Mar. 13	April 10	Mar. 20	April 10
Classes End	April 28	April 28	May 5	May 3	April 28
Final Exams	April 29-May 2	May 1-6	May 13 (end)	May 4-10	April 29-May 5
Commencement	May 7	May 10	May 15	May 12	May 9
<b>First Summer Session</b>					
	<b>6-week†</b>	<b>6-week</b>	<b>6-week</b>	<b>5-week</b>	<b>6-week</b>
Registration	May 3	May 8-9	TBA	May 11	May 11-12
Classes Begin	May 4	May 10	May 22	May 15	May 15
Memorial Day Recess	(classes meet)	May 29	May 29	(classes meet)	May 29
Classes End	June 12	June 21	June 30	June 21	June 26
<b>Second Summer Session</b>					
	<b>8-week‡</b>	<b>6-week</b>	<b>6-week</b>	<b>7-week</b>	<b>6-week</b>
Registration	June 13-14	June 22-23	TBA	June 22	June 29-30
Classes Begin	June 15	June 26	July 3	June 26	July 5
Independence Day Recess	July 4	July 4	July 4	July 4	
Classes End	Aug. 8	Aug. 7	Aug. 11	Aug. 16	Aug. 15

NOTE: Some campuses have preregistration for each semester and summer session; check specific campus Schedule of Classes for details and dates.  
TBA: To be Announced

\* Recess begins after last class this date

† I.U. Bloomington offers two Intensive Sessions running parallel with First Summer Session—May 3-22; May 24-June 12.

‡ I.U. Bloomington offers three Intensive Sessions running parallel with Second Summer Session—June 13-July 3; July 5-25; July 24-Aug. 8.

*This calendar as printed is subject to change; see specific campus Schedule of Classes for official calendar.*

# Academic Calendar, 1978-79

	Bloomington	IUPUI	Fort Wayne	Northwest	South Bend
<b>First Semester</b>					
Registration	Aug. 23-26	Aug. 15-21	Aug. 15-17	§	Aug. 23-24
Classes Begin	Aug. 28	Aug. 23	Aug. 28		Aug. 28
Labor Day Recess	(classes meet)	Sept. 4	Sept. 4		Sept. 4
Thanksgiving Recess*	Nov. 22	Nov. 21	Nov. 22		Nov. 21
Classes Resume	Nov. 27	Nov. 27	Nov. 27		Nov. 27
Classes End	Dec. 13	Dec. 11	Dec. 22		Dec. 11
Final Exams	Dec. 14-16	Dec. 12-18	Dec. 22 (end)		Dec. 12-18
<b>Second Semester</b>					
Registration	Jan. 3-6	Jan. 2-6	Jan. 2-4	§	Jan. 5, 8
Classes Begin	Jan. 8	Jan. 8	Jan. 15		Jan. 10
Spring Recess*	Mar. 24	Mar. 3	Mar. 10		TBA
Classes Resume	April 2	Mar. 10	Mar. 19		TBA
Classes End	April 27	April 27	May 11		April 27
Final Exams	April 28-May 1	April 30-May 6	May 11 (end)		April 28-May 4
Commencement	May 6	May 13	TBA		TBA
<b>First Summer Session</b>					
Registration	6-week†	6-week	6-week		6-week
Classes Begin	May 2	May 7-8	TBA	§	TBA
Classes End	May 3	May 9	May 21		6-week
Memorial Day Recess	(classes meet)	May 28	May 28		TBA
Classes End	June 11	June 20	June 29		
<b>Second Summer Session</b>					
Registration	8-week‡	6-week	6-week	§	
Classes Begin	June 12	June 21-22	TBA		
Classes End	June 14	June 25	July 2		
Independence Day Recess	July 4	July 4	July 4		
Classes End	Aug. 7	Aug. 6	Aug. 10		

NOTE: Some campuses have preregistration for each semester and summer session; check specific campus Schedule of Classes for details and dates.

TBA: To be Announced

\* Recess begins after last class this date

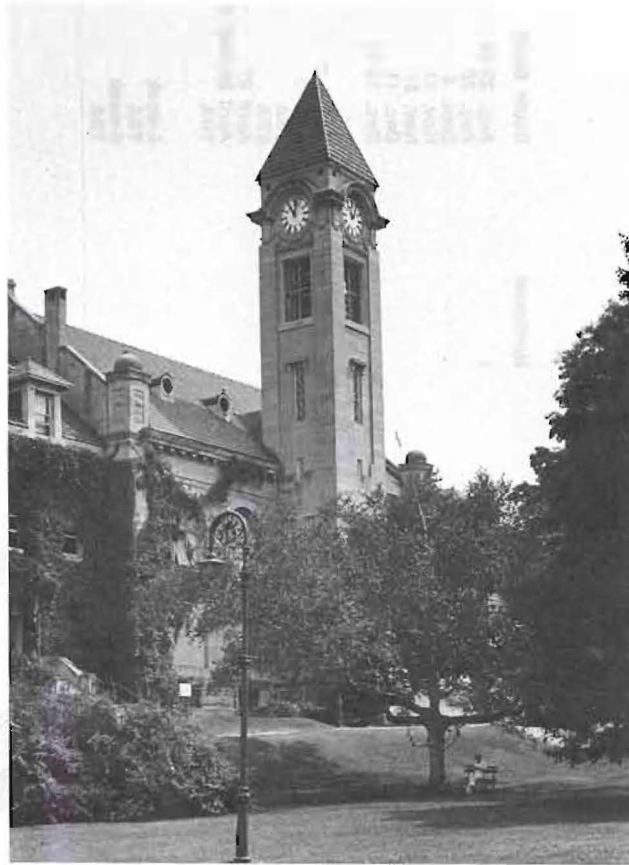
† I.U. Bloomington offers two Intensive Sessions running parallel with First Summer Session—May 3-22; May 24-June 12.

‡ I.U. Bloomington offers three Intensive Sessions running parallel with Second Summer Session—June 13-July 3; July 5-24; July 24-Aug. 8.

§ Contact: Dr. John Hunger, Director—Division of Public and Environmental Affairs—Indiana University Northwest, 3400 Broadway, Gary, Ind. 46408  
Telephone: (219) 980-6695

*This calendar as printed is subject to change; see specific campus Schedule of Classes for official calendar.*

# Indiana University



# Indiana University

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Founded in 1820, only four years after Indiana achieved statehood, Indiana University is one of the oldest state universities west of the Alleghenies. It has consistently met its original commitment of providing a statewide system of public higher education. Among the first American universities to admit women on an equal standing with men, I.U. also provides its services without regard to race, creed, or color.

Indiana University is ranked tenth largest in the nation with an enrollment totaling nearly 78,000 on its eight state campuses and including students from all fifty states and many foreign countries. With a faculty exceeding 3,000, its more than 100 departments offer some 5,000 courses of instruction.

The major divisions of Indiana University are the Bloomington campus (the largest and oldest), Indiana University - Purdue University at Indianapolis (IUPUI), and six other campuses strategically located at population centers over the state.

## The Bloomington Campus

College of Arts and Sciences (includes the School of Journalism)  
School of Business  
School of Continuing Studies  
School of Education  
School of Health, Physical Education, and Recreation  
School of Law—Bloomington  
School of Music  
School of Optometry  
School of Public and Environmental Affairs  
Graduate School  
Graduate Library School  
University (Freshman) Division  
Division of Continuing Education

## Indiana University - Purdue University at Indianapolis

Indiana University Medical Center  
Indiana University School of Medicine  
Indiana University School of Medicine—Division of Allied Health Sciences  
Indiana University School of Dentistry  
Indiana University School of Nursing  
Indiana University School of Law—Indianapolis  
Indiana University School of Social Service  
Indiana University School of Business  
Indiana University School of Education  
Indiana University School of Public and Environmental Affairs  
Indiana University School of Continuing Studies—IUPUI Division  
Herron School of Art  
IUPUI School of Liberal Arts  
IUPUI School of Science  
IUPUI School of Engineering and Technology  
IUPUI School of Physical Education  
IUPUI University Division

## The Regional Campuses

Indiana University East (Richmond)  
Indiana University at Fort Wayne  
Indiana University at Kokomo  
Indiana University Northwest (Gary)  
Indiana University Southeast (New Albany)  
Indiana University - Purdue University at Fort Wayne (IPFW)

The regional campuses grant degrees in the Arts and Sciences, Education, Business, Medical Technology, and Public and Environmental Affairs. Through the Division of General and Technical Studies, associate degrees and certificates are awarded in a number of paraprofessional areas.

Additional University facilities include Bradford Woods, the biological station at Crooked Lake, the Geologic Field Station in Montana, the Lake Monroe biology site, the Goethe Link Observatory and Morgan-Monroe Observatory of Goethe Link, the Angel Mounds historical site near Evansville, and Camp Brosius at Elkhart Lake, Wisconsin.

The Indiana University library system contains more than 4,500,000 items. Included in this system are the University Library; the Lilly Library, with its valuable collections of rare books and manuscripts; libraries at each of the regional campuses; school and departmental libraries; and collections at housing units in the Halls of Residence.

### ADMISSION TO THE UNIVERSITY

*Freshmen* are expected to have graduated from high school and to have completed four units (years) of English and nine or more units in some combination of foreign language, mathematics, science, and social studies. Students seeking admission to the College of Arts and Sciences should have completed two or more units each of one foreign language, mathematics, and science. Students seeking admission to curricula involving mathematics should have completed two years of algebra plus trigonometry.

*In-state freshmen* are expected to rank in the top half of their class and to have made scores above average for high school seniors on the College Board Scholastic Aptitude Test (SAT) or the American College Test (ACT). The Admissions Committee is authorized to make exceptions and consider unusual skills and qualifications. Adult applicants receive particular consideration.

*Out-of-state freshmen* are expected to rank in the top third of their class and to have test scores in the top third of high school seniors on the SAT or ACT.

*Transfer applicants* who are residents of Indiana are expected to have cumulative grade indexes of C or higher.

*Out-of-state transfer applicants* are expected to have a C+ average or higher.

Applications may be filed after completion of the junior year in high school. Transfer applicants may apply during the school year preceding proposed entry. Closing dates for applications are December 1 for second semester, April 15 for summer sessions, and July 1 for first semester. An application fee of \$15 is required of each applicant. All questions concerning admission should be directed to the Office of Admissions, Student Services Building, Bloomington, Indiana 47401.

**University Division.** All students entering Indiana University directly from high school and all students transferring to the University during their freshman year enter the University Division. The chief purpose of the University Division is to guide the freshman student toward an educational goal. Each freshman is assigned a faculty counselor, usually in the student's major department, who advises in program planning and assists with any academic questions or problems.

All new freshmen should participate in the preregistration program held in July, and all freshmen will be expected to participate in the fall orientation program on campus, which acquaints them with organizations and services of the University and instructs them in study techniques.

### FEES

Fees are paid at the time of registration each semester and are subject to change by action of the Trustees.

**Fee Courtesy.** Fees for a *full-time (100% F.T.E.) appointed employee* of Indiana University enrolled in 1 to 6 credit hours in a semester or summer sessions will be assessed at one half the resident credit-hour rate at the campus where the employee enrolls, for



the actual number of hours taken. Fees for credit hours in excess of six (6) in a semester or summer sessions will be assessed at full resident rate on that campus. The spouse of a *full-time (100% F.T.E.) appointed employee* of Indiana University will be entitled to a fee courtesy consisting of a credit of one half of the resident undergraduate fee rate at the campus where the spouse enrolls for each credit hour up to a maximum of three credit hours per semester or summer sessions. This credit will be applied against the full fees of the student at the appropriate resident or nonresident rate.

**Veteran Benefits.** Students who are eligible for veteran benefits may enroll under the following scale of benefits:

Undergraduates	Benefits	Graduates
12 hours or more.....	full benefits.....	12 hours or more
9 through 11 hours.....	$\frac{3}{4}$ benefits.....	9 through 11 hours
6 through 8 hours.....	$\frac{1}{2}$ benefits.....	6 through 8 hours
fewer than 6 hours.....	tuition only.....	fewer than 6 hours

For further information, consult the Office of Veteran Affairs, 801 N. Jordan, 337-7578.

**Basic Costs.** Expenses for an undergraduate attending Indiana University at Bloomington for an academic year, including in-state fees, housing (room and board), and books and supplies, total approximately \$1,950. Expenditures for clothing, travel, entertainment, and personal items are not included in this estimate.

### Fee Schedule, 1977-78

#### FEES SUBJECT TO CHANGE BY ACTION OF THE TRUSTEES OF INDIANA UNIVERSITY

##### FIRST AND SECOND SEMESTERS

	Indiana Resident	Nonresident
Undergraduate* .....	\$27/cr. hr.	\$66/cr. hr.
Graduate* .....	\$36/cr. hr.	\$82/cr. hr.
Professional:		
School of Law .....	\$36/cr. hr.	\$82/cr. hr.
School of Optometry .....	\$36/cr. hr.	\$82/cr. hr.
Medical (Combined degree) .....	\$36/cr. hr.	\$82/cr. hr.
Medical (Flat fee) .....	\$580/sem.	\$1,350/sem.
Auditing (no credit) .....		\$5 per hour
3900 (Thesis) .....		\$35 per semester
Special Fees (in addition to basic fees)		
Applied Music (majors)† .....		\$50 per semester
Applied Music (non-majors)† .....		\$50 per course
Early Field Experience‡ .....		\$15 per semester
Student Teaching .....		\$50
Late enrollment or re-enrollment .....		\$25
Late program change .....		\$10
Special exam .....		\$5 to \$11
Recital fee (Music)§ .....		\$10 or \$20
Health Service fee (optional)   .....		\$7 or \$15
HPER courses. Billiards, bowling, golf, and horsemanship .....	(Payment made to Billiard Parlor, Bowling Alley, Golf Course or Academy for use of facilities) \$30 per semester	
Microscope fee (Medical students only) ....		

\* Included Continuing Studies credit courses.

† Persons desiring applied music who are not regularly working toward a degree will be charged \$200 per applied music course.

‡ Students enrolled in one or more of the following Education courses, (F100, F200, P280 and all elementary and secondary methods courses) will be assessed \$15 per semester.

§ Recital fee in Music for program only is \$10, for program with recording is \$20.

|| Students enrolled in 7 or more credit hours per semester will be assessed \$7. Students enrolled in 6 or less credit hours per semester will be assessed \$15.

**Special Credit and Credit by Examination:**

Regular credit hour fees apply, except the fee is waived for University Division freshmen during the first two regular semesters following their matriculation at Indiana University, and is reduced to \$5 per credit hour for undergraduate transfer students the first regular semester following their matriculation at Indiana University.

Transcripts (after first) .....	\$2
Deposits (to cover loss or damage):	
Band .....	\$5
Singing Hoosiers .....	\$5
Chemistry (for C343, C344, S343, and S344 courses only) .....	\$25
Lockers (Ballantine, Law, Music and Woodburn buildings) .....	\$5 deposit, \$1 to \$1.50 rent deducted per semester
Rentals:	
Locker HPER building (for students not enrolled in HPER courses for credit) ..	\$3 per semester, \$6 per year
Music instrument (for non-Music majors) ..	\$25 per semester
Practice room (limit of 1 hour per day) ....	\$10 per semester
(above practice room rental not charged if applied music fee is paid)	
Independent Study (Correspondence)	
Undergraduate courses (residents and nonresidents) .....	\$23 per credit hour
High School level courses .....	\$25 per course
<b>Fee Refund Schedule First and Second Semesters</b>	<b>Refund for Withdrawal</b>
First week, or through Class Change Day .....	100%
Second and third weeks .....	50% or all
Thereafter .....	except \$50, whichever is larger none

**SUMMER SESSIONS 1978**

	Indiana Resident	Nonresident
Undergraduate* .....	\$27/cr. hr.	\$66/cr. hr.
Graduate* .....	\$36/cr. hr.	\$82/cr. hr.
Professional: Schools of Law, Medicine and Optometry .....	\$36/cr. hr.	\$82/cr. hr.
Slavic Workshop .....	\$27/cr. hr.	\$27/cr. hr.
Geologic Field Study .....	\$27/cr. hr.	\$27/cr. hr.
Auditing (no credit) .....		\$5 per hour
G900 (Thesis)† .....		\$35
Special Fees (in addition to basic fees)		
Applied Music (majors)‡ .....		\$25 per session
Applied Music (non-majors)‡ .....		\$25 per course
Early Field Experience§ .....		\$15 per session
Student Teaching .....		\$50
Late enrollment or re-enrollment .....		\$25
Late program change .....		\$10
Special exam .....		\$5 to \$11
Recital fee (Music)   .....		\$10 or \$20
Health Service fee (optional) .....		\$3 (SSI) and \$4 (SSII)
HPER courses: Billiards, bowling, golf and horsemanship .....		(Payment made to Billiard Parlor, Bowling Alley, Golf Course or Academy for use of facilities)

**Special Credit and Credit by Examination:**

Regular credit hour fees apply, except the fee is waived for University Division freshmen during the first two regular semesters following their matriculation at Indiana University, and is reduced to \$5 per credit hour for undergraduate transfer students the first regular semester following their matriculation at Indiana University.

\* Includes Continuing Studies credit courses.

† Paid only during Summer Sessions if candidate is to receive degree in August.

‡ Persons desiring applied music who are not regularly working toward a degree will be charged \$100 per applied music course per session.

§ Students enrolled in one or more of the following Education courses, (F100, F200, P280 and all elementary and secondary methods courses) will be assessed \$15 per session.

|| Recital fee in Music for program only is \$10, for program with recording is \$20.

Transcripts (after first) .....	\$2
Deposits (to cover loss or damage):	
Chemistry (for C343 and C344 courses only) .....	\$25
Lockers (Ballantine, Law, Music and Woodburn buildings) .....	\$5 deposit, \$1 to \$150, rent deducted for sessions
Rentals:	
Locker HPER building (for students not enrolled in HPER courses for credit) ..	\$3 for sessions, \$6 per year
Music instrument (for non-Music majors) ..	\$12.50 per session
Practice room (limit of 1 hour per day) ....	\$5 per session
(above practice room rental not charged if applied music fee is paid)	
Independent Study (Correspondence)	
Undergraduate courses (residents and nonresidents) .....	\$23 per credit hour
High School level courses .....	\$25 per course
	<i>Refund for Withdrawal</i>
Intensive Sessions (courses 13-15 class days in duration)	
Withdrawal before second class meeting .....	100%
Withdrawal before third class meeting .....	50%
Thereafter .....	none
First and Second Summer Sessions (for those courses six to fourteen weeks in duration)	
First week, or through Class Change Day .....	100%
Second week .....	50% or all
	except \$50, whichever is larger
Thereafter .....	none

### Fee Refund Schedule, 1977-78

#### SUMMER SESSIONS 1978

BLOOMINGTON CAMPUS	Refund for Withdrawal
For Intensive Sessions (courses 13-15 class days in duration)	
Withdrawal before second class .....	100%
Withdrawal before third class .....	50%
Thereafter .....	none
First and Second Summer Sessions (courses six to fourteen weeks in duration)	
First week, or until Drop and Add Day .....	100%
Second week .....	50%
	or all except \$50, whichever is larger
Thereafter .....	none
IUPUI and REGIONAL CAMPUSES	Refund for Withdrawal
First week .....	100%
Second week .....	50%
	or all except \$50, whichever is larger
Thereafter .....	none

### Fee Refund Procedure

Students may obtain fee refunds by applying to the Registrar's Office when they withdraw from classes.

An out-of-state (nonresident) student who holds a University fellowship will be permitted to pay in-state (resident) fees. Graduate students holding academic appointments as associate instructors, faculty assistants, research assistants, graduate assistants, or housing counselors may receive departmental fee remission awards in an amount equal to either full- or half-tuition and fees for not more than 12 hours in one semester or 6 hours during the summer session less allocated fees.

### Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in addition to fees paid by a resident student.

These Rules took effect February 1, 1974; provided, that no person properly classified as a resident student before February 1, 1974, shall be adversely affected by these Rules, if he or she attended the University before that date and while he or she remains continuously enrolled in the University.

1. "Residence" as the term, or any of its variations (*e.g.*, "resided"), as used in the context of these Rules, means the place where an individual has his or her permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.
  - (a) A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but, except as provided in Rule 2(c), such person must be a resident for twelve (12) months in order to qualify as a resident student for fee purposes.
  - (b) Physical presence in Indiana *for the predominant purpose* of attending a college, university, or other institution of higher education, shall not be counted in determining the twelve (12) month period of residence; nor shall absence from Indiana for such purpose deprive a person of resident student status.
2. A person shall be classified as a "resident student" if he or she has continuously resided in Indiana for at least twelve (12) consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the University, subject to the exception in (c) below.
  - (a) The residence of an unemancipated person under 21 years of age follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident.
  - (b) If such person comes from another state or country for the predominant purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian in fact, except upon appeal to the Standing Committee on Residence in each case.
  - (c) Such person may be classified as a resident student without meeting the twelve (12) month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."
  - (d) When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a semester next following such removal.
  - (e) A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the University until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.
3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States.
4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the twelve (12) months prior to the first scheduled day of classes of the semester in which his or her fee status is to be changed. Such a student will be allowed to present his or her

evidence only after the expiration of twelve (12) months from the Residence Qualifying Date, i.e., the date upon which the student commenced the twelve (12) month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the nonexistence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.

- (a) The residence of a student's parents or guardians.
  - (b) The situs of the source of the student's income.
  - (c) To whom a student pays his or her taxes, including property taxes.
  - (d) The state in which a student's automobile is registered.
  - (e) The state issuing the student's driver's license.
  - (f) Where the student is registered to vote.
  - (g) The marriage of the student to a resident of Indiana.
  - (h) Ownership of property in Indiana and outside of Indiana.
  - (i) The residence claimed by the student on loan applications, federal income tax returns, and other documents.
  - (j) The place of the student's summer employment, attendance at summer school, or vacation.
  - (k) The student's future plans including committed place of future employment or future studies.
  - (l) Admission to a licensed profession in Indiana.
  - (m) Membership in civic, community, and other organizations in Indiana or elsewhere.
  - (n) All present and intended future connections or contacts outside of Indiana.
  - (o) The facts and documents pertaining to the person's past and existing status as a student.
  - (p) Parents' tax returns and other information, particularly when emancipation is claimed.
5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinbefore set forth.
  6. The Registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
  7. A Standing Committee on Residence shall be appointed by the President of the University and shall include two (2) students from among such as may be nominated by the student body presidents of one or more of the campuses of the University. If fewer than four are nominated, the President may appoint from among students not nominated.
  8. A student who is not satisfied by the determination of the Registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the Registrar's determination, which Committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The Committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the Registrar shall be final and binding.
  9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the Committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.
  10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as to such other punishment which may be provided for by law.
  11. A student who does not pay additional monies which may be due because of his or her classification as a nonresident student within 30 days after demand, shall thereupon be indefinitely suspended.

12. A student or prospective student who fails to request resident student status within a particular semester or session and to pursue a timely appeal (see Rule 8) to the Standing Committee on Residence shall be deemed to have waived any alleged overpayment of fees for that semester or session.
13. If any provision of these Rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these Rules which can be given effect without the invalid provision or application, and to this end the provisions of these Rules are severable.

### THE STUDENTS RESPONSIBILITY

All schools and colleges establish certain academic requirements which must be met before a degree is granted. These regulations concern such things as curriculum and courses, majors and minors, and campus residence. Advisers, directors, and deans will always help a student meet these requirements, but the student himself is responsible for fulfilling them. At the end of his course of study, the faculty and the Board of Trustees vote upon the conferring of the degree. If requirements have not been satisfied, the degree will be withheld pending adequate fulfillment. For this reason, it is important for each student to acquaint himself with all regulations and remain currently informed throughout his college career.

### CONFIDENTIALITY OF STUDENT RECORDS

Indiana University, in compliance with the General Education Provisions Act, Section 438, titled Family Educational Rights and Privacy Act, provides that all student records are confidential and available only to that student and to the student's parents, if the student is under twenty-one and dependent as defined by IRS standards. The student may review his record upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the *Statement of Student Rights and Responsibilities*. References, recommendations, and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release available in the offices which maintain records. Further details regarding the provisions of the Privacy Act, and a list of offices where student records are kept may be found in the *Statement of Student Rights and Responsibilities*, distributed at Fall registration or available in the office of the Dean of Students.

### HOUSING

#### Bloomington Campus

The Halls of Residence system at Indiana University, recognized as outstanding among universities throughout the country, includes housing units for graduate, married, and single students. Rates range from \$966 to \$1,561 an academic year for single housing and from \$67 to \$185 a month for married housing apartments or trailers. When requesting housing in the University Halls of Residence, the student must enclose a \$5 (non-refundable) application fee for single housing or a \$25 (refundable) housing deposit for family housing with the application. The Halls of Residence Office is located at 801 North Jordan, Indiana University, Bloomington, Indiana 47401.

### STUDENT SERVICES

#### Bloomington Campus

**Scholarships and Financial Aids.** This office offers information and assistance to undergraduate students seeking scholarships and other types of financial aid, and to graduate students interested in loans. Information concerning all other types of financial aid for graduate students should be obtained through the student's school or department.

**Employment.** The Student Employment Section of the Office of Scholarships and Financial Aids lists openings for part-time jobs in the Halls of Residence, campus offices, libraries, Bookstore, Indiana Memorial Union, and fraternity and sorority houses.

**Student Health Service.** Available to all regularly enrolled students on the Bloomington campus, the Health Service provides evaluation of the physical examinations required of new students, outpatient medical care, a psychiatric clinic for evaluation and short-term therapy, an environmental health and preventive medicine program, and assistance in the administration of the student group hospital insurance plan. For students enrolled in 7 or more credit hours, a prepaid fee of \$7 per semester entitles the student to most of these services. Those enrolled in less than 7 hours may prepay \$15 per semester. Those who do not prepay at the beginning of the semester (before Drop and Add day) may pay for services as provided according to a schedule of charges available at registration and throughout the year at the Student Health Center. The Health Center building has a 18-bed infirmary. Except for emergencies, students are seen only during clinic hours (8:00 until 11:30 a.m. Monday through Saturday and 1:00 until 4:30 p.m. Monday through Friday) by appointment and presentation of a current I.D. card.

**Student Health Service Record.** Each student who enrolls on the Bloomington campus for the first time must file with the Student Health Service a report of a recent physical examination given by a doctor of his choice. Entrance Physical Examination forms are available from the Student Health Center.

**Clinical Services.** The Reading and Study Skills Center trains students in improving reading speed and comprehension. Students with speech and hearing defects are eligible for therapy at the Speech and Hearing Center. The Psychological Clinic of the Department of Psychology, the Student Health Psychiatric Service, and the Counseling and Psychological Services Center help students with personal problems or with special problems in choosing careers. Students also have access to the Optometry Clinic.

**Placement Services and Career Information.** Information about employment in specific career fields is available at any of the following locations: placement offices and offices of deans and/or department chairmen. The University maintains job placement bureaus which serve students free of charge. The Bureau of Educational Placement registers qualified students for teaching and associated positions. The Business Placement Office of the School of Business arranges interviews with recruiters from business and industry for students of all schools and divisions and for University alumni. It also publishes a list of positions open in business and industry. The Public Careers Placement Office, in the Poplars Lobby, helps students find employment with local, state, and federal agencies, including civil and federal service agencies. The School of Music maintains the Music Placement Office, a service for music graduates.

**Indiana Memorial Union.** Centrally located on the Bloomington campus, the Union offers numerous services to students, faculty and staff, and visitors. The Commons and the Kiva serve short-order meals and snacks; the Cafeteria provides breakfast, luncheon, and dinner on a self-service basis; and for more leisurely dining, the Tudor Room serves luncheon and dinner. Other facilities in the Union include barber and beauty shops, a newsstand and post office, meeting rooms, and four large lounges. Guest rooms for visitors are available in the Union's Biddle Continuation Center.

The Indiana University Bookstore, also located in the Union, carries required and supplementary textbooks, used books, and supplies, as well as tradebooks and University souvenirs. It also maintains a check-cashing service for students and faculty. A branch of the Bookstore is located in Gresham Hall of Foster Quadrangle.

**Research Computing Center.** The RCC provides large high-speed computing equipment and computing expertise to support faculty and student research and for programming exercises assigned in computer science and other courses.

For location and telephone numbers of specific offices, consult the *Indiana University Telephone Directory*.

## ACTIVITIES

### Bloomington Campus

Students are encouraged to attend and participate in extracurricular programs and activities.

In addition to recreational programs of the Halls of Residence and activities of fraternities, sororities, and independent groups, a program of indoor sports and diversion is maintained by the Indiana Memorial Union. Bowling, ping-pong, billiards, cards, chess, and television are offered. The well-equipped Craft Shops offer, free of charge or at nominal cost, instruction in skills like pot-throwing, jewelry-making, macramé, and block-printing. The Union Board, a group of student program-planning committees, sponsors art exhibits, a film series, pop concerts, Free University classes, and lectures.

Beechwood Heights, the University's 33-acre recreational area on Lake Lemon, eight miles east of Bloomington, provides facilities for swimming, sailing, and picnicking. Large state forest preserves and state parks are also within easy driving distance of the campus.

Homecoming, the Little 500 bicycle race and weekend, and the Christmas Madrigal Dinners are among the well-known yearly events at Indiana University.

Indiana University is a member of the Big Ten Conference and participates in football, baseball, basketball, golf, tennis, cross-country, track, swimming, wrestling, and gymnastics. The 52,354-seat Memorial Stadium, complete with artificial turf, and the new 16,666-seat Assembly Hall are supplemented by several sports fields, tennis and squash courts, swimming pools, golf courses, and other facilities. An intensive intramural sports program provides recreational opportunity for every student.

The great concert artists, ballet companies, Broadway plays, and musical shows appear at the Indiana University Auditorium. The School of Music presents more than 650 student and faculty concerts, recitals, operas, and ballets annually. The University Theatre and the Indiana Theatre Company offer a full season of plays, in addition to summer stock at Brown County Playhouse in nearby Nashville, Indiana.

There are approximately 125 student organizations on campus other than fraternities, sororities, and residence hall groups. These include political, international, departmental, and athletic clubs. The Volunteer Students Bureau serves the community in projects like public school tutoring, Headstart, and Crisis Biology recycling.

Students are urged to take part in the activities of student government from the level of their living units on to the all-campus governing body.

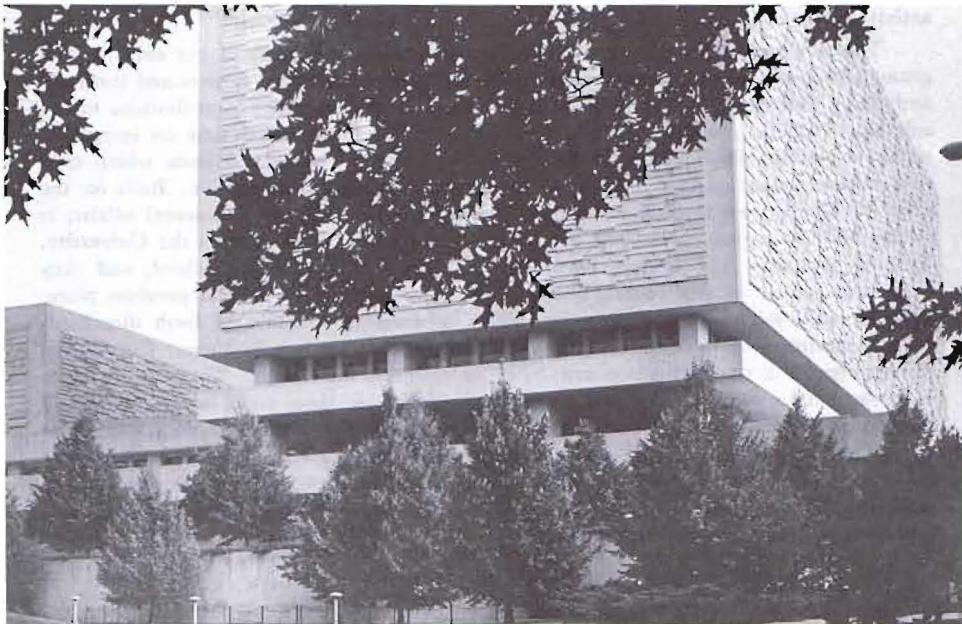
Mortar Board for senior women and Blue Key for junior and senior men are national activity honoraries on campus which recognize students for outstanding grades, services, and leadership. Scholastic honoraries for freshmen are Alpha Lambda Delta for women and Phi Eta Sigma for men. (See bulletins of specific schools about other scholastic honoraries.)

For those interested in aspects of publication, positions are open on the *Indiana Daily Student* (the campus newspaper), *Arbutus* (the yearbook), and several creative writing magazines.

The YMCA sponsors religious, social, and service activities on campus and in the community. All Bloomington churches welcome students to their congregations, and many have special programs for them. Beck Chapel, near the center of campus, is open at all times and serves all faiths.



## School of Public and Environmental Affairs



## School of Public and Environmental Affairs

When society changes quickly, its larger institutions have increasing difficulty keeping up. Although state universities, for instance, are always making small changes, they find it hard to make a large-scale reorientation to new societal needs. Reorientation requires a strong commitment from all members of the University community: faculty, students, administration, staff, and the governing board. It occurs only when most people agree that the university needs deliberately to update itself, to expand systematically into a new area of knowledge and action where its previous efforts have not been sufficiently focused and comprehensive. Indiana University's School of Public and Environmental Affairs, officially established on January 14, 1972, represents just such a firm commitment on the part of the University to large-scale change. It is a response of the University to new and important societal needs. It is a major effort to keep up with what our students, our faculty, and the community at large want. It is a priority effort for the University, with enthusiastic support from the state's Higher Education Commission, the University's Board of Trustees, and the administration. Its special mandate is to ensure that the University keeps up with important changes in the broader community.

The urgency of public and environmental needs is apparent. It is no news that it is becoming more and more difficult to run an increasingly complex technological democracy. It is no news that our natural environment is deteriorating rapidly, or that our increasing population and wealth are causing unanticipated problems in transportation, housing, health care, and public safety, or that our urban areas are less than utopian to live in. To cope with these problems, we need more skills and more trained people, and more knowledge about the institutions which serve us and control our environment.

Nor is it any news that universities have long had an ardent concern with these societal problems, that faculty and students wish to get more involved, wish to place their knowledge and expertise at the service of the community. The School of Public and Environmental Affairs (SPEA) reflects Indiana University's desire to develop better qualified manpower and to approach public problems in a more systematic manner and on a continuing and consistent basis. SPEA is an avenue for people who want to help government to do its job better and for students who want to enter the sphere of public activity better equipped to understand and work with public problems.

This is a new departure for the University even though many of our existing programs are closely identified with public affairs. Several University centers and institutes and many individual faculty members are already making positive contributions to the solution of public problems. SPEA, however, provides for the first time an integrated structure within which many of these activities can take place and from which they can receive needed support. SPEA is therefore meant to be innovative. Built on the skills of faculty and staff already experienced in public and environmental affairs, it is also built from their judgments as to the new responses required from the University. Existing programs and courses have been brought together in the School, and they have been joined by new courses and programs for which there was no previous place. Starting with some ongoing activities, SPEA is designed to build in fresh directions. New programs will develop as there is a skilled staff to handle them. Curriculum development is a continuing concern; SPEA is designed for change. The School's areas of professional concern are clearly demarcated, but within those areas its operations will depend on the interests and energies of the students, faculty, and institutions wishing to use its opportunities. SPEA is designed to be flexible and open. Procedures and policy will be a matter of response rather than command: response to public needs, professional standards, student interests, research opportunities, government requirements, and intellectual stimuli.

SPEA is concerned with the quality of our social, political, economic, and physical conditions. The physical sciences, the humanities, and the behavioral sciences all contribute to the understanding of the conditions on which attempts to improve the quality of life must be based. Because no single academic discipline and no single theoretical perspective can alone deal with public and environmental affairs, SPEA focuses its degree programs, research projects, and service efforts on problems, and organizes them by policy area. For example, the areas of concentration for a graduate degree in Public Affairs include environmental policy, urban and regional policy, public financial management, and administrative policy. Such enduring social problems as pollution, poverty, population, housing, and occupational trends are central concerns in all areas of concentration. Or again, study of a particular environmental problem will include everything from the economic implications of a particular environmental policy to the geology of a lake intended for recreation. Other SPEA activities concern such diverse areas as consumer protection, public safety, health care delivery, and international comparative policy analysis.

It should be emphasized that at one level this focus on problems and policies is normative and conceptual, having to do with value judgments, theoretical assumptions, conceptual modes, and the like, while at another level it is strictly pragmatic—the problems of administering an agency, financing a program, choosing the best staff, communicating with the public, etc. SPEA deals both with policy and with how to implement policy.

The University has identified at least four groups SPEA can serve: Indiana University students, both graduate and undergraduate, from all the University's campuses; professionals and paraprofessionals presently working in public or environmental affairs careers; governmental agencies, both local, state, and federal; citizen groups and professional organizations. To respond to the diverse needs of these different constituencies, SPEA presently operates in three primary functional areas. The main burden of education is carried by the various academic programs of the School. In addition to regular graduate and undergraduate degree programs, the School offers special and innovative degree and nondegree programs for people already employed, including educational projects for various public agencies and interest groups. The School also includes the Office of External Program Services, which has the primary responsibility for facilitating contract research in applied public policy, both factual and conceptual.

The Division of Public Service provides training and other services to governmental agencies, both in Indiana and in other states. It includes the Center for Criminal Justice Training and other subdivisions. All four Divisions are supported by a full range of technical services, such as fiscal management, printing, graphics, design, and computerized information retrieval. The SPEA structure is intentionally loose-knit, so that each activity may reinforce the others and each Division may draw upon all the School's resources.

Five considerations were important in developing the School's activities. The first consideration is the need for people working in public and environmental affairs to use skills from several academic disciplines. The School is, therefore, multidisciplinary in both teaching and research. For example, the Basic Analytic Skills core of the Master of Public Affairs degree provides for the development of skills in economic analysis, statistics and computer utilization, behavioral analysis, and legal reasoning and research. The School is also multidisciplinary in that substantive knowledge in a given policy area can be supplemented by courses offered in the College of Arts and Sciences, the Graduate School, and the several professional schools of the University. The research activities of the School are also interdisciplinary, using experts from several disciplines backed up by all relevant support services. Individual faculty members may use these services, and for larger contracts special teams are created for each project. In May, 1976, the School's Academic Council approved the establishment of faculty area groupings on an experimental basis for 1976-77. The 62 full-time faculty

of the School selected one or more "faculties" to which they would be assigned. The five "faculties" are: Policy and Administration, Finance and Economics, Urban and Regional Analysis, Environmental Science and Policy, and Criminal Justice, Law, and Public Safety.

The second consideration in the development of the School of Public and Environmental Affairs is Indiana University's geographic diversity. To respond positively to this geographic diversity, the School was established as an entity of the Indiana University system rather than limited to any single campus of the University. Thus, the faculty, the research teams, and the training programs are University-wide. Students can move from one campus to the other, as their interests and the University's resources suggest. The faculty and students on each campus can call on the resources of other campuses as necessary, and the School is assisting the design of programs and specialties for which geographic location makes each campus uniquely suited. Degrees not currently available at all campuses will be available through the School. Communication between government agencies and the whole University, especially at the local level, will become more immediate and personal.

The third influence in the design of the School of Public and Environmental Affairs is the continuing search for excellence in teaching, research, and service. To stimulate the quest for excellence, procedures are being developed for course evaluation, the evaluation of teaching performance, and assessments of the quality and utility of research and service work. Regular curriculum evaluation and revision is an important device for keeping the School vital and in touch with the dynamics of social, economic, and political change. The development and maintenance of a critical capacity within the School also fosters the building of evaluative skills for people already in public affairs or preparing for public careers.

A fourth consideration in the design of the School is the professional and career needs of public affairs specialists. One of the continuing tasks of the School is the compilation of data on career opportunities and trends in the public affairs, on the training requirements and educational standards necessary to meet public affairs job requirements and the skills which students and government can best use in coming years. And, finally, the School takes professional placement and career development as one of its most important responsibilities. Liaison is established with public agencies and professional organizations across the country, and placement services are available to students of all campuses and areas of specialization.

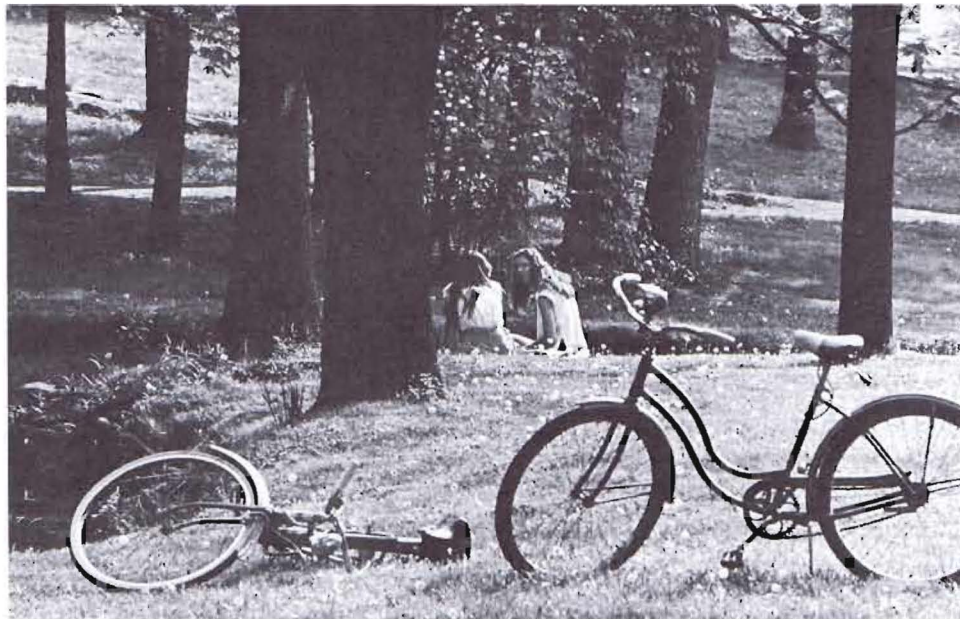
The final consideration in developing the School's curriculum is the desire that education include more than just the classroom and more than just full-time students. It is not possible, we feel, to overemphasize the importance of an internship as part of a student's academic experience. It provides career goal definition and clarification, exposure to the professional world of work, and work experience that will greatly enhance the student's competitive position during a job search. In addition, the Public Service Internship Program provides academic credit for internships. In the Division of Public Service, in-service training, contract education with government agencies, and special short-term programs on all campuses provide people already working in government with the additional skills and public orientation they need and want. The School's educational program is shaped as much as possible to the needs of its students, rather than to the traditional University format.

SPEA is working with some of the most difficult and emotive problems facing society today: what are we to do about the waste of our resources, the use of our land and water, the density of our population? what is to happen to the cities, and how can the people who live in them best survive dehumanization? how does a community work? how is the consumer of public services to communicate with those who render public services? can public agencies remain effective, and, if effective, can they stay human? how best can government learn? We believe that the interest of the public as a whole is best served by training public managers or agents in the skills and knowledge that will make their agencies efficient without reducing them to machines.

SPEA is trying to create a climate in which all those concerned with the public well-being may work cooperatively to solve problems which they already share. By insisting upon professionalism, by emphasizing that public policy should be influenced by people with skills and knowledge, and by demonstrating our effectiveness in training such people, we are trying to identify a community of interests shared by students, faculty, and public agencies. The endeavor is both idealistic and strictly pragmatic. On the one hand we will teach our students the broad concepts of public policy and ecological theory; on the other we will equip them with the skills by which they can get jobs and make a contribution toward the solution of pressing public problems. The specifics of our initial plan to do all this are in the following sections, but in reading these ensuing details one should remember that they are only the first manifestations of the University's attempt to make itself expand—into public and environmental affairs, with new concepts of what education means—in response to the desires of those who make up its community.



# Academic Program Requirements Systemwide



# The Undergraduate Program

## ADMISSION

**To the Undergraduate Program in the School of Public and Environmental Affairs through the University Division.** A student must have completed 26 hours of satisfactory credit on the college level, either at Indiana University or elsewhere. For all course work completed, the student must have a minimum average of C (2.0). On Indiana University campuses with no University Division or with additional enrollment options for freshmen, this policy varies with campus regulations. In Fort Wayne, this does not apply.

**To the Undergraduate Program in the School of Public and Environmental Affairs from other campuses or other undergraduate schools of Indiana University.** Students may transfer to SPEA from any other undergraduate school or division of Indiana University provided they are in good standing and have a 2.5 (C+) grade point average or above and have completed or made arrangements to complete the specified courses required by the School. Students with a 2.0 (C) average, but not a 2.5 average, may transfer into SPEA after the completion of two or more SPEA courses with a grade of C or better in each course.

**To the Undergraduate Program of another division of the School of Public and Environmental Affairs of Indiana University.** Students registered in the School of Public and Environmental Affairs at any campus of Indiana University may transfer freely to the School of Public and Environmental Affairs on another Indiana University campus, provided they are in good standing. SPEA students who are on probation or have been dismissed must process a special transfer request through the campus of their last enrollment and will be transferred or denied transfer according to the circumstances and the decision of the Standards Committee on the desired campus.

Any student enrolled in SPEA who wishes to attend another Indiana University campus should report to the SPEA Recorder and secure an Inter-Campus Transfer form. This form should be completed for both temporary and permanent transfers.

**To the Undergraduate Program in the School of Public and Environmental Affairs from other educational institutions.** Students transferring with fewer than 26 credit hours typically will matriculate in the University Division.

Students with 26 or more transferable hours will be admitted to full standing if they meet the following requirements:

1. A cumulative average of C (2.0) or higher. (Applicants residing outside Indiana must have approximately a 2.5 average.)
2. A high school record showing satisfactory entrance units.
3. Honorable dismissal from the institution last attended.
4. Presentation of a record of time spent and credits and grades secured in all subjects taken in other institutions. No credit will be allowed for courses taken in another institution in which the student received a grade equivalent at Indiana University to D or below.

**Transfer Credit Policy.** 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.

Courses similar to the SPEA core courses, which have been taken in other institutions in the freshman and sophomore years, will not be accepted as equivalents of the core courses offered at Indiana University unless the student passes special examinations. Requirements may be satisfactorily completed on all Indiana University campuses. However, while courses may be taken throughout the system, some concentrations, for example, consumer affairs, may be offered only on one campus.

Only credits earned at Indiana University will count toward a student's grade point average. Grades from other universities transfer as credit only, although transfer grades will appear on the credit transfer report. Courses in the Division of General and Technical Studies do not count for credit in the School of Public and Environmental Affairs.

**Veteran's Credit.** Veterans of military service are eligible for academic credit as a result of their military training and experience. The School follows the provisions of the *Guide to the Evaluation of Educational Experiences in the Armed Services* in granting credit. In general, this provides that a student who has completed from six months to one year of active duty is eligible for two credits, equivalent to first-year ROTC; and a veteran of more than one year is eligible for four credits, equivalent to two years of ROTC and two credits for one year of freshman physical education, less any physical education or basic ROTC credit previously earned. Additional credit as may be justified is awarded on the basis of special training programs. Copies of official discharge or separation papers or transcripts must be submitted as a basis for granting credit. Evaluation of service credit is administered by the Office of Records and Admissions. Veteran's credit will be included as off-campus credit under the regulations concerning maximum off-campus credit to be applied toward a degree.

## POLICIES GOVERNING THE UNDERGRADUATE PROGRAM

**Hours Requirement.** The minimum number of credit hours required for the baccalaureate degree is 120 in courses meeting the various requirements stated in this document. Sub-100-level courses, e.g., M014 Mathematics, do not count toward graduation.

**Grade Code.** The official grade code of the University is as follows: A (highest passing grade), A—, B+, B, B—, C+, C, C—, D+, D, D— (lowest passing grade), F (failed), I (incomplete), R (deferred), S (satisfactory), P (passing), and W (withdrawn).

**Numerical Points.** For purposes of determining the cumulative grade point average, instructors in undergraduate courses use a grading system which includes plus and minus grades as well as straight grades for all undergraduate course records, and that the Registrar compute numerical grades for plus and minus grades when computing GPA's (A=4.0, A—=3.7, B+=3.3, B=3.0, B—=2.7, C+=2.3, C=2.0, C—=1.7, D+=1.3, D=1.0, D—=0.7, F=0.0).

**Grade Point Average Requirements.** A minimum cumulative grade point average of C (2.0) is required to graduate. Grades of A, B, C, D, and F are included in the grade average. Transfer students admitted from other institutions with deficiencies in credit points are expected to overcome those deficiencies with Indiana University grades.

**Grade Point Average for Core and Concentration Requirements.** To complete graduation requirements, a student must receive a grade of C (2.0) or better in all SPEA core courses and in all courses in the student's chosen area of concentration.

**Class Standing.** Class standing is based on total credit hours which count toward minimum degree requirements. Credit hours required are as follows: senior, 86 or more; junior, 56-85; sophomore, 26-55; freshman, fewer than 26.

**Semester Load.** A typical academic load for full-time study is 12 to 17 credit hours, with an average load being approximately 15 credit hours. A student expecting to carry more than 17 credits should have a cumulative B (3.0) average or have earned a B (3.0) average in his last full semester. Underloads are not appropriate unless a student is limited in time because of health or employment reasons. The maximum load is 20 credit hours.

**Addition of Courses.** No course may be added after the first two weeks of a regular session or one week in a summer session unless the instructor of the course



petitions that an exception be made and the request is approved by the dean of the school in which the student is registered.

**Withdrawals and Deadlines.** Possibilities related to student withdrawal from a specific course are divided into three separate periods. The first period of the semester allows for "automatic withdrawal," which means that a grade of W is given automatically on the date of withdrawal to the student who submits a proper request. During the second period of the semester, withdrawal from a course requires permission of the instructor and signature of the appropriate SPEA administrator (dean or director). To qualify for the grade of W at this time, a student must be passing the course on the date of withdrawal. Failure to complete a course with an authorized withdrawal will result in a grade of F. In the last period of the semester, a student may not withdraw, except by special written permission by the appropriate SPEA administrator.

Deadlines for each of these three periods of a semester vary somewhat on various campuses and the student should take care to check with the local SPEA administrator to verify deadlines. Local deadlines are strictly enforced.

**Incomplete.** All incomplete (I) grades should be completed within the time specified by the instructor of the course or within a maximum of one year.

**Pass-Fail Option.** SPEA undergraduate students may elect to take one course each semester with a grade of P (pass) or F (fail) with a maximum of two such courses each school year, including summer sessions. For this option, each school year is assumed to begin in August. No more than a total of eight courses taken under this option may be applied to graduation from the B.S. programs (or two courses for the A.S. programs). The election of this option must be exercised by the student in conformance with campus policy on deadlines. Local P/F deadlines are strictly enforced.

The Pass-Fail Option is limited to electives. Students should not request the Pass-Fail Option for specific courses listed as requirements (including general education requirements), for the SPEA core, or for the SPEA concentration. Courses taken under the Pass-Fail Option simply become electives. Courses which are normally graded on a satisfactory-fail basis are not considered to be within this option.

**Correspondence Study.** A limited amount of credit earned through correspondence study may be applied toward the A.S. and B.S. degrees, with permission of the student's faculty adviser.

**General Scholarship Rule.** Any student who does not possess the necessary preliminary training or who lacks other qualifications may be required by the Standards Committee to enroll in such courses as the Committee may designate or to take such other corrective action as is necessary or desirable. The Committee may review a student's record at any time and take whatever actions seem necessary for the best interest of that student or of the School.

Upon the recommendation of the Standards Committee, and with the approval of the program administrator, any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the School.

**Probation.** A student is on probation for the duration of the next regular semester or summer session in which he is registered following the one in which he failed to attain a C (2.0) average. He is also on probation whenever his cumulative average is below a C (2.0).

**Dismissal.** A student may be dismissed from the School when, in the judgment of the Undergraduate Standards Committee, he/she has ceased to make progress toward the degree. When a student is on academic probation for two consecutive semesters or makes less than a D (1.0) average for one semester, he is automatically considered to be making no progress toward a degree. In special cases, a student who has been dismissed may petition the Undergraduate Standards Committee for readmission. In such cases petition must be submitted on or before July 15 for the fall semester, November 15 for the spring semester and April 15 for the summer session. In the case of readmission,

the Standards Committee may specify appropriate conditions and standards for continued enrollment.

**Absences.** A student who misses a final examination and who has a passing grade up to that time is given temporarily a grade of Incomplete if the instructor has reason to believe the absence was beyond the student's control. The Standards Committee, Undergraduate Program, reviews excuses for absences from final examinations and notifies instructors of its decisions.

**Physical Education and ROTC Courses.** Students may elect a maximum of four credits in HPER M130, Physical Education for Men, or HPER W100, Physical Education for Women.

**ROTC (Reserve Officer Training Corps)** courses are elective. Students interested in either the Army or Air Force program should check with the appropriate service representative.

Both Physical Education and ROTC courses carry regular credit and count toward minimum degree requirements. Grades earned in these courses are included in the cumulative grade point average.

**Concentration Declaration.** The student must declare a concentration prior to the beginning of the junior year and will be expected to meet the requirements for that concentration. The concentration selection may be changed at the beginning of any semester after that; however, the student is responsible for checking the concentration requirements and scheduled offerings when a concentration is changed late in a program.

**Requirements for a "double concentration."** SPEA undergraduate students may pursue the completion of requirements in a second SPEA concentration. If they have completed the requirements for two concentrations, they will be considered to have completed a "double concentration." A double concentration requires that the student have at least five independent courses in each concentration (that is, courses not counted elsewhere in the curriculum or in another concentration).

**Degree Application.** A candidate for graduation must file a formal application for the degree with the School at the beginning of his senior year. The School will not be responsible for the graduation of seniors who fail to meet this requirement.

**Credit Deadline.** All credit of candidates for degrees, except that for the work of the current semester, must be on record at least two months prior to the end of the semester in which he expects to graduate.

**Student Guidance and Counseling Services.** An important portion of total faculty time is devoted to assisting students to make proper program and career choices. However, the student is responsible for planning his own program and for meeting degree requirements.

It is his responsibility to understand fully, and to comply with, all the provisions of this document.

**Requirements for a Second Bachelor's Degree.** Normally the holder of a bachelor's degree who wishes to pursue further education is encouraged to become qualified for admission to graduate study. In certain cases, however, a student who already has a bachelors degree may be admitted to candidacy for an associate or second bachelor's degree. When such admission is granted, the candidate must earn at least 30 additional credit hours as a student enrolled in SPEA and meet all the requirements of the SPEA degree (A.S. or B.S.) being sought.

**Off-Campus Credit Through Internships.** The School strongly encourages students without previous job-related experience to seek an internship through the Center for Public Affairs Service-Learning. Credit for approved internships is normally on the basis of six credit hours for a full-time experience for a semester. Credit is not granted for prior professional experience nor for internships arranged elsewhere than the School.

The maximum credit allowable in the SPEA degree program for internships is 15 credit hours. If credit is granted by an academic program outside the School

of Public and Environmental Affairs, the Standards Committee must approve the credit being applied toward the SPEA degree. In no case will more than ten (10) credits for internships granted by other institutions or departments be applied toward a degree in the School of Public and Environmental Affairs.

**Residency Policy.** It is strongly advised that students complete the last 30 credit hours on the campus where they expect to receive the degree.

### THE HONORS PROGRAM

The SPEA Honors Program allows qualified students to pursue their academic interests while being recognized for outstanding performance. The Honors Program places emphasis on more intensive reading and research in areas of the student's own interest within the several fields of SPEA concentration.

Sophomores and juniors who have a cumulative grade point average of 3.4 or higher may apply for admission to the program. The principal requirements are to maintain a 3.4 or higher grade point average, and to complete successfully no fewer than four honors courses, a minimum of two of which must be SPEA courses. Minor variations will occur from campus-to-campus. Students should check with their campus Honors Adviser for specific details.

All seniors in the Honors Program are required to write a senior thesis. To do this, the student must reach agreement with a faculty member willing to direct the thesis and must then enroll in V499, *Honors Thesis*, for three credits. This can be done in either semester of the year, but arrangements with the thesis director should be completed well before registration. It is understood by all SPEA faculty that the honors thesis will be a substantial piece of research, involving an amount of effort on the student's part comparable to what would be expended in taking a three-credit senior level course.

Other honors courses may be taken from among those offered by the University Honors Division or by individual departments, such as the honors sections of Economics E103 or E104. For SPEA honors courses, the student must make arrangements with individual instructors for additional readings and papers in courses in which the student intends to enroll. That additional work, certified by the instructor to the Honors Adviser on each campus, will permit the course to be counted as an "honors course" for that student.

If an Honors student's cumulative GPA drops below 3.4 at any time, the student will be placed on "Honors Probation" and subject to being dropped from the Honors Program. The student will continue in a probationary status until such time as his/her cumulative GPA returns to 3.4 or above. Should a student already on probation fail to achieve a *semester* GPA of 3.4, he/she will be automatically dismissed from the Honors Program.

### ACCELERATED MASTERS PROGRAM (AMP)

Students who demonstrate particular excellence by maintaining a 3.6 cumulative grade point average may apply for admission to the Master of Public Affairs or the Master of Science in Environmental Science graduate programs of SPEA during their junior year. The Executive Committees of these programs will accept only those students to the AMP whose application proposals relate their undergraduate and graduate concentrations so as to give considerable strength in a particular area.

The AMP allows the student to fulfill some SPEA graduate requirements during his/her senior year. Some of the graduate courses may be counted toward the graduate degree requirements as well as the undergraduate degree requirements, but these "double-counted" courses cannot exceed 24 credit hours in the MPA program and 18 credit hours in the MSES. The AMP does not entitle the student to waive any requirements of the Bachelor's degree he/she is pursuing. All requirements for the A.B. or B.S. are

to be met, however some requirements can be met concurrently for the bachelor's and graduate degree.

AMP students may complete part or all of their masters degree on any campus of SPEA, assuming availability of courses and approval of the AMP committee and local director.

Students seeking admission to, or desiring additional information regarding the SPEA Honors Program or the Accelerated Masters Program, should contact the SPEA Honors representative on their campus.

## ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

The Associate of Science in Public Affairs requires 60 semester hours of study. It is offered in Bloomington, South Bend, Northwest (Gary), Indianapolis, and Fort Wayne. 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 urban, environmental, criminal justice, and public administration areas.

### General Requirements for the Associate of Science in Public Affairs

1. All applicants for this Associate of Science degree must be first admitted to Indiana University. Course work completed in special student or adult nondegree status may be accepted.
2. A minimum of sixty (60) semester hours with a cumulative grade point average of 2.0 is required.
3. Credit work for this degree may be taken at any regional campus of Indiana University, Indiana University - Purdue University at Indianapolis, the Bloomington Campus, or extension centers of Indiana University and IUPUI.
4. 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.
5. Not more than thirty (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.
6. 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.
7. The official grade code of the University is as follows: A (highest grade) (4.0), B (3.0), C (2.0), D (1.0), F (0.0), I (Incomplete), R (deferred), S (satisfactory), P (passing), and W (withdrawn). No points are assigned for I, W, S, or P.
8. A minimum cumulative grade-point average of C (2.0) is required. Grades of A, B, C, D, and F are included in the grade average. Transfer students admitted from other institutions with deficiencies in credit points are expected to overcome those deficiencies with Indiana University grades. A grade of C or better in all core and concentration courses is required for graduation.
9. 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.
10. Students must apply for admission to the Associate Degree Program prior to completing thirty-five (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.

11. 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.
12. The student is responsible for planning his own program and for meeting degree requirements. It is his responsibility to understand fully, and to comply with, all the provisions of this bulletin.
13. Veterans of military service are eligible for academic credit as a result of their military training and experience. The School follows the provisions of the *Guide to the Evaluation of Educational Experiences in the Armed Services* in granting credit. In general, this provides that a student who has completed from six months to one year of active duty is eligible for two credits, equivalent to first-year ROTC; and a veteran of more than one year is eligible for four credits, equivalent to two years of basic ROTC, and two credits for one year of freshman physical education, less any physical education or basic ROTC credit previously earned.

### Specific Requirements for the Associate of Science in Public Affairs

- I. *General Education Distribution (9 courses required)*
  - A. Social Science—3 courses
    1. E103 Intro to Microeconomics (3 cr.)  
or E104 Intro to Macroeconomics (3 cr.)
    2. Y103 Intro to American Politics (3 cr.)
    3. One course from:  
Sociology or psychology (3 cr.)
  - B. Quantitative Methods—2 courses
    1. One computer course
    2. One mathematics course (excluding mathematics for teachers)\*
  - C. Communication—3 courses
    1. W131 Elementary Composition (3 cr.)
    2. W231 Professional Writing Skills (3 cr.)
    3. Speech—one course
  - D. Arts and Humanities—one course
- II. *SPEA CORE (4 courses required)*
  - A. V170 Public & Environmental Affairs (3 cr.)
  - B. V262 Environment: Problems & Prospects (3 cr.) (or E200 in Bloomington)
  - C. V264 Urban Strategies (3 cr.)
  - D. V270 Survey of Administrative Techniques (3 cr.)
- III. *Area of Concentration in Public Affairs—12-18 credits*
  - A. Public Administration (12 cr.)
  - B. Criminal Justice (18 cr.)
  - C. Environment (18 cr.)
  - D. Special Concentration (minimum 12 cr.)  
May be developed by student and faculty adviser to meet special curriculum/  
career needs; must be approved by campus SPEA administrator.
- IV. *Selected Electives—credits required to obtain a minimum of 60 credit hours*

### ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

The Associate of Science Degree in Criminal Justice is offered through the School of Public and Educational Affairs on the campus of Indianapolis, Fort Wayne, and South Bend and through cooperative arrangement at Kokomo and Richmond. Courses meeting the Associate of Science degree requirements are those generally included in, or acceptable for, the baccalaureate degree programs of Indiana University at Indianapolis.

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\* Students are urged to fulfill this requirement by taking Mathematics M118 or M119 (one of which is required for the SPEA B.S. degree in Public Affairs). Indiana University courses below the 100 level (e.g. M014) do not carry college credit and may not be applied toward the SPEA A.S. degree.

Through counseling and program planning, a student may continue work toward a baccalaureate degree after having received the Associate of Science in Criminal Justice with little or no loss of credit.

Dependent on a student's interest and educational objective, courses selected to satisfy associate 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 within the Associate of Science degree 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 of Science Criminal Justice program should consult with a Criminal Justice adviser in order to plan their degree program.

#### General Requirements for the Associate of Science in Criminal Justice

1. All applicants for the degree must be first admitted to Indiana University.
2. A minimum of 64 semester hours with a cumulative grade point average of at least 2.0 is required.
3. A grade of at least a C must be attained in each course taken to satisfy the Criminal Justice Concentration.
4. Not more than eight Criminal Justice courses may be applied toward this degree.
5. Credit work for this degree may be taken at any campus of Indiana University.
6. 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.
7. 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.
8. 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.
9. To avoid loss of credit and other problems, students must 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 Offices of the Recorder, School of Public and Environmental Affairs, or the Appropriate Program Office at cooperating campuses.
10. Students must complete Associate Degree Requirements *before* attaining senior status, 86 hours, to be eligible for awarding of the Associate Degree in Criminal Justice.
11. 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.
12. 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.
13. Application for the Associate of Science Degree must be filed with the SPEA Recorder or Program Office not later than October 1 for January, May or August graduation.

#### Specific Requirements for the Associate of Science in Criminal Justice

- I. English Composition—1 course (as required by campus)
- II. Speech and Communication—1 course  
(select one from specific campus offerings.)

## III. General Education—6 courses

## 1. Arts and Humanities—1 course (3 cr.)

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

## 2. Social and Behavioral Sciences—1 course (3 cr.)

R: Soc R100 Introduction to Sociology or Soc S100 Sociological Analysis of Society	
Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Linguistics	

## 3. Biological Sciences—1 course (3 cr.)

R: Psy B105 Introductory Psychology II or Psy P101 Introductory Psychology I or Psy P103 General Psychology	
Anatomy and Physiology	
Biology	
Botany	
Zoology	
Cross-listed course: Psy B105 or P101 or P103	

## 4. Mathematics and Physical Sciences—1 course (3 cr.)

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 (6 cr.)

## IV. Area of Concentration in Criminal Justice—8 courses

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

- J100 Foundations of Criminal Justice (3 cr.)
- J200 The American Criminal Justice System (3 cr.)
- J301 Criminal Law (3 cr.)

or

- J401 Criminal Law and Procedure (3 cr.) (In-Service Students only)

## V. General Electives—credits required to obtain the minimum of 64 credit hours

(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.)

## BACHELOR OF SCIENCE IN PUBLIC AFFAIRS

The degree awarded in the four-year undergraduate curriculum is the Bachelor of Science in Public Affairs; it is offered in Indianapolis, South Bend, Northwest (Gary), and Bloomington. Through the School, the University expects to establish an important new link between the ideas and people in the university community and public service in the state and nation.

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. The School 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.

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.

The Public Careers Placement Office assists public affairs graduates by gathering up-dated information on career fields and specific jobs and providing a convenient point of referral for all public placement and employment opportunities.

### Degree Requirements

The Bachelor of Science in Public Affairs is designed to provide the student with both a liberal education and a professional orientation. Students must complete a minimum of 120 credit hours in the four course work areas of general education, core, concentration, and electives, and fulfill all of the requirements listed on the following pages.

**Required courses.** The following courses are required of all candidates for the B.S. in Public Affairs. Although the B.S. in Public Affairs has identical requirements on all SPEA campuses, some variations in course numbering and in areas of concentration exist from campus-to-campus. For Indiana University students planning to complete their degree with work on more than one campus, the SPEA course requirements for each campus should be examined to identify local options available. Students should note that not all areas of concentration can be completed on all campuses.

#### Specific Requirements for the Bachelor of Science in Public Affairs

##### I. General Education Requirements (total 16 courses)

	Credits
A. Social Science requirement—each of the following: .....	15
Economics E103/(E201) + Intro to Microeconomics .....	3
Economics E104/(E202) + Intro to Macroeconomics .....	3
Pol Sc Y103 American Politics .....	3
Sociology and/or Psychology (2 courses) .....	6
(student may select either sociology or psychology or one course in each)	
B. Arts and Humanities/Biological and Physical Science* .....	minimum 15
Student has option of selecting 3 courses in arts and humanities and 2 courses in biological or physical science, or vice versa. Courses in these areas should be selected from the following departments:	
<i>Arts and Humanities</i>	
Afro-American Studies	
Comparative Literature	
English (excluding courses counted for general education communications requirements)	
Fine Arts	
Folklore	
History	
History & Philosophy of Science	
Musicology & Music History	
Philosophy	
Religious Studies	

\*This is a comprehensive list of disciplines acceptable for Arts & Humanities and Biological & Physical Sciences. Students should consult specific campus bulletins or academic advisors for departmental offerings.



Speech (excluding courses counted for general education communications requirements)

Theatre and Drama

Languages:

Classical Studies

East Asian Languages and Literatures

French and Italian

Germanic Languages

Near Eastern Languages and Literatures

Slavic Languages and Literatures

Spanish and Portuguese

Uralic & Altaic Studies

*Biological and Physical Sciences*

Anatomy and Physiology

Astronomy

Biology

Chemistry

Geology

Microbiology

Physics

Plant Sciences

Zoology

Cross-listed courses: Anthropology B200, Geography G107, G208, G304, G405, G407, and G477, Psychology P101 or P106, B105\*

	Credits
C. Communications—one course from each of the following: .....	8-9
English-Elementary Composition .....	3
(see campus description of this requirement)	
English-Professional Writing .....	3
(additional writing course, as required by campus)	
Speech—one of: .....	2-3
S121 Public Speaking (2 cr.)	
S122 Interpersonal Communications (2 cr.)	
S228 Argumentation and Debate (3 cr.)	
S229 Discussion and Group Methods (3 cr.)	
D. Quantitative Methods—one course from each of the following: .....	9-10
Mathematics .....	3
M118 Finite Mathematics	
M119 Calculus	
(Math M211 Calculus or M215 Analytic Geometry and Calculus I accepted in lieu of M119)	
Statistics .....	3
SPEA, Math or Psych K300 Statistical Techniques	
Math or Psych K310 Statistical Techniques	
Econ E370 Interpretation of Business and Economic Data	
Other approved statistics course	
Introduction to the Computer .....	3-4
Comp Sc C201 Intro to Computer Science	
Bus K201 Computer in Business	
Other approved computer course	

\* IUPUI course title.

## NOTE:

- (1) "Other approved course" must be approved by the local SPEA administrator.
- (2) Courses which do not carry college credit (e.g., Math M014) may not be used for the general education requirement.
- (3) Double-Counting: no course may be double-counted (counted more than once) as general education course. Courses in the "general education requirements" may not be also counted in the "Public Affairs Core." However, some courses may be counted also in a Public Affairs Concentration *if*, and only to the extent that, the concentration requires more than the minimum of 5 courses. Note particularly that students interested in environmental policy should take specific recommended courses in science.
- (4) Every student must pass W131 Elementary Composition with a grade of C or higher. (Students should note when they register for classes that not all sections of W131 are the same; some have special topics or may be connected with writing assignments for another course.)

## II. Public Affairs Core (10 courses; 7 must be from SPEA, noted by \*)

Each of the following areas must be studied, as indicated.

1. Environment—one of:
  - \*SPEA E200 Environment and Man (Bloomington only) (3 cr.)
  - \*SPEA V262 Environment: Problems and Prospects (3 cr.)
2. Urban Studies—one of:
  - \*SPEA V264 Urban Strategies (3 cr.)
  - \*SPEA U301, U302, or U304 Intro to Urbanism or Seminar in Urban Problems (3 cr.) (Indianapolis only)
  - Other approved urban introduction options
3. Planning—required:
  - \*SPEA V365 Urban and Regional Planning (3 cr.)
  - 4. Administration—two courses, one from each group:
    - a) Business Z300 or Z301 Organizational Behavior (3 cr.)
      - \*CRJU/SPEA J310 Introduction to Administrative Process (3 cr.)
      - Forensic-Stud P310 Introduction to Organizational Theory (3 cr.)
      - Pol Sc Y390 Micropolitics and Organizational Theory (3 cr.)
      - \*SPEA V270 Survey of Administrative Processes (3 cr.)
      - Other approved organization behavior option
    - b) \*SPEA V366 Public Administration (P or concurrent: any course from [a], above) (3 cr.)
5. Public Finance:
  - Economics E360 Public Finance (3 cr.)
6. Financial Management or Personnel Management—one of:
  - \*SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
  - \*SPEA V373 Personnel Management in the Public Sector (3 cr.)
7. Law—one of:
  - \*SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)
  - Bus L201 Legal Environment of Business (3 cr.)
  - Fors P205 Legal Aspects of Criminal Justice System I (3 cr.)
  - \*CRJU/SPEA J301 Criminal Law (3 cr.)
  - Pol Sc Y304 Judicial Process and American Constitutional Law (3 cr.)
8. Policy Processes—required:
  - \*SPEA V472 Policy Processes Seminar (3 cr.)
9. Public Affairs Options—one of:
  - \*SPEA V170 Public and Environmental Affairs (3 cr.)
  - \*SPEA J200 The American Criminal Justice System (3 cr.)

**\*SPEA V260 Topics in Public Affairs (3 cr.)**

Other approved options (may not include courses listed elsewhere in the Public Affairs Core)

**III. Concentration (5 courses minimum, depending on concentration chosen)**

(Reference requirements under campus where coursework is taken)

The concentrations listed below are available on the campus indicated. Although the concentration availability varies by campus, students may pursue any undergraduate concentration for which they can complete required coursework. The list below indicates that all required courses for the concentration are available on the campus named.

Bloomington:	Criminal Justice
	Consumer Affairs
	Environmental Health Management
	Environmental Policy
	Mass Communications
	Policy and Administration
	Urban and Regional Development
	Urban Studies
	Transportation
Gary:	Criminal Justice
	Policy and Administration
	Urban Studies
Indianapolis:	Criminal Justice
	Policy and Administration
	Urban Studies
South Bend:	Criminal Justice
	Policy and Administration
	Environmental Policy

**IV. Other**

(Electives credits—May include up to 15 credit hours for internships. 120 credit hours required for graduation with a 2.0 G.P.A.)

**Sample Schedule B.S. in Public Affairs**

First Year University Division		Second Year (SPEA)	
Math M118 or M119 .....	3	*E200 Environment & Man .....	3
Economics E103 and E104 .....	6	*V264 Urban Strategies .....	3
W131 Elementary Composition .....	3	*Z300 or Y390 Organizational Beh .....	3
Y103 American Politics .....	3	C201 or K201 Computer .....	3-4
Speech S121, S122, S228 or S229 .....	2-3	K300 Statistics .....	3
*SPEA V170 Pub & Env Affairs .....	3	W231 Professional Writing .....	3
Arts/Humanities or Science .....	8-9	Sociology and/or Psychology .....	6
	30	Arts/Humanities or Science .....	5-6
			30

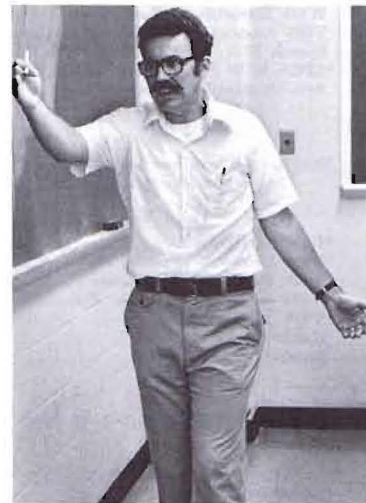
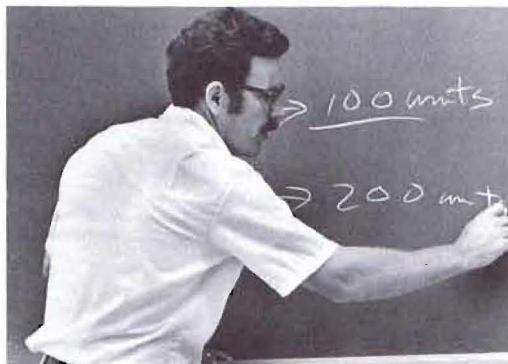
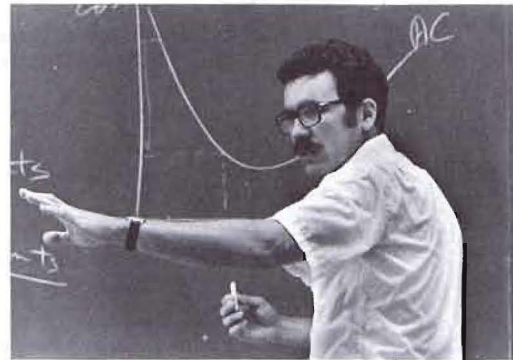
NOTE: All requirements should be completed during the students' first two years except the students' concentration courses and upperclass courses in the core.

Third Year (SPEA)		Fourth Year (SPEA)	
*E360 Public Finance .....	3	*V472 Policy Processes .....	3
*V365 Urban & Regional Planning .....	3	Concentration courses .....	6 or more
*V366 Public Administration .....	3	Electives .....	remainder
*V372 or V373 Finance or Personnel .....	3		
*V376 Legal Process .....	3		
Concentration courses .....	9		
Electives .....	6		
	30		30

NOTE: Concentration courses should be planned carefully and many should be taken in the junior year.

\* Indicates Public Affairs Core—note that some variation in selection is allowed but not always indicated by this chart.

# The Graduate Program



# The Graduate Program

The Graduate Program of the School of Public and Environmental Affairs encompasses both degree programs and doctoral minors. The graduate degrees are the Master of Public Affairs (M.P.A.) and the Master of Science in Environmental Science (M.S.E.S.). In addition, the School participates in a combined Doctor of Jurisprudence-Master of Public Affairs program. The School also provides for three different minor fields for persons in doctoral programs in other parts of Indiana University. The minor fields are Public and Environmental Affairs, Urban Affairs, and Environmental Studies. In addition, the Graduate Program includes the nondegree program, Advanced Studies in Science, Technology, and Public Policy.

## ADMISSION TO THE GRADUATE PROGRAM

**Application.** Applications for admission and financial aid can be obtained from the director of the appropriate degree program (M.P.A., M.S.E.S., or J.D.-M.P.A.) on any Indiana University campus offering the degree, or from:

Office of Graduate Admissions  
School of Public and Environmental Affairs  
Indiana University  
400 East Seventh Street  
Bloomington, Indiana 47401

The forms should be returned to the campus where the student intends to enroll.

It is suggested that applications for *both admission and financial aid* be made on or before the following dates:

- for Summer 1977: February 15, 1977
- for Fall 1977: March 15, 1977
- for Spring 1978: October 16, 1978

Applications received after these dates will receive less favorable consideration for financial support. All applications must be accompanied by one complete transcript of previous college and university work. Indiana University graduates should request the Office of Records and Admissions to send official copies of their transcripts to the director of the appropriate degree programs. The student must request that all colleges and universities attended mail certified copies of transcripts to the director of the degree program selected.

**Application Fee.** A nonrefundable application fee of \$15 is required of all applicants who have not previously attended Indiana University.

**Baccalaureate Certificate.** Certification of a baccalaureate degree is required for entrance. Although the student may not have completed his undergraduate work at the time of his application, a decision will be made on the strength of the student's work at the time of his application. However, a final transcript, showing graduation, must become a part of the student's permanent record before he can be formally enrolled.

**Application References.** The student should request three individuals, preferably professors, who are familiar with his activities and potential to fill out an Application Reference Form. These forms will be provided with the application form.

**Validity.** Following notice of admission, an applicant has one calendar year in which to enroll. Supplementary transcripts of any academic work undertaken during that period are required, and a department may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be cancelled. If the applicant fails to enroll within one year, a complete new application is required.

**Examinations for Admission.** Applicants for admission to the Master of Public Affairs Program are required to take the Aptitude Test of the Graduate Record Examination (GRE). Applicants for the J.D.-M.P.A. Program may submit the Law School Admission Test (LSAT) scores. Applicants for the M.S. in Environmental Science are required to take the Aptitude Test of the Graduate Record Examination (GRE). Information concerning the GRE and the LSAT is available from the Educational Testing Service, 20 Nassau Street, Princeton, New Jersey 08540.

**Admission Committees.** Each application, with accompanying transcripts and other documents, is considered carefully by the admission committee for the appropriate degree. Personal interviews are encouraged where possible. While the applicant's undergraduate scholastic performance is the most significant index of ability to do graduate work, the test scores, recommendations, and the student's statement can weigh heavily in the final decision of the admission committee. The aim is to select those applicants who can successfully complete graduate study and be effective in public affairs.

**Special Students.** Nondegree candidates may attend classes offered by the School of Public and Environmental Affairs.

Admission by the Graduate School, to special student status permits the student to enroll for credit in any courses offered by the school for which he is qualified provided that he is given permission by the instructor of each course and by the director of the degree program. Special student status does not, however, admit a student to any program in the School leading to an academic degree, nor does admission to special student status imply that degree status may be granted at a later date. Credits earned in special student status may be transferred to degree programs in the School only after explicit admission to degree programs and provided that those credits are consistent with the requirements established for the programs for which the student has applied.

Students admitted to special student status may apply for admission to degree programs. In all cases, however, the student must satisfy whatever requirements have been established for the degree program over and beyond those required for special student status. Because enrollment as a special student is for various purposes and for various lengths of time, no special certification is issued. Credits earned as a special student are certified through the regular transcript of credits issued by the School.

**Grade Average, Provisional, and Probationary Status.** Students may be admitted on a provisional basis for particular reasons, such as deficiencies in certain areas. The provisional status will be removed upon fulfillment of the stipulated conditions. A cumulative grade point average of 3.0 (A=4.0) or higher for all work taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation. Students whose cumulative grade point average falls below 3.00 will be placed on probation. To be removed from probation, students either placed on probation or admitted on a provisional basis are required to attain an average of at least 3.0 for all graduate work completed by the end of the next semester of full-time enrollment or its equivalent (12 credit hours). Failure to do so will be cause for dismissal.

## ACADEMIC STANDING

The official grading system of the School of Public and Environmental Affairs is as follows:

- A (4.0)—Highest Passing Grade
- A— (3.7)
- B+ (3.3)
- B (3.0)
- B— (2.7)
- C+ (2.3)
- C (2.0)—Lowest Passing Grade
- C— (1.7)

D+ (1.3)  
D (1.0)  
D— (0.7)  
F (0.0)—Failed  
I—Incomplete  
W—Withdrawn  
R—Deferred  
NR—No Report

An overall grade index of 3.00 (4.0=A) or higher in all work taken for graduate credit must be earned as prerequisite to continuation in good standing and for the purpose of completing graduation requirements. Only courses with grades of C or above may be counted toward degree requirements, although grades of D and lower are used in computing the overall grade index. If a grade of F is received, then that course must be repeated.

**Withdrawals and Deadlines:** Possibilities related to student withdrawal from a specific course are divided into three separate periods. The first period of the semester allows for "automatic withdrawal," which means that a grade of W is given automatically on the date of withdrawal to the student who submits a proper request. During the second period of the semester, withdrawal from a course requires permission of the instructor and signature of the appropriate SPEA administrator (dean or director). To qualify for the graduate of W at this time, a student must be passing the course on the date of withdrawal. Failure to complete a course with an authorized withdrawal will result in a grade of F. In the last period of the semester, a student may not withdraw, except by special written permission by the appropriate SPEA administrator.

Deadlines for each of these three periods of a semester vary somewhat on various campuses and the student should take care to check with the local SPEA administrator to verify deadlines. Local deadlines are strictly enforced.

**Incomplete.** All incomplete (I) grades should be completed within the time specified by the instructor of the course or within a maximum of one year.

**Residency Policy.** It is strongly advised that students complete the last 18 credit hours on the campus where they expect to receive the degree.

### Petitioning Procedure

A student may find it necessary to petition the Master of Public Affairs Graduate Committee or the Environmental Studies Executive Committee (for M.S.E.S. students) relative to such matters as dismissal, requirements, transfers, class load, etc. Such requests must be presented in writing to the appropriate graduate committee.

## FINANCIAL ASSISTANCE

**Graduate Assistantships.** The School of Public and Environmental Affairs awards a limited number of School graduate assistantships that generally consist of a cash stipend and either half or full remission of all fees, up to 12 credit hours per semester, with the exception of a \$5.90 per credit hour assessment for University-allocated fees each semester. Hours in excess of the first 12 hours must be paid for at the regular tuition rate by the student.

Graduate assistantships carry a service obligation to the School of Public and Environmental Affairs, such as working with faculty members in teaching, on research projects, administrative duties, counseling, and other official activities. Work assignments for assistantships will be made during counseling. All necessary forms will also be completed at this time.

**School of Public and Environmental Affairs Fellowships.** The School of Public and Environmental Affairs awards a limited number of School fellowships to academically deserving students. They consist of a cash stipend and entitlement to pay fees up to

12 credit hours per semester at the in-state rate of \$36 per credit hour. Any hours in addition to the first 12 per semester are charged according to the student's residency status as determined by the Registrar's Office. School fellowships do not carry a service obligation. All necessary forms will be completed during the counseling appointment.

**Educational Loans.** Indiana University has several loan programs administered through the Office of Scholarships and Financial Aids. These loans are offered on a University-wide basis rather than through the School of Public and Environmental Affairs. Students who need financial assistance not provided by the SPEA awards are eligible to apply for either short- or long-term loans which carry a low rate of interest.

The University loan program is administered by the Office of Scholarships and Financial Aids, which also makes disbursements under the National Defense Student Loan Program. Inquiries concerning these sources should be made directly to the Office of Scholarships and Financial Aids on the campus at which the student intends to enroll.

## MASTER OF PUBLIC AFFAIRS

The Master of Public Affairs Program is an integrated course of study which provides knowledge and experience that can be used by the professional in various roles within a changing public sector. It is also an interdisciplinary professional program drawing on diverse faculty talents and resources.

Candidates are admitted to this program from a variety of educational backgrounds, including the social sciences, the humanities, the physical and biological sciences. Some are already experienced in public affairs (see the Mid-Career Option) while others have had no such training or experience. The goal of the program is to equip the individual with the necessary skills and knowledge to enter local, state, or federal governmental or quasi-governmental service and to broaden comprehension of the economic, political, and social context in which the public servant works. The contemporary public servant operates in a complex and diversified setting and must accomplish a variety of tasks. The curriculum of this program encompasses preparation in a broad range of skills relevant to the operation of public agencies.

The Master of Public Affairs Program is structured to familiarize the student with the multi-faceted nature of public problems, so that he may apply a variety of approaches to problems during his public career. The curriculum is, therefore, interdisciplinary—based on the academic disciplines, but not limited to any one; it is also problem-oriented, bringing the disciplines to bear on critical social, economic, and administrative conditions.

Although the environment of the public service is diverse and changing, effectiveness in that environment requires the development of special skills based on a deep knowledge of a chosen field of concentration. The fields of concentration span the variety of professional specialties found in public service. Thus, the program provides both expertise in a specific area and a general working knowledge of public affairs.

Candidates for the Master of Public Affairs without previous career-related job experience are strongly encouraged to consider an internship as part of their graduate curriculum. The School's Center for Public Affairs Service-Learning organizes off-campus professional learning experiences for credit. Up to six hours of credit may be taken in internships or field experience. Normally, not more than three hours of credit for V585, Practicum in Public Affairs, can be applied to the field of concentration. The activities of the Center for Public Affairs Service-Learning are described at the back of this bulletin.

## Admission Policies and Procedures

Admission to the Master of Public Affairs Program is limited to students of demonstrated aptitude and scholarship. The Program is interdisciplinary in nature, and thus no particular undergraduate major is specifically required. Undergraduate grades, more than study in a particular discipline on the undergraduate level, often predict success



or failure in graduate study. Normally, an accumulative grade point index of 3.0 (4.0=A) is the minimum level of undergraduate academic performance necessary for regular admission.

### Degree Requirements

**Length of Program and Course Load.** A minimum of 48 credit hours must be completed in order to qualify for the degree, except for those students whose previous public affairs experience makes them eligible for the Mid-Career Option. Those admitted to the Master of Public Affairs Program may enroll either full-time or part-time. The full-time student customarily takes 12 hours of credit per semester. Students may petition the Director of the Program to waive requirements on the basis of previous course work which substantially duplicates the requirements of the program.

The Master of Public Affairs Program contains two main components: The M.P.A. core curriculum of 25 credit hours and, except for the environmental policy concentration, a field of concentration of 18 credit hours. The remaining 5 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.

**Transfer of Credit.** Up to 9 credit hours of appropriate graduate course work can be transferred from schools other than Indiana University and applied toward the Master of Public Affairs degree when approved by the program director. Credit transfers reduce the hours of Indiana University credits which must be earned. Requirement waivers, on the other hand, do not reduce credit hours to be earned but do increase the elective choices available in a student's program.

**Graduation Requirements.** It is the responsibility of the student to be certain that his graduation or other academic requirements are met. The M.P.A. Office will keep a record of the student's progress and will aid in program planning.

**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 a program 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 the public service 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 areas. The Mid-Career Option enables the student to update his or her 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. This work experience may be of a managerial nature or may be in program or policy development (which may or may not include experience in management, e.g., as a planner). The work experience need not necessarily be with a governmental agency. Many private and quasi-public organizations have significant governmental contacts. Furthermore, much management-level experience in the private sector is applicable to the public sector.

Students wishing to take full 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 M.P.A. Committee. Students granted the Mid-Career Option for more than six credits 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.

**Core Courses: 25 credit hours**

The M.P.A. 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 (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 the student a focused educational experience in a substantive area of the student's interest, with a view to working in this area upon graduation. The student chooses a concentration in consultation with the director of the M.P.A. Program, and the course of study in the concentration area is determined in conjunction with a concentration adviser. Courses offered both within the School of Public and Environmental Affairs and in other departments of the University are utilized. All concentrations except Environmental Policy require 18 credit hours of course work. Up to 3 credit hours of the policy concentration may be taken in V585, Practicum in Public Affairs, if the field experience is relevant to the policy concentration and approved in advance by the concentration adviser and the chairman of the Graduate Program. Concentration requirements may be waived on the same basis as core requirements.

Concentrations presently developed on the Bloomington campus include the following:

- Comparative and International Affairs
- Environmental Policy
- Health Systems Administration
- Management of Public Affairs
- Planning
- Policy Analysis
- Public Financial Administration
- Public Safety Policy
- Public Sector Labor Relations
- Urban Affairs

Concentrations presently developed on the IUPUI campus include the following:

- Criminal Justice
- Management of Public Affairs
- Personnel Management
- Public Financial Administration
- Planning
- Urban Affairs

Concentrations presently developed on the Northwest campus include the following:

- Management of Public Affairs
- Public Financial Administration
- Public Safety Policy
- Urban Affairs

Concentrations presently developed on the South Bend campus include the following:

- Criminal Justice
- Management of Public Affairs
- Public Policy and Administration

The concentrations presently developed on the Fort Wayne campus are Management of Public Affairs and Criminal Justice.

Students wishing to do professional staff work with legislative bodies rather than executive branch agencies will want to specialize in legislative administration in addition to taking a regular concentration listed above and described below. The legislative administration specialization is available on the Indianapolis and Bloomington campuses. Students electing this specialization take the following two courses in addition to their other required coursework.

SPEA V571 State Policy Processes (3 cr.)

SPEA V685 Seminar in State and Local Legislatures (6 cr.)

Specially designed concentrations can be used to meet the needs of those whose interests will not be met by the pre-designed concentrations. Concentrations can also be arranged with schools other than SPEA in such fields as historic preservation (Graduate School), journalism (School of Journalism), and information sciences (Graduate Library School). The student may change his policy concentration by notifying the M.P.A. Office of the intention to do so and by securing a new concentration adviser. Students wishing more information about a particular concentration should obtain *full concentration descriptions* from the M.P.A. Office or from the campus where the student will enroll. Students should note that the specific requirements of each concentration may vary from campus to campus. Except for the environmental policy concentration, students should take five hours of program electives chosen either to add breadth, deepen a concentration field or enhance skills in foreign languages, quantitative tools or administrative techniques.

## Academic Programs by Campus



# School of Public and Environmental Affairs

## INDIANA UNIVERSITY—BLOOMINGTON

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The School of Public and Environmental Affairs at Bloomington offers a wide range of academic programs under the associate, bachelor, and master degree levels.

The Associate of Science in Public Affairs requires 60 hours of study. The major program emphasis is on upgrading the skills and general educational level of individuals now employed in various public service occupations. Areas of concentration include: Public Administration, Urban Affairs, and Environmental Policy. Courses meeting the Associate Degree requirements are those which are generally included in, or acceptable for, the bachelor degree.

The Bachelor of Science degree program has a curriculum built around courses in composition, speech, psychology, sociology, mathematics, statistics, the biological or physical sciences and the arts and humanities. Core and concentration courses offer classroom work in public affairs, environmental systems, urban systems, urban and regional planning, policy analysis, public administration, public financial management and several specialized public affairs fields. Students are encouraged to supplement classroom studies with an internship which provides practical experience in the public sector.

Interdisciplinary programs in Environmental Studies and Urban Studies, plus an Environmental Studies Major for non-SPEA students, are offered on the Bloomington campus. The intent of these programs is to supplement course work in a given discipline with specialized or general knowledge of urban affairs and environmental problems. Faculty in these programs are drawn from a variety of disciplines and schools.

The Graduate Program encompasses both degree programs and doctoral minors. The Bloomington campus offers the Master of Public Affairs (M.P.A.), the Master of Science in Environmental Science (M.S.E.S.), and the combined Doctor of Jurisprudence-Master of Public Affairs programs. The doctoral minor fields are Public and Environmental Affairs, Urban Affairs, and Environmental Studies.

The Master of Public Affairs program has developed concentrations which provide the student a wide selection of specialized fields. Concentrations currently offered on the Bloomington campus include: Comparative and International Affairs, Environmental Policy, Health Systems Administration, Management of Public Affairs, Policy Analysis, Planning, Public Financial Administration, Public Safety Policy, Public Sector Labor Relations, and Urban Affairs.

Students wishing information concerning the programs offered at Bloomington should contact:

Dr. Charles R. Wise  
Director, Undergraduate Program  
School of Public and Environmental Affairs  
The Poplars, Room 327  
400 E. 7th St.  
Bloomington, IN 47401  
Phone: (812) 337-3475

Dr. Jack W. Hopkins  
Director, Master of Public Affairs Program  
School of Public and Environmental Affairs  
The Poplars, Room 327  
400 E. 7th St.  
Bloomington, IN 47401  
Phone: (812) 337-3107

Dr. J. C. Randolph  
 Director, Environmental Programs  
 School of Public and Environmental Affairs  
 The Poplars Room 438  
 400 E. 7th St.  
 Bloomington, IN 47401  
 Phone: (812) 337-9485

## ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

### Specific Degree Requirements

- I. General Education Distribution (9 courses required)
  - A. Social Science—3 courses
    1. Econ E103 Intro to Microeconomics (3 cr.) *or*  
Econ E104 Intro to Macroeconomics (3 cr.)
    2. Pol Sc Y103 Intro to American Politics (3 cr.)
    3. One course from:  
Sociology or psychology (3 cr.)
  - B. Quantitative Methods—2 courses
    1. One computer course
    2. One mathematics courses (excluding mathematics for teachers)\*
  - C. Communication—3 courses
    1. Eng W131 Elementary Composition (3 cr.)
    2. Eng W231 Professional Writing Skills (3 cr.)
    3. Speech—one course
  - D. Arts and Humanities—one course
- II. SPEA CORE (4 courses required)
  - A. SPEA V170 Public and Environmental Affairs (3 cr.)
  - B. SPEA E200 Environment and Man (3 cr.)
  - C. SPEA V264 Urban Strategies (3 cr.)
  - D. SPEA V270 Survey of Administrative Techniques (3 cr.)†
- III. Area of Concentration in Public Affairs—12-18 credits
  - A. Public Administration (12 cr.)
  - B. Criminal Justice (18 cr.)
  - C. Environment (18 cr.)
  - D. Special Concentration (minimum 12 cr.)  
 May be developed by student and faculty adviser to meet special curriculum/career needs; must be approved by campus SPEA administrator.
- IV. Selected Electives—credits required to attain a minimum of 60 credit hours with a 2.0 GPA.

### Public Administration Concentration Requirements

Required: four courses selected from below

- SPEA V446 Accounting for the Public Sector (3 cr.)  
 (A201-A202 [3-3 cr.] may be substituted with approval of director)
- SPEA V316 Environmental Health Management Orientation (2 cr.)
- SPEA V366 Public Administration (3 cr.)
- SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
- SPEA V373 Personnel Management in the Public Sector (3 cr.)
- SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)

\* Students are urged to fulfill this requirement by taking Mathematics M118 or M119 (one of which is required for the SPEA B.S. degree in Public Affairs). Indiana University courses below the 100 level (e.g. M014) do not carry college credit and may not be applied toward the SPEA A.S. degree.

† Student should consult with faculty adviser about the possibility of substituting SPEA V366 Public Administration.

### Criminal Justice Concentration Requirements

The Criminal Justice Concentration requires six (6) courses

1. Forensic Studies P100 Introduction to Forensic Studies (3 cr.)
2. Forensic Studies P201 Social Control Systems I (3 cr.)
3. *One of:*
  - Forensic Studies P370 Legal Aspects of Criminal Justice System I (3 cr.)
  - Forensic Studies P371 Legal Aspects of Criminal Justice System II (3 cr.)
  - \*SPEA-Criminal Justice J401 Criminal Law and Procedure (3 cr.)  
(In-service students and safety division cadets only)
4. *One of:*
  - Sociology S320 Deviance and Control (any section) (3 cr.)
  - Sociology S335 Intergroup Relations (3 cr.)
5. *Two* Forensic Studies courses at the 200-300 level directed toward student's area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

*Note:*

1. SPEA-CRJU J401 Criminal Law and Procedure is only available on the Bloomington campus through the Indiana University Police Academy to fourth (senior) year students in the Indiana University Cadet Program.
2. In-service students may receive credit for this course through attendance at the Indiana Law Enforcement Academy in Plainfield. This course is taught at the Academy through SPEA-IUPUI.

### Environmental Concentration Requirements

The Associate of Science degree is a 60 credit, two-year degree program available *only* to students in the School of Public and Environmental Affairs. The two-year degree, when properly planned, allows a student both to make normal progress towards a four-year degree (Bachelor of Public Affairs) and select electives particularly suited to his or her own goals. The requirements of the Environmental Concentration for the A.S. degree provide an introduction to environmental problems and the options for their resolution.

The concentration requirements are:

1. A course in chemistry or physics.
2. Geography G107 Physical Geography (3 cr.) *or* Geology G103 Earth Science: Materials and Processes (3 cr.) *or* Geology G111 Elements of Geology I (3 cr.)
3. Economics E103 Introduction to Microeconomics *or* E104 Introduction to Macroeconomics (whichever is not taken for the social science requirement) (3 cr.)
4. Two of the following:
  - Geography G213 Introduction to Economic Geography (3 cr.)
  - Geography G304 Climatology (3 cr.)
  - Geology G300 Environmental and Urban Geology (3 cr.)
  - Geology G316 Mineral Resources (3 cr.)
  - Biology L350 Environmental Biology (3 cr.)
  - Political Science Y313 Environmental Policy (3 cr.)
5. SPEA V365 Urban and Regional Planning (3 cr.)
6. The mathematics requirement should be met with a course in calculus.
7. A course in statistics.\* (Calculus and statistics will fulfill the prerequisites for V365.)

### BACHELOR OF SCIENCE IN PUBLIC AFFAIRS

*English Composition.* Every student must demonstrate his or her ability to use correct, clear, effective English. This requirement is represented through the requirement

\*Options for statistics include Economics E370, Mathematics/Psychology/SPEA K300 or K310, Political Science Y205, or Sociology S250 and S251.

to complete W131 or its equivalent. *Any one* of the ways listed below may be used to complete this requirement. In addition, all SPEA students are required to complete the special course in professional writing skills, which is numbered W231.

1. By being exempted with or without credit. A score of 600 or better on the SAT verbal test will be sufficient for exemption. For exemption with credit, students must take both the SAT verbal test and the English Composition Achievement Test and receive 600 or better on both.  
Students exempted from composition without credit who completed L202, L203, L204, L205, L206 or L220 with a grade of A or B will be eligible to apply for 2 hours of composition credit (W198). The 2 hours will be granted in addition to the 3 hours of regular course credit. If the grade is A the grade for W198 will be A. If a B is earned, students will receive an S for W198. It is the student's responsibility to request that the Department of English forward this information to the Recorder of Arts and Sciences, Kirkwood Hall.
2. By completing English W131, Elementary Composition (3 credits), with a grade of C or better.
3. By completing English L141-L142, Introduction to Writing and the Study of Literature (4-4 credits), with a grade of C or better in each course. This option will satisfy both the English composition requirement and 8 hours of the arts and humanities requirement.
4. By completing two semesters of English W143, Introduction to the Interdisciplinary Study of Expository Writing (1-1 credit), with a grade of C or better. W143 is available in course sections of several departments which combine instruction in composition with an introduction to a specific discipline.
5. By completing either English L141 or L142 and one semester of English W143, with a grade of C or better.

#### Degree Requirements

- I. General education requirements (total 16 courses):
  - (1) Social science requirements—each of the following (5 courses):
    - Economics E103-E104 Intro to Economics (3-3 cr.)\*
    - or other approved economics sequence
    - Pol Sc Y103 Intro to American Politics (3 cr.)
    - Sociology and/or Psychology—2 courses (Students may select either sociology or psychology or one course in each.)
  - (2) Arts and Humanities; Biological and Physical Science—(5 courses):
    - The student has the option of selecting 3 courses in arts and humanities and 2 courses in biological and physical sciences, or vice versa.
    - Arts and Humanities*
    - Afro-American Studies
    - Comparative Literature
    - English (excluding courses counted for general education communications requirements)
    - Fine Arts
    - Folklore
    - History
    - History and Philosophy of Science
    - Musicology and Music History
    - Philosophy
    - Religious Studies
    - Speech (excluding courses counted for general education communications requirements)
    - Theatre and Drama

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\* Economics E300 or E301 (5 cr.) are acceptable as substitutes for both E103 and E104.



## Languages:

Classical Studies  
 East Asian Languages and Literatures  
 French and Italian  
 Germanic Languages  
 Near Eastern Languages and Literatures  
 Slavic Languages and Literatures  
 Spanish and Portuguese  
 Uralic and Altaic Studies

*Biological and Physical Sciences*

Anatomy and Physiology  
 Astronomy  
 Biology  
 Chemistry  
 Geology  
 Microbiology  
 Physics  
 Plant Sciences  
 Zoology

Cross-listed courses: Anthropology B200, Geography G107, G208, G304, G405, G407, and G477, Psychology P101 or P106

## (3) Communications—3 courses:

- a) Eng W131 Elementary Composition (3 cr.)
- b) Eng W231 Professional Writing Skills (3 cr.)
- c) Speech—one course from:
  - S121 Public Speaking (2 cr.)
  - S122 Interpersonal Communications (2 cr.)
  - S227 Argumentation and Debate (3 cr.)
  - S228 Discussion and Group Methods (3 cr.)

## (4) Quantitative methods—one course from each area (3 courses):

- a) Mathematics—one course from:
  - M118 Finite Mathematics (3 cr.)
  - M119 Calculus (3 cr.)
  - (Math M211 Calculus or M215 Analytic Geometry and Calculus I accepted in lieu of M119)
- b) Statistics—one course from:
  - SPEA, Math or Psy K300 Statistical Techniques (3 cr.)
  - Math or Psy K310 Statistical Techniques (3 cr.)
  - Econ E370 Interpretation of Business and Economic Data (3 cr.)
  - Other approved statistics course
- c) Introduction to the Computer—one course from:
  - Com Sc C201 Introduction to Computer Science (4 cr.)
  - Bus K201 Computer in Business (3 cr.)
  - Other approved computer course

## NOTE:

- (1) "Other approved course" must be approved by the local SPEA administrator.
- (2) Courses which do not carry college credit (e.g., Math M014) may not be used for the general education requirement.
- (3) Double-Counting: no course may be double-counted (counted more than once) as general education course. Courses in the "general education requirements" may not be also counted in the "Public Affairs Core." However, some courses may be counted also in a Public Affairs Concentration *if*, and only to the extent that, the concentration required more than the minimum of 5 courses. Note particularly that students interested in environmental policy should take specific recommended courses in science.

- (4) Every student must pass W131 Elementary Composition with a grade of C or higher. (SPEA will accept any combination of composition courses meeting University requirements, i.e. L141-L142.)
- II. Public Affairs Core (10 courses; 7 must be from SPEA, noted by \*)  
Each of the following areas must be studied, as indicated.
1. Environment—required:  
\*SPEA E200 Environment and Man (3 cr.)
  2. Urban Studies—one of:  
\*SPEA V264 Urban Strategies (3 cr.)  
Geog G314 Urban Geography (3 cr.)  
Pol Sc Y308 Urban Politics (3 cr.)  
Bus G330 Urban Economics (3 cr.)  
Soc S309 The Community (3 cr.)  
Hist A347 American Urban History (3 cr.)  
Anth E380 Urban Anthropology (3 cr.)
  3. Planning—required:  
\*SPEA V365 Urban and Regional Planning (3 cr.)
  4. Administration—two courses, one from each group:
    - a) Bus Z300 or (Z301) Org. Behavior and Leadership (3 cr.)  
PolS Y390 Micropolitics and Org. Behavior (3 cr.)  
ForS P310 Intro. to Org. Theory (3 cr.)  
PolS Y302 Public Bureaucracy in Modern Society (3 cr.)
    - b) \*SPEA V366 Public Administration (P or concurrent: Z300 or equivalent) (3 cr.)
  5. Public Finance  
Economics E360 Public Finance (3 cr.)
  6. Financial Management or Personnel Management—one of:  
\*SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)  
\*SPEA V373 Personnel Management in the Public Sector (3 cr.)
  7. Law—one of:  
\*SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)  
Bus L201 Legal Environment of Business (3 cr.)  
ForS P205 Legal Aspects of Criminal Justice System I (3 cr.)  
Pol Sc Y304 Judicial Process and American Constitutional Law (3 cr.)
  8. Policy Processes—required:  
\*SPEA V472 Policy Processes Seminar (3 cr.)
  9. †Public Affairs Options—one of:  
\*SPEA V170 Public and Environmental Affairs (3 cr.)  
\*SPEA V260 Topics in Public Affairs (3 cr.)  
Other approved options (may not include courses listed elsewhere in the Public Affairs Core)
- III. Concentrations—5 courses minimum, depending on concentration chosen.
- Criminal Justice  
Policy and Administration  
Environmental Policy  
Urban Studies

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\* A Public affairs option is intended to broaden the student's contact with topics related to contemporary public affairs. Most students will enroll in V170 Public and Environmental Affairs in their freshman year. However, this introductory course is not intended for students who are taking, or have taken, coursework required in the latter part of the curriculum. For those who are taking, or have taken, the urban or environment courses other options are available. A supplementary list of eligible courses for the public affairs option is available through the SPEA counselor and SPEA recorder before each registration.

Consumer Affairs  
 Environmental Health Management  
 Mass Communications  
 Urban and Regional Development  
 Transportation

- IV. Other (May include up to 15 credit hours for internships. Minimum of 120 credit hours required for graduation with a 2.0 GPA.)

#### Areas of Concentration in Public Affairs

Each SPEA student is encouraged to select a concentration of special interest in public affairs. These concentration areas include a minimum of five courses, or 15 credit hours. One concentration is required. A "double concentration" may be fulfilled by a student completing all of the requirements of two concentrations.

Note on "double counting" in the concentration: Courses taken for the concentration requirements may be counted for other SPEA requirements (that is, double counted) *only if*—and to the extent that—more than 5 courses are required in the concentration. For a double concentration, the student must complete at least 5 independent courses in each concentration (that is, courses not counted elsewhere).

Students are urged to explore several areas of public affairs early in their curriculum if they are undecided about an area of concentration. The selection of an area of concentration must be made no later than the beginning of the student's junior year. The student is responsible for checking the concentration requirements and scheduled offerings when a concentration is selected. Several specialized courses are offered only one time each year.

The following concentration areas are available on the Bloomington campus. The five concentration areas on the right are available only in Bloomington. Although some of the courses required may be available on other campuses, the curriculum is fully available only in Bloomington and students should not seek to fulfill these concentrations without spending some time on the Bloomington campus.

Policy and Administration	Urban and Regional Development
Criminal Justice	Consumer Affairs
Urban Studies	Mass Communications
Environmental Policy	Environmental Health Management
	Transportation

#### Policy and Administration Concentration Requirements

Required:

1. Financial Management and Personnel Management—both courses  
 SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)  
 SPEA V373 Personnel Management in the Public Sector (3 cr.)  
 (One of these courses may also be counted as a core requirement.)
2. \*Other policy and administration courses—4 selected from:  
 SPEA V376 Legal Process and Contemporary Issues in America I (3 cr.)  
 \*SPEA V377 Legal Process and Contemporary Issues in America II (3 cr.)  
 SPEA V421 Dynamics of Urbanization (4 cr.)  
 SPEA V432 Labor Relations in the Public Sector (3 cr.)  
 SPEA V442 Seminar in Fiscal Management (3 cr.)  
 SPEA V444 Public Administrative Organization (3 cr.)  
 SPEA V445 Policy in State Government (3 cr.)  
 SPEA V446 Accounting in the Public Sector (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs—approved topics only (3 cr.)  
 SPEA V490 Directed Research in Public and Environmental Affairs—approved topics only (1-3 cr.)

\* Any of these courses may be counted in the Policy and Administration concentration only if they are not counted in the SPEA core courses.

Some alternate courses may be selected in fields such as personnel, management, industrial psychology, labor relations, organization theory, operations research, and policy analysis and evaluation. These alternate choices must be approved for a student's curriculum by the appropriate SPEA campus administrator.

### **Criminal Justice Concentration Requirements**

The Criminal Justice Concentration requires *eight* (8) courses

1. Forensic Studies P100 Introduction to Forensic Studies (3 cr.)
2. Forensic Studies P201 Social Control Systems I (3 cr.)
3. *One* of:
  - Forensic Studies P370 Legal Aspects of Criminal Justice System I (3 cr.)
  - Forensic Studies P371 Legal Aspects of Criminal Justice System II (3 cr.)
  - \*SPEA Criminal Justice J401 Criminal Law and Procedure (3 cr.)  
(In-service students and I.U. Safety cadets only)
4. Forensic Studies P400 Forensic Studies Proseminar (1 cr.)
5. Psychology P324 Abnormal Psychology (3 cr.)
6. Sociology S420 Topics in Deviance—Criminology (3 cr.)
7. *Two*: Forensic Studies courses 300-400 level directed toward the student's area of interest. (Choice of courses under this option requires approval of the appropriate local SPEA administrator.)

#### *Note:*

1. SPEA-CRJU J401 Criminal Law and Procedure is only available on the Bloomington campus through the Indiana University Police Academy to fourth (senior) year students in the Indiana University Cadet Program.
2. In-service students may receive credit for this course through attendance at the Indiana Law Enforcement Academy in Plainfield. This course is taught at the academy through SPEA-IUPUI.

### **Urban Studies Concentration Requirements**

Note: The requirements of the Urban Studies concentration of SPEA are the same as those for the Urban Studies certificate for Non-SPEA majors. SPEA majors may apply for the certificate at their option.

#### **Core requirements**

- \*SPEA V264 Urban Strategies (3 cr.)
- \*Bus K300 Statistical Techniques (3 cr.)
- \*SPEA V365 Urban and Regional Planning (3 cr.)
- SPEA V421 Dynamics of Urbanization (3 cr.)

Specialization—four courses

The student should take one of the following sequences, plus any other two courses.

- Geography G314 Urban Geography (3 cr.)
- Geography G415 Advanced Urban Geography (3 cr.)
- Business T315 Urban Transportation and Public Policy (3 cr.)
- Geography G412 Urban Transport Analysis (3 cr.)
- Business G330 Principles of Urban Economics (3 cr.)
- Business G430 Economic Analysis of Urban Problems and Policies (3 cr.)
- Geography G417 Land Use Analysis (3 cr.)
- Geology G300 Environmental and Urban Geology (3 cr.)
- Political Science Y308 Urban Politics (3 cr.)
- Political Science Y394 Public Policy Analysis (3 cr.)

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\* May be taken by SPEA students to fulfill other requirements.

- Sociology S309 The Community (3 cr.)  
 Sociology S410 Topics in Social Organization. Topic: Human Ecology (3 cr.)  
 Business R300 Principles of Real Estate (3 cr.)  
 Business L408 Law of Real Estate and Land Use Control (3 cr.)

Additional Electives (may not be counted toward two-course sequence)

- Anthropology E380 Urban Anthropology (3 cr.)  
 History A347 Cities and Urbanization in American History (3 cr.)

### Environmental Policy Concentration Requirements

An Environmental Policy Concentration is available *only* to students in SPEA. The program includes a multi-disciplinary study of the nature, origin, and options for solutions for environmental problems with emphasis on their implications for public policy.

The appropriateness of the environmental studies policy concentration as preparation for graduate and professional schools or for possible employment depends strongly on the particular courses chosen for fulfilling the requirements and electives. Students are urged to consult with an adviser for aid in formulating educational and career goals.

The requirements are:

1. \*A course in chemistry or physics (3 cr.)
2. \*Geography G107 Physical Systems of the Environmental (3 cr.) *or*  
     \*Geology G103 Earth Science: Materials and Processes (3 cr.) *or*  
     \*Geology G111 Elements of Geology I (3 cr.)
3. \*A course in environmental biology (recommended Biology L350 Environmental Biology, 3 cr.). (Students desiring to emphasize Field Biology or Water Resources Science should fulfill this requirement with L473, or 420, or Z468.)
4. Environmental Studies Seminar E400 (approved sections) (2-3 cr.)
5. Political Science Y313 Environmental Policy (3 cr.) (Recommended prerequisite: Environmental Studies E200 Environment and Man (3 cr.))†
6. The SPEA mathematics requirement must be met with a course in calculus.
- ‡7-9. Three of the following courses (*in addition* to those used for requirements 1-6). It is strongly suggested that the student take all 3 from *one* of the emphasis groups listed. Additional sections of E400 may sometimes be appropriate.

#### *Field Biology*

- \*Biol B364 Summer Flowering Plants (5 cr.)  
 \*Biol Z373 Entomology (3 cr.)  
 \*Biol Z383 Entomology Laboratory (2 cr.)  
 \*Biol B406 Vertebrate Zoology (5 cr.)  
 \*Biol S309 Ecological Biology (5 cr.)  
 \*Biol M420 Environmental Microbiology (3 cr.)  
 \*Biol Z468 Limnology (4 cr.)  
 \*Biol L473 Ecology (3 cr.)  
 \*Biol L474 Ecology Laboratory (3 cr.)

#### *Earth Sciences*

- \*Chem an introductory course  
 \*Geog G304 Climatology and Meteorology (3 cr.)  
 \*Geog G335 Photogrammetry and Remote Sensing (3 cr.)  
 \*Geog G404 Elements of Soil Science (3 cr.)

\* Students desiring to complete the concentration with the minimum number of courses should fulfill SPEA science distribution requirements using 3 of the courses marked with \* (or their science prerequisites).

† Students at IU-SB should substitute V316 Environmental Health Management Orientation (3 cr.) for Y313.

‡ Note that most of these courses have required or recommended prerequisites (see the course descriptions under the appropriate department).

- \*Geog G405 Hydroclimatology (3 cr.)
- \*Geog G407 Advanced Physical Geography (3 cr.)
- \*Geog G435 Cartography and Remote Sensing (3 cr.)
- \*Geog G477 Advanced Climatology and Meteorology (3 cr.)
- \*Geol G300 Environmental and Urban Geology (3 cr.)
- \*Geol G316 Mineral Resources (3 cr.)
- \*Geol G406 Introduction to Geochemistry (3 cr.)
- \*Geol G415 Principles of Geomorphology (3 cr.)
- \*Phys E250 The Environment and Physics (3 cr.)

#### *Water Resources Science*

- \*Biol M420 Environmental Microbiology (3 cr.)
- \*Biol Z468 Limnology (4 cr.)
- \*Chem an introductory course
- \*Geog G304 Climatology and Meteorology (3 cr.)
- \*Geog G404 Elements of Soil Science (3 cr.)
- \*Geog G405 Hydroclimatology (3 cr.)
- \*Geog G407 Advanced Physical Geography (3 cr.)
- \*Geog G477 Advanced Climatology and Meteorology (3 cr.)
- \*Geol G415 Principles of Geomorphology (3 cr.)
- \*Geol G451 Principles of Hydrogeology (3 cr.)

#### *Environmental Social Analysis*

- Anth A400 Seminar Topic: Ecology (3 cr.)
- Bus L409 Law and the Environment (3 cr.)
- Econ E419 Location and Regional Economics (3 cr.)
- Econ E485 Economics and Social Control of Industry (3 cr.)
- \*Geog G213 Introductory Economic Geography (3 cr.)
- \*Geog G315 Environmental Conservation (3 cr.)
- \*Geog G320 Population Geography (3 cr.)
- \*Geog G413 Location Theory (3 cr.)
- \*Geog G414 Regional Transport Systems (3 cr.)
- \*Geog G415 Advanced Urban Geography (3 cr.)
- \*Geog G417 Land Use Analysis (3 cr.)
- \*Geog G458 Spatial Analysis (3 cr.)
- Soc S305 Population and Human Ecology (3 cr.)
- HPER R372 Interpretive Resources and Techniques (3 cr.)

*Note:* A list of topics courses which may be counted for requirement 7-9 is available from your Environmental Policy concentration adviser during registration each semester.

Beyond the general SPEA requirements, the minimum number of courses required for an Environmental Policy concentration is 5 (assuming that three environmental science courses are selected for the distribution requirement). Students may wish to take more courses in order to obtain more thorough training in biology, chemistry, geology, or geography.

#### **Urban and Regional Development Concentration Requirements**

1. Two-course sequence (must be in the same area)

##### *Urban Economics*

- Business G330 Principles of Urban Economics (3 cr.)

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\* Students desiring to complete the concentration with the minimum number of courses should fulfill SPEA science distribution requirements using 3 of the courses marked with \* (or their science pre-requisites).

Business G430 Economic Analysis of Urban Problems and Policies (3 cr.)

*or*

*Urban Geography*

Geography G314 Urban Geography (3 cr.)

Geography G415 Advanced Urban Geography (3 cr.)

2. One of the following:

Economics E419 Location and Regional Economics (3 cr.)

Geography G301 Industrial Location Analysis (3 cr.)

Geography G413 Location Theory (3 cr.)

3. Two of the following:

Geography G417 Land Use Analysis (3 cr.)

Business L408 Law of Real Estate and Land Use Control (3 cr.)

Geography G412 Urban Transport Analysis (3 cr.)

Geography G414 Regional Transport Systems (3 cr.)

Business T315 Urban Transportation and Public Policy (3 cr.)

Economics E495 Economic Development (3 cr.)

SPEA V421 Dynamics of Urbanization (3 cr.)

### Consumer Affairs Concentration Requirements

The following course is required:

Business M329 Consumer Policy in Marketing (3 cr.)

plus one of the following:

Business L407 Law of Competition and Deceptive Practices (3 cr.)

Home Ec. H458 Family and Consumer Law (3 cr.)

plus three courses chosen from the following:

Home Ec. H286 Consumers in the American Economy (3 cr.)

Home Ec. H481 Senior Seminar in Consumer Studies (3 cr.)

Business M301 Introduction to Marketing Management (3 cr.)

Business M405 Buyer Behavior (3 cr.)

Business M415 Advertising and Promotion Management (3 cr.)

Business L302 Commercial Law I (3 cr.)

Business L303 Commercial Law II (3 cr.)

SPEA V377 Legal Process and Contemporary Issues in America (3 cr.)

Social Services S351 Emergence of Social Welfare Services, *or*

S352 Social Welfare Delivery Systems (3 cr.)

Economics E345 Social Welfare Policy (3 cr.)

### Mass Communications Concentration Requirements

One course from each of the five groups listed below:

1. Journalism J300 Communications Law (3 cr.)

*or*

Telecommunications R405 Legal and Ethical Issues in Broadcasting (3 cr.)

2. Sociology S431 Topics in Social Psychology (approved sections only) (3 cr.)

*or*

Telecommunications R287 Process and Effects of Mass Communications (3 cr.)

3. Journalism J410 The Media as Social Institutions (3 cr.)

*or*

Telecommunications R401 Social Actions via Mass Media (3 cr.)

4. Journalism J423 Public Opinion (3 cr.)

*or*

Political Science Y316 Public Opinion and Political Behavior (3 cr.)

5. Journalism J337 Economics of Mass Media (3 cr.)

*or*

Journalism J427 Public Relations in a Democratic Society (3 cr.)

or

Journalism J438 Problems in Advertising (3 cr.)

#### Environmental Health Management Concentration Requirements

Required:

1. Required:  
SPEA V316 Environmental Health Management Orientation (2 cr.)
2. Required: 10 credits in chemistry from:  
Chemistry C101-C102 Elementary Chemistry (3-3 cr.) (with C121-C122)  
or  
Chemistry C101-C102 Elementary Chemistry (3-3 cr.) (with C121-C122 laboratory [2-2 cr.])  
Chemistry C105-C106 Principles of Chemistry and Quantitative Chemistry (3-3 cr.) (with C125-C126 laboratory [2-2 cr.])
3. Required: one course from:  
Biological Science P130 Human Biology (4 cr.)  
or  
Biological Science P125 Basic Mammalian Physiology (5 cr.)
4. Required: 2 courses chosen from: (Note: credit is not given for both M200 and L270 or M200 and M440.)  
Biological Science L350 Environmental Biology (3 cr.)  
Biological Science M200 Microorganisms in Nature and Disease (3 cr.)  
Biological Science M420 Environmental Microbiology (3 cr.)  
Biological Science M270 Man and Microbiology (3 cr.)  
Biological Science M440 Medical Microbiology (3 cr.)
5. Required: 2 courses chosen from:  
Political Science Y313 Environmental Policy (3 cr.)  
SPEA E400 Environmental Studies Seminar (2-3 cr.)  
Business L409 Law and Environment (3 cr.)  
Sociology S305 Population and Human Ecology (3 cr.)  
Economics E483 Resources and Population (3 cr.)  
Physics E250 The Environment and Physics (3 cr.)  
or  
\*Physics P310 Environmental Physics (3 cr.) (P: P201 or P221)
6. Electives (internship): It is recommended that students selecting Environmental Health Management as a concentration area also elect to participate in an Environmental Health Internship during their senior year. For students who are able to arrange an on campus post-internship, enrollment in V416 Senior Seminar in Environmental Health Management and V490, Directed Research, may be recommended.

#### Transportation Concentration Requirements

1. Business T300 Principles of Transportation (3 cr.)
2. Two course sequence (must be in same area)  
*Urban Transportation*  
Business T315 Urban Transportation and Public Policy (3 cr.)  
Geography G412 Urban Transport Analysis (3 cr.)  
*Regional Transportation*  
Geography G414 Regional Transport Systems (3 cr.)  
Business T410 Costs, Demand, and Pricing in Transport (3 cr.)

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\* Students with a strong science background and/or those who plan to pursue graduate study in environmental health are encouraged to select Physics P310 as an option and to enroll in an additional course in organic chemistry.



3. Two of the following:
  - Business T415 Mass Transit Management (3 cr.)
  - Geography G488 Spatial Analysis (3 cr.)
  - Business U300 Principles of Public Utilities (3 cr.)
  - Business U405 Public Utility Management (3 cr.)

### INTERDISCIPLINARY PROGRAMS FOR NONMAJORS

Two interdisciplinary programs are administered by the School of Public and Environmental Affairs for those undergraduate students who obtain their degrees in areas other than SPEA. These are the Urban Studies and Environmental Studies programs.

#### Urban Studies

The Urban Studies Program at Indiana University is an undergraduate program offered through the Center for Urban and Regional Analysis of the School of Public and Environmental Affairs. Faculty in the program are drawn from all sectors of the University, and the curriculum is under the direction of the Committee for Urban Affairs, which includes representatives from all sectors of the University. It is available in Bloomington and South Bend.

The intent of the program is to supplement course work in a given discipline with specialized or general work in urban studies. The program is interdisciplinary and provides perspectives beyond those generally obtained through work in a single department; at the same time, the program incorporates sufficient flexibility to provide background for those wishing to undertake graduate work in urban studies or urban planning, or to provide the student with capabilities that will enhance the potential of employment in urban-related positions.

#### Urban Studies Certificate Program—Bloomington

Bloomington students wishing to obtain a concentration in urban studies in addition to their major departmental requirements must complete 25 hours of course work as described below. Where applicable, students may take courses in their major department to satisfy the requirements below as well as those in their major. The Certificate in Urban Studies will be awarded upon completion of the requirements for the B.S. degree.

##### Core Requirements

- \*V264 Urban Strategies
- K300 Statistical Techniques—fulfills SPEA statistics requirement
- \*V365 Urban and Regional Planning
- V421 Dynamics of Urbanization

##### Specialization—four courses

The student should take one of the following sequences, plus any other two courses.

- Geography G314 Urban Geography
- Geography G415 Advanced Urban Geography
- Business T315 Urban Transportation and Public Policy
- Geography G412 Urban Transport Analysis
- Business G330 Principles of Urban Economics
- Business G430 Economic Analysis of Urban Problems and Policies
- Geography G417 Land Use Analysis
- Geology G300 Environmental and Urban Geology

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\* Taken by SPEA students as core requirements.

Political Science Y308 Urban Politics  
 Political Science Y394 Public Policy Analysis

or

\*V472 Policy Processes Seminar (recommended for SPEA students)

Sociology S309 The Community  
 Sociology S410 Topics in Social Organization. Topic: Human Ecology

Business R300 Principles of Real Estate  
 Business L408 Law of Real Estate and Land Use Control

**Additional Electives** (may not be counted toward two-course sequence)

Anthropology E380 Urban Anthropology  
 History A347 Cities and Urbanization in American History

## Environmental Studies

### Environmental Studies Major—Bloomington

An environmental studies major is available only to students in the College of Arts and Sciences. The program includes a multi-disciplinary study of the effects of population growth, resources utilization, energy generation, and agricultural systems, as well as the emergence of environment as a focus for public policy.

Students who major in this program must also complete the requirements for a major in another discipline as well as in environmental studies. Students who wish to graduate with both majors specified must have at least 22 hours applicable to each major which are not applied to the other major, and may thus need to take additional courses in one or both majors. Students who wish to formally major only in environmental studies are not subject to this restriction and may count all courses toward both majors which fulfill requirements in both.

Two options are available for the environmental studies major. Option I is presented primarily for students in biological or physical sciences, whereas Option II is proposed primarily for students in social or behavioral sciences or humanities.

As students in the College of Arts and Sciences, environmental studies majors are subject to the following College requirements: English composition, 8 hours of a second year foreign language or of foreign cultural area courses, 4 courses in arts and/or humanities, 4 in social and/or behavioral sciences, 2 in biological sciences, and 2 in mathematics and/or physical sciences.

The appropriateness of the environmental studies major as preparation for graduate and professional schools or for possible employment depends strongly on both the other major selected and on the particular courses chosen for fulfilling the requirements. Students are urged to consult with an adviser for aid in formulating educational and career goals.

For the benefit of high school students, it is here noted that two years of high school algebra and one year of geometry, or their equivalent are assumed as background in this program and most related departmental programs.

### Option I

Candidates using Option I must include in their program Chemistry C105-C106 (6 cr.) and C125-C126 (4 cr.); and Physics P201 General Physics I (5 cr.), Physics P221 Physics I (5 cr.), or Physics E250 The Environment and Physics (3 cr.);† and a course in calculus and one in statistics,‡ as well as complete all requirements of one other major of their choice.

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\* Taken by SPEA students as core requirement.

† Note that most of these courses have required or recommended prerequisites (see the course description under the appropriate department). E250 may not be used to fulfill the physics requirements by students who are also majoring in physical sciences or mathematics. Students contemplating graduate study in science should consider C105-C106, P221-P222, and M215-M216 (Calculus) in selecting prerequisites and fulfilling requirements.

Additional requirements\* under Option I are:

Chemistry C310 Analytical Chemistry (3 cr.) *or*  
 Chemistry C341 Organic Chemistry I (3 cr.), *or*  
 Geography G304 Climatology (3 cr.) *or*  
 Geology G300 Environmental and Urban Geology (3 cr.), *or*  
 Geography G404 Elements of Soil Science (3 cr.)  
 Geology G316 Mineral Resources (3 cr.) *or*  
 Geography G315 Environmental Conservation (3 cr.)  
 Zoology Z468 Limnology (4 cr.) *or*  
 Microbiology M420 Environmental Microbiology (3 cr.)  
 Biology L473 Ecology (3 cr.) *or*  
 Biology S309 Ecological Biology (5 cr.)  
 Economics E103-E104 Introduction to Economics I-II (3-3 cr.) *or*  
 Economics E300 Principles of Economics (5 cr.)  
 Political Science Y313 Environmental Policy (3 cr.)  
 Environmental Studies E400 Seminar (2-3 cr.)

At least two additional courses from Group B of Option II. (E200 Environment and Man [3 cr.] and/or an additional semester of E400 may be counted here.)

### Option II

Candidates using Option II must include in their program (1) a course in chemistry or physics (usually Physics E250 The Environment and Physics, 3 cr.), (2) a course in statistics,† (3) a course in environmental biology (usually Biology L350 Environmental Biology, 3 cr.), and (4) *one* of the following sets of courses:

1. Biology: an introductory course and L473 Ecology and either: Z468 Limnology *or* M420 Environmental Microbiology. This also satisfies requirements 3, above.
2. Chemistry: C105-C106 (Introductory) and C125-C126 and C341 Organic Chemistry. This also satisfies requirement 1, above.
3. Geography: G107 Physical Geography and G304 Climatology and Meteorology and either: G405 Hydroclimatology *or* G407 Advanced Physical Geography *or* G404 Elements of Soil Science
4. Geology: Introductory course and two of G300 Environmental and Urban Geology G316 Mineral Resources G415, Geomorphology, *or* G451, Principles of Hydrogeology
5. Physics: P201 (or P221, Introductory), Mathematics M119 (or M215 Calculus) and Physics P310 Environmental Physics. This also satisfies requirement 1, above.

and must complete the requirements of one other major of their choice. Additional requirements under Option II are the courses in Group A *and* four courses from Group B:

#### Group A

Environmental Studies E200 Environment and Man (3 cr.)  
 Economics E103-E104 Introduction to Economics (3-3 cr.) *or*  
 E300 Principles of Economics (5 cr.) *or*  
 Political Science Y313 Environmental Policy (3 cr.)  
 Environmental Studies E400 Environmental Studies Seminar (2-3 cr.)

#### Group B (four required)\*:

Anthropology E427 Cultural Ecology (3 cr.)  
 Business L409 Law and the Environment (3 cr.)

\* See footnote on preceding page.

† Options for statistics include Economics E370, Mathematics/Psychology K300 or K310, Political Science Y203, Sociology S250 and S251, or SPEA K300.

Economics E360 Public Finance: Survey (3 cr.)  
 Economics E485 Social Control of Industry (3 cr.)  
 Geography G213 Introduction to Economic Geography (3 cr.)  
 Geography G315 Environmental Conservation (3 cr.)  
 Geography G320 Population Geography (3 cr.)  
 Geography G417 Land Use Analysis (3 cr.)  
 Political Science Y204 Political Theory and Policy Analysis (3 cr.)  
 Recreation R372 Interpretive Resources and Techniques (3 cr.)  
 Sociology S305 Population and Human Ecology (3 cr.)  
 SPEA V365 Urban and Regional Planning (3 cr.)  
 Environmental Studies E400 Seminar (additional semester) (2-3 cr.)

### Certificate in Environmental Studies

The Certificate in Environmental Studies is available to undergraduate students in all schools of the University. The program for the Certificate is designed to introduce students to selected aspects of current thinking and research on the nature, causes, and solutions of environmental problems. The program involves cooperation and contributions of faculty from a variety of disciplines and schools. Students desiring greater depth should consider an environmental studies major (College of Arts and Sciences) or an environmental policy concentration (School of Public and Environmental Affairs).

A Certificate in Environmental Studies will be granted upon completion of the following requirements:

1. A course in chemistry or physics
2. Geography G107 Physical Systems of the Environment (3 cr.) *or* Geology G103 Earth Science: Materials and Processes (3 cr.) *or* Geology G111 Elements of Geology I (3 cr.)
3. A course in ecology (usually Biology L350 Environmental Biology, 3 cr.)
4. Economics E103-E104 Introduction to Economics I-II (3-3 cr.) *or* Economics E300 Principals of Economics (5 cr.)
5. Political Science Y313 Environmental Policy (3 cr.)
6. Environmental Studies E400 Seminar (2-3 cr.)
- \*7. & 8. Two *additional* courses selected from:
  - Anthropology E427 Cultural Ecology (3 cr.)
  - Biology L473 Ecology (3 cr.)
  - Chemistry: Introductory Course
  - Chemistry C310 Analytical Chemistry (3 cr.)
  - Chemistry C341 Organic Chemistry I (3 cr.)
  - Economics E360 Public Finance (3 cr.)
  - Economics E485 Social Control of Industry (3 cr.)
  - Environmental Studies E200 Environment and Man (3 cr.)
  - Environmental Studies E400 Seminar (2-3 cr.)
  - Environmental Health Management Orientation V316 (3 cr.)
  - Geography G235 Maps and Aerial Photographs (3 cr.)
  - Geography G304 Climatology and Meteorology (3 cr.)
  - Geography G315 Environmental Conservation (3 cr.)
  - Geography G320 Population Geography (3 cr.)
  - Geography G350 Field Methods in Physical Geography (3 cr.)
  - Geography G404 Elements of Soil Science (3 cr.)
  - Geography G405 Hydroclimatology (3 cr.)
  - Geography G407 Advanced Physical Geography (3 cr.)
  - Geography G417 Land Use Analysis (3 cr.)

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\* The list given is for Bloomington. Other campus lists vary.

Geology G300 Environmental and Urban Geology (3 cr.)  
 Geology G316 Mineral Resources (3 cr.)  
 Geology G406 Introduction to Geochemistry (3 cr.)  
 Geology G415 Principles of Geomorphology (3 cr.)  
 Geology G451 Principles of Hydrogeology (3 cr.)  
 Microbiology M315 Microbiology: Laboratory (2 cr.)  
 Political Science Y204 Political Theory and Policy Analysis (3 cr.)  
 Physics: Introductory Course  
 Physics P310 Environmental Physics (3 cr.)  
 Recreation R372 Interpretive Resources and Techniques (3 cr.)  
 Sociology S305 Population and Human Ecology (3 cr.)  
 SPEA V365 Urban and Regional Planning (3 cr.)  
 Statistics: e.g., Economics E370 (3 cr.), Political Science Y205 (3 cr.), Math/  
 Psych/SPEA K300 or K310 (3 cr.), or Sociology S250 and S251 (6 cr.)  
 Zoology Z468 Limnology (4 cr.)

NOTE: More advanced courses may be chosen from the requirements for an environmental studies major. A list of appropriate sections of topics, courses, and other substitutions is available from the Environmental Studies and SPEA undergraduate offices during registration each semester.

## MASTER OF PUBLIC AFFAIRS—AREAS OF CONCENTRATION

Concentrations are designed to give the student a focused educational experience in a substantive area of the student's interest, with a view to working in this area upon graduation. The student chooses a concentration in conjunction with the M.P.A. program director and his concentration adviser. Concentrations offered at the Bloomington campus include: Comparative and International Affairs, Environmental Policy, Management of Public Affairs, Policy Analysis, Public Financial Administration, Public Safety Policy, Public Sector Labor Relations, Planning, Health Systems Administration, and Urban Affairs.\*

### Comparative and International Affairs Concentration Requirements

The Comparative and International Affairs concentration is designed for both pre-service students, many of whom will be foreign nationals, and for mid-career students, either American or foreign, who will be employed by foreign governments, foreign-aid programs, and international organizations. Normally students should come into the concentration with some language training, although the 5 hours of electives can be used to enhance language skills and knowledge of particular cultures. All students in the concentration take the following three core courses:

V575 Comparative and International Administration (3 cr.)  
 V576 Comparative and International Development (3 cr.)  
 V577 Comparative and International Economics (3 cr.)

The remaining 9 hours of the concentration will be taken in an area of interest to the student. A list of some of the departmental offerings from which the student may choose is shown below:

#### *Anthropology*

E420 Economic Anthropology (3 cr.)  
 E440 Political Anthropology (3 cr.)  
 E460 The Arts in Anthropology (3 cr.)  
 E520 Problems in Economic Anthropology (3 cr.)

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\* Students should refer to pages 49-55 for the description of the M.P.A. admission, academic policy standards and program core requirements.

- E580 Applied Social Anthropology (3 cr.)
- P500 Proseminar in Archaeology (4 cr.)
- P600 Seminar in Prehistoric Archaeology (3 cr.)

*Business*

- D420 International Business Administration (3 cr.)
- D490 Special Studies in International Business (cr. arr.)
- D496 Foreign Study in Business (2-6 cr.)
- D502 Introduction to International Business (3 cr.)
- D519 Environmental Analysis for International Business (3 cr.)
- D527 Latin America: Business and Economic Development (3 cr.)

*Economics*

- E430 Introduction to International Economics (3 cr.)
- E495 Economic Development: Less Developed Areas (3 cr.)
- E530 International Economics (3 cr.)
- E533 Current Problems in International Economics (3 cr.)
- E592 Economic Development and Growth (3 cr.)
- E792 Workshops in Problems of Development (3 cr.)
- E793 Seminar in Planning Strategies and Techniques (3 cr.)
- E825 Readings in Comparative Economic Systems (1-6 cr.)
- E830 Readings in International Economics (1-6 cr.)

*Education*

- W513 Education and Change in Underdeveloped Countries (2 cr.)
- W525-W526 Comparative Education I-II (3 cr. each)
- W527 Travel Study (cr. arr.)
- W590 Research in Higher Education (cr. arr.)
- W715 Comparative Higher Education (2 cr.)

*Folklore*

- F485 Latin American Indian Music (3 cr.)
- F486 Latin American Folk Music (3 cr.)
- F610 Seminar in Yoruba Folklore (3 cr.)
- F638 Seminar in Latin American Folklore (3 cr.)
- F650 South American Indian Folklore (3 cr.)
- F800 Research in Folklore (cr. arr.)
- F816 Seminar in Latin American Ethnomusicology (3 cr.)

*History*

- E431 History of Africa I (3 cr.)
- E432 History of Africa II (3 cr.)
- E437 History of North Africa from 640 A.D. to the Present (3 cr.)
- F444 History of Mexico (3 cr.)
- F445 Cuban Revolution (3 cr.)
- F447 United States-Latin American Relations to 1945 (3 cr.)
- H575 Individual Readings in History (cr. arr.)
- H665 Colloquium in Latin American History (Colonial Period) (4 cr.)
- H670 Colloquium in Latin American History (National Period) (4 cr.)
- H695 Colloquium in African History (4 cr.)
- S865 Seminar in Latin American History (Colonial Period) (4 cr.)
- S870 Seminar in Latin American History (National Period) (4 cr.)

*Journalism*

- J513 International Communication I (3 cr.)

*Latin American Studies*

- L400 Contemporary Mexico (3 cr.)

- L402 Contemporary Brazil (3 cr.)
- L404 Contemporary Argentina (3 cr.)
- L406 Contemporary Peru and Chile (3 cr.)
- L425 Special Topics in Latin American Studies (1-3 cr.)

#### *Law*

- B771 Seminar in International Development (3 cr.)

#### *Political Science*

- Y657 Comparative Politics (3 cr.)
- Y663 Political and Administrative Development (3 cr.)
- Y669 International Politics (3 cr.)
- Y680 Readings in Political Science (cr. arr.)
- Y757 Comparative Politics (3 cr.)
- Y759 Cross-Cultural Political Analysis (3 cr.)

#### *Sociology*

- S615 Problems in Demography and Ecology (3 cr.)

Normally, students should select the remaining 9 hours of concentration electives (and even the remaining 5 hours of program electives) to add greater knowledge of a single subject. For instance, a student may wish to cover a single global area in greater depth and take courses in, say, Latin American history, politics, and economics. A second alternative would be for a student to take courses in a single substantive area without regard to global area, such as international business and economics. Still a third alternative would be for a student to select courses from another M.P.A. concentration such as Management of Public Affairs or Urban Affairs. In all cases a student's program should be developed in consultation with his or her adviser.

#### **Environmental Policy Concentration Requirements**

Students considering an MPA with an environmental policy concentration should note that entry level positions are usually awarded on the basis of ability to perform specific analytical or technical functions and not just for a mastery of environmental policy perspectives. An environmental policy concentration will often be appropriate for mid-career students either seeking specific skills or desiring to modify a strong technical base to embrace wider environmental and administrative perspectives. Precareer students who have appropriate undergraduate technical or analytical training will find the concentration applicable to a more restricted range of career goals. However, pre-career students who lack relevant undergraduate training may find themselves at a disadvantage in seeking entry level positions. Such students who have an interest in the environment may wish to consider taking another concentration and selecting related environmental courses as electives or may wish to pursue a double concentration. In all cases the professional strength of the degree will be appreciably increased by early selection of a specific entry or mid-career position as a focus for the educational program.

As soon as a student decides to pursue an environmental policy concentration, he or she must (1) choose a particular environmental career objective, (2) design a preliminary concentration of at least 21 hours for this objective, and (3) apply to the Environmental Policy Concentration Advisor for a faculty advisory committee. The faculty advisory committee will assist the student in formulating a final concentration in accord with the student's career objectives and must approve the program.

1. The following courses can serve either to initiate specialization or to provide breadth to the student.
  - Law B660 Environmental Law
  - SPEA V527 Applied Ecology
  - SPEA V536 Environmental Chemistry
  - SPEA V547 Applied Earth Science

SPEA V549 Environmental Planning  
 SPEA V552 Environmental Engineering

2. The following lists of courses are provided in order to assist the student in formulating a specific focus within the environmental policy concentration. Note, however, that the selection of courses must in every case take account of the student's background and objectives.
  - a. *Land-Use Analysis Focus.* A focus in this area is most appropriate for students with backgrounds in geography or geology, or with skills in economic or demographic analysis.
    - BUS L408 Law of Real Estate and Land Use Control
    - BUS R501 Real Estate and Land Economics
    - BUS T501 The Transportation Dimension
    - BUS G591 Methods of Population Analysis and Their Application
    - BUS G630 Methods of Urban and Regional Analysis
    - BUS G631 Problems and Policy for Urban Development
    - ECON E419 Location and Regional Economics
    - GEOG G335 Photogrammetry and Remote Sensing
    - GEOG G336 Environmental Remote Sensing
    - GEOG G404 Elements of Soil Science
    - GEOG G405 Hydroclimatology
    - GEOG G407 Advanced Physical Geography
    - GEOG G413 Location Theory
    - GEOG G414 Regional Transportation Systems
    - GEOG G417 Land Use Analysis
    - GEOG G435 Cartography and Graphics
    - GEOG G477 Advanced Climatology and Meteorology
    - GEOG G535 Advanced Cartography
    - GEOG G802 Seminar in Physical Geography
    - GEOG G830 Readings in Geography (1-3 cr.)
    - GEOL G451 Principles of Hydrogeology
    - LAW B615 Land-Use Control
    - LAW B660 Environmental Law
    - SOC S615 Problems in Demography and Ecology
    - SPEA V548 Applied Earth Sciences Laboratory
    - SPEA V549 Environmental Planning
    - SPEA V551 Environmental Systems Planning and Design
    - SPEA V552 Environmental Engineering
  - b. *Energy Policy Focus.* Background in geology, another physical science, or economic analysis is appropriate.
    - BUS U501 Public Utilities Theory and Analysis
    - BUS U506 Problems in Public Utilities Regulation and Management (P: U501)
    - GEOG G417 Land Use Analysis
    - PHYS P310 Environmental Physics
    - SPEA V503 Public Affairs and the Environment (2 cr.)
    - SPEA V510 The Political, Economic, and Regulatory Aspects of Environmental Control (2-3 cr.)
    - SPEA V513 Energy and Materials Residuals
    - SPEA V515 Technology Assessment
    - SPEA V541 Energy Policy
    - SPEA V550 Topics in Public Affairs
    - SPEA V552 Environmental Engineering
    - SPEA V555 Topics in Environmental Science
    - SPEA V633 Seminar in Public Transportation Policy



c. *Science and Technology Management Focus.*

- BUS P502 Operations Management
- BUS Z503 Organizational Behavior and Organizational Effectiveness
- BUS W512 Perspectives of Future Managers (2 cr.)
- BUS P530 Research Management
- PSCI Y665 Science, Technology and Public Policy
- PSCI Y765 Science and Social Evolution
- SOC S647 Social Change
- SPEA V515 Technology Assessment
- SPEA V550 Topics in Public Affairs

### Health Systems Administration Concentration Requirements

The Health Systems concentration is designed for public administration students who want to assume a managerial position in the public health field. The policy concentration affords the student the opportunity to study policy, issues, and programs.

Combined with the M.P.A. core requirements, the concentration trains students to assume a leadership role in administering public health programs in organizations such as: health departments, health systems agencies, professional standards review organizations, planning councils, health maintenance, foundations, etc.

Required courses for concentration majors are the following:

- V545 U.S. Public Health Policy I (3 cr.)
- V546 U.S. Public Health Policy II (3 cr.)
- V631 Seminar in Health Planning (3 cr.)

In addition to the three required courses, students will select three electives. These electives may be selected from the following or any other course with the permission of the concentration adviser.

- V585 Practicum in Public Affairs (cr. ar.)
- AHL B421 Management in Health Organizations (3 cr.)
- AHL B401 Introduction to Hospital Administration (3 cr.)
- H366 Health Problems in the Community (3 cr.)
- C511 Epidemiology (3 cr.)
- C512 Environmental Health Science (3 cr.)
- C523 Community Health Organization and Administration (3 cr.)
- C591 Public Health Statistics (3 cr.)
- H519 Problems and Issues in Health (3 cr.)
- V580 Readings in Public Affairs (1-3 cr.)
- V586 Public Safety in the United States (3 cr.)
- V590 Research in Public Affairs (1-3 cr.)

### Management of Public Affairs Concentration Requirements

Candidates who select the Management of Public Affairs concentration take advanced courses in the major administrative subjects: personnel management, budgeting and program evaluation, management analysis, information systems management, and general management and administration. Normally, pre-entry students will select a single subject area *other than* general management and administrative behavior and concentrate in that one advisory specialization. Mid-career students and those pre-entry students headed for unspecialized administrative jobs may wish to take general management courses drawn from all the administrative subjects.

Students select two of the following core courses:

- V595 Managerial Decision-Making (2-3 cr.)
- A508 Accounting for Public Administration (3 cr.)
- V562 Public Program Evaluation (2-3 cr.)

The remaining 12-13 credit hours may be drawn from the following advisory specializations:

*Personnel Management*

V561 Public Personnel and Manpower Systems (2-3 cr.)

*Plus electives to be chosen from:*

- V570 Public Sector Labor Relations (3 cr.)
- V650 Topics in Public Personnel Management (1-3 cr.)
  - Occupational Health and Safety
  - Equal Employment Opportunity and Affirmative Action
  - Manpower Forecasting and Planning
- V661 Seminar in Public Personnel Administration (3 cr.)
- V662 Seminar in Productivity and Program Administration (3 cr.)
- V670 Topics in Public Sector Labor Relations (1-3 cr.)
  - Collective Bargaining
  - Dispute Settlement
  - Administration of Labor Agreements
  - Labor Relations Law in the Public Sector
- V675 Issues and Problems in Public Sector Labor Relations (3 cr.)

*Budgeting and Program Evaluation*—electives to be chosen from:

- V516 Managing Public Information Systems (3 cr.)
- V550 Topics in Public Affairs (cr. arr.)
- V562 Public Program Evaluation (2-3 cr.)
- V610 Seminar in Government Budget and Program Analysis (3 cr.)
- V662 Seminar in Productivity and Program Administration (3 cr.)
- V664 Seminar in Complex Public Organization (3 cr.)
- V665 Seminar in Policy and Administration (3 cr.)
- Economics E562 Analysis of Public Expenditure Programs (3 cr.)
- Political Science Y665 Public Law and Policy: Approaches to Policy Analysis (3 cr.)

*Management Analysis*—choose one of:

- Business K512 Multivariate Statistical Analysis (3 cr.)
- Psychology P554 Advanced Statistics in Psychology II (3 cr.)
- Sociology S650 Fundamentals of Social Statistics II (3 cr.)

*Electives to be chosen from:*

- V516 Managing Public Information Systems (3 cr.)
- V562 Public Program Evaluation (2-3 cr.)
- V563 Seminar in Planning Process (3 cr.)
- V662 Seminar in Productivity and Program Administration (3 cr.)
- V664 Seminar in Complex Public Organization (3 cr.)
- V665 Seminar in Policy and Administration (3 cr.)
- K511 Fundamentals of Mathematical Optimization (3 cr.)
- K515 Quantitative Analysis in Decision-Making (3 cr.)
- K520 Introduction to Operations Research (3 cr.)
- E671 Econometrics I (3 cr.)
- E672 Econometrics II (3 cr.)

*Information Systems Management*—electives to be chosen from:

- V516 Managing Public Information Systems (3 cr.)
- L544 Introduction to Information Science (3 cr.)
- L643 Computer Applications in Information Systems (4 cr.)
- L644 Information Storage and Retrieval Methods and Techniques (3 cr.)
- L645 Systems Analysis and Design (4 cr.)
- L646 Information Systems Administration (3 cr.)

Students desiring a general management and administrative behavior emphasis should, in consultation with an adviser, select courses in the field of organization theory and in the other administrative specialties listed above.

### Planning Concentration Requirements

The Planning Concentration offers students the opportunity to develop conceptual and analytical tools applicable to a variety of substantive concerns in urban and regional development planning. At the core of this concentration are three required courses designed to promote an understanding of theoretical, methodological and substantive expertise in the execution of the planning function. These include:

- V563 Seminar in the Planning Process (3 cr.)
- V593 Analytical Planning Methods (3 cr.)
- V594 Structure and Dynamics of Regional Systems (3 cr.)

In addition to these three required courses, students will select three elective courses chosen such that two of them fall into a sequence in one of the following three areas:

1. Planning Theory
2. Planning Methods
3. General Regional Systems

The third elective course should fall into one of the remaining two areas. Furthermore, to insure a degree of substantive experience at least one of the three elective courses must be either a planning-relevant V585 Practicum in Public Affairs or a course chosen from the area of General Regional Systems. The following suggest the sequences that might be chosen from courses offered on the Bloomington campus.

#### 1. Sequences in Planning Theory

##### *Institutional Development:*

- a. S613 Complex Organizations (3 cr.) and  
S647 Social Change (3 cr.)
- b. V664 Seminar in Complex Public Organization (3 cr.) and  
V665 Seminar in Policy and Administration (3 cr.)

##### *Economic Development:*

- a. E591 Quantitative Economic Policy and Planning (3 cr.) and  
E793 Seminar in Planning Strategies and Techniques (3 cr.)
- b. V576 Comparative and International Development (3 cr.) and  
V577 Comparative and International Economics (3 cr.)

##### *Philosophical Issues in Planning and the Social Sciences:*

- a. X454 The History and Philosophy of Social Science (3 cr.) and  
X492 Foundations of Scientific Inference (3 cr.)
- b. X552 Survey of the Philosophy of Science (3 cr.) and  
X654 Seminar: Philosophy of the Social Sciences (3 cr.)

#### 2. Sequences in Planning Methods

##### *Information Systems:*

- a. V516 Managing Public Information Systems (3 cr.) and  
P507 Management Information Systems Applications (3 cr.)
- b. K511 Fundamentals of Mathematical Optimization (3 cr.) and  
P525 Operations Information and Control Systems (3 cr.)

##### *Methods of Regional Economic Analysis:*

- a. V533 Applied Urban Economics (3 cr.) or  
G630 Methods of Urban and Regional Analysis (3 cr.) and  
G631 Problems and Policy for Urban Development (3 cr.)

*Methods of Financial Planning and Analysis:*

- a. V525 Public Financial Administration (3 cr.) *and*  
V610 Seminar in Government Budget and Program Analysis (3 cr.)
- b. V665 Seminar in Policy and Administration (3 cr.) *or*  
V666 Seminar in Public Expenditure Theory and Administration (3 cr.) *and*  
V667 Seminar in Public Capital and Debt Theory and Administration  
(3 cr.) *or*  
V668 Problems in Federal Fiscalism (3 cr.)

*Spatial Analysis:*

- a. G413 Location Theory (3 cr.) *or*  
G488 Spatial Analysis (3 cr.) *and*  
G515 Mathematical Models in Geography (3 cr.)

*Quantitative Decision Analysis:*

- a. K511 Fundamentals of Mathematical Optimization (3 cr.) *and*  
K515 Quantitative Analysis in Decision-Making (3 cr.) *or*  
K520 Introduction to Operations Research (3 cr.) *or*  
K525 Quantitative Systems Analysis (3 cr.)
- b. K506 Introduction to Probabilistic Models (3 cr.) *and*  
K615 Stochastic Processes (3 cr.)

*Economic Analysis:*

- a. E671 Econometrics I (3 cr.) *and*  
E672 Econometrics II (3 cr.)

*Applied Urban Planning Methods:*

- a. Three of these 2 cr. modules: V530 Urban Physical Structure, V531 Urban Social Structure, V534 Urban Technology, and V535 Urban Demography.
- b. V532 Urban Decision Making (3 cr.) *and*  
V533 Applied Urban Economics (3 cr.)

## 3. Sequences in General Regional Systems

*Housing and Land Use:*

- a. G415 Advanced Urban Geography (3 cr.) *or*  
G417 Land Use Analysis (3 cr.) *or*  
L408 Real Estate Law (3 cr.) *or*  
E419 Location and Regional Economics (3 cr.) *and*  
V621 Seminar in Housing and Public Affairs (3 cr.)

*Transportation:*

- a. G412 Urban Transportation Analysis (3 cr.) *or*  
G414 Regional Transport Systems (3 cr.) *and*  
T501 The Transportation Dimension (3 cr.) *or*  
V633 Seminar in Public Transportation Policy (3 cr.)

*Environmental:*

- a. V510 The Political Economic and Regulatory Aspects of Environmental Control (3 cr.) *and*  
V511 Environmental Systems Dynamics (3 cr.)
- b. V527 Applied Ecology (3 cr.) *and*  
V620 Environmental Analysis Workshop (3 cr.)

*Socio-Economic Development Planning:*

- a. E448 Human Resources Development (3 cr.) *and*  
E548 Economics of Manpower Planning (3 cr.)
- b. E591 Quantitative Economic Policy and Planning (3 cr.) *and*  
E592 Economic Development and Growth (3 cr.)
- c. S352 Social Welfare Delivery Systems (3 cr.) *and*  
V630 Topics in Planning: Health Care Planning (3 cr.)

Although similar in purpose, the structure of the Planning Concentration on the Indianapolis campus differs in some important details. There, four concentration core courses are required with an additional six credit hours to be selected from a list planning-related electives.

### Policy Analysis Concentration Requirements

Candidates who select the Policy Analysis concentration have the opportunity to design individual programs of study consisting of 18 credits of approved courses in econometrics, mathematics, operations research, policy analysis, simulation, statistical decision theory, statistics, stochastic processes, and systems analysis. One of the chosen courses must be a 3-credit term project that requires analysis of a specific public policy problem.

All students selecting the Policy Analysis concentration will choose 3-9 credit hours from the following courses in applied analysis:

V508 Topics in Quantitative Analysis (3 cr.)  
 V690 Seminar in the Public Policy Process (3 cr.)  
 V691 Seminar in Problems and Issues in Policy Analysis (2-3 cr.)  
 Economics E591 Quantitative Economic Policy and Planning (3 cr.)  
 Graduate G591 Methods of Population Analysis and Their Applications (3 cr.)  
 Political Science Y673 Empirical Theory and Methodology (4 cr.)  
 Business Z634 Seminar in Applied Behavioral Measurement (3 cr.)

The remaining 9-15 credit hours will be drawn from the following advisory specializations:

*Operations Research:* Choose either K506 and K511 or M447 and M448.

Business K506 Introduction to Probabilistic Models (3 cr.)  
 Business K511 Fundamentals of Mathematical Optimization (3 cr.)  
 Mathematics M447-M448 Mathematical Models and Applications I-II (3-3 cr.)

Electives to be chosen from:

Economics E624 Mathematical Economics I (3 cr.)  
 Economics E625 Mathematical Economics II (3 cr.)  
 Business K520 Introduction to Operations Research (3 cr.)  
 Business K525 Quantitative Systems Analysis (3 cr.)  
 Business K610 Topics in Mathematical Programming (3 cr.)  
 Business K615 Stochastic Processes (3 cr.)  
 Business K620 Bayesian Inference and Decision (3 cr.)  
 Business P625 Dynamic Control Systems (3 cr.)

*Statistics:* Choose Economics E572 or Business K512 or Mathematics M467 and M468.

E572 Statistical Techniques in Economics II (3 cr.)  
 K512 Multivariate Statistical Analysis (3 cr.)  
 M467 Advanced Statistical Techniques I (3 cr.)  
 M468 Advanced Statistical Techniques II (3 cr.)

Electives to be chosen from:

E671 Econometrics I (3 cr.)  
 E672 Econometrics II (3 cr.)  
 E673 Topics in Statistics (3 cr.)  
 K620 Bayesian Inference and Decision (3 cr.)  
 M465 Sampling Techniques (3 cr.)  
 P654 Multivariate Analysis (3 cr.)  
 S650 Fundamentals of Social Statistics II (3 cr.)

*System Analysis and Simulation:* Choose either K515 or K520 and K525 and K606.

K515 Quantitative Analysis in Decision-Making (3 cr.)

K520 Introduction to Operations Research (3 cr.)

K525 Quantitative Systems Analysis (3 cr.)

K606 Systems Simulation (3 cr.)

Electives to be chosen from:

P620 Decision and Artificial Intelligence (3 cr.)

W606 Simulation Gaming (3 cr.)

Courses in operations research and statistics.

### **Public Financial Administration Concentration Requirements**

Courses in the concentration focus on technical skills necessary for budget preparation, analysis, and operation, tax system policy and administration and public financial planning. Students often elect double concentrations that combine public financial administration with urban administration, public labor relations, comparative and international affairs, or management of public affairs. The concentration includes 18 credit hours.

The following courses are required for all students selecting the Public Financial Administration concentration:

V525 Public Financial Administration (3 cr.)

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

\*When appropriate and approved, the following may be substituted:

V585 Practicum in Public Affairs (cr. arr.) *or*

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

A508 Accounting for Public Administration (3 cr.)

Depending on the interest of the student, two of the following five specialization courses to be selected:

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

V610 Seminar in Government Budget and Program Analysis (3 cr.)

V668 Problems in Fiscal Federalism (3 cr.)

A523 Business Information Systems (3 cr.)

F545 Money and Capital Markets (3 cr.)

Electives may be selected from the following kinds of courses:

V516 Managing Public Information Systems (3 cr.)

V562 Public Program Evaluation (2-3 cr.)

V563 Seminar in the Planning Process (3 cr.)

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

V665 Seminar in Policy and Administration (3 cr.)

A514 Auditing Theory and Practice (3 cr.)

A515 Federal Income Taxes (3 cr.)

E560 Micro-Economic Aspects of Public Finance (3 cr.)

E561 Macro-Economic Aspects of Public Finance (3 cr.)

E562 Analysis of Public Expenditure Programs (3 cr.)

R501 Real Estate and Land Economics (3 cr.)

### **Public Safety Policy Concentration Requirements**

The Public Safety Policy concentration offered on the Bloomington campus is designed to give the student a flexible format to explore his area(s) of interest within this broadly defined field. Possible areas of special development include criminal justice, highway traffic safety, judicial administration, and general public safety management. The concentration is designed to allow the student to develop his specialty in light of

career goals. Students must complete at least eighteen credit hours of work, including V586 Public Safety in the United States, V581 Public Safety Law, and at least one of the following: V582 Criminal Justice Systems, V583 Highway Safety Systems, or V584 Emergency Services Systems. The remaining credits are taken from elective courses, with the approval of the Public Safety Policy Concentration adviser.

Students are required to take 9 hours from the following list of courses.

V586 Public Safety in the United States (2-3 cr.)

V581 Public Safety Law (3 cr.)

Students selecting the Public Safety Policy Concentration may substitute V581 Public Safety Law, for V540 Law and Public Affairs.

Students select at least three hours from the following:

V582 Criminal Justice System (2-3 cr.)

V583 Highway Safety Systems (2-3 cr.)

V584 Emergency Services Systems (2-3 cr.)

Elective courses to be selected in consultation with the concentration adviser (9 credit hours):

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

V683 Seminar in Highway Safety Planning, Management, and Issues (3 cr.)

V684 Seminar in Emergency Services Planning, Management, and Issues (3 cr.)

Requirements for the Public Safety Policy concentration may be satisfied by courses taken from the following list or other courses which meet the student's needs. Final course selection will be determined by the consultation between the student and his adviser.

B694 Clinic in Parole Problems (1 cr.)

B701 Juvenile Court Problems (1 cr.)

B739 Criminal Procedure (2 cr.)

B776 Seminar in Criminal Law (2 cr.)

J551 Reporting the Law (3 cr.)

P410 Criminal Justice Information Systems (3 cr.)

P480 Law Enforcement and Societal Response (3 cr.)

P501 Proseminar: Forensic Studies I (4 cr.)

P680 Seminar: Issues in Forensic Studies (3 cr.)

S557 Public Health Accident Control (3 cr.)

S620 Deviance and Social Control (3 cr.)

S655 Problems in Driver Education and Highway Safety (3 cr.)

#### **Public Sector Labor Relations Concentration Requirements**

Students who select the Public Sector Labor Relations concentration take 6 hours of required work:

V570 Public Sector Labor Relations (3 cr.)

V675 Issues and Problems in Public Sector Labor Relations (3 cr.)

The remaining 12 hours of the concentration will be chosen from the following list of departmental offerings:

#### ***SPEA***

V561 Public Personnel and Manpower Systems (2-3 cr.)

V562 Public Program Management and Evaluation (2-3 cr.)

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

V661 Seminar in Public Personnel Administration (3 cr.)

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

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

#### ***Business***

Z513 Administration of Manpower Systems (3 cr.)

Z514 Seminar in Industrial Relations (3 cr.)

*Economics*

E445 Collective Bargaining: Practices and Problems (3 cr.)

E447 Economics of the Labor Market (3 cr.)

E540 Labor Economics: Graduate Survey (3 cr.)

E547 Government Regulation of Labor Relations (3 cr.)

*Education*

A615 Workshop in School Law: Collective Negotiations (1-3 cr.)

*Law*

B663 Labor Law I (3 cr.)

B664 Labor Law II (3 cr.)

B788 Seminar in Labor Law (2 cr.)

*Sociology*

S410 Topics in Social Organization: Class, Status and Conflict (3 cr.)

**Urban Affairs Concentration Requirements**

Students who select Urban Affairs as their field of concentration may take a general sequence of urban courses or a specialized sequence of urban courses. All students are required to take the core course V564, Urban Administration, *in the spring semester of their first year*. In either the general sequence or the specialized sequence in the Urban Affairs concentration, up to three credits of V585, Practicum in Public Affairs, may be substituted for optional courses in the concentration.

For those selecting the *general* sequence, the remaining fifteen hours of course work in the Urban Affairs concentration require at least one seminar in urban economics or geography, one seminar in urban sociology, anthropology, or psychology, and one seminar in political science.

It is also possible for the student taking the Urban Affairs concentration to devise a more specialized sequence of courses totaling fifteen hours. Three examples of such specialized sequences are listed below and serve to illustrate work in urban planning, urban housing and land use, and urban transportation. Similar specialized course sequences in the Urban Affairs concentration can be developed with the concentration adviser.

Students selecting a specialized sequence in urban planning would take V563, Seminar in the Planning Process, and four additional courses to be selected from among:

B615 Land Use Control (3 cr.)

B789 Seminar in Land Use Control (2 cr.)

G415 Advanced Urban Geography (3 cr.)

G603 (S603) Methods of Urban and Regional Analysis (3 cr.)

G604 (S631) Problems and Policies for Urban Development (3 cr.)

G814 Seminar in Settlement and Urban Geography (3 cr.)

Students selecting a specialized sequence in urban housing and land use would take V563, Seminar in the Planning Process, and the following:

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

B615 Land Use Control (3 cr.)

B789 Seminar in Land Use Control (2 cr.)

L408 Real Property and Land Use Control (3 cr.)

Students selecting a specialized sequence in urban transportation would take the following courses:

G412 Urban Transportation Analysis (3 cr.)

T590 Research in Transportation (cr. arr.)

T607 Seminar in Transport Problems (3 cr.)

V633 Seminar in Public Transportation Policy (3 cr.)



### COMBINED DOCTOR OF JURISPRUDENCE-MASTER OF PUBLIC AFFAIRS PROGRAM

The Combination J.D.-M.P.A. Program enables the student to take a four-year sequence of courses leading to the receipt of both degrees. The student must have a bachelor's degree from an accredited institution of higher education and must apply to both the School of Law (Bloomington) and the School of Public and Environmental Affairs. If the applicant is admitted to only one school, he will be permitted to attend the school to which he is admitted and will, of course, be required to meet graduation requirements of that school.

It is preferred that the student apply to both schools simultaneously for the Combination J.D.-M.P.A. Program. It is possible, however, for a person already enrolled in the School of Law to apply for admission to the School of Public and Environmental Affairs up to the completion of his second year of law study. It is also possible for a student enrolled in the School of Public and Environmental Affairs to seek admission to the School of Law up to the end of the first year of his M.P.A. course of study.

Requirements for graduation for persons admitted to the Combination J.D.-M.P.A. are as follows:

- 76 credits of law courses, including all degree requirements (e.g., required first-year courses, research seminars, residency, etc.).
- 34 credits of SPEA courses, satisfying the basic Analytical Skills and Public Affairs Systems and Settings requirements, with the exception of V540, Law and Public Affairs.

A research paper is to be completed in the last year of the combined program and jointly supervised by advisers from both schools. Credit for this supervised research will be arranged and will count toward degree requirements in both schools. A minimum of 4 credit hours must be taken with at least 2 hours of research counting for the J.D. degree and 2 hours of V590, Research in Public Affairs, counting toward the M.P.A. program. The topic must be selected no later than the end of the third year of the combined program, must include elements of both disciplines, and must be approved by the student's co-advisers.

The student will customarily spend his first academic year in the School of Law. Thereafter, the student will divide the second, third and fourth years between the two schools, taking an average of seven to eight hours of law courses each semester, and four to seven hours of SPEA courses. Thus, the student will have a continuing educational experience in both Schools.

Students enrolled in the combined program will be assigned co-advisers—one each from the faculty of the Law School and School of Public and Environmental Affairs. Co-advisers will be responsible for reviewing and counseling with respect to course selection of the students for each semester to assure attainment of educational objectives. Co-advisers will also assist in scheduling problems which the student might encounter as a result of the combined degree program.

Grade averages in the School of Law and the School of Public and Environmental Affairs will be computed separately. Continuation in the program will require the student to meet academic standards in each school. A student failing in one school but meeting academic standards in the other may complete his work for the degree in the school in which he is able to meet the academic standards. Such completion must be upon the same conditions (credit hours, residency, etc.) as required of regular (non-combination) degree candidates, i.e., 82 credit hours for law and 48 credit hours for SPEA. Students will be eligible for honors in each school based on the criteria of each school.

## CERTIFICATE PROGRAMS IN PUBLIC AND ENVIRONMENTAL AFFAIRS

The Graduate Program of the School of Public and Environmental Affairs provides course work and special programs leading to certificates in certain areas. A certificate would be awarded upon completion of specified courses in the curriculum, the requirements for each certificate to be determined by the appropriate faculty and approved by the MPA or MSES Committee. A baccalaureate degree is required for admission to the program.

*Public Management Certificate Program.* The Public Management Certificate is awarded upon completion of the following courses:

- V502 Public Management
- V504 Public Organization
- V560 Public Finance and Budgeting
- V561 Public Personnel and Manpower Systems
- V665 Seminar in Policy and Administration

## MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE

The increasingly technological nature of our society and the concerns that environmental effects must routinely be considered in formulating both public and private policy have created an unprecedented need for individuals whose expertise spans both administrative and technical fields. The goal of the Master of Science in Environmental Science (MSES) program is to produce a new kind of professional who combines specialization in a particular environmental science area with the basic social science and administrative skills necessary for integrating this knowledge into a broader conceptual and operational framework. The degree allows specialization in either disciplinary or interdisciplinary applied environmental science areas.

The MSES degree is offered by the School of Public and Environmental Affairs with the cooperation of several departments in the Graduate School.

A bachelors degree in a physical or life science, engineering, mathematics or its equivalent is required for consideration for admission to the two-year program. At least a B average in undergraduate work is expected. Students who have *not* had courses in differential and integral calculus and in statistics will be required to take these during their first year in the program in addition to the other degree requirements. Students who have *not* had a basic course in computer programming (FORTRAN recommended) should plan to take either a credit or noncredit programming course during their first year in the program. Students who have *not* had at least two semesters of chemistry with laboratories, including coverage of organic chemistry, will be required to take appropriate work in chemistry (usually C102 or C341) in addition to the other degree requirements.

The MSES program requires a minimum of 48-credit hours distributed among four components: Basic Environmental Science (12 cr.), Environmental Management and Policy (10 cr.), Applied Environmental Science Concentration (20 cr.), and Professional Experience (6 cr.). Some students admitted to the program may have had courses that exempt them from some of the requirements. The credits from these course exemptions are usually used to build a stronger concentration.

A mid-career option is available to individuals with appreciable professional experience in environmental science or management. On the basis of case-by-case petitions, the degree requirements may be modified to accommodate the special backgrounds and needs of those with such experience. For example, a different relative emphasis in credit hours among the major components of the degree may be appropriate for mid-career students. Experience may also be accepted in lieu of one to six credit hours of course work in other components of the degree.

A. *Basic Environmental Science (12 cr.)* All four courses are required.

- SPEA V527 Applied Ecology (3 cr.)\*
- SPEA V536 Environmental Chemistry (3 cr.)\*
- SPEA V547 Applied Earth Science (3 cr.)\*
- SPEA V526 Mathematics for Environmental Science (3 cr.)

B. *Environmental Management and Policy (10 cr.)*

Three courses are required

1. SPEA V517 Public Management Economics (4 cr.) *or*  
five hours of undergraduate economics with a grade of A or B
2. Two of the following:
  - Law B660 Environmental Law (3 cr.)
  - SPEA V549 Environmental Planning (3 cr.)
  - SPEA V552 Environmental Engineering (3 cr.)
  - SPEA V540 Law and Public Affairs (3 cr.)
  - SPEA V560 Public Finance and Budgeting (3 cr.)

C. *Applied Environmental Science Concentration (20 cr.)*

Each student's concentration will be developed individually in consultation with a faculty member from the environmental science concentration field and in consideration of the student's background and professional objectives. The list below provides *examples* of groups of courses within which concentrations may be chosen. Students whose backgrounds and career needs are not well served by a concentration in one of the areas listed may seek faculty advice and propose an individual concentration designed for their own goals.

(All courses are worth three credits unless specified otherwise.)

1. *Environmental Impact Analysis*

- BIOL B364 Summer Flowering Plants
- BIOL L465 Advanced Field Biology
- BIOL L575 Ecosystem Ecology
- BIOL Z468 Limnology (4 cr.)
- BIOL Z570 Stream Limnology
- BIOL Z571 Production Limnology
- GEOG G335 Photogrammetry and Remote Sensing
- GEOG G336 Environmental Remote Sensing
- GEOG G404 Elements of Soil Science
- GEOG G405 Hydroclimatology
- GEOG G417 Land Use Analysis
- GEOG G435 Cartography and Remote Sensing
- GEOG G477 Advanced Climatology and Meteorology
- GEOL G550 Surface Water Hydrology
- GEOL G551 Ground Water Hydrogeology
- GEOL G635 Soil Geomorphology
- SPEA V528 Applied Ecology Laboratory
- SPEA V537 Environmental Chemistry Laboratory
- SPEA V548 Applied Earth Science Laboratory
- SPEA V549 Environmental Planning
- SPEA V552 Environmental Engineering
- SPEA V553 Differential Equations in Environmental Science
- SPEA V620 Environmental Analysis Workshop (1-3 cr.)

2. *Water Resources*

- BIOL M420 Environmental Microbiology
- BIOL Z468 Limnology (4 cr.)

\* These three courses have optional laboratories, each of which may be appropriate in the concentrations for some students.

- BIOL Z570 Stream Limnology  
 BIOL Z571 Production Limnology  
 GEOG G404 Elements of Soil Science  
 GEOG G405 Hydroclimatology  
 GEOG G407 Advanced Physical Geography  
 GEOG G477 Advanced Climatology and Meteorology  
 GEOL G415 Principles of Geomorphology  
 GEOL G451 Principles of Hydrogeology  
 GEOL G550 Surface Water Hydrology  
 GEOL G551 Ground Water Hydrogeology  
 GEOL G635 Soil Geomorphology  
 SPEA V537 Environmental Chemistry Laboratory  
 SPEA V553 Differential Equations in Environmental Science
3. *Geography and Land-Use Analysis*  
 GEOG G304 Climatology and Meteorology  
 GEOG G335 Photogrammetry and Remote Sensing  
 GEOG G336 Environmental Remote Sensing  
 GEOG G350 Field Methods in Physical Geography  
 GEOG G404 Elements of Soil Science  
 GEOG G405 Hydroclimatology  
 GEOG G407 Advanced Physical Geography  
 GEOG G413 Location Theory  
 GEOG G417 Land Use Analysis  
 GEOG G435 Cartography and Graphics  
 GEOG G477 Advanced Climatology and Meteorology  
 GEOG G535 Advanced Cartography  
 GEOG G802 Seminar in Physical Geography  
 GEOG G830 Readings in Geography (1-3 cr.)  
 Law B660 Environmental Law  
 SPEA V548 Applied Earth Sciences Laboratory  
 SPEA V549 Environmental Planning  
 SPEA V551 Environmental Systems Planning and Design  
 SPEA V552 Environmental Engineering  
 SPEA V553 Differential Equations in Environmental Science
4. *Geology*  
 GEOL G316 Mineral Resources  
 GEOL G406 Introduction to Geochemistry  
 GEOL G413 Introduction to Earth Physics  
 GEOL G415 Principles of Geomorphology  
 GEOL G416 Economic Geology  
 GEOL G451 Principles of Hydrogeology  
 GEOL G535 Quaternary Geology  
 GEOL G537 Organic Geochemistry  
 GEOL G550 Surface Water Hydrology  
 GEOL G551 Ground Water Hydrogeology  
 GEOL G587 Organic Geochemistry  
 GEOL G626 Industrial Minerals  
 GEOL G635 Soil Geomorphology  
 SPEA V537 Environmental Chemistry Laboratory  
 SPEA V548 Applied Earth Science Laboratory  
 BIOL L474 Field and Laboratory Ecology (2 cr.)
5. *Ecology*  
 BIOL L560 Physiological Ecology  
 BIOL L565 Community Ecology  
 BIOL L570 Seminar in Ecology and Environmental Biology (2 cr.)

- ..... BIOL L575 Ecosystem Ecology
- ..... BIOL L578 Population Biology
- ..... BIOL Z465 Evolution
- ..... BIOL Z468 Limnology (4 cr.)
- ..... BIOL Z508 Advanced Ornithology (4 cr.)
- ..... BIOL Z540 Genetics of Populations (2 cr.)
- ..... BIOL Z570 Stream Limnology
- ..... BIOL Z571 Production Limnology
- ..... SPEA V528 Applied Ecology Laboratory
- 6. *Field Biology*
- ..... BIOL B364 Summer Flowering Plants (5 cr.)
- ..... BIOL L465 Advanced Field Biology
- ..... BIOL M420 Environmental Microbiology
- ..... BIOL Z383 Laboratory in Entomology (2 cr.)
- ..... BIOL Z406 Vertebrate Zoology (5 cr.)
- ..... BIOL Z468 Limnology (4 cr.)
- ..... BIOL Z508 Advanced Ornithology (4 cr.)
- ..... BIOL Z570 Stream Limnology
- ..... SPEA V528 Applied Ecology Laboratory
- 7. *Microbiology*
- ..... BIOL M420 Environmental Microbiology
- ..... BIOL M430 Virology
- ..... BIOL M435 Viral-Medical Laboratory (1-3 cr.)
- ..... BIOL M440 Medical Microbiology Lecture
- ..... BIOL M460 Biology of Prokaryotes
- ..... BIOL M465 Biology of Prokaryotes: Laboratory
- ..... BIOL M525 Prokaryotic Physiology
- ..... BIOL M540 Medical Microbiology Lecture
- ..... SPEA V552 Environmental Engineering
- ..... SPEA V537 Environmental Chemistry Laboratory

#### D. *Professional Experience (6 cr.)*

Each recipient of the MSES degree must obtain professionally relevant experience through a guided on-the-job internship, advanced project (e.g., in environmental impact analysis), or through research directly related to a particular employment role. A report, paper, or thesis is usually prepared as part of this component. This will normally occur during the final year of the program.

### THE PUBLIC AND ENVIRONMENTAL AFFAIRS DOCTORAL MINORS

The Graduate Program of the School of Public and Environmental Affairs provides course work and other student-related activities for those working toward doctoral degrees in other schools and colleges of Indiana University who select Public Affairs as their minor field. Three such minor fields are available: General Public and Environmental Affairs, Environmental Studies, and Urban Affairs.

#### General Public and Environmental Affairs Minor

To satisfy the General Public and Environmental Affairs Minor, the doctoral student must do the following *after obtaining approval from his or her doctoral committee*:

1. Secure an adviser from the faculty of the School of Public and Environmental Affairs.
2. Select a minimum of 12 credit hours of course work, agreed upon by the student and the adviser, only 3 hours of which can be in V580 Readings in Public Affairs or V590 Directed Research.
3. Maintain a minimum grade point average of 3.0 (A=4.0) in courses in the minor.

The adviser must agree to serve as the representative of the School of Public and Environmental Affairs in all examinations or other requirements of the student's doctoral program which relate to his or her minor field.

### The Environmental Studies Minor

Students in Ph.D. programs at Indiana University may, with the consent of their committee, choose Environmental Studies as an outside minor. To offer Environmental Studies as an outside minor, the Ph.D. candidate must:

1. Secure a faculty adviser from the Environmental Studies Executive or Advisory Committees in consultation with the Director of Environmental Studies. The faculty adviser must *not* be from the candidate's major department.
2. Take at least 12 credit hours of Environmental Studies related courses available for graduate credit from at least two different discipline outside the candidate's major department. The choice of courses should be made in consultation with the candidate's adviser and must be approved by the Director Environmental Studies Program. (Appropriateness of proposed minors will be judged on two criteria: 1. The courses must have a direct relationship to Environmental Studies and 2. The courses must *not* normally be required as part of the major or tool skill options in the student's major department nor in the specific field of interest.)
3. Maintain a minimum grade point average of 3.0 (B) in courses in the minor.

The candidate's adviser will serve as the representative of the Environmental Studies Committee in all examinations or other requirements of the candidate's Ph.D. program which relate to the minor. The adviser shall decide on the character of the examination, if any, in the minor field and shall certify that the candidate has met the requirements of the minor when he has done so.

Students should feel free to propose programs fitting their particular interests. In particular, students majoring in areas other than natural sciences may wish to peruse carefully the offerings in natural science departments. Programs consisting of twelve credit hours from the following may be of interest to some students:

Economics E485 Social Control of Industry (3 cr.)  
 Geography G413 Economic Geography (3 cr.)  
 Geography G417 Land Use Analysis (3 cr.)  
 Geology G416 Economic Geology (3 cr.)  
 Microbiology M420 Environmental Microbiology (3 cr.)  
 Political Science Y665 Public Law and Policy (4 cr.)  
 Zoology Z570 Stream Limnology (3 cr.)  
 Zoology Z571 Production Limnology (3 cr.)

Students should note that although most courses from Business, Law, and SPEA have *not* been accepted for general use in the graduate school, approval can be sought for the inclusion of courses from these schools in the minor when they are *especially* appropriate to the student's objectives. Courses which might be considered include:

Business U501 Public Utilities Theory and Analysis (3 cr.)  
 Business U506 Problems in Public Utilities Regulation and Management (3 cr.)  
 Law B615 Land Use Control (3 cr.)  
 Law B660 Environmental Law (3 cr.)  
 Law B675 Natural Resources Law (3 cr.)  
 SPEA V503 Public Affairs and the Environment (2 cr.)  
 SPEA V515 Technology Assessment (3 cr.)  
 SPEA V520 Environmental and Social Systems (3 cr.)  
 SPEA V527 Applied Ecology (3 cr.)

### The Urban Affairs Minor

Students in doctoral programs at Indiana University may choose Urban Affairs as an outside minor. To offer Urban Affairs as a minor, the doctoral candidate must:

1. Secure a faculty adviser from the Urban Affairs Committee in consultation with the Director of the Urban Affairs Center; the faculty adviser must not be in the candidate's major department.
2. Take at least 12 credit hours of courses in Urban Affairs available for graduate credit, from at least two different disciplines outside the candidate's major. The choice of courses must be made in consultation with the candidate's adviser from among those listed or appropriate substitutes.
3. Maintain a minimum grade point average of 3.0 (A=4.0) in courses in the minor.

The candidate's adviser will serve as the representative of the Urban Affairs Committee in all examinations or other requirements of the candidate's doctoral program which relate to the minor. The adviser shall decide on the character of the examination, if any, in the minor field and shall certify that the candidate has met the requirements of the candidate's doctoral program which relate to the minor. The adviser shall decide on the character of the examination, if any, in the minor field and shall certify that the candidate has met the requirements of the minor when he has done so.

#### Courses Suitable for Doctoral Minor in Urban Affairs

##### *Public and Environmental Affairs*

- V365 Urban and Regional Planning (3 cr.)
- V564 Urban Administration (3 cr.)
- V621 Seminar in Housing and Public Affairs (3 cr.)
- V633 Seminar in Public Transportation Policy (3 cr.)

##### *Afro-American Studies*

- A440 History of Education of Black Americans (3 cr.)

##### *Anthropology*

- E380 Urban Anthropology (3 cr.)

##### *Applied Economics*

- G531 Applied Urban Economics: Theory Problems and Policy (3 cr.)
- G630 Methods of Urban and Regional Analysis (3 cr.)
- G631 Problems and Policies for Urban Development (3 cr.)

##### *Environmental Studies*

- E400 Environmental Studies Seminar (2 cr.)

##### *Geography*

- G412 Urban Transportation Analysis (3 cr.)
- G415 Advanced Urban Geography (3 cr.)
- G814 Seminar in Settlement and Urban Geography (3 cr.)

##### *History*

- A347 Cities and Urbanization in American History (3 cr.)
- S870 Seminar in Latin American History (National Period)  
Topic: Urbanization in Latin America (4 cr.)

##### *Political Science*

- Y308 Urban Politics (3 cr.)
- Y671 Public Administration Topic: Urban Administration (3 cr.)

##### *Sociology*

- S426 Control of Crime (3 cr.)
- S427 Social Conflict (3 cr.)
- S565 Seminar in Community Power Structures (3 cr.)

##### *Law School*

- B618 Introduction to Welfare Law (3 cr.)

## ADVANCED STUDIES IN SCIENCE, TECHNOLOGY, AND PUBLIC POLICY

Advanced Studies in Science, Technology, and Public Policy is a graduate education and research program which was initiated at Indiana University in 1965 with assistance from the National Science Foundation. The Program is associated with the School of Public and Environmental Affairs and the Graduate School of Indiana University.

Several publications resulted from this effort: A comprehensive bibliography was prepared to cover the major aspects of public policy for science and technology. In addition, the program developed three study guides for organizing science, technology, and public policy courses in universities: (1) Science and Public Policy, (2) Science and Social Evaluation, and (3) Environmental Policy, Law, and Administration. Both the bibliography and the study guides have been requested and favorably received by scholars in the United States and abroad. Each study guide forms the basis of an advanced course at Indiana University.

In addition, the program implemented a graduate study program at Indiana University for federal executives engaged in the administration of public policy programs for science and technology. Approximately ten mid-career federal administrators come annually to Indiana University for a year of graduate study. This program for government administrators was originally a result of a cooperative arrangement between Indiana University and the U.S. Civil Service Commission.

The United States Civil Service Commission now has direct responsibility for the program through its Bureau of Training, and a new phase of the program, entitled Education for Public Management, has been instituted by the Bureau.

The following federal agencies have sent administrators to Indiana University to take part in this graduate study program: the Atomic Energy Commission, Bureau of Standards, Patent Office, Food and Drug Administration, Department of Agriculture, National Institutes of Health, National Aeronautics and Space Administration, Federal Aviation Agency, Federal Communications Commission, Treasury Department, United States Army, Department of Transportation, and General Services Administration. A number of other universities also offer this mid-career education program, but only Indiana University operates a program which focuses upon the inter-relationships of science, technology, and public policy.

The two-semester Seminar on Science, Technology, and Public Policy has provided the core of the Indiana University instructional program in this area. The following topics are examined in the seminar:

- Science and technology as social forces
- The organization of science and technology in the U.S.A. and abroad
- Policy problems of science and technology
- Science and man's self-image
- Science and social relationships
- Science, technology, and human values

Participants in the seminar generally include graduate students from various departments, research staff from the natural and social sciences, and recipients of the Education for Public Management award. The variety of backgrounds represented by the participants of the seminar provides a unique opportunity for the study of subjects which cannot be covered within the framework of traditional departments.

Related studies conducted by staff members of the Science, Technology, and Public Policy Program have included application of simulation techniques to environmental studies, technology assessments and forecasting, public policy for safety of nuclear reactors, international organization for environmental protection, case studies in environmental policy, and management of the living resources of the sea.

The program is directed by Lynton K. Caldwell, Professor of Public and Environmental Affairs and Professor of Political Science.



# School of Public and Environmental Affairs

Indiana University - Purdue University at Indianapolis

The School of Public and Environmental Affairs at Indiana University - Purdue University at Indianapolis (IUPUI) is currently offering baccalaureate and graduate as well as associate degree programs. Course instructors include IUPUI faculty, Bloomington faculty, and city and state government personnel. As a part of the program, a major effort is being made to put students in direct contact with representatives and activities of city and state government. This is facilitated by numerous students and part-time faculty members who hold responsible positions in governmental agencies.

The nature of the IUPUI graduate programs generally follows the basic structure of the SPEA graduate programs, described, earlier in the text. Offerings are scheduled to permit completion of the degree on a full-time or part-time basis.

The undergraduate program includes Bachelor of Science degrees in Criminal Justice, Metropolitan Studies, and Public Affairs, as well as Associate of Science degrees in Criminal Justice and Public Affairs.

To receive the Bachelor of Science in Criminal Justice, the student must complete 122 credit hours of course work. Concentration areas in this program will depend on the interest of the student. Students entering the Criminal Justice Program have options concerning their degree concentration, depending on whether their educational objectives are directed toward professional or career improvement, preparation for college- or university-level professions, or specific positions within the career field. Major interest areas available in the Criminal Justice curriculum are law enforcement, probation, parole, and correctional administration.

The School's Bachelor of Science in Metropolitan Studies ensures a broadly-based inter-disciplinary background by requiring the student to take one upper-level course, in the appropriate department, in each of the following five areas: Urban Government and Urban History, Urban Environment, Urban Sociology, Urban Economics, and Urban Problems. In addition, the program requires a curriculum core in Metropolitan Studies. Flexibility in meeting the individual needs and interests of the student is provided by a seminar on selected topics in Urban Problems and through an Independent Reading Program.

The Bachelor of Science in Public Affairs curriculum is built around courses in composition, speech, psychology, sociology, mathematics and statistics, and pre-professional courses in the biological sciences, mathematics, physical sciences, and the arts and humanities. Core and concentration courses offer classroom work in public affairs, environmental systems, urban systems, urban and regional planning, policy analysis, public administration, public financial management, criminal justice, and several specialized public affairs fields. Classroom studies are supplemented by public service experience and training.

Candidates for the Associate of Science in Criminal Justice must complete 64 credit hours of course work. Courses meeting the Associate of Science degree requirements are those which either are generally included in, or acceptable for, baccalaureate degree programs. Courses selected to satisfy associate degree requirements can be oriented to the field of interest for pre-service students or to professional or career development for the in-service student. Sufficient flexibility exists within the associate degree program to allow students with specific interests in law enforcement, correctional administration, probation, or parole to select courses applicable to those areas.

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 urban affairs, criminal justice, and public administration. Courses meeting the Associate of Science degree requirements are those which are generally included in, or acceptable for, baccalaureate degree programs.

Further information on the School's programs may be obtained from:

Dr. Patricia Edgeworth Cunnea, Associate Dean  
 School of Public and Environmental Affairs  
 Indiana University - Purdue University at Indianapolis  
 Ball Residence  
 1232 West Michigan Street  
 Indianapolis, Indiana 46202  
 Telephone: (317) 264-4656

## ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

### Specific Degree Requirements

- I. General Education Distribution—9 courses
  - A. Social Science—3 courses
    1. E201 Intro to Microeconomics (3 cr.) *or*  
E202 Intro to Macroeconomics (3 cr.)
    2. Y103 Intro to American Politics (3 cr.)
    3. One course from:  
Sociology or psychology (3 cr.)
  - B. Quantitative Methods—2 courses
    1. One computer course
    2. One mathematics course (excluding mathematics for teachers)\*
  - C. Communication—3 courses
    1. Eng W117 Elementary Composition (3 cr.) (See Area I in the B.S. in C.J. Degree for details)
    2. Eng W231 Professional Writing
    3. Speech—one course
      - Speech C104 (Training the Speaking Voice) (3 cr.)
      - Speech C110 (Fundamentals of Speech Communication) (3 cr.)
      - Speech C180 (Introduction to Interpersonal Communication) (3 cr.)
      - Speech C223 (Business and Professional Speaking) (3 cr.)
      - Speech C228 (Discussion and Group Methods) (3 cr.)
  - D. Arts and Humanities—one course
 

English	Music
Art History	Philosophy
Folklore	Religion
French	Spanish
German	Speech and Theatre
History	
- II. SPEA Core (4 courses required)
  - A. SPEA V170 Public and Environmental Affairs (3 cr.)
  - B. SPEA V262 Environment: Problems and Prospects (3 cr.)
  - C. SPEA V264 Urban Strategies (3 cr.)
  - D. SPEA V270 Survey of Administrative Techniques (3 cr.)
- III. Area of Concentration in Public Affairs—12-18 credits
  - A. Public Administration (12 cr.)
  - B. Criminal Justice (18 cr.)
  - C. Special Concentration (minimum 12 cr.)  
 May be developed by student and faculty adviser to meet special curriculum/career needs;  
 must be approved by campus SPEA administrator.
- IV. Selected Electives—credits required to obtain a minimum of 60 credit hours with a 2.0 G.P.A.

\* Students are urged to fulfill this requirement by taking Mathematics M118 or M119 (one of which is required for the SPEA B.S. degree in Public Affairs). Indiana University courses below the 100 level (e.g. M014) do not carry college credit and may not be applied toward the SPEA A.S. degree.

**Public Administration Concentration Requirements**

Required: four courses selected from:

- V446 Accounting for the Public Sector (3 cr.)  
(A201-A202 [3-3 cr.] may be substituted with approval of director)
- V316 Environmental Health Management Orientation (2 cr.)
- V366 Public Administration (3 cr.)
- V372 Financial Management and Budgeting (P: E360) (3 cr.)
- V373 Personnel Management in the Public Sector (3 cr.)
- V376 Legal Process and Contemporary Issues in America (3 cr.)

**Criminal Justice Concentration Requirements**

The Criminal Justice Concentration requires *six* (6) courses—each with a grade of “C” or higher in accordance with the following:

1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
  - SPEA Criminal Justice J401 Criminal Law and Procedure (3 cr.)  
(In-service students only)
4. *One* of the following:
  - Sociology R345 Crime and Delinquency (3 cr.)
  - Sociology R346 Control of Crime (3 cr.)
5. *Two* SPEA Criminal Justice Courses at the 300 level directed toward the student’s area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

Note: It is recommended that students select Sociology R100 to meet the A.S. Social Science requirement of one course from Sociology or Psychology.

**ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE****Specific Degree Requirements**

- I. English W117 Elementary Composition or Equivalent  
(See Area I in the B.S. in Criminal Justice degree for details.)
- II. Speech: one of the following:
  - Speech C104 Training the Speaking Voice (3 cr.)
  - Speech C110 Fundamentals of Speech Communication (3 cr.)
  - Speech C180 Introduction to Interpersonal Communication (3 cr.)
  - Speech C223 Business and Professional Speaking (3 cr.)
  - Speech C228 Discussion and Group Methods (3 cr.)
- III. General Education—6 courses
  1. Arts and Humanities—1 course
 

English	Music
Art History	Philosophy
Folklore	Religion
German	Spanish
Speech and Theatre	
  2. Social and Behavioral Sciences—1 course
 

R: Soc R100 Introduction to Sociology	
Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Linguistics	



3. Communications—3 courses
  - a. Eng W117 Elementary Composition (3 cr.) (see Area I in the B.S. in C.J. section for details)
  - b. Eng W231 Professional Writing (3 cr.)
  - c. Speech—one course from:
    - C110 Public Speaking (2 cr.)
    - C180 Interpersonal Communications (2 cr.)
    - C227 Argumentation and Debate (3 cr.)
    - C228 Discussion and Group Methods (3 cr.)
4. Quantitative methods—one course from each area (3 courses):
  - a. Mathematics—one course from:
    - M118 Finite Mathematics (3 cr.)
    - M119 Calculus (3 cr.)
    - (Math MA163 Calculus or MA164 Analytic Geometry and Calculus I accepted in lieu of M119)
  - b. Statistics—one course from:
    - SPEA K300 Statistical Techniques (3 cr.)
    - Stat K301 Statistical Techniques (3 cr.)
    - Econ E370 Interpretation of Business and Economic Data (3 cr.)
    - Other approved statistics course
  - c. Introduction to the Computer—one course from:
    - Comp Sc C208 Computer in Business (3 cr.)
    - Comp Sc C201 Introduction to Computer Science (3 cr.)
    - Computer Technology CPT115 Computer Utilization (5 cr.)
    - Other approved computer course

## NOTE:

- (1) "Other approved course" must be approved by the local SPEA administrator.
- (2) Courses which do not carry college (e.g., Math M014) may not be used for the general education requirement.
- (3) Double-Counting: no course may be double-counted (counted more than once) as general education course. Courses in the "general education requirements" may not be also counted in the "Public Affairs Core." However, some courses may be counted also in a Public Affairs Concentration *if*, and only to the extent that, the concentration required more than the minimum of 5 courses. Note particularly that students interested in environmental policy should take specific recommended courses in science.

II. *Public Affairs Core* (10 courses; 7 must be from SPEA, noted by \*)

Each of the following areas must be studied, as indicated.

1. Environment—required:
  - \*SPEA V262 Environment: Problems and Prospects (3 cr.)
2. Urban Studies—one of:
  - \*SPEA V264 Urban Strategies (3 cr.)
  - \*SPEA U301, U302, or U304 Intro to Urbanism or Seminar in Urban Problems
  - Other approved urban introduction options
3. Planning—required:
  - \*SPEA V365 Urban and Regional Planning (3 cr.)
4. Administration—two courses, one from each group:
  - SPEA U301, U302, or U304 Intro. to Urbanism or Seminar in Urban
    - \*CRJU/J310 Introduction to Administrative Process (3 cr.)
    - \*SPEA V270 Survey of Administrative Processes (3 cr.)
    - Pol Sc Y302 Public Bureaucracy (3 cr.)
    - Other approved organization behavior option

- b. \*SPEA V366 Public Administration (P or concurrent: any course from [a] above)
- 5. Public Finance—one of:
  - Economics E360 Public Finance (3 cr.)
- 6. Financial Management or Personnel Management—one of:
  - \*SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
  - \*SPEA V373 Personnel Management in the Public Sector (3 cr.)
- 7. Law—one of:
  - \*SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)
  - \*CRJU J301 Criminal Law (3 cr.)
  - Pol Sc Y304 Judicial Process and American Constitutional Law (3 cr.)
  - Bus L302 Commercial Law (3 cr.)
- 8. Policy Processes—required:
  - \*SPEA V472 Policy Processes Seminar (3 cr.)
- 9. Public Affairs Options—one of:
  - \*SPEA V170 Public and Environmental Affairs (3 cr.)
  - \*CRJU J200 The American Criminal Justice System (3 cr.)
  - \*SPEA V260 Topics in Public Affairs (3 cr.)
  - Other approved options (may not include courses listed elsewhere in the Public Affairs Core)
- III. *Concentrations*—In all cases, B.S. concentrations must have at least five courses which are independent of other requirements, i.e., they cannot be double counted for any other SPEA requirement. Courses beyond this minimum of five may be double counted, as appropriate. The following concentrations are available:
  - Criminal Justice
  - Policy and Administration
  - Urban Studies
- IV. *Other*—(May include up to 15 credit hours of internships. Minimum of 120 credit hours required for graduation with a 2.0 G.P.A.)

#### Criminal Justice Concentration Requirements

The Criminal Justice Concentration requires *eight* (8) courses—each with a grade of “C” or higher in accordance with the following:

- 1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
- 2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
- 3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
  - SPEA Criminal Justice J401 Criminal Law and Procedure (3 cr.)
  - (In-service students only)
- 4. SPEA Criminal Justice J470 Senior Seminar in Criminal Justice (3 cr.)
- 5. *One* of:
  - Psychology B380 Abnormal Psychology (3 cr.)
  - Psychology P324 Abnormal Psychology (3 cr.)
- 6. *One* of:
  - Sociology R345 Crime and Delinquency (3 cr.)
  - Sociology R346 Control of Crime (3 cr.)
  - Sociology S325 Criminology (3 cr.)
  - Sociology S420 Topics in Deviance—Criminology (3 cr.)
- 7. *Two* SPEA Criminal Justice courses directed toward the student's area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

*Note:*

1. SPEA-CRJU J401 Criminal Law and Procedure is only available on the Bloomington campus through the Indiana University Police Academy to fourth (senior) year students in the Indiana University Cadet Program.
2. In-service students may receive credit for this course through attendance at the Indiana Law Enforcement Academy in Plainfield. This course is taught at the academy through SPEA-IUPUI.

**Policy and Administration Concentration Requirements****Required:**

1. Financial Management and Personnel Management—both courses  
     SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)  
     SPEA V373 Personnel Management in the Public Sector (3 cr.)  
     (One of these courses may also be counted as a core requirement.)
2. Other policy and administration courses—4 selected from:  
     \*SPEA V376 Legal Process and Contemporary Issues in America I (3 cr.)  
     \*SPEA V377 Legal Process and Contemporary Issues in America II (3 cr.)  
     SPEA V421 Dynamics of Urbanization (4 cr.)  
     SPEA V432 Labor Relations in the Public Sector (3 cr.)  
     SPEA V442 Seminar in Fiscal Management (3 cr.)  
     SPEA V444 Public Administrative Organization (3 cr.)  
     SPEA V445 Policy in State Government (3 cr.)  
     SPEA V446 Accounting in the Public Sector (3 cr.)  
     SPEA V450 Contemporary Issues in Public Affairs—approved topics only (3 cr.)  
     SPEA V490 Directed Research in Public and Environmental Affairs—approved topics only (1-3 cr.)

Some alternate courses may be selected in fields such as personnel, management, industrial psychology, labor relations, organization theory, operations research, and policy analysis and evaluation. These alternate choices must be approved for a student's curriculum by the appropriate SPEA campus administrator.

**Urban Studies Concentration Requirements**

Note: The requirements of the Urban Studies concentration of SPEA are the same as those for the Urban Studies certificate for non-SPEA majors. SPEA majors may apply for the certificate at their option.

**Core Requirements**

- †SPEA V264 Urban Strategies (3 cr.)  
 †SPEA K300 Statistical Techniques (3 cr.)  
 †SPEA V365 Urban and Regional Planning (3 cr.)  
 SPEA V421 Dynamics of Urbanization (3 cr.)  
 Specialization—four courses

The student should take one of the following sequences, plus any other two courses.

- Geography G314 Urban Geography (3 cr.)  
 Geography G415 Advanced Urban Geography (3 cr.)  
 Business T315 Urban Transportation and Public Policy (3 cr.)  
 Geography G412 Urban Transport Analysis (3 cr.)

\* Any of these courses may be counted in the Policy and Administration concentration only if they are not counted in the SPEA core courses.

† May be taken by SPEA students to fulfill other requirements.

- Business G330 Principles of Urban Economics (3 cr.)
- Business G430 Economic Analysis of Urban Problems and Policies (3 cr.)
- Geography G417 Land Use Analysis (3 cr.)
- Geology G300 Environmental and Urban Geology (3 cr.)
- Political Science Y308 Urban Politics (3 cr.)
- Political Science Y394 Public Policy Analysis (3 cr.)
- Sociology S309 The Community (3 cr.)
- Sociology S410 Topics in Social Organization. Topic: Human Ecology (3 cr.)
- Business R300 Principles of Real Estate (3 cr.)
- Business L408 Law of Real Estate and Land Use Control (3 cr.)

Additional Electives (may not be counted toward two-course sequence)

- Anthropology E380 Urban Anthropology (3 cr.)
- History A347 Cities and Urbanization in American History (3 cr.)

### BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

To receive the Bachelor of Science degree in Criminal Justice, the student 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.

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 adviser to plan their programs. 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.

#### General Requirements for the B.S. in Criminal Justice\*

1. A minimum of 122 hours.
2. A grade of at least C must be attained in each course to satisfy the Area IV Concentration requirements. However, courses in which a student receives a D will count toward the 122-hour total.
3. A minimum cumulative grade point average of 2.0.
4. A minimum of 30 hours in courses at the 300-400 level.
5. A minimum of eight (8) Criminal Justice courses.
6. Courses taken on the Pass/Fail Option can be applied only as electives in meeting degree requirements.
7. By special permission, a limited amount of credit may be earned through correspondence study and/or special examination.
8. A student may take as many Criminal Justice courses as his/her total program will allow.
9. 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.

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\* Applicable to students admitted to Indiana University after July 1, 1977.



10. Courses taken to satisfy Area III (General Education) Requirements may also be used to satisfy Area IV (Concentration Area) Requirements as appropriate.
11. 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.
12. Not more than 60 hours earned in accredited junior colleges may be applied toward a degree.
13. All credit for candidates for degrees, except for the current semester, must be on record at least six weeks prior to conferring of degrees.
14. Application for the Bachelor of Science degree must be filed in the Office of the Recorder, School of Public and Environmental Affairs, not later than October 1 for January, May, or August graduation.
15. Credit work for this degree may be taken at any campus of Indiana University.

### Specific Requirements for the B.S. in Criminal Justice

#### 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-W116-W117 (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-W116-W117. 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-W116 will receive credit after satisfactorily completing W117.
2. Two (2) courses in Writing: a) English W231 Professional Writing, and b) one other course approved by a Criminal Justice adviser selected from either the Writing Program of the English Department of the School of Liberal Arts or Business 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 foreign language. A student planning on graduate study should consult with an adviser concerning the advisability of taking a foreign language in addition to, or in lieu of, the communications requirements for this degree.

1. Communications Option—4 courses  
One course selected from each of the following groups:
  - a. *Speech*
    - Speech C104 Training the Speaking Voice
    - Speech C110 Fundamentals of Speech Communication
    - Speech C170 Introduction to Voice Science
    - Speech C180 Introduction to Interpersonal Communications
  - b. *Language Structure*
    - English G205 Introduction to the English Language
    - English G206 Introduction to the Study of Grammar
    - English G301 History of the English Language
    - Speech C204 Phonetics of American Speech

- c. *Language Patterns*
  - English G310 Inner City Speech Patterns
  - Folklore F220 Introduction to American Folklore
  - Folklore F245 Chicano Folklore
  - Folklore F394 Afro-American Folklore
- d. *Communications Methods*
  - Journalism J201 Verbal Communications
  - Journalism C200 Introduction to Mass Communications
  - Speech C223 Business and Professional Speaking
  - Speech C227 Argumentation and Debate
- 2. Foreign Language Option
 

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
  - Art History
  - Folklore
  - French
  - German
  - History
  - Music History and Musicology
  - Philosophy
  - Religion
  - Spanish
  - Speech and Theatre
- 2. Social and Behavioral Sciences (4 courses selected from 3 different departments)
  - Anthropology
  - Economics
  - Political Science
  - Psychology
  - Sociology
- 3. Quantitative Methods (3 courses)
  - a. Mathematics—selected from upper, lower, or dual level courses of Department of Mathematics (excluding math for teachers).
  - b. Statistics—select from (1) Statistics, Undergraduate Level, Department of Mathematics, or (2) Psy B305 Statistics, or (3) Soc R359 Sociological Statistics, or (4) Econ E370 Economic Statistics.
  - c. Computer—select from Computer Science or Computer Technology.
- 4. Sciences (2 courses selected from 2 different disciplines listed below)
 

Anatomy and Physiology	Astronomy	Geology
Biology	Chemistry	Mathematics
Botany	Computer Technology	Physics
Zoology	Computer Science	

Cross listed courses: Psy B105 and Geog G107 and G304.

**Area IV—Concentration Area Requirements**

Students are required to complete a minimum of 8 Criminal Justice and 4 directly-related courses in accordance with the following requirements: (Note: Grade of "C" or above **MUST** be made in any course used to fulfill Area IV requirements.)

1. Criminal Justice Concentration (8 courses)
  - a. CRJU J100 Foundations of Criminal Justice
  - b. CRJU J200 The American Criminal Justice System
  - c. CRJU J370 Seminar in Criminal Justice—Topic: Social Control Systems
  - d. One of:
    - CRJU J301 Criminal Law
    - CRJU J302 Criminal Law Administration
    - CRJU J401 Criminal Law and Procedure
    - (In-service students only)
  - e. CRJU J470 Senior Seminar
  - f. Three other Criminal Justice courses directed toward the student's area of interest
2. Directly-Related (4 courses)
 

One course from each area:

  - a. Administration—one of:
    - SPEA V270 Survey of Administrative Processes
    - SPEA V366 Public Administration
    - CRJU J310 Introduction to Administrative Processes
  - b. Research Methods—one of:
    - SOC R490 Sociological Research Methods
    - Metro U401 Research Seminar *or*
    - A research methods course approved by CRJU advisor
  - c. Crime Causation—one of:
    - Soc R345 Crime and Delinquency
    - Soc R346 Control of Crime
  - d. Abnormal Behavior
    - Psy B380 Abnormal Psychology
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 adviser. This area must include a minimum concentration of six courses. 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 Bachelor of Science degree requirement of 122 credit hours.

**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 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. Completion of course prerequisites

## BACHELOR OF SCIENCE IN METROPOLITAN STUDIES

SPEA/IUPUI offers the Bachelor of Science degree in Metropolitan Studies 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 adviser to plan their programs. Through adequate planning, prerequisites of courses in the concentration groups 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 at the time of graduation, whichever the student chooses.

### General Requirements for the Bachelor of Science Degree

1. A minimum of 122 hours.
2. A grade of at least 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.
3. A minimum cumulative grade point average of 2.0.
4. A minimum of 30 hours in courses at the 300-400 level.
5. A minimum of five (5) Metropolitan Studies courses.
6. Credit work for the degree may be taken at any campus or extension center of Indiana University.
7. By special permission, a limited amount of credit may be earned through correspondence study and/or special examination.
8. A student may take as many Metropolitan Studies courses as his total program will allow.
9. Courses taken to satisfy the English Composition requirement may not be used to satisfy General Education or Concentration Area requirements.
10. Courses taken to satisfy General Education requirements may also be used to satisfy Concentration Area requirements as appropriate.
11. Not more than 60 hours earned in accredited junior colleges may be applied toward a degree.
12. All credit for candidates for degrees, except for the current semester, must be on record at least six weeks prior to conferring of degrees.
13. Application for the Bachelor of Science degree must be filed in the Office of the Recorder, School of Public and Environmental Affairs, not later than October 1 for January, May, or August graduation.

### Specific Requirements for the B.S. in Metropolitan Studies

#### Area I—English Composition and Writing

Every student shall satisfy this requirement by completing English W115-W116-W117 (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-W116-W117. 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-W116 will receive credit after satisfactorily completing W117. Students are also required to take English W231 Professional Writing (3 cr.).

## 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 following general education areas, as listed.

1. Arts and Humanities—4 courses
  - Art History
  - English
  - Folklore
  - French
  - German
  - History
  - Music History and Musicology
  - Philosophy
  - Religion
  - Spanish
  - Speech and 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 and Computer Science
  - Physics
  - Computer Technology
  - Cross-listed courses: Geography G107 and G304

## 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-U402 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
      - History A357-A358 American Urban History I-II

- Political Science Y302 Public Bureaucracy in Modern Society
- Political Science Y307 Indiana State Government and Politics
- Political Science Y308 Urban Politics
- Political Science Y312 Workshop in State and Local Government
- b. Urban Environment
  - Biology B285 Environmental Biology
  - Geography G314 Urban Geography
  - Geology G300 Environmental and Urban Geology
- c. Urban Sociology
  - Psychology B270 Industrial Psychology
  - Sociology R317 Sociology of Work
  - Sociology P329 Urban Sociology
  - Sociology R461 Race and Ethnic Relations
  - Sociology R465 Population and Ecology
  - Sociology R478 Formal Organizations
- d. Urban Economics
  - Business R300 Principles of Real Estate
  - Business T300 Principles of Transportation
  - Economics E323 Urban Economics
  - Economics E340 Introduction to Labor Economics
  - Economics E360 Public Finance
- e. Urban Problems
  - Criminal Justice J200 Introduction to American Criminal Justice System
  - Metropolitan Studies U304 Seminar in Urban Problems
  - Social Service S352 Social Welfare and Current Social Issues
  - Sociology R345 Criminology and Delinquency
  - Sociology R346 Control of Crime

#### 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.

### MASTER OF PUBLIC AFFAIRS—AREAS OF CONCENTRATION

Concentrations are designed to give the student a focused educational experience in a substantive area of interest with a view to working in this area upon graduation. The student chooses a concentration in conjunction with the faculty advisor and appropriate SPEA administrator. Concentrations offered on the IUPUI campus include: Management of Public Affairs, Personnel Management, Public Financial Administration, Planning, Urban Affairs, and Criminal Justice.\*

#### Criminal Justice Concentration Requirements

##### 18 Required Credit Hours

All students enrolled in this concentration take the three following courses:

- V562 Public Program Management and Evaluation
- V588 Law and Control in Society
- V682 Seminar in CJ Planning, Management, and Issues  
(May be repeated with consent of adviser.)

All students complete the concentration with 9 additional hours in an area of special interest unless the individual has had no prior experience and/or academic work in the CJ field. Such students are required to take as part of their program:

- V581 Public Safety Law
- V582 Criminal Justice Systems

\* Students should refer to pages 49-55 for the description of the M.P.A. admission, academic policy standards, and program core requirements.

These students then complete their concentration with 3 additional hours in an area of special interest.

#### Management of Public Affairs Concentration Requirements

##### 18 Required Credit Hours

Two courses chosen from the following list are required for the concentration in the Management of Public Affairs:

- SPEA V595 Managerial Decision Making (3 cr.)
- SPEA V562 Public Program Evaluation (2-3 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 and Information Systems, (2) Finance, (3) Management, and (4) Personnel and 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 V525 Public Financial Administration (3 cr.)
- SPEA V609 Seminar in Revenue Policy and Administration (3 cr.)
- SPEA V610 Seminar in Government Budget and Program Analysis (3 cr.)
- SPEA V660 Cases and Problems in Fiscal Administration (3 cr.)
- SPEA V668 Problems in Fiscal Federalism (3 cr.)
- SPEA V508 Topics in Quantitative Analysis (3 cr.)
- SPEA V562 Public Program Evaluation (2-3 cr.)
- SPEA V563 Seminar in the Planning Process (3 cr.)
- SPEA V662 Seminar in Productivity and Program Administration (3 cr.)
- SPEA V663 Seminar in the Regulatory Process (3 cr.)
- SPEA V665 Seminar in Policy and Administration (3 cr.)
- Bus W502 Administration (3 cr.)
- Bus P503 Analysis and Design of Operating System (3 cr.)
- SPEA V561 Public Personnel and 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 V650 Topics in Public Personnel Management (3 cr.)
- SPEA V670 Seminar in Public Labor Relations (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 adviser in consultation with the Associate Dean.

**Personnel Management Concentration Requirements**

Students who select the Personnel Management concentration take the following course:

V561 Public Personnel and Manpower Systems (2-3 cr.)

The remaining 15 units of this 18-credit concentration may be selected from among the following courses, with the following conditions:

- a. Other courses may be included in the concentration, subject to approval by the concentration adviser in consultation with the Associate Dean.
- b. At least 6 credits must be in 600-level courses.

Possible concentration courses are as follows:

V565 Administrative Organization (2 cr.)  
V566 Executive Leadership (2 cr.)  
V650 Topics in Public Personnel Management (1-3 cr.)  
V664 Seminar in Complex Public Organizations (3 cr.)  
V670 Topics in Public Sector Labor Relations (1-3 cr.)

Students may wish to consider independent study courses such as:

V580 Readings in Public Affairs (1-3 cr.)  
V585 Practicum in Public Affairs (cr. arr.)  
V590 Research in Public Affairs (1-3 cr.)

**Business**

Z502 Organizational Behavior and Human Performance (3 cr.)  
Z503 Organizational Behavior and Organizational Effectiveness (3 cr.)  
Z514 Seminar in Industrial Relations (3 cr.)  
Z515 Personnel Measurement (3 cr.)

**Psychology**

P570 Industrial Psychology (3 cr.)  
P572 Organizational Psychology (3 cr.)  
P683 Seminar in Industrial-Social Psychology (3 cr.)

**Public Financial Administration Concentration Requirements**

Courses in the concentration focus on technical skills necessary for positions in budget analysis, preparation, and operation; in revenue system administration and in public financial planning. The concentration includes 18 credit hours.

The following courses are required for all students selecting the Public Financial Administration concentration:

V525 Public Financial Administration (3 cr.)  
V660 Cases and Problems in Fiscal Administration (3 cr.)  
When appropriate and approved, the following may be substituted:  
V585 Practicum in Public Affairs (cr. arr.) *or*  
V590 Research in Public Affairs (3 cr.)  
A508 Accounting for Public Administration (3 cr.)

Depending on the interest of the student, two of the following five specialization courses are to be selected:

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



The remaining may be selected from the following:

- V516 Managing Public Information Systems (3 cr.)
- V562 Public Program Evaluation (2-3 cr.)
- V563 Seminar in the Planning Process (3 cr.)
- V662 Seminar in Productivity and Program Administration (3 cr.)
- V665 Seminar in Policy and Administration (3 cr.)
- A514 Auditing Theory and Practice (3 cr.)
- A515 Federal Income Taxes (3 cr.)
- E560 Micro-Economic Aspects of Public Finance (3 cr.)
- E561 Macro-Economic Aspects of Public Finance (3 cr.)
- E562 Analysis of Public Expenditure Programs (3 cr.)
- R501 Real Estate and Land Economics (3 cr.)

A maximum of 3 credit hours of research courses is acceptable towards meeting the concentration requirement:

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

#### **Planning Concentration Requirements**

The following three courses are required as components in the total of 18 credits necessary for the concentration.

- SPEA V563 The Planning Process (3 cr.)
- SPEA V593 Analytical Planning Methods (3 cr.)
- SPEA V594 Structure and Dynamics of Regional Complexes (3 cr.)

The remaining 9 credit hours required for this concentration should be selected from the courses listed below. At least 6 credit hours of courses must be sequenced from within one of the three areas listed. In addition, at least 3 credit hours must be in the area of general regional systems, or V585.

#### *Planning Theory*

- SPEA V562 Public Program Evaluation (2-3 cr.)
- SPEA V564 Urban Administration (3 cr.)
- SPEA V580 Readings in Public Affairs (1-3 cr.)
- SPEA V585 Practicum in Public Affairs (3 cr.)
- SPEA V590 Research in Public Affairs (3 cr.)
- SPEA V630 Topics in Planning (3 cr.)
- SPEA V662 Seminar in Productivity and Program Administration (3 cr.)
- SPEA V664 Seminar in Complex Public Organization (3 cr.)
- SPEA V665 Seminar in Policy and Administration (3 cr.)
- SPEA V690 Seminar in the Public Policy Process (3 cr.)

#### *Planning Methods*

- SPEA V508 Topics in Quantitative Analysis (3 cr.)
- SPEA V511 Environmental Systems Dynamics (3 cr.)
- SPEA V516 Public Management Information Systems (3 cr.)
- SPEA V525 Public Financial Administration (3 cr.)
- SPEA V532 Urban Decision-Making (3 cr.)
- SPEA V533 Applied Urban Economics (3 cr.)
- SPEA V562 Public Program Evaluation (2-3 cr.)
- SPEA V572 Urban Topics (3 cr.)
- SPEA V580 Readings in Public Affairs (1-3 cr.)
- SPEA V585 Practicum in Public Affairs (3 cr.)
- SPEA V590 Research in Public Affairs (3 cr.)

- SPEA V595 Managerial Decision-Making (3 cr.)  
 SPEA V610 Seminar in Government Budget and Program Analysis (3 cr.)  
 SPEA V630 Topics in Planning (3 cr.)  
 SPEA V662 Seminar in Productivity and Program Administration (3 cr.)  
 SPEA V691 Seminar in Problems and Issues in Policy Analysis (3 cr.)  
 STAT Stat513 Applications of Statistics in Industry (3 cr.)  
 IE IE533 Methods of Experimental Research (3 cr.)  
 BUS A508 Accounting for Public Administration (3 cr.)  
 BUS A513 Accounting Data for Management Control (3 cr.)  
 BUS G550 Seminar in Business Conditions Analysis (3 cr.)  
 BUS K502 Mathematical Tools Laboratory (1 cr.)  
 BUS K506 Introduction to Probabilistic Models (3 cr.)  
 BUS K511 Fundamentals of Mathematical Optimization (3 cr.)  
 BUS K512 Multivariate Statistical Analysis (3 cr.)  
 BUS K515 Quantitative Analysis in Decision-Making (3 cr.)  
 BUS K520 Introduction to Operations Research (3 cr.)  
 BUS K525 Quantitative Systems Analysis (3 cr.)  
 BUS P502 Operations Management (3 cr.)  
 BUS P503 Analysis and Design of Operations Systems (3 cr.)  
 BUS P507 Management Information Systems Applications (3 cr.)  
 BUS P525 Operations Information and Control Systems (3 cr.)

*General Regional Systems*

- SPEA V530 Urban Physical Structure (2 cr.)  
 SPEA V531 Urban Social Structure (2 cr.)  
 SPEA V534 Urban Technology (2 cr.)  
 SPEA V535 Urban Demography (2 cr.)  
 SPEA V580 Readings in Public Affairs (1-3 cr.)  
 SPEA V585 Practicum in Public Affairs (3 cr.)  
 SPEA V590 Research in Public Affairs (3 cr.)  
 SPEA V595 Managerial Decision-Making (3 cr.)  
 SPEA V621 Seminar in Housing and Public Affairs (3 cr.)  
 SPEA V630 Topics in Planning (3 cr.)  
 SPEA V633 Seminar in Public Transportation Policy (3 cr.)  
 SPEA V663 Seminar in the Regulatory Process (3 cr.)  
 SPEA V682 Seminar in Criminal Justice Planning, Management, and Issues (3 cr.)  
 BUS G430 Economic Analysis of Urban Problems and Policies (3 cr.)  
 BUS G531 Applied Urban Economics: Theory, Problems, and Policy (3 cr.)  
 BUS G550 Seminar in Business Conditions Analysis (3 cr.)  
 BUS R501 Real Estate and Land Economics (3 cr.)  
 BUS T501 The Transportation Dimension (3 cr.)

Courses not listed here may be selected on approval of the concentration adviser in consultation with the Associate Dean.

**Urban Affairs Concentration Requirements**

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

*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 and Manpower Systems (3 cr.)  
SPEA V562 Public Program Evaluation (2-3 cr.)  
Bus A508 Accounting for Public Administration (3 cr.)

Courses not listed here may be selected on approval of the concentration advisor in consultation with the Associate Dean.

## CERTIFICATE PROGRAMS IN PUBLIC AND ENVIRONMENTAL AFFAIRS

The Graduate Program of the School of Public and Environmental Affairs provides course work and special programs leading to certificates in certain areas. A certificate would be awarded upon completion of specified courses in the curriculum, the requirements for each certificate to be determined by the appropriate faculty and approved by the MPA Committee. A baccalaureate degree is required for admission to the program.

### **Public Management Certificate Program**

The Public Management Certificate is awarded upon completion of the following courses:

V502 Public Management  
V504 Public Organization  
V560 Public Finance and Budgeting  
V561 Public Personnel and Manpower Systems  
V665 Seminar in Policy and Administration

# Division of Public and Environmental Affairs

## Indiana University Northwest

The Division of Public and Environmental Affairs at Indiana University Northwest (IUN) is currently offering associate, bachelor, and graduate degree programs at its campus in Gary.

The Associate of Science in Public Affairs is in its fourth year of operation and is designed primarily as a mid-career program with courses being offered during the evening hours. Students also can pursue this degree program as a full-time course of study. The associate degree program is a sixty (60) hour course of study and is discussed in detail elsewhere in the text.

The Bachelor of Science degree program has a curriculum built around courses in composition, speech, psychology, sociology, mathematics, statistics, the biological or physical sciences and the arts and humanities. Core and concentration courses offer classroom work in public affairs, environmental systems, urban systems, urban and regional planning, policy analysis, public administration, public financial management and several specialized public affairs fields. Students are encouraged to supplement classroom studies with an internship which provides practical experience in the public sector.

The Master of Public Affairs is also offered at Indiana University Northwest. Course instructors include IUN faculty, faculty from area institutions, and city, state, and governmental personnel. Most students in the program are already employed in government service and pursue the Mid-Career Option. Programming is designed for courses to be offered during the evening hours.

The nature of the IUN graduate program generally follows the basic structure of the SPEA program described earlier in the text. Concentration programs are developed utilizing resources at Indiana University Northwest and the needs of the students and area governments in northwestern Indiana.

In addition to its formal academic programs, the Division of Public and Environmental Affairs offers research and other educational services to local communities and agencies. Some examples of this service function of the Division are current arrangements with the city of Gary to provide an educational program for city employees and the basic environmental and ecological inventory studies being done for the Indiana Dunes National Lakeshore and the National Parks Service.

Complete information on the Division and its program may be obtained by contacting:

Dr. John M. Hunger, Director  
Division of Public and Environmental Affairs  
Indiana University Northwest  
3400 Broadway  
Gary, Indiana 46408  
Telephone: (219) 980-6695

## ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

### Specific Degree Requirements

- I. General Education Distribution (9 courses required)
  - A. Social Science—3 courses
    1. E103 Intro to Microeconomics (3 cr.) *or*  
E104 Intro to Macroeconomics (3 cr.)
    2. Y103 Intro to American Politics (3 cr.)
    3. One course from:  
Sociology or psychology (3 cr.)

- B. Quantitative Methods—2 courses
    - 1. One computer course
    - 2. One mathematics course (excluding mathematics for teachers)\*
  - C. Communication—3 courses
    - 1. Eng W131 Elementary Composition (3 cr.)
    - 2. Eng W231 Professional Writing Skills (3 cr.)
    - 3. Speech—one course
  - D. Arts and Humanities—one course
- II. SPEA CORE (4 courses required)
- A. V170 Public and Environmental Affairs (3 cr.)
  - B. V262 Environment: Problems and Prospects (3 cr.)
  - C. V264 Urban Strategies (3 cr.)
  - D. V270 Survey of Administrative Techniques (3 cr.)
- III. Area of Concentration in Public Affairs—12-18 credits
- A. Public Administration (12 cr.)
  - B. Criminal Justice (18 cr.)
  - C. Environment (18 cr.)
  - D. Special Concentration (minimum 12 cr.)
    - May be developed by student and faculty adviser to meet special curriculum/career needs; must be approved by campus SPEA administrator.
- IV. Selected Electives—credits required to attain a minimum of 60 credit hours with a 2.0 G.P.A.

#### Public Administration Concentration Requirements

Required: four courses selected from below

- V446 Accounting for the Public Sector (3 cr.)
  - (A201-A202 [3-3 cr.] may be substituted with approval of director)
- V316 Environmental Health Management Orientation (2 cr.)
- V366 Public Administration (3 cr.)
- V372 Financial Management and Budgeting (P: E360) (3 cr.)
- V373 Personnel Management in the Public Sector (3 cr.)
- V376 Legal Process and Contemporary Issues in America (3 cr.)

#### Criminal Justice Concentration Requirements

The Criminal Justice Concentration requires *six* (6) courses

- 1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
- 2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
- 3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
  - SPEA Criminal Justice J401 Criminal Law and Procedure (3 cr.)
  - (In-service students only)
- 4. *One* of the following:
  - Sociology R345 Crime and Delinquency (3 cr.)
  - Sociology R346 Control of Crime (3 cr.)
  - Sociology S325 Criminology (3 cr.)
  - Sociology S420 Topics in Deviance—Criminology (3 cr.)
- 5. *Two* SPEA Criminal Justice Courses at the 300 level directed toward the student's area of interest. (Choice of courses under this option requires approval of the appropriate local SPEA Administrator.)

Note: It is recommended that students select S161 to meet the A.S. Social Science requirement of one course from Sociology or Psychology.

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\* Students are urged to fulfill this requirement by taking Mathematics M118 or M119 (one of which is required for the SPEA B.S. degree in Public Affairs). Indiana University courses below the 100 level (e.g. M014) do not carry college credit and may not be applied toward the SPEA A.S. degree.

### Environmental Concentration Requirements

The Associate of Science degree is a 60 credit, two-year degree program available *only* to students in the School of Public and Environmental Affairs. The two-year degree, when properly planned, allows a student both to make normal progress towards a four-year degree (Bachelor of Public Affairs) and select electives particularly suited to his own goals. The requirements of the Environmental Concentration for the A.S. degree provide an introduction to environmental problems and the options for their resolution.

The concentration requirements are:

1. A course in Chemistry or Physics
2. Geography G107 Physical Geography (3 cr.) *or* Geology G102 Earth Science: Materials and Processes (3 cr.) *or* Geology G111 Elements of Geology I (3 cr.)
3. Economics E103 Introduction to Microeconomics *or* E104 Introduction to Macroeconomics (whichever is not taken for the social science requirement) (3 cr.)
4. Two of the following:
  - Geography G213 Introduction to Economic Geography (3 cr.)
  - Geography G304 Climatology (3 cr.)
  - Geology G300 Environmental and Urban Geology (3 cr.)
  - Geology G316 Mineral Resources (3 cr.)
  - Biology L350 Environmental Biology (3 cr.)
  - Political Science Y313 Environmental Policy (3 cr.)
5. SPEA V365 Urban and Regional Planning (3 cr.)
6. The mathematics requirement should be met with a course in calculus.
7. A course in statistics.\* (Calculus and statistics will fulfill the prerequisites for V365.)

## BACHELOR OF SCIENCE IN PUBLIC AFFAIRS

### Specific Degree Requirements

- I. General education requirements (total of 16 courses):
  - (1) Social science requirements—each of the following (5 courses):
    - Economics E103-E104 Intro to Economics (3-3 cr.)
    - Pol Sc Y103 Intro to American Politics (3 cr.)
    - Sociology and/or Psychology—2 courses  
(Student may select either Sociology or Psychology or one course in each.)
  - (2) Arts and Humanities; Biological and Physical Science—(5 courses):
    - The student has the option of selecting 3 courses in arts and humanities and 2 courses in biological and physical sciences, or vice versa
  - (3) Communications—one course from each area (3 courses):
    - a) W131 Elementary Composition
    - b) W231 Professional Writing Skills (3 cr.)
    - c) Speech—one course from:
      - S121 Public Speaking (3 cr.)
      - S122 Interpersonal Communications (3 cr.)
      - S228 Argumentation and Debate (3 cr.)
      - S229 Discussion and Group Methods (3 cr.)
  - (4) Quantitative methods—one course from each area (3 courses):
    - a) Mathematics—one course from:
      - M118 Finite Mathematics (3 cr.)
      - M119 Calculus (3 cr.)
 (Math M211 Calculus or M215 Analytic Geometry and Calculus I accepted in lieu of M119)

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\* Options for statistics include Economics E370, Mathematics/Psychology/SPEA K300 or K310, Political Science Y205, or Sociology S250 and S251.

- b) Statistics—one course from:
  - Math, Psy, SPEA K300 Statistical Techniques (3 cr.)
  - Math or Psy K310 Statistical Techniques (3 cr.)
  - Econ E370 Interpretation of Business and Economic Data (3 cr.)
  - Other approved statistics course
- c) Introduction to the Computer—one course from:
  - Math C201 Introduction to Computer Science (3 cr.)
  - Bus K201 Computer in Business (3 cr.)
  - Other approved computer course

## NOTE:

- (1) "Other approved course" must be approved by the local SPEA administrator.
- (2) Courses which do not carry college credit (e.g., Math M014) may not be used for the general education requirement.
- (3) Double Counting: no course may be double-counted (counted more than once) as general education course. Courses in the "general education requirements" may not be also counted in the "Public Affairs Core." However, some courses may be counted also in a Public Affairs Concentration *if*, and only to the extent that, the concentration required more than the minimum of 5 courses. Note particularly that students interested in environmental policy should take specific recommended courses in science.
- (4) Every student must pass W131 Elementary Composition with a grade of C or higher. (Students should note when they register for classes that not all sections of W131 are the same; some have special topics or may be connected with writing assignments for another course.)

II. Public Affairs Core (10 courses; 7 must be from SPEA, noted by \*)  
Each of the following areas must be studied, as indicated.

- 1. Environment—required:
  - \*SPEA V262 Environment: Problems and Prospects (3 cr.)
- 2. Urban Studies—one of:
  - \*SPEA V264 Urban Strategies (3 cr.)
  - Other approved urban introduction options
- 3. Planning—required:
  - \*SPEA V364 Urban and Regional Planning (3 cr.)
- 4. Administration—two courses, one from each group:
  - a) Bus Z301 Organizational Behavior
    - Pol. Sc. Y390 Micropolitics and Organizational Theory
    - \*SPEA J310 Introduction to Administrative Process
    - \*SPEA V270 Survey of Administrative Techniques
    - Other approved organizational behavior options
  - b) \*SPEA V366 Public Administration—(prerequisite or concurrent: Bus Z301 or equivalent (3 cr.))
- 5. Public Finance
  - Economics E360 Public Finance (3 cr.)
- 6. Financial Management or Personnel Management—one of:
  - \*SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
  - \*SPEA V373 Personnel Management in the Public Sector (3 cr.)
- 7. Law—one of:
  - SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)
  - Bus L201 Legal Environment of Business (3 cr.)
  - CRJU J301 Criminal Law (3 cr.)
  - Pol Sc Y304 Judicial Process and American Constitutional Law (3 cr.)
- 8. Policy Processes—required:
  - V472 Policy Processes Seminar (3 cr.)

## 9. Public Affairs Options—one of:

SPEA V170 Public and Environmental Affairs (3 cr.)

CRJU J200 The American Criminal Justice System (3 cr.)

SPEA V260 Topics in Public Affairs (3 cr.)

Other approved options (may not include courses listed elsewhere in the Public Affairs Core)

## III. Concentrations—5 or more courses:

The following concentrations are available:

Criminal Justice

Policy and Administration

Urban Studies

## IV. Other (May include up to 15 credit hours for internships. Minimum of 120 credit hours required for graduation with a 2.0 G.P.A.)

**Criminal Justice Concentration Requirements**

The Criminal Justice Concentration requires *eight* (8) courses—each with a grade of “C” or higher in accordance with the following:

1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
4. SPEA Criminal Justice J370 Seminar in Criminal Justice—Topic: Research and Development in Criminal Justice (3 cr.)
5. *One* of:
  - Psychology B380 Abnormal Psychology (3 cr.)
  - Psychology P324 Abnormal Psychology (3 cr.)
6. *One* of:
  - Sociology R345 Crime and Delinquency (3 cr.)
  - Sociology R346 Control of Crime (3 cr.)
  - Sociology S325 Criminology (3 cr.)
  - Sociology S420 Topics in Deviance—Criminology (3 cr.)
7. *Two* SPEA Criminal Justice courses directed toward the student’s area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

**Policy and Administration Concentration Requirements**

Required:

1. Financial Management and Personnel Management—both courses
  - SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
  - SPEA V373 Personnel Management in the Public Sector (3 cr.)
  - (One of these courses may also be counted as a core requirement.)
2. \*Other policy and administration courses—4 selected from:
  - SPEA V376 Legal Process and Contemporary Issues in America I (3 cr.)
  - SPEA V377 Legal Process and Contemporary Issues in America II (3 cr.)
  - SPEA V421 Dynamics of Urbanization (4 cr.)
  - SPEA V432 Labor Relations in the Public Sector (3 cr.)
  - SPEA V442 Seminar in Fiscal Management (3 cr.)
  - SPEA V444 Public Administrative Organization (3 cr.)
  - SPEA V445 Policy in State Government (3 cr.)

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\* Any of these courses may be counted in the Policy and Administration concentration only if they are not counted in the SPEA core courses.



- SPEA V446 Accounting in the Public Sector (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs—approved topics only  
 (3 cr.)  
 SPEA V490 Directed Research in Public and Environmental Affairs—approved  
 topics only (1-3 cr.)

Some alternate courses may be selected in fields such as personnel, management, industrial psychology, labor relations, organization theory, operations research, and policy analysis and evaluation. These alternate choices must be approved for a student's curriculum by the appropriate SPEA campus administrator.

### Urban Studies Concentration Requirements

Note: The requirements of the Urban Studies concentration of SPEA are the same as those for the Urban Studies certificate for Non-SPEA majors. SPEA majors may apply for the certificate at their option.

#### Core Requirements

- †SPEA V264 Urban Strategies (3 cr.)  
 †SPEA K300 Statistical Techniques (3 cr.)  
 †SPEA V365 Urban and Regional Planning (3 cr.)  
 SPEA V421 Dynamics of Urbanization (3 cr.)

Specialization—four courses

The student should take one of the following sequences, plus any other two courses.

- Geography G314 Urban Geography (3 cr.)  
 Geography G415 Advanced Urban Geography (3 cr.)  
 Business T315 Urban Transportation and Public Policy (3 cr.)  
 Geography G412 Urban Transport Analysis (3 cr.)  
 Business G330 Principles of Urban Economics (3 cr.)  
 Business G430 Economic Analysis of Urban Problems and Policies (3 cr.)  
 Geography G417 Land Use Analysis (3 cr.)  
 Geology G300 Environmental and Urban Geology (3 cr.)  
 Political Science Y308 Urban Politics (3 cr.)  
 Political Science Y394 Public Policy Analysis (3 cr.)  
 Sociology S309 The Community (3 cr.)  
 Sociology S410 Topics in Social Organization. Topic: Human Ecology (3 cr.)  
 Business R300 Principles of Real Estate (3 cr.)  
 Business L408 Law of Real Estate and Land Use Control (3 cr.)

Additional Electives (may not be counted toward two-course sequence)

- Anthropology E380 Urban Anthropology (3 cr.)  
 History A347 Cities and Urbanization in American History (3 cr.)

### MASTER OF PUBLIC AFFAIRS—AREAS OF CONCENTRATION

Concentrations are designed to give the student a focused educational experience in a substantive area of interest with a view to working in this area upon graduation. The student chooses a concentration in conjunction with the faculty advisor and appropriate SPEA administrator. Concentrations offered on the Northwest campus include: Public Financial Administration, Urban Affairs, Management of Public Affairs, and Public Safety Policy.\*

† May be taken by SPEA students to fulfill other requirements.

\* Students should refer to pages 49-55 for the description of the M.P.A. admission, academic policy standards and program core requirements.

**Public Financial Administration Concentration Requirements****A. Required (9 cr.)**

## 1. Select one

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

V525 Public Financial Administration (3 cr.)

E562 Analysis of Public Expenditure Program (3 cr.)

## 2. Required

V550 Topics in Public Affairs (3 cr.)

*or*

A508 Accounting for Public Administration (3 cr.)

## 3. Required (3 cr.) select one

V668 Problems in Fiscal Federalism (3 cr.)

D551 Financial Management (3 cr.)

**B. Specialization Options (6 cr.)**

Students may select one of the specializations suggested below or, in consultation with their adviser, develop another specialization.

## 1. Financial Management

E560 Microeconomic Aspects of Public Finance (3 cr.)

E545 Money and Capital Markets (3 cr.)

## 2. Financial Management in Urban Settings

V609 Seminar in Revenue Theory and Administration

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

## 3. Financial Management in a Social Service Milieu

E591 Quantitative Economic Policy and Planning (3 cr.)

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

\*When appropriate and approved, the following may be substituted:

V585 Practicum in Public Affairs (cr. arr.) *or*

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

Substitutes for the required courses may be made with the consent of the Director and the student's adviser.

**Urban Affairs Concentration Requirements****A. Required (9 cr.)**

## 1. Select one

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

V525 Public Financial Administration (3 cr.)

E562 Analysis of Public Expenditure Program (3 cr.)

## 2. Required

V550 Special Topics—Public Accounting (3 cr.)

*or*

A508 Accounting for Public Administration (3 cr.)

## 3. Required (3 cr.) select one

G604 Problems and Policies for Urban Development (3 cr.)

V564 Urban Administration (3 cr.)

**B. Specialization Options (6 cr.)**

Students may select one of the specializations suggested below or, in consultation with their adviser, develop another specialization.

## 1. Social Economic Analysis

E748 Seminar in the Economics of Labor and Human Resources Development  
(3 cr.)

S610 Urban Sociology (3 cr.)

2. Urban Administration ~~and~~
  - V660 Cases and Problems in Fiscal Administration (3 cr.)
  - G531 Applied Urban Economics: Theory, Problems and Policy (3 cr.)
3. Urban Affairs
  - A411 Historical and Philosophical Bases of Disadvantage (3 cr.)
  - or
  - A341 Comparative Analysis of the Urban Poor (3 cr.)
  - S657 Community Power Structure (3 cr.)

Substitutes for the Required courses may be made with the consent of the Director and the student's adviser.

#### Management of Public Affairs Concentration Requirements

- A. Required Major Administrative (9 cr.)
  - V550 Topics in Public Affairs (3 cr.) or
  - A508 Accounting for Public Administration (3 cr.)
  - V561 Public Personnel and Manpower Systems (2-3 cr.)
  - V562 Public Program Evaluation (2-3 cr.)
  - V566 Executive Leadership (2 cr.)
- B. Administrative Specialization Options (6 cr.)
 

Students may select one of the specializations suggested below or, in consultation with their adviser, develop another specialization.

  1. Public Personnel and Manpower
    - V661 Seminar in Public Personnel Administration (3 cr.)
    - V670 Seminar in Public Labor Relations (3 cr.)
  2. Public Program Management and Evaluation
    - V662 Seminar in Productivity and Program Evaluation (3 cr.)
    - V690 Seminar in the Public Policy Process (3 cr.)
  3. Public Management Processes (select two)
    - V516 Managing Public Information Systems (3 cr.)
    - V563 The Planning Process (3 cr.)
    - V564 Urban Administration (3 cr.)
    - V664 Seminar in Complex Public Organization (3 cr.)
    - V595 Planning and Implementation Simulation (2 cr.)
  4. Public Management Finance (select two)
    - V666 Seminar in Public Expenditure, Theory and Administration (3 cr.)
    - V668 Problems in Fiscal Federalism (3 cr.)
    - V525 Public Financial Administration (3 cr.)

Substitutes for Major Administrative Subject courses may be made with the consent of the Director and the student's adviser.

#### Public Safety Policy Concentration Requirements

- A. Required (8-9 cr.)
  1. V586 Public Safety in the United States (2-3 cr.)
  2. V581 Public Safety Law (3 cr.)
  3. Select one
    - V582 Criminal Justice Systems (2-3 cr.)
    - V583 Highway Safety Systems (2 cr. module)
    - V584 Emergency Service Systems (2 cr. module)
- B. The remaining courses (9-10 cr.), selected with the approval of the concentration adviser.

## CERTIFICATE PROGRAMS IN PUBLIC AND ENVIRONMENTAL AFFAIRS

The Graduate Program of the School of Public and Environmental Affairs provides course work and special programs leading to certificates in certain areas. A certificate would be awarded upon completion of specified courses in the curriculum, the requirements for each certificate to be determined by the appropriate faculty and approved by the MPA Committee. A baccalaureate degree is required for admission to the program.

### Public Management Certificate Program

The Public Management Certificate is awarded upon completion of the following courses:

- V502 Public Management
- V504 Public Organization
- V560 Public Finance and Budgeting
- V561 Public Personnel and Manpower Systems
- V665 Seminar in Policy and Administration

# Division of Public and Environmental Affairs

Indiana University at South Bend

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The Division of Public and Environmental Affairs at Indiana University at South Bend (IUSB) is currently offering degree work at three levels, the associate program (two-year), the baccalaureate program (four-year), and the master's program.

The Bachelor of Science degree program has a curriculum built around courses in composition, speech, psychology, sociology, mathematics, statistics, the biological or physical sciences and the arts and humanities. Core and concentration courses offer classroom work in public affairs, environmental systems, urban systems, urban and regional planning, policy analysis, public administration, public financial management and several specialized public affairs fields. Students are encouraged to supplement classroom studies with an internship which provides practical experience in the public sector.

Also presently available at IUSB is an Associate of Science degree program in Criminal Justice, designed to provide a systematic study of law violation through instruction in the methodology, problems, and sciences of law enforcement.

IUSB also provides an Associate of Science degree program in Public Affairs. This is a flexible two-year program for the part-time student who is already working in the public service sector. This program is aimed at allowing the student to attain the first step toward a formal educational background in his or her own field.

The Master in Public Affairs degree program at IUSB is a 48-credit-hour integrated course of study which provides knowledge and experience that can be used by the professional in various roles within a changing public sector. The Master of Public Affairs degree program provides three concentrations that are available at IUSB: Criminal Justice, Management of Public Affairs, and Public Policy and Administration.

Also available are courses for credit toward the degree Master of Science in Environmental Science (M.S.E.S.).

The full range of activities in the IUSB Division of Public and Environmental Affairs is designed so that skills gained at one level of study may provide the basis for further development of the student as his life situation and the needs of the public sector change. The objective is to make both managers and technicians in public careers mobile laterally and vertically, with each level of training and education serving as the foundation for other levels.

Based on the School's "career-ladder concept," a variety of additional curricula have been implemented. These include certificate programs in Urban Studies and Environmental Studies and a variety of professional development workshops, short courses, and seminars regarding particular substantive and skill areas. Current programs include training programs in health and nutrition for older adults, in transportation development, and in financial and personnel management for small cities and towns.

Further information about the IUSB Division of Public and Environmental Affairs may be obtained from:

Dr. Frank X. Steggert, Director  
Division of Public and Environmental Affairs  
Indiana University at South Bend  
1700 Mishawaka Ave.  
South Bend, Indiana 46615  
Telephone: (219) 237-4130

## ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

### Specific Degree Requirements

- I. General Education Distribution (9 courses required)
  - A. Social Science—3 courses
    1. E103 Intro to Microeconomics (3 cr.) *or*  
E104 Intro to Macroeconomics (3 cr.)
    2. Y103 Intro to American Politics (3 cr.)
    3. One course from:  
Sociology or Psychology (3 cr.)
  - B. Quantitative Methods—2 courses
    1. One computer course (3 or 4 cr.)
    2. One mathematics course (excluding mathematics for teachers)\*
  - C. Communication—3 courses
    1. Eng W131 Elementary Composition (3 cr.) or equivalent (see note following B.S. General Education requirements)
    2. Eng W231 Professional Writing Skills (3 cr.)
    3. Speech—one course  
Speech S121 Public Speaking (3 cr.) *or*  
Speech S228 Argumentation and Debate (3 cr.)
  - D. Arts and Humanities—one course
- II. SPEA Core (4 courses)
  - A. V170 Public and Environmental Affairs (3 cr.)
  - B. V262 Environment: Problems and Prospects (3 cr.)
  - C. V264 Urban Strategies (3 cr.)
  - D. V270 Survey of Administrative Processes (3 cr.)
- III. Area of Concentration in Public Affairs (4-7 courses)
  - A. Public Administration (12 cr.)
  - B. Criminal Justice (18 cr.)
  - C. Environment (18 cr.)
  - D. Special Concentration (minimum 12 cr.)  
May be developed by student and faculty adviser to meet special curriculum/career needs;  
must be approved by campus SPEA administrator.
- IV. Selected Electives—credits required to attain a minimum of 60 credit hours with a 2.0 G.P.A.

### Public Administration Concentration Requirements

Required: four courses selected from below

- SPEA V446 Accounting for the Public Sector (3 cr.)  
(A201-A202 [3-3 cr.] may be substituted with approval of director)
- SPEA V316 Environmental Health Management Orientation (2 cr.)
- SPEA V366 Public Administration (3 cr.)
- SPEA V372 Financial Management in the Public Sector (P: E360) (3 cr.)
- SPEA V373 Personnel Management in the Public Sector (3 cr.)
- SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)

### Criminal Justice Concentration Requirements

The Criminal Justice Concentration requires *six* (6) courses—each with a grade of “C” or higher in accordance with the following:

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\* Students are urged to fulfill this requirement by taking Mathematics M118 or M119 (one of which is required for the SPEA B.S. degree in Public Affairs). Indiana University courses below the 100 level (e.g. M014) do not carry college credit and may not be applied toward the SPEA A.S. degree. Students who concentrate in Environmental Policy must take Math M119.

1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
4. *One* of the following:
  - Sociology S320 Deviance and Control (3 cr.)
  - Sociology S325 Criminology (3 cr.)
  - Sociology S328 Juvenile Delinquency
5. *Two* SPEA Criminal Justice Courses at the 300 level directed toward the student's area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

Note: It is recommended that students select S161, S100 or R100 to meet the A.S. Social Science requirement of one course from Sociology or Psychology.

### Environmental Concentration Requirements

The Associate of Science degree is a 60 credit, two-year degree program available *only* to students in the School of Public and Environmental Affairs. The two-year degree, when properly planned, allows a student both to make normal progress towards a four-year degree (Bachelor of Public Affairs) and select electives particularly suited to his own goals. The requirements of the Environmental Concentration for the A.S. degree provide an introduction to environmental problems and the options for their resolution.

The concentration requirements are:

1. A course in Chemistry or Physics
2. Geography G107 Physical Geography (3 cr.) *or* Geology G102 Earth Science: Materials and Processes (3 cr.) *or* Geology G111 Elements of Geology I (3 cr.)
3. Economics E103 Introduction to Microeconomics *or* E104 Introduction to Macroeconomics (whichever is not taken for the social science requirement) (3 cr.)
4. *Two* of the following:
  - Geography G213 Introduction to Economic Geography (3 cr.)
  - Geography G304 Climatology (3 cr.)
  - Geology G300 Environmental and Urban Geology (3 cr.)
  - Geology G316 Mineral Resources (3 cr.)
  - Biology L350 Environmental Biology (3 cr.)
  - Political Science Y313 Environmental Policy (3 cr.)
5. SPEA V365 Urban and Regional Planning (3 cr.)
6. The mathematics requirement should be met with a course in calculus.
7. A course in statistics.\* (Calculus and statistics will fulfill the prerequisites for V365.)

### ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE Specific Degree Requirements

- I. English Composition W131 or Equivalent  
(See note in B.S. General Education requirements.)
- II. Speech—one of the following:
  - Speech S121 Public Speaking
  - Speech S228 Argumentation and Debate

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\* Options for statistics include Econ E370, Math/Psy/SPEA K300 or K310, Pol Sci Y205, or Soc S250 and S251.

## III. General Education—6 courses

## 1. Arts and Humanities—1 course

Communication Arts	History
Cultural Studies (only B250)	Music (only M174, M175)
English (advanced lit. courses only)	Philosophy
Foreign Languages	Religious Studies

## 2. Social and Behavioral Sciences—1 course

R: Soc S161 Principles of Sociology (3 cr.)	
Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Linguistics	

## 3. Biological Sciences—1 course

R: Psy P103 General Psychology (3 cr.)

## 4. Mathematics and Physical Sciences—1 course

Astronomy	Mathematics and Computer Science
Chemistry	Physics
Geology	Computer Technology

Cross listed course: 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 (3 cr.)
- J200 The American Criminal Justice System (3 cr.)
- J301 Criminal Law (3 cr.)

## AREA V General Electives

1. Sufficient additional courses to meet the Associate of Science degree requirement of 64 credit hours.
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.

### BACHELOR OF SCIENCE IN PUBLIC AFFAIRS

#### Specific Degree Requirements

## I. General education requirements (total 16 courses):

## (1) Social science requirements—each of the following (5 courses):

- Economics E103-E104 Intro to Economics (3-3 cr.)
- Pol Sc Y103 Intro to American Politics (3 cr.)
- Sociology and/or Psychology—2 courses
- (Student may select either Sociology or Psychology or one course in each.)

## (2) Arts and Humanities; Biological and Physical Science—(5 courses):

The student has the option of selecting 3 courses in arts and humanities and 2 courses in biological and physical sciences, or vice versa

## (3) Communications—3 courses

- a) Eng W131 Elementary Composition (3 cr.)
- b) Eng W231 Professional Writing Skills (3 cr.)



- c) Speech—one course from:
  - S121 Public Speaking (2 cr.)
  - S228 Argumentation and Debate (3 cr.)
- (4) Quantitative methods—one course from each area (3 courses):
  - a) Mathematics—one course from:
    - M118 Finite Mathematics (3 cr.)
    - M119 Calculus (3 cr.)
    - (Math M211 Calculus or M215 Analytic Geometry and Calculus I accepted in lieu of M119)
  - b) Statistics—one course from:
    - SPEA K300 Statistical Techniques (3 cr.)
    - Econ E370 Interpretation of Business and Economic Data (3 cr.)
    - Other approved statistics course
  - c) Introduction to the Computer—one course from:
    - Business K201 Computer in Business (3 cr.)
    - Comp Sc C201 Introduction to Computer Science (4 cr.)
    - Other approved computer course

## NOTE:

- (1) "Other approved course" must be approved by the local SPEA administrator.
- (2) Courses which do not carry college credit (e.g., Math M014) may not be used for the general education requirement.
- (3) Double-Counting: no course may be double-counted (counted more than once) as general education course. Courses in the "general education requirements" may not be also counted in the "Public Affairs Core." However, some courses may be counted also in a Public Affairs Concentration *if*, and only to the extent that, the concentration required more than the minimum of 5 courses. Note particularly that students interested in environmental policy should take specific recommended courses in science.
- (4) Every student must pass W131 Elementary Composition with a grade of C or higher. (Students should note when they register for classes that not all sections of W131 are the same; some have special topics or may be connected with writing assignments for another course.)

## II. Public Affairs Core (10 courses; 7 must be from SPEA, noted by \*)

Each of the following areas must be studied, as indicated.

- (1) Environment—required:
  - \*SPEA V262 Environment: Problems and Prospects (3 cr.)
- (2) Urban Studies—one of:
  - \*SPEA V264 Urban Strategies (3 cr.)
  - Other approved urban introduction options
- (3) Planning—required:
  - \*SPEA V365 Urban and Regional Planning (3 cr.)
- (4) Administration—two courses, one from each group:
  - a) SPEA V270 Survey of Administrative Processes (3 cr.)
  - Other approved organization behavior option
  - b) \*SPEA V366 Public Administration (P or concurrent: V270 or equivalent) (3 cr.)
- (5) Public Finance
  - Economics E360 Public Finance (3 cr.)
- (6) Financial Management or Personnel Management—one of:
  - \*SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
  - \*SPEA V373 Personnel Management in the Public Sector (3 cr.)
- (7) Law—one of:
  - \*SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)
  - Bus. L201 Legal Environment of Business (3 cr.)

- \*CRJU J301 Criminal Law (3 cr.)
- Pol Sc Y304 Judicial Process and American Constitutional Law (3 cr.)
- (8) Policy Processes—required:
  - \*V472 Policy Processes Seminar (3 cr.)
- (9) Public Affairs Options—one of:
  - \*SPEA V170 Public and Environmental Affairs (3 cr.)
  - \*CRJU J200 The American Criminal Justice System (3 cr.)
  - \*SPEA V260 Topics in Public Affairs (3 cr.)
  - Other approved options (may not include course listed elsewhere in the Public Affairs Core)
- III. Concentrations—5 or more courses:  
The following concentrations are available:
  - Criminal Justice
  - Policy and Administration
  - Environmental Policy
- IV. Other (May include up to 15 credit hours for internships. Minimum of 120 credit hours required for graduation with a 2.0 G.P.A.)

#### Criminal Justice Concentration Requirements

The Criminal Justice Concentration requires *eight* (8) courses—each with a grade “C” or higher in accordance with the following:

1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
4. SPEA Criminal Justice J370 Seminar in Criminal Justice (3 cr.)
5. Psychology P324 Abnormal Psychology (3 cr.)
6. *One* of:
  - Sociology S320 Deviance and Control (3 cr.)
  - Sociology S325 Criminology (3 cr.)
  - Sociology S328 Juvenile Delinquency (3 cr.)
7. *Two* SPEA Criminal Justice courses directed toward the student’s area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

#### Policy and Administration Concentration Requirements

Required:

1. Financial Management and Personnel Management—both courses
  - SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
  - SPEA V373 Personnel Management in the Public Sector (3 cr.)
  - (One of these courses may also be counted as a core requirement.)
2. \*Other policy and administration courses—4 selected from:
  - SPEA V376 Legal Process and Contemporary Issues in America I (3 cr.)
  - SPEA V377 Legal Process and Contemporary Issues in America II (3 cr.)
  - SPEA V421 Dynamics of Urbanization (4 cr.)
  - SPEA V432 Labor Relations in the Public Sector (3 cr.)
  - SPEA V442 Seminar in Fiscal Management (3 cr.)

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\* Any of these courses may be counted in the Policy and Administration concentration only if they are not counted in the SPEA core courses.

- SPEA V444 Public Administrative Organization (3 cr.)
- SPEA V445 Policy in State Government (3 cr.)
- SPEA V446 Accounting in the Public Sector (3 cr.)
- SPEA V450 Contemporary Issues in Public Affairs—approved topics only (3 cr.)
- SPEA V490 Directed Research in Public and Environmental Affairs—approved topics only (1-3 cr.)

Some alternate courses may be selected in fields such as personnel, management, industrial psychology, labor relations, organization theory, operations research, and policy analysis and evaluation. These alternate choices must be approved for a student's curriculum by the appropriate SPEA campus administrator.

### Environmental Policy Concentration Requirements

An Environmental Policy Concentration is available *only* to students in SPEA. The program includes a multi-disciplinary study of the nature, origin, and options for solutions for environmental problems with emphasis on their implications for public policy.

The appropriateness of the environmental studies policy concentration as preparation for graduate and professional schools or for possible employment depends strongly on the particular courses chosen for fulfilling the requirements and electives. Students are urged to consult with an adviser for aid in formulating educational and career goals.

The requirements are:

1. \*A course in chemistry or physics (3 cr.)
2. \*Geography G107 Physical Systems of the Environment (3 cr.) *or*  
\*Geology G103 Earth Science: Materials and Processes (3 cr.) *or*  
\*Geology G111 Elements of Geology I (3 cr.)
3. \*A course in environmental biology (recommended Biology L350 Environmental Biology, 3 cr.). (Students desiring to emphasize Field Biology or Water Resources Science should fulfill this requirement with L473, M420, or Z468.)
4. Environmental Studies Seminar E400 (approved sections) (2-3 cr.)
5. †SPEA V316 Environmental Health Management Orientation (3 cr.)
6. The SPEA mathematics requirement must be met with a course in calculus.
- ‡7-9. Three of the following courses (*in addition* to those used for requirements 1-6).

It is strongly suggested that the student take all 3 from *one* of the emphasis groups listed. Additional sections of E400 may sometimes be appropriate.

#### *Field Biology*

- \*Biol B364 Summer Flowering Plants (5 cr.)
- \*Biol Z373 Entomology (3 cr.)
- \*Biol Z383 Entomology Laboratory (2 cr.)
- \*Biol Z406 Vertebrate Zoology (5 cr.)
- \*Biol S309 Ecological Biology (5 cr.)
- \*Biol M420 Environmental Microbiology (3 cr.)
- \*Biol Z468 Limnology (4 cr.)
- \*Biol L473 Ecology (3 cr.)
- \*Biol L474 Ecology Laboratory (3 cr.)

\* Students desiring to complete the concentration with the minimum number of courses should fulfill SPEA science distribution requirements using 3 of the courses marked with \* (or their science prerequisites).

† Students at IU-B should substitute Y313 Environmental Policy (3 cr.) (recommended prerequisite: E200 Environment and Man [3 cr.]).

‡ One of these should be used to fulfill the environmental biology requirement. Four additional are required.

*Earth Sciences*

- \*Chem an introductory course
- \*Geog G304 Climatology and Meteorology (3 cr.)
- \*Geog G335 Photogrammetry and Remote Sensing (3 cr.)
- \*Geog G404 Elements of Soil Science (3 cr.)
- \*Geog G405 Hydroclimatology (3 cr.)
- \*Geog G407 Advanced Physical Geography (3 cr.)
- \*Geog G435 Cartography and Remote Sensing (3 cr.)
- \*Geog G477 Advanced Climatology and Meteorology (3 cr.)
- \*Geol G300 Environmental and Urban Geology (3 cr.)
- \*Geol G316 Mineral Resources (3 cr.)
- \*Geol G406 Introduction to Geochemistry (3 cr.)
- \*Geol G415 Principles of Geomorphology (3 cr.)
- \*Phys E250 The Environment and Physics (3 cr.)

*Water Resources Science*

- \*Biol M420 Environmental Microbiology (3 cr.)
- \*Biol Z468 Limnology (4 cr.)
- \*Chem an introductory course
- \*Geog G304 Climatology and Meteorology (3 cr.)
- \*Geog G404 Elements of Soil Science (3 cr.)
- \*Geog G405 Hydroclimatology (3 cr.)
- \*Geog G407 Advanced Physical Geography (3 cr.)
- \*Geog G477 Advanced Climatology and Meteorology (3 cr.)
- \*Geol G415 Principles of Geomorphology (3 cr.)
- \*Geol G451 Principles of Hydrogeology (3 cr.)

*Environmental Social Analysis*

- Anth A400 Seminar Topic: Ecology (3 cr.)
- Bus L409 Law and the Environment (3 cr.)
- Econ E419 Location and Regional Economics (3 cr.)
- Econ E485 Economics and Social Control of Industry (3 cr.)
- Geog G213 Introductory Economic Geography (3 cr.)
- Geog G315 Environmental Conservation (3 cr.)
- Geog G320 Population Geography (3 cr.)
- Geog G413 Location Theory (3 cr.)
- Geog G414 Regional Transport Systems (3 cr.)
- Geog G415 Advanced Urban Geography (3 cr.)
- Geog G417 Land Use Analysis (3 cr.)
- Geog G458 Spatial Analysis (3 cr.)
- Soc S305 Population and Human Ecology (3 cr.)
- HPER R372 Interpretive Resources and Techniques (3 cr.)

*Note:* A list of topics courses which may be counted for requirement 6 is available from your Environmental Policy concentration advisor during registration each semester.

Beyond the general SPEA requirements, the minimum number of courses required for an Environmental Policy concentration is 5 (assuming that three environmental science courses are selected for the distribution requirement). Students may wish to take more courses in order to obtain more thorough training in biology, chemistry, geology, or geography.

*Certificate in Environmental Studies*

The Environmental Studies Certificate Program is designed to introduce students to selected aspects of current thinking and research on the nature, causes, and solutions

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*Note:* Of the 10 courses in the SPEA Undergraduate Core, 7 courses taken by the student *must* be SPEA courses.

of environmental problems. The program involves cooperation and contributions of faculty from a variety of disciplines and schools.

A Certificate in Environmental Studies will be granted upon completion of the following (in special cases, substitution for the courses listed may be made to meet the needs of individual students):

**Chemistry or Physics—one course:**

*For Science Majors*

C303 Environmental Chemistry (3 cr.) (Recommended)

*For Non-Science Majors*

C100 Chemistry (5 cr.) (Recommended) *or*

E250 The Environment and Physics (3 cr.)

**Geography or Geology—one course:**

G107 Physical Systems of the Environment (5 cr.)

G111 Elements of Geology I (3 cr.)

**Ecology—one course:**

*For Science Majors*

L473 Ecology (3 cr.) (Recommended)

*For Non-Science Majors*

L350 Environmental Biology (3 cr.)

**Sociology—one course:**

S304 Population (3 cr.)

S318 Human Ecology (3 cr.)

**Economics**

E103-E104 Introduction to Economics (3-3 cr.) *or*

E300 Principles of Economics (5 cr.)

**Environmental Studies**

E400 Environmental Studies Seminar (2-3 cr.)

**Two of the following:**

*Biology*

L473 Ecology (3 cr.)

M250 Microbial Cell Biology (3 cr.)

M255 Microbiology: Laboratory (2 cr.)

*Chemistry*

C303 Environmental Chemistry (3 cr.)

C310 Analytical Chemistry (5 cr.)

C341 Organic Chemistry I Lectures (3 cr.)

C410 Instrumental Methods in Chemistry (4 cr. including lab.)

*Economics*

E360 Public Finance (3 cr.)

*Geography*

G107 Physical Systems of the Environment (3 cr.)

G110 Introduction to Human Geography (3 cr.)

G213 Introduction to Economic Geography (3 cr.)

G304 Climatology (3 cr.)

G306 The Geography of Current Issues (3 cr.)

G314 Urban Geography (3 cr.)

G315 Environmental Conservation (3 cr.)

*Political Science*

Y303 Formation of Public Policy in the United States (3 cr.)

*Public and Environmental Affairs*

V262 Environment: Problems and Prospects (3 cr.)

V316 Environmental Health Management Orientation (2 cr.)

V365 Urban and Regional Planning (3 cr.)

**Statistics—one course:**

K300 Statistical Techniques (3 cr.)

E370 Introduction to Statistical Theory in Economics and Business (3 cr.)

S356 Elementary Sociological Statistics (3 cr.) *or*

P354 Statistical Analysis in Psychology (3 cr.)

**Urban Studies Certificate Program**

The undergraduate Urban Studies Certificate Program is designed to introduce students to selected aspects of current thinking and research concerning the nature and problems of cities, urban life, and urban development. In addition, it provides a foundation for advanced studies and activity in the fields of city planning and municipal government.

The Urban Studies Certificate is awarded upon completion of a set of course requirements specified by the coordinating committee. The student must also complete the requirements for a degree in some area other than urban studies; typically such majors include business, economics, political science, geography, sociology, or others. Students of SPEA desiring the certificate may qualify by selecting the appropriate urban concentration and arranging their curricula to fulfill the certificate requirements.

A Certificate in Urban Studies will be granted upon completion of the following (in special cases, substitution for the courses listed may be made to meet the needs of individual students):

**Urban Studies**

SPEA V421 Dynamics of Urbanization (4 cr.)

**Business**

Bus G330 Principles of Urban Economics (3 cr.)

**Political Science**

Pol Sc Y308 Urban Politics (3 cr.)

**Sociology**

Soc S306 Urban Society (3 cr.)

**Statistics or Computer Course: One of the following:**

SPEA K300 Statistical Techniques (3 cr.)

Business K201 The Computer in Business (2 cr.)

Economics E370 Introduction to Statistical Theory in Economics and Business (3 cr.)

Sociology S356 Elementary Sociological Statistics (3 cr.)

Psychology P354 Statistical Analysis in Psychology (3 cr.)

Computer Science C201 Introduction to Computer Programming (3 cr.)

**Two of the following:**

Business R300 Principles of Real Estate (3 cr.)

Business T300 Principles of Transportation (3 cr.)

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

Criminal Justice J200 The American Criminal System (3 cr.)

History A347 Cities and Urbanization in American History (3 cr.)

Political Science Y302 Public Bureaucracy in Modern Society (3 cr.)

Political Science Y303 Formation of Public Policy in the United States (3 cr.)

- SPEA V264 Urban Strategies (3 cr.)  
 SPEA V365 Urban and Regional Planning (3 cr.)  
 Sociology S163 Social Problems (3 cr.)  
 Sociology S325 Criminology (3 cr.)

## MASTER OF PUBLIC AFFAIRS—AREAS OF CONCENTRATION

Concentrations are designed to give the student a focused educational experience in a substantive area of interest with a view to working in this area upon graduation. The student chooses a concentration in conjunction with the faculty adviser and appropriate SPEA administrator. Concentrations offered on the South Bend campus include: Management of Public Affairs, Public Policy and Administration and Criminal Justice.\*

### Management of Public Affairs Concentration Requirements

Candidates who select the Management of Public Affairs concentration take advanced courses in the major administrative subjects: personnel management, budgeting and program evaluation, management analysis, information systems management, and general management and administration. Normally, pre-entry students will select a single subject area *other than* general management and administrative behavior and concentrate in that one advisory specialization. Mid-career students and those pre-entry students headed for unspecialized administrative jobs may wish to take general management courses drawn from all the administrative subjects.

All students take the following concentration core courses (12 credit hours):

- V550 Topics in Public Affairs: Accounting for Public Administration (3 cr.)  
 V561 Public Personnel and Manpower Systems (3 cr.)  
 V563 Seminar in Planning Process (3 cr.)  
 V595 Managerial Decision Making (3 cr.)

The remaining six credit hours should be drawn from the following specializations:

#### *Personnel Management*

- V570 Public Sector Labor Relations (3 cr.)  
 V650 Topics in Public Personnel Management (1-3 cr.)  
     —Occupational Health and Safety  
     —Equal Employment Opportunity and Affirmative Action  
     —Manpower Forecasting and Planning  
 V661 Seminar in Public Personnel Administration (3 cr.)  
 V662 Seminar in Productivity and Program Administration (3 cr.)  
 V670 Topics in Public Sector Labor Relations (1-3 cr.)  
     —Collective Bargaining  
     —Dispute Settlement  
     —Administration of Labor Agreements  
     —Labor Relations Law in the Public Sector

#### *Budgeting and Program Evaluation*—electives to be chosen from:

- V550 Topics in Public Affairs (cr. arr.)  
 V562 Public Program Management and Evaluation (2-3 cr.)  
 V610 Seminar in Government Budget and Program Analysis (3 cr.)

### Public Policy and Administration Concentration Requirements

Candidates who select the Public Policy and Administration concentration will design individual programs of study consisting of 18 credit hours of approved courses. A

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\* Students should refer to pages 49-55 for the description of the M.P.A. admission, academic policy standards and program core requirements.

substantial part of their program will consist of an inter-disciplinary analysis of a specific public policy problem.

#### **Criminal Justice Concentration Requirements**

Candidates who select the Criminal Justice concentration take a core of 4 advanced courses in law and social control, criminal violation, and the American criminal justice system. The student then selects an option in an area of his or her career interest.

Required courses: 12 credit hours.

V582 Criminal Justice System (3 cr.)

V587 Criminal Violation: Problems and Characteristics (3 cr.)

V588 Law and Control in Society (3 cr.)

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

Students will select 2 additional courses from available options, such as Law Enforcement and Corrections. Courses will include Criminal Law and Police Administration, Police-Community Relations, Criminal Law and the Correctional Process, Community-based Corrections, and Correctional Rehabilitation of the Offender.

#### **CERTIFICATE PROGRAMS IN PUBLIC AND ENVIRONMENTAL AFFAIRS**

The Graduate Program of the School of Public and Environmental Affairs provides course work and special programs leading to certificates in certain areas. A certificate would be awarded upon completion of specified courses in the curriculum, the requirements for each certificate to be determined by the appropriate faculty and approved by the MPA Committee. A baccalaureate degree is required for admission to the program.

##### **Public Management Certificate Program**

The Public Management Certificate is awarded upon completion of the following courses:

V502 Public Management

V504 Public Organization

V560 Public Finance and Budgeting

V561 Public Personnel and Manpower Systems

V665 Seminar in Policy and Administration



# Division of Public and Environmental Affairs

Indiana University - Purdue University at Fort Wayne

The newest Division of Public and Environmental Affairs began offering associate and graduate level programs in the fall of 1974.

The Division offers two Associate of Science programs—the Associate of Science in Criminal Justice and the Associate of Science in Public Affairs—which are designed to develop paraprofessionals for public service. They are intended for those persons already employed in the public sector and for those who anticipate entry into the public sector. The programs' curricula include general education and professionally oriented courses.

Courses meeting the Associate of Science degree requirements are those generally included or acceptable for related baccalaureate degree programs offered on campus. Through adequate counseling and program planning, a student may continue work toward a baccalaureate degree with little or no loss of credit after having received the Associate of Science degree.

At the graduate level a Master of Public Affairs degree program is offered. Courses are primarily in the evening and Saturday to accommodate in-career persons. The core courses of the program are identical to those described elsewhere in this bulletin. The Fort Wayne bulletin should be consulted for fields of concentration and course-work contained therein, since they differ among campuses. Potential students should note the possibility of receiving academic credit for previous professional experience via the Mid-Career Option.

Further information concerning Division programs may be obtained by contacting:

Dr. Roy W. Shin, Director  
Division of Public and Environmental Affairs  
Indiana University - Purdue University at Fort Wayne  
2101 Coliseum Boulevard East  
Fort Wayne, Indiana 46805  
Telephone: (219) 482-5200

## ASSOCIATE OF SCIENCE IN PUBLIC AFFAIRS

### Specific Degree Requirements

- I. General Education Distribution (9 courses required)
  - A. Social Science—3 courses
    1. E103 Intro to Microeconomics (3 cr.) *or*  
E104 Intro to Macroeconomics (3 cr.)
    2. Y103 Intro to American Politics (3 cr.)
    3. One course from:  
Sociology or psychology (3 cr.)
  - B. Quantitative Methods—2 courses
    1. One computer course
    2. One mathematics courses (excluding mathematics for teachers and MA111)\*
  - C. Communication—3 courses
    1. Eng W131 Elementary Composition (3 cr.) (see note in A.S. in C.J. requirement)
    2. Eng W231 Professional Writing Skills (3 cr.)
    3. Speech—one course  
Com 114 Public Speaking (3 cr.)
  - D. Arts and Humanities—one course

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\* Students are urged to fulfill this requirement by taking Mathematics M118 or M119 (one of which is required for the SPEA B.S. degree in Public Affairs). Indiana University courses below the 100 level e.g. M014) do not carry college credit and may not be applied toward the SPEA A.S. degree.

- II. SPEA Core (4 courses required)
  - A. V170 Public and Environmental Affairs (3 cr.)
  - B. V262 Environment: Problems and Prospects (3 cr.)
  - C. V264 Urban Strategies (3 cr.)
  - D. V270 Survey of Administrative Techniques (3 cr.)
- III. Area of Concentration in Public Affairs—12-18 credits
  - A. Public Administration (12 cr.)
  - B. Criminal Justice (18 cr.)
  - C. Special Concentration (minimum 12 cr.)
 

May be developed by student and faculty adviser to meet special curriculum/career needs; must be approved by campus SPEA administrator.
- IV. Selected Electives—credits required to attain a minimum of 60 credit hours with a 2.0 G.P.A.

#### Public Administration Concentration Requirements

Required: four courses selected from below

- SPEA V446 Accounting for the Public Sector (3 cr.)
 

(A201-A202 [3-3 cr.] may be substituted with approval of director)
- SPEA V316 Environmental Health Management Orientation (2 cr.)
- SPEA V366 Public Administration (3 cr.)
- SPEA V372 Financial Management and Budgeting (P: E360) (3 cr.)
- SPEA V373 Personnel Management in the Public Sector (3 cr.)
- SPEA V376 Legal Process and Contemporary Issues in America (3 cr.)

#### Criminal Justice Concentration Requirements

The Criminal Justice Concentration requires *six* (6) courses—each with a grade of “C” or higher in accordance with the following:

1. SPEA Criminal Justice J100 Foundations of Criminal Justice (3 cr.)
2. SPEA Criminal Justice J200 American Criminal Justice System (3 cr.)
3. *One* of the following:
  - SPEA Criminal Justice J301 Criminal Law (3 cr.)
  - SPEA Criminal Justice J302 Criminal Law Administration (3 cr.)
4. *One* of the following:
  - Sociology R345 Crime and Delinquency (3 cr.)
  - Sociology R346 Control of Crime (3 cr.)
  - Sociology S325 Criminology (3 cr.)
  - Sociology S420 Topics in Deviance—Criminology (3 cr.)
5. *Two* SPEA Criminal Justice Courses at the 300 level directed toward the student’s area of interest. (Choice of courses under this option requires the approval of the appropriate local SPEA administrator.)

Note: It is recommended that students select S161, S100 or R100 to meet the A.S. Social Science requirement of one course from Sociology or Psychology.

### ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

#### Specific Degree Requirements

- I. Elementary Composition English W131 or Equivalent (3 cr.)

Note: Every student must demonstrate the ability to use correct, clear, effective English. This requirement will be satisfied when English W131, Elementary Composition, or English W140, Elementary Composition, Special Program, shall have been completed with a grade of C or higher. Entering freshmen will be placed in W131 or in W140 on the basis of their scores on entrance and achievement examinations. Students showing marked competence in composition are placed in W140.

- II. Speech—1 course  
Com 114 Public Speaking (3 cr.)
- III. General Education—6 courses
1. Arts and Humanities—1 course
 

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

S161 Principles of Sociology	
Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Linguistics	
  3. Biological Sciences—1 course
 

Psy P101 Introductory Psychology	
Anatomy and Physiology	
Biology	
Botany	
Zoology	
  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.
- IV. Criminal Justice Concentration—8 courses  
Students are required to complete 8 Criminal Justice courses which must include:
- |   |
|---|
| J100 Foundations of Criminal Justice (3 cr.)      |
| J200 The American Criminal Justice System (3 cr.) |
| J301 Criminal Law (3 cr.) <i>or</i>               |

Note: Soc S420 Topics in Deviance may be used in lieu of two Criminal Justice courses to complete the concentration requirement.

- V. General Electives
1. Sufficient additional courses to meet the Associate of Science degree requirement of 64 credit hours.
  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.

*Preparatory Composition.* Students whose background in English is inadequate as judged by entrance and achievement test scores will be required to enroll in English W130, Principles of Composition (no credit applicable toward graduation), and earn a grade of C or higher before enrolling in W131. Students whose first two compositions while in W131 indicate inadequate preparation will be transferred to W130. Placement decisions are made by the Department of English and Linguistics.

*Exemption from Composition.* Students whose achievements in English indicate superiority will be invited to take an essay examination to be graded by members of the Department of English and Linguistics. Students with ability to write an easily recognizable A or A- paper will be exempted from W140 and given three hours of special credit with a grade of S. All who do not write an A paper will take W140.

## MASTER OF PUBLIC AFFAIRS—AREAS OF CONCENTRATION

Concentrations are designed to give the student a focused educational experience in a substantive area of interest with a view toward working in this area upon graduation. The student chooses a concentration in conjunction with the faculty advisor and the appropriate SPEA administrator. The concentration offered on the Fort Wayne campus is Management of Public Affairs.\*

### Management of Public Affairs Concentration Requirements

Candidates who select the Management of Public Affairs concentration take advanced courses in the major administrative subjects. Pre-career students will probably want to choose one track. Mid-career students may desire to select courses from among tracks.

#### Required:

BUFW F513 Accounting for Public Administration (3 cr.)  
SPEA V561 Public Personnel and Manpower Systems (3 cr.)

One of the following:

SPEA V530 Urban Physical Structure (2 cr.)  
SPEA V566 Executive Leadership (2 cr.)  
SPEA V595 Managerial Decision-Making (3 cr.)

Remainder from among the following tracks:

#### Management

SPEA V550 Topics in Public Affairs (1-3 cr.)  
SPEA V562 Public Program Management and Evaluation (3 cr.)  
SPEA V563 Seminar in the Planning Process (3 cr.)  
SPEA V662 Seminar in Productivity and Program Administration (3 cr.)

#### Personnel

SPEA V570 Public Sector Labor Relations (3 cr.)  
SPEA V650 Topics in Public Personnel Management (1-3 cr.)  
SPEA V661 Seminar in Public Personnel Administration (3 cr.)

#### Finance

SPEA V525 Public Financial Administration (3 cr.)  
SPEA V609 Seminar in Revenue Theory and Administration (3 cr.)  
SPEA V610 Seminar in Government Budget and Program Analysis (3 cr.)  
SPEA V668 Problems in Fiscal Federalism (3 cr.)

### Criminal Justice Concentration Requirements

#### 18 Required Credit Hours

All students enrolled in this concentration take the three following courses:

V562 Public Program Management and Evaluation  
V588 Law and Control in Society  
V682 Seminar in CJ Planning, Management, and Issues  
(May be repeated with consent of adviser.)

All students complete the concentration with 9 additional hours in an area of special interest unless the individual has had no prior experience and/or academic work in the CJ field. Such students are required to take as part of their program:

V581 Public Safety Law  
V582 Criminal Justice Systems

\* Students should refer to pages 49-55 for the description of the M.P.A. admission, academic policy standards and program core requirements.

These students then complete their concentration with 3 additional hours in an area of special interest.

**Electives**

5 credit hours

**CERTIFICATE PROGRAMS IN PUBLIC AND ENVIRONMENTAL AFFAIRS**

The Graduate Program of the School of Public and Environmental Affairs provides course work and special programs leading to certificates in certain areas. A certificate would be awarded upon completion of specified courses in the curriculum, the requirements for each certificate to be determined by the appropriate faculty and approved by the MPA Committee. A baccalaureate degree is required for admission to the program.

**Public Management Certificate Program**

The Public Management Certificate is awarded upon completion of the following courses:

- V502 Public Management
- V504 Public Organization
- V560 Public Finance and Budgeting
- V561 Public Personnel and Manpower Systems
- V665 Seminar in Policy and Administration

## Course Descriptions



# Course Descriptions

## UNDERGRADUATE COURSES

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

### *SPEA Courses*

#### V170 Public and Environmental Affairs (3 cr.)

Not recommended for students who have taken SPEA E200, V262, or V264. Broad coverage of public and environmental affairs through critical and analytic inquiry into selected policy areas. Attention is given to current as well as perennial public issues.

#### 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.)

An introduction to urban studies. Topics considered include growth, population, housing, transportation and government, with discussion of related public policy.

#### V270 Survey of Administrative Techniques (3 cr.)

Introduction to principles of management and systems theory for the administration of public agencies. Credit not given for both V270 and J310.

#### K300 Statistical Techniques (3 cr.)

P: M014 or equivalent. R: M118. An introduction to statistics. Nature of statistical data. Ordering and manipulation of data. Measures of central tendency and dispersion. Elementary probability. Concepts of statistical inference decision: estimation and hypothesis testing. Special topics discussed may include regression and correlation, analysis of variance, nonparametric methods. Credit not given for both K300 and K310.

#### V316 Environmental Health Management Orientation (3 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.

#### 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.

#### V352 Personal Career Planning (1 cr.)

P: junior standing. Investigation of careers, the world of work and the career planning process. The focal point is the student and his/her goals. Provides assistance in developing practical, meaningful and realistic insights into the nature of making a public career choice in today's world. Course is graded S/F (satisfactory/fail).

#### V365 Urban and Regional Planning (3 cr.)

P: Mathematics M118 or M119 and statistics. Introduction to the general planning process. Examination of planning approaches to economic, environmental, and social issues involved in regional growth and change.

#### V366 Public Administration (3 cr.)

P or concurrent: Z300 or equivalent. Study of public agency management emphasizing the special constraints of administration in the public context.

#### V372 Financial Management and Budgeting (3 cr.)

P: Econ E360. 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.

#### V373 Personnel Management in the Public Sector (3 cr.)

P: junior standing or permission of instructor. The organization and operation of public personnel management systems with emphasis on concepts and techniques of job analysis, position classification, training, affirmative action, and motivation.

#### V376-V377 Legal Process and Contemporary Issues in America (3-3 cr.)

P for V377 = V376. An introduction to the American legal system, including the constitution, courts system, and administrative law in federal and state agencies. Readings and discussion center around current issues affected by the legal process.

**V380 Internship in Public and Environmental Affairs (1-6 cr.)**

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

**V391 Honors Readings in Public and Environmental Affairs (1-3 cr.)**

P: approval of instructor and SPEA Honors adviser. Restricted to students in SPEA Honors Program.

**V416 Environmental Health Management Seminar (3 cr.)**

P: V316 or permission of instructor. Course designed for environmental health concentration students who have completed or are in the process of completing an internship and have completed V316 and chemistry requirements. Course consists of seminar-type discussion sessions and laboratory analysis practicum in applied environmental health problems.

**V421 Dynamics of Urbanization (4 cr.)**

P: consent of instructor. The structure of cities and the processes that shape their growth and development. Complex set of systems at work in urban places and how they interact. Simulation gaming and case studies of several cities.

**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.

**V445 Policy in State Government (3 cr.)**

This course will take a broad look at the way policies get made and implemented at the state (and perhaps regional) level. Importantly included will be both federal and sub-state intergovernmental relations. Description and some analysis of the major institutions of state government will be the main focus of attention.

**V446 Accounting for the Public Sector (3 cr.)**

Course intended to provide exposure to accounting for public administrators. Includes survey of basics of accounting in private sector followed by study of state and local governmental accounting. Case examples include areas such as accounting in local, state and federal government, schools, hospitals.

**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.

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

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

**V491 Honors Research in Public and Environmental Affairs (1-3 cr.)**

P: Approval of instructor and SPEA Honors adviser. Restricted to students in SPEA Honors Program.

**V499 Honors Thesis (3 cr.)**

Required of seniors in the Honors Program. Research and paper to be arranged with individual instructor and approved by the campus SPEA Honors Program Director. (May be repeated for credit.)

***Environmental Studies Courses*****E200 Environment and Man (3 cr.)**

An interdisciplinary examination of the problems of population, pollution, and natural resources and their implications for society. Usually presented as a series of lectures by faculty from several departments and schools. Credit not given for both E200 and V262.

**E400 Environmental Studies Seminar (2-3 cr.)**

An interdisciplinary consideration of specific environmental problems through coordinated papers and discussion. May be repeated once for credit.



*Criminal Justice Courses*

- J100 Foundations of Criminal Justice (3 cr.) (Prerequisite for all 300- and 400-level Criminal Justice courses.)

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.

- J201 Criminal Justice System Operations I (3 cr.)

An introduction to the role, responsibilities and functions of the law enforcement agencies in the American Criminal Justice System.

- J202 Criminal Justice System Operations II (3 cr.)

This course will focus upon the structure, operations, and some of the major problems of the Criminal Justice System in the United States, excluding the role of the police.

- 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 investigations, sentencing, probation and parole, incarceration, loss and restoration of civil rights.

- J305 Juvenile Justice Process (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 Introduction to American Law Enforcement (3 cr.)

A broadly based study of the operations and inter-relationships of the American police system, including discussion of the limitations of the police function, inter-jurisdictional 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 (3) 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 with credit for 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.

**J480 Research in Criminal Justice (1-6 cr.)**

P: junior standing, five courses in Criminal Justice, and consent of departmental chairman. Individual research under guidance of faculty member.

***Metropolitan Studies Courses*****U301 Introduction to Urbanism I (3 cr.)**

Exploration of the environmental, historical, economic, political, and social characteristics 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 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, models, 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 COURSES*****SPEA 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, of demands and supports from the public and legislative bodies, and of the public manager's relationship of them.

**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. module)**

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 (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; and computer packages are introduced. 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.

**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.

**V552 Environmental Engineering (3 cr.)**

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

**V553 Differential Equations in Environmental Science (3 cr.)**

P: V526 or permission of instructor. Origin and methods for solving ordinary and partial differential equations arising in environmental science. Emphasis will be on equations for energy and mass transfer, but other topics will be considered.

**V555 Topics in Environmental Science (2-3 cr.)**

Selected research and discussion topics in Environmental Science usually organized in a seminar format.

**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 Evaluation (2-3 cr.)**

Examination of how the programs of public agencies are proposed, established, operated, and evaluated. Discussion of the role and conduct of research in the program evaluation process. In addition, techniques of effective evaluation and analysis are discussed.

**V563 The Planning Process (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.

**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. module)**

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 (2-3 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.)**

P: V520 or consent of instructor. This is a modeling seminar in which logical, particularly deductive, analysis and the synthesis of complex environmental systems are the focus.

**NOTE:** V510 and V511 are "coupled courses"; that is, they are integrated in their content such that when the special problems of air pollution or energy or waste management are considered in V510 they are also being considered in V511. Furthermore, the instructors of V510 and V511 develop their course outlines to accomplish this integration and interact on a routine basis to facilitate the coupling. The courses are also taught back-to-back, on the same days in the course schedule.

**V512 Applied Ecology (3 cr.)**

P: V510, V511. The scope of ecology; relations to the other sciences; overview of several types of environments; aquatic (freshwater, estuarine, marine), terrestrial (tropical forests, temperate forests, tundra, grassland, deserts, urban); techniques of analysis of the ecosystem.

**V513 Energy and Material Residuals in the Environment (2-3 cr.)**

The interrelationship (technological and economic) among residuals, gaseous, liquid, solid, noise, heat and the activities appropriate to effective environmental quality management.

**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.

**V515 Technology Assessment (3 cr.)**

A study of the methods for a systematic analysis of the rationale, current status, possible future developments, and implications for society of particular technoscientific programs. Both the positive as well as the less desirable social and environmental implications of a number of selected technologies will be examined in detail.

**V516 Public Management 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.)**

Core of economic theory as it relates to the public sector. Emphasis on micro-economic skills at the managerial level, including cost-benefit analysis. Includes unit on macro-economics: 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.

**V521 Environmental Science (4 cr.)**

Principles of environmental science, with emphasis on applicable principles of ecology. Environmental physics and chemistry, as well as applications to air and water pollution problems. Lecture, laboratory and field trips.

**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.

**V526 Applied Mathematics for Environmental Science (3 cr.)**

P: Differential and integral calculus, FORTRAN. Philosophy and techniques of mathematical modeling, with emphasis on practical applications. Numerical analysis, applied calculus, differential equations, system simulation.

**V527 Applied Ecology (4 cr.)**

P: an introductory level ecology course. Ecosystem concepts and techniques of ecosystem analysis. Principles and practices of ecosystem management. Ecological aspects of environmental impact assessment. Integrated laboratory exercises in field techniques and ecological processes experimentation.

**V528 Applied Ecology Laboratory (3 cr.)**

Recommended: P or concurrent, V527. Field techniques for quantitative analyses of ecosystems. Introduction to laboratory techniques for applied ecological research.

**V530 Urban Physical Structure (2-cr. module)**

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. module)**

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. module)**

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

**V535 Urban Demography (2-cr. module)**

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.

**V536 Environmental Chemistry (3 cr.)**

P: Organic Chemistry. Sampling methods and sample storage; environmental analytical methods and instruments; water, air, and soil quality and their measurements; special pollutant substances, their chemistry, sources, toxicological effects and analyses; industrial hygiene tests.

**V537 Environmental Chemistry Laboratory (3 cr.)**

P or concurrent: V536 or consent of instructor. Experimental work in environmental chemical analysis to demonstrate analytical methods and instrumentation used in environmental laboratories, having reference to air, water, and soil quality.

**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.

**V545 U.S. Public Health Policy I (3 cr.)**

An analysis of the delivery of health care in the U.S. from 1900-1975. Major system components are defined and studied. Topics covered include: organization of health programs on federal, state, and local levels of government; community and volunteer organizations and alternative health delivery systems.

**V546 U.S. Public Health Policy II (3 cr.)**

P: V545. An examination of three major health issues: politics and health policy, cost and quality of care, and public health law.

**V547 Applied Earth Science (3 cr.)**

Principles of the earth sciences and their applications to environmental analysis and management. Identification, quantification, and analysis of critical components of watershed systems. Interaction of human activities with the physical environment.

**V548 Applied Earth Science Laboratory (3 cr.)**

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

**V549 Environmental Planning (3 cr.)**

The link between environmental quality and land use planning. Analytical and regulatory approaches for incorporating physical environmental concerns into everyday planning practice. NEPA and state environmental planning programs. Methods for assessing the physical and socio-economic effects of community and regional development proposals for inclusion in Environmental Impact Statements.

**V565 Administrative Organization (2-cr. module)**

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. module)**

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.

**V571 State Policy Processes (3 cr.)**

An examination of the way policies get made and implemented at the state and regional levels of government. Description and analysis of the major institutions of state government, and federal and sub-state inter-governmental relations.

**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.

**V575 Comparative and International Administration (3 cr.)**

Reading and discussion of case studies and comparative analyses of formal organizations with emphasis on governmental bureaucracies, public corporations, and international organizations. Topics include bureaucratic environment and culture, technology and organizations, program evaluation, communication and decision-making, and administrative structure and process.

**V576 Comparative and International Development (3 cr.)**

Examination of the application of development theory to the public sector. Topics include modernization theory, urbanization, development administration, community development, ethnicity, ideology, and national planning. Area case study project to include problems of policy implementation in developing areas.

**V577 Comparative and International Economics (3 cr.)**

Examination of topics in international economics as related to problems of economic development. Topics include international trade, comparative economic policy, economic growth theory, economic integration, foreign aid investment, exchange rates, and international economic organization.

**V579 Readings in Environmental Science (cr. arr.)**

Readings on selected topics in environmental science to be arranged with the individual instructor.

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

Readings on selected topics in public affairs to be arranged with the individual instructor.

**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 interrelationships among system components. Examination of major policy issues in criminal justice, with emphasis on decision-making techniques.

**V583 Highway Safety Systems (2-cr. module)**

P: V586. Detailed examination of operation of traffic law system agencies and institutions. Discussion of traffic law system as a risk management process. Management of systems of traffic enforcement, licensing, and driver control. Engineering factors in decision-making techniques.

**V584 Emergency Services Systems (2-cr. module)**

P: V586. Detailed examination of emergency services systems, including fire, rescue, disaster and emergency medical services. Discussion of legal issues involved in decision-making. Management of emergency services systems.

**V585 Practicum in Public Affairs (cr. arr.)**

Open to interested students through the Center for Public Affairs Service-Learning or Field Study Program. Students hold work assignments with public agencies; final product such as a report, oral examination, or examples of materials developed in the Practicum is required. 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.

**V587 Criminal Violation: Problems and Characteristics (3 cr.)**

Communalities in criminal behavior. The criminal act: circumstances leading to commission, subsequent perceptions of them. Family, community, and other environments affecting criminal behavior. Behavioral consequences of processes of crime control.

**V588 Law and Control in Society (3 cr.)**

The role of law versus other forms of social control. How social change and social institutions shape the law. Social factors influencing the administration of law.

**V589 Practicum in Environmental Science (cr. arr.)**

Open to interested students through the Center for Public Affairs Service-Learning or Field Study Program. Students hold work assignments with public agencies; final product such as a report, oral examination, or examples of materials developed in the Practicum is required.

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

Research on selected topics in public affairs to be arranged with the individual instructor.

**V593 Analytical Planning Methods (3 cr.)**

P: V506-V507. Qualitative and quantitative methods commonly used in planning including consideration of forecasting and allocation problems.

**V594 Structure and Dynamics of Regional Complexes (3 cr.)**

Examination of a variety of systems that operate and interact at a regional scale. Includes demographic, economic and environmental aspects.

**V595 Managerial Decision-Making (2-3 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 or consent of instructor. 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.

- V620 Environmental Analysis Workshop (1-3 cr.)  
P: permission of instructor. Projects in environmental analysis.
- 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.
- V625 Research in Environmental Science (1-3 cr.)  
Research on selected topics in environmental science to be arranged with the individual instructor.
- V630 Topics in Planning (3 cr.)  
P: Permission of instructor. A discussion of topics in planning, both methodological and substantive. Topic selected for study will vary.
- V633 Seminar in Public Transportation Policy (3 cr.)  
P: V501 or V502. 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 or consent of instructor. 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.)  
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 or consent of instructor. 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 or consent of instructor. An advanced seminar in intergovernmental fiscal relations: aid programs, geographic spillovers, tax overlapping and coordination, and fiscal imbalance.
- 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.

**V683 Seminar in Highway Safety Planning, Management, and Issues (3 cr.)**

P: V583. A seminar addressing selected issues in highway safety. Topics may include management, planning, accident causation, injury reduction, post crash response, driver control, behavior modification techniques, traffic law system, and other issues. Topics will vary each semester. Different sections may address different topics. The seminar may be taken more than once.

**V684 Seminar in Emergency Services Planning, Management, and Issues (3 cr.)**

P: V584. A seminar addressing selected issues in emergency services. Topics may include management, planning, disaster control, fire services, emergency medical services, emergency rescue, and other issues. Topics will vary each semester. Different sections may address different topics. The seminar may be taken more than once.

**V685 Seminar in State and Local Legislatures (6 cr.)**

Structures and procedures of state and local legislatures, including the role of legislatures in the total governmental process and administrative aspects of legislative operation (information systems, preparation of the legislative budget, scheduling and coordination of hearings). Students serve as legislative interns with a state or local legislative body.

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

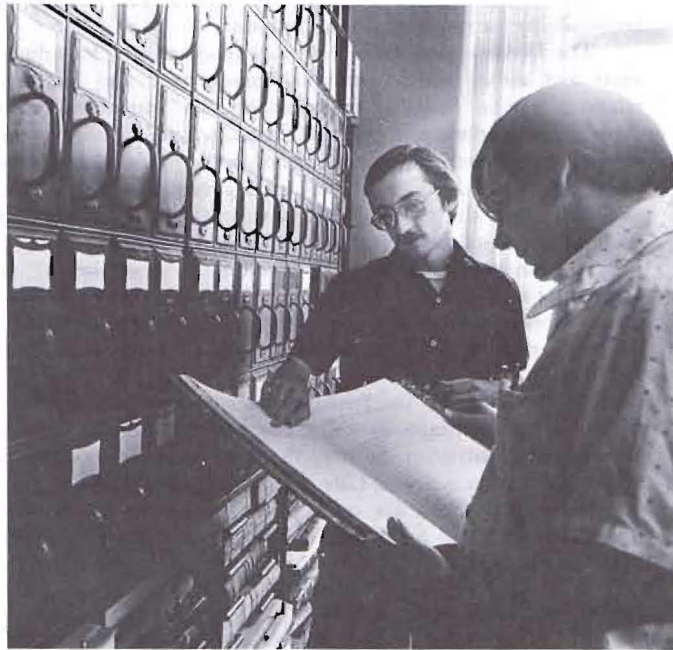
An evaluation of the theoretical and empirical literature on public policy processes. The findings of policy research are evaluated. An integrative paper is required.

**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.



## Other Principal Divisions and Activities



## Division of Public Service

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The School of Public and Environmental Affairs is charged by the Indiana University Board of Trustees with participating "in mid-career education programs for civil servants and other public career personnel" through faculty resources. Related to this professional development challenge, the School was also designated to "serve as the coordinating agency to facilitate the University's role in the solution of selected problems faced by the State and the Nation." These training and technical services are a part of Indiana University's efforts to respond to public needs and problems by bringing the resources of the University to bear on the real problems of governance in the local and state governments of Indiana and the nation. The Division of Public Service has the responsibility for carrying out this mission.

The Division provides a wide variety of services, including the following substantive areas and skills: public personnel management and manpower analysis, public labor relations, public financial management, the administration of justice, environmental management, urban and regional planning, and intergovernmental relations. Division services are offered to personnel in executive, middle management, technical, and supervisory roles in federal, state, and local government units. The Division's programs are available across the state of Indiana via the School of Public and Environmental Affairs on the Indianapolis and regional campuses of Indiana University.

Division personnel are also involved in a number of cooperative activities with other state and local agencies in the six Great Lakes states and with the federal government. These activities include overall program coordination and regional Intergovernmental Personnel Act programming, public personnel assessment, training, and labor relations.

The activities of the Division are supported not only by Indiana University, but by grants and contracts as well. The principal outside sources of support are the Law Enforcement Assistance Agency, the Intergovernmental Personnel Act, Title I of the Higher Education Act, and Lilly Endowment, Inc.

Division activities are carried on through the Center for Public Safety Training, the Midwest Center for Public Sector Labor Relations, the Program in Environmental Management, and the Educational Program Development Service.

### Center for Public Safety Training

The Center for Public Safety Training, established in 1971 and incorporated into SPEA in 1972, has been supported by LEAA grant assistance to support participants from Indiana jurisdictions. The Center's programs have had impact in numerous areas of the criminal justice system. Considerable progress has been made, for example, in regularizing training efforts in the field of law enforcement; the Center has contributed to this progress with the cooperative and perceptive participation of key operating officials and agencies throughout the state. Center personnel have also assisted in the development of records systems; the application of community psychology to police problems; development of testing procedures for the selection and promotion of public safety personnel; and the organization of criminal justice agencies. In addition to the state police, officers from over 70 different law enforcement agencies have participated in the Center's programs.

The Center's goals and objectives are summarized below:

- to continue to provide high-quality training programs of an advanced and technical nature to persons within the criminal justice system
- to focus training objectives in three basic areas: (1) the technical area, (2) the behavioral area, and (3) the management area
- to identify personnel classifications within the criminal justice system for purposes of program development and curriculum design

- to broaden the overall scope of the training program to include components which would fall into the broader area of public safety
- to allocate more manpower and resources to program development and design in an effort to devise a more substantive program core
- to design and implement new and imaginative training packages which depart from conventional training concepts and practices
- to identify new sources of funding for training projects
- to become involved in all areas of the criminal justice system as well as those areas falling in the broader public safety area where training is involved

SPEA Divisional personnel are instrumental in assisting the Center in identifying potential training opportunities as well as in coordinating program delivery operations. The Center also draws freely on the resources of SPEA and, in turn, assists other units of SPEA whenever it can. The Center relies heavily on operating officials who assist throughout the various stages of the training process. The Office of the Governor, the Indiana Criminal Justice Planning Agency, and the Indiana Law Enforcement Training Board, as well as state and local law enforcement agencies, are in this category. In addition to Center and SPEA staff, faculty for training programs is selected from skilled experts across the state and the nation. The larger University faculty provides much of the expertise utilized by the Center.

#### **The Midwest Center for Public Sector Labor Relations**

The Midwest Center for Public Sector Labor Relations was set up in response to the need for better understanding of the changing relationship between public employees and their governmental employers. Headed by a full-time coordinator, the program provides a forum for the exchange of information about problems, concerns, and ideas among individuals interested in or involved with public labor relations. The Center publishes the *Midwest Monitor*, a bimonthly digest of information on significant issues, events, and literature in the area of public sector labor relations. The Center also publishes a Practitioners' Guide series which includes such titles as, "Primer in Public Sector Labor Relations", "Public Sector Labor Legislation in the Midwest", and "Terms in Public Sector Labor Relations."

The Center began its development of training programs for the State School Board Association in 1973. Other programs have been designed for the State Control Board, supervising collective bargaining for teachers, the Department of Corrections, and city administrators in Gary, South Bend, Fort Wayne, Indianapolis, and Bloomington.

#### **Program in Environmental Management**

This Program focuses on two sources of need for post-entry public service training: First, due to gaps in pre-entry education, there is need for those engaged in environmental activities to receive training to remedy these deficiencies for positions they now hold; secondly, due to rapid scientific, technical, policy-making and managerial changes in the environmental area, those with previous training need continuing education as an aid in adapting to the changing requirements of environmental protection.

Program activities include tailored training programs designed to meet specific management needs in such areas as air pollution control, water quality control, solid waste management, and health administration. These programs are developed, on a cooperative basis, with the agencies concerned and with interested professional associations. The program also develops seminars to inform local elected and appointed officials in Indiana on current legal and administrative aspects of environmental regulation and control. Furthermore, the program proposes to develop, in cooperation with the Indiana University Graduate School of Business, a Public Executive program focusing on public management, manpower, and environmental policy.

#### **Educational Program Development Service**

The professionals for whom instructional programs are developed are adults with real experience and expertise that must be utilized effectively if those programs are to

help resolve agency problems. The Educational Program Development Service supports SPEA programs and centers by designing instructional methodologies to meet specific training needs. In consultation with sponsoring agency personnel and content experts, instructional systems professionals analyze the audience for training, determine behavioral objectives, develop instructional strategies, and define program content. A team then conducts a pilot training session and redesigns strategies, if necessary, before submitting the final instructional package. When the package has been used long enough for its impact to be assessed, it is evaluated and again revised as circumstances dictate.

Educational Program Development personnel ultimately evaluate the effectiveness of all training and technical services.

### Other Research and Service Areas

#### Office of External Program Services

Located on the Bloomington campus, the Office of External Program Services assists SPEA faculty, professional staff, institutes, and centers to develop new externally funded projects of all types, including educational and technical assistance, as well as research. Basically, this office facilitates the delivery of services, researching and planning potential target programs, identifying and working with potential sponsors and SPEA counterparts to develop new programs, and planning, coordinating, and producing proposals and grant applications. The Office also provides planning and management assistance for externally funded activities upon request.

#### Institute for Research in Public Safety

The Institute for Research in Public Safety (IRPS) performs applied contract research and provides technical assistance in three broad public safety areas: highway traffic and transportation safety, public health and safety, and criminal justice. In the HIGHWAY TRAFFIC SAFETY area, much of the research has been sponsored by the National Highway Traffic Safety Administration of the U.S. Department of Transportation; however, the Institute has conducted studies at the State and local levels as well. In this research area, the Institute has studied the influences of drug usage on driver behavior, the contribution of human, vehicular, and environmental factors to accident causation; the relationship of vision and driving knowledge to safe driving; seat belt usage; and the incidence of safety related design and manufacturing defects in new motor vehicles. IRPS has developed an instructional manual for the evaluation of State and community traffic safety program and is assisting the Department of Transportation in its nationwide Alcohol Safety Action Project (ASAP) by conducting seminars for judges, prosecutors, and probation officers in 35 states. Recently, IRPS has assisted State officials in revising the Indiana Drivers' License Manual, and is studying ways of improving the State's periodic motor vehicle inspection program.

In the field of CRIMINAL JUSTICE, the Institute has participated in a multi-year project to attack the crime problem in Monroe County, Indiana; has conducted a survey of the state-wide Indiana criminal justice system for the Indiana Criminal Justice Planning Agency; has developed and drafted the annual comprehensive regional plan for the ICJPA; and has produced a model police record system. The Institute has supported the Indiana Criminal Justice Planning Agency through publication of the Indiana Criminal Justice Newsletter, and has conducted LEAA training conferences and participated in a State Police planning study. The Institute is assisting in the planning of state-wide Standards and Goals for the criminal justice system, and is conducting an evaluation of State's probation services and volunteers-in-probation program.

The Institute's HEALTH AND SAFETY activities include the design of a boating accident data collection system for the U.S. Coast Guard; an assessment of the impact of an emergency ambulance service; and, development of a health management organization for agencies in the City of Indianapolis. The Institute is conducting a study of the

impact of the Alcoholism and Intoxication Treatment Act of 1971, and has prepared a Technical Assistance manual to identify information and training needs of Area Agencies on Aging.

### **Center for Public Affairs Service-Learning**

The School is committed to the concept of service-learning—education through meaningful work experiences. Administered through the Center for Public Affairs Service-Learning, the experiences offered include internships, cooperative education assignments, independent research projects, student-faculty research teams, or special course offerings which allow the student to combine classroom learning with practical experience. These opportunities are designed not only as learning experiences, but also provide the student with an opportunity to test career options, establish a credible work record and experience personal growth. Every student is highly encouraged to participate in one of the service-learning programs during the course of his or her academic career. Service-learning is likewise a key vehicle for implementing the School's mission to serve the community which supports Indiana University.

Students participating in most service-learning experiences earn six hours of credit per experience. Usually a cash stipend is provided as well. In the undergraduate program a maximum of 15 credits (V380 Internship in Public Affairs) is allowed for participation in service-learning programs. A maximum of six credits (V585 Practicum in Public Affairs) is allowed in the graduate program.

The work of the Center is closely integrated with the graduate and undergraduate programs of the School so as to insure the integration of service-learning experiences with degree curricula. Ordinarily, the Center arranges the details of most of the internships, field experiences, and other service-learning programs. However, with the guidance and approval of the Center students may, under the Field Study Program, make arrangements for their own internship with a governmental agency.

#### **Cooperative Education Program**

The Cooperative Education Program is designed for students entering their junior year. Assignments normally carry six hours of credit and are with federal government agencies on a semester-on, semester-off basis for the junior and senior years. The benefits of the program not only include work experience and personal growth but non-competitive entry into the federal service upon graduation. From time to time, a limited number of graduate co-op opportunities will become available.

#### **Public Service Internship Program**

Full-time internships in public agencies are developed by the Center for the fall, spring, and summer semesters. The internships vary greatly, both in focus (criminal justice, environment, financial management, consumer protection, health care, planning, social service, personnel administration, community development, and urban policy) and in the role played by the student (research, administration, communication, and program implementation). Student applicants are selected to interview with the host agency on the basis of their suitability to the internship. Public Service interns earn six credits and are paid a stipend (\$1,400 for graduate students, \$1,200 for undergraduates) for their work.

The Center conducts special seminars for Public Service interns. When required by the project it also provides interns with a travel allowance and publishes the student's final report. Staff of the Center meet periodically with the student and his/her supervisor to help resolve problems or support the internship in some other way. The faculty and professional staff of the School likewise stand behind the interns to offer the guidance and technical assistance needed for the internship.

The Center provides the host agencies with internship planning assistance, the capability to screen and select appropriate students for each internship, payroll ad-

ministration and financial support for many internships. The Center seeks to act as a conduit for channeling the research, training, and technical assistance capabilities of the School to the interns and their host agencies.

### **Field Study Program**

The Center also seeks to accommodate students who, on their own efforts, have developed meaningful work experiences in the public sector. Such students may request up to six hours credit by submitting a learning contract to the Center. Although the extensive support services provided by the Center in the Public Service Internship Program are not available under the Field Study Program, the Center seeks to assist Field Study interns informally. In order to complete the credit requirements, students must satisfactorily complete bi-weekly progress reports.

### **Resource Development Internship Project**

The Center also houses a midwestern regional program which is operated under a grant from the Economic Development Administration.

RDIP organizes and funds internships and provides program development support in thirteen states for students from many midwestern colleges and universities as well as Indiana University. Internships through this project are modelled after the Public Service Internship Program.

### **Center for Urban and Regional Analysis**

The Center for Urban and Regional Analysis offers the Urban Studies program at Indiana University. This program supplements course work in a given discipline with specialized or general work in urban studies, including land use analysis, urban politics, and urban and regional planning. The Center is committed to the concept of service-learning education through meaningful work experience. Students can acquire such experience through public service internships or through field study in public agencies.

Research activities of the Center have included an evaluation of the impact of railroad abandonments under the current rail reorganization process on communities in Indiana for the Office of the Governor, and the development of a State Railroad Plan for the Public Service Commission of Indiana. The Center staff also drafted the original bill which became the State Rail Preservation Act during the 1975 session, and have presented technical testimony for the State on numerous occasions before the Interstate Commerce Commission.

Further information on CURA and its programs may be obtained by writing to the Director, Center for Urban and Regional Analysis, Poplars 403, 400 East Seventh Street, Bloomington, Indiana 47401.

### **Environmental Studies Program**

The Environmental Studies Program is a cooperative undertaking of the College of Arts and Sciences of Indiana University at Bloomington and the School of Public and Environmental Affairs. It is administered by the School of Public and Environmental Affairs, and provides courses and degree programs for students, not only in the School, but across the University.

At the undergraduate level, the Environmental Studies Program offers an Environmental Studies certificate which is available to all undergraduate students of the University, the Environmental Studies major for students in the College of Arts and Sciences, and the Environmental Policy and Environmental Health Management concentrations for students seeking a Bachelor of Science degree from the School of Public and Environmental Affairs, and the Environment concentration for students seeking an Associate of Science Degree from the School of Public and Environmental Affairs.

The four present undergraduate programs differ markedly in the degree of specialization. A *Certificate in Environmental Studies* provides an introductory survey

and is available to undergraduate students enrolled in any division of the University. It provides an introduction to environmental problems and alternatives for specialists in a wide variety of disciplines. The Certificate requires 8 courses (23-24 semester hours). A *Major in Environmental Studies* is available only to undergraduate students in the College of Arts and Sciences. The major requires 14-15 courses (about 45 semester hours) and specifies that the student must also complete another major of his choice. The requirement for a second major assures depth in a particular field. This program thus combines generalist (ES major) and specialist (other major training at the bachelor degree level) in a number of natural and social science fields. In addition to providing strong preparation for those courses in which a B.A. in the second major is relevant, this program provides a sound basis for graduate work both in these disciplines and professional fields (e.g. law, medicine, or administration). A *Concentration in Environmental Studies* is available only to undergraduate students in the School of Public and Environmental Affairs (SPEA). The concentration consists of 8 courses; 8 or 9 additional environmentally related courses are required of all students seeking a Bachelor of Public Affairs (SPEA) (e.g. Environment and Man, Urban and Regional Planning, Statistics, and Economics). The aim of this program is to produce a new kind of professional who combines a knowledge of governmental function (budget, personnel, policy) with a knowledge of environmental issues and the resources for their solutions and can apply these at policy and technical levels of government. The two year *Associate of Science* degree with an environmental emphasis is also available through SPEA. This provides environmental training equivalent to the certificate through a subset of the courses required for the Environmental Policy concentration for the Bachelor of Public Affairs degree.

At the graduate level, the Environmental Studies Program offers the Environmental Policy concentration in the Master of Public Affairs degree, the Master of Science in Environmental Science degree, and the dissertation minor in Environmental Studies.

A *Dissertation Minor in Environmental Studies* is available to students seeking a Ph.D. in other fields, subject to the approval of their committee. The minor requires 12 semester hours of graduate-level credit from at least two disciplines outside the student's area of specialization. This program allows specialists in a variety of fields to better understand and present the broader context within which specialized perspectives must be evaluated. The *Environmental Policy Concentration for a Master of Public Affairs* includes V520 Environmental and Urban Systems (from the MPA core), V521 Environmental Science, and V620 Environmental Analysis Workshop. The remainder of the concentration is chosen in accord with the student's background and career objectives. This concentration gives the student an introduction to the system's natural and social science aspects of environmental problems and provides him with a set of specific skills to use for their resolution. The *Master of Science in Environmental Science* was developed to produce a new kind of professional—one combining a strong background in a natural science (or an interdisciplinary science area) with an introductory knowledge of systems and social science aspects of environmental problems and of administrative techniques (budget, personnel, policy). This preparation will lead to the delineation of alternative approaches to environmental problems and should facilitate the implementation of solutions which are viable in longer time frames.

The general purposes of the School of Public and Environmental Affairs include the development of effective public policy and the management and application of that policy. The departments of the College of Arts and Sciences and the Graduate School of Indiana University tend to focus on basic instruction in the disciplines and on matters of theory and philosophy. The Environmental Studies Program serves as the primary bridge between the science disciplines and the School of Public and Environmental Affairs, particularly for purposes of curriculum and degree program development and evaluation.

### Environmental Systems Application Center

The Environmental Systems Application Center was created to expand the academic program in the School of Public and Environmental Affairs through the addition of interdisciplinary environmental research and community education projects. The Center conducts environmental research in applied ecology and natural resources, as well as analysis of the impact of human activity on the natural environment. In addition, the Center is concerned with the socioeconomic, legal, and institutional aspects of environmental regulation and planning.

The Director of the Center is also the Director of SPEA Environmental Programs. The core research staff is composed of SPEA faculty and graduate students, whose backgrounds span several disciplines. Faculty of the SPEA Environmental Programs also regularly interact with faculty from the other departments at Indiana University. Inter-institutional efforts are supported and encouraged by the Center when the solutions to research problems require a broader array of talent from the Midwest. Several efforts of this type are now being conducted in the areas of land-use analysis, environmental impact analysis, energy extension, and energy conservation. By incorporating the resources of SPEA with the institutional and interinstitutional resources available to ESAC, an effective arrangement has been made for environmental applications in research and education.

### The Office of Public Careers Placement

Public Careers Placement exists to serve the students of SPEA by providing them with placement assistance which is designed to complement the student's own placement efforts. Registration with the office is required for all Seniors, and is available as an option to second-year MPA candidates. Because of the potential assistance provided by the Office, SPEA strongly suggests that MPA candidates use this service.

Regular placement service is provided whereby contacts are made between potential public affairs and private sector employers and students. Interviews are conducted through this office, but are more often made available in the offices of potential employers through notification to qualified students of current job openings, both within the State of Indiana and elsewhere. The office also regularly receives listings of other job openings which are kept up to date in the Public Careers Library.

The Public Careers Office also provides professional counseling services to students through "The Job Search," a one-day intensive workshop offered four times yearly, which concentrates on the development of good cover letters and resumes, and intensive preparation for the interview process. The latter stresses good interview techniques, supplemented by videotaped vignettes of different interview situations. Students then undergo individual interviews which are videotaped and played back to the interviewer for analysis. Individual counseling is also offered on resumes, cover letters and other aspects of the job search.

### The School of Public and Environmental Affairs Library

The SPEA Library is an official branch of Indiana University Library and is designed to serve the research needs of faculty and students of the School of Public and Environment Affairs. Founded in August, 1972, the library has about ten thousand books and receives regularly nearly three hundred periodicals. Along with books and periodicals, the library has an extensive collection of documents, pamphlets, papers, conference proceedings, etc., vital to research and study in the public affairs area.

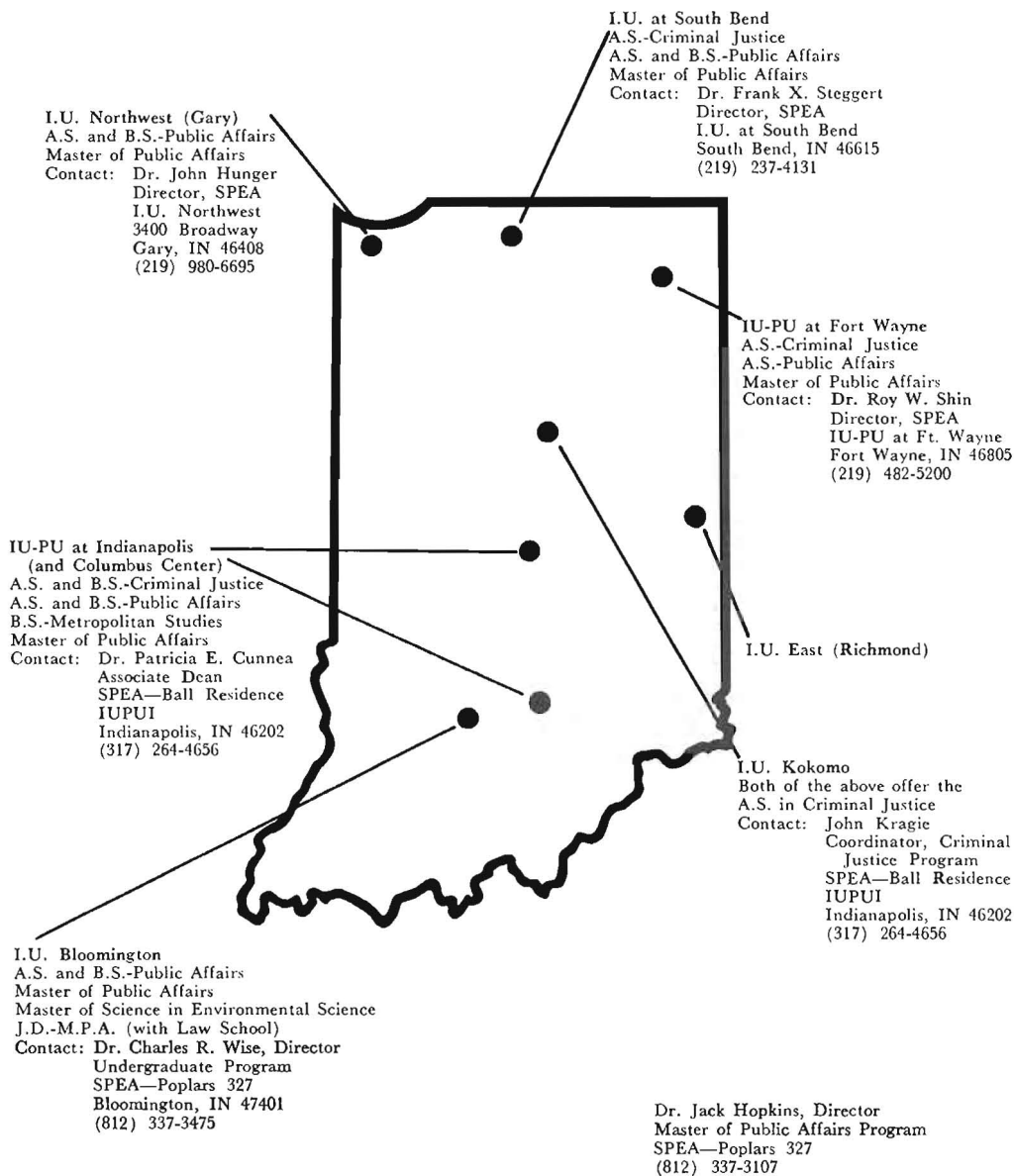
The library's books are classified according to the Library of Congress system. Journals are placed alphabetically on open shelves. The vertical file material is classified by a special scheme and is accessible through a computer print-out index.

The library is located at the Poplars Research and Conference Center.

Members of the library staff are Michael Parrish and Meredith Kirkpatrick.



# School of Public and Environmental Affairs (SPEA) System-wide Academic Degree Programs and Principal Contacts for Further Information



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