

# INDIANA UNIVERSITY SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS

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# School of Public and Environmental Affairs

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

- Criminal justice
- Environmental health, science and policy
- Finance and economics
- Health science and administration
- Law
- Nonprofit management
- Policy and administration
- Public safety
- Urban affairs

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

SPEA is a resource to many Indiana communities. Public and private organizations, as well as all levels of government, benefit from the knowledge and expertise of SPEA faculty, staff, and students.

## Welcome to SPEA

We are pleased to introduce you to the School of Public and Environmental Affairs (SPEA). SPEA is a vibrant, diverse, professional school with nationally recognized programs in public affairs, nonprofit management, health administration, criminal justice, and environmental management. In the 2008 rankings by *U.S. News and World Report*, SPEA IUPUI was ranked 45<sup>th</sup> among more than 250 schools of public affairs and administration. Our nonprofit management program was ranked third in the nation.

Our faculty members are effective teachers, engaged in the community, and doing research that is leading to changes in the ways we understand and govern society. We integrate these three dimensions of academic work in the curriculum through emphases on professional practice. Classes in each degree program provide students numerous opportunities to work on practical projects with professionals in the community. Students also have opportunities to collaborate individually with faculty and staff on innovative research initiatives and service projects. Our research centers provide additional opportunities for students to gain valuable professional experience.

We are located in downtown Indianapolis on one of the most dynamic urban campuses in the nation. IUPUI's location in the state's capitol and largest city fosters strong relationships with state and municipal government and other leading public, nonprofit, and private organizations in the city, including the state's largest concentration of hospitals and other health

care organizations. Community leaders frequently meet with students and lecture in or teach SPEA classes. Internships and other practical experiences are easy to arrange with the various mentors available to us.

SPEA faculty, staff, and students are committed to making a difference in the world. When you choose SPEA, you are choosing a school where you will gain the knowledge and skills required for a successful professional career. We invite you to join us!

## SPEA Centers, Programs, and Services

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

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

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

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

The Executive Education Program's partnership with the Indiana Health and Hospital Association (IHHA) created a 10-course management institute for health care officials in Indiana to help them lead their organizations through the continually changing health care industry. The Executive Education Program has also partnered with Goodwill Industries of Central Indiana and the Indianapolis Metropolitan Police Department to develop two specialized 15 credit hour graduate certificates for emerging leaders.

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

**The IU Public Policy Institute** is a collaborative, multidisciplinary research institute within the Indiana University School of Public and Environmental Affairs. The Institute serves as an umbrella organization for research centers affiliated with SPEA, including the Center for Urban Policy and the Environment, the Center for Health Policy, and the Center for Criminal Justice Research. The Institute also supports the Office

of International Community development and the Indiana Advisory Commission on Intergovernmental Relations (IACIR).

**The Center for Urban Policy and the Environment** is devoted to supporting economic success for Indiana and a high quality of life for all Hoosiers. An applied research organization, CUPE was created by the Indiana University School of Public and Environmental Affairs in 1992. The Center works in partnership with community leaders, business and civic organizations, nonprofits, and government. CUPE's work is focused on urban policy, intergovernmental cooperation, community and economic development, housing, environmental issues, and fiscal affairs research essential to developing strategies to strengthen Indiana's economy and quality of life.

Center for Urban Policy and the Environment  
School of Public and Environmental Affairs  
334 North Senate Avenue, Suite 300  
Indianapolis, IN 46204-1708

Contact: John L. Krauss, Director, phone: (317) 261-3000; fax: (317) 261-3050; e-mail: jkrauss@iupui.edu

Web: <http://policyinstitute.iu.edu/urban/>

**The Center for Health Policy**, created by Indiana University School of Public and Environmental Affairs in 2006, collaborates with state and local government, as well as public and private health care organizations in health policy and program development to conduct high quality program evaluation and applied research on critical health policy-related issues. CHP faculty and staff serve as a bridge between academic health researchers and state and local government as well as health care organizations and community leaders.

Center for Health Policy  
School of Public and Environmental Affairs  
334 North Senate Avenue, Suite 300  
Indianapolis, IN 46204-1708

Contact: Eric R. Wright, Director, phone: (317) 261-3000; fax: (317) 261-3050; e-mail: ewright@iupui.edu

Web: <http://policyinstitute.iu.edu/health/>

**The Center for Criminal Justice Research** works with public safety agencies and social services organizations to provide impartial applied research on criminal justice and public safety issues. CCJR provides analysis, evaluation, and assistance to criminal justice agencies; and community information and education on public safety questions. Created in 2008 by the Indiana University School of Public and Environmental Affairs, some of the issues CCJR addresses include crime prevention, criminal justice systems, policing, traffic safety, and youth.

Center for Criminal Justice Research  
School of Public and Environmental Affairs  
334 North Senate Avenue, Suite 300  
Indianapolis, IN 46204-1708

Contact: Samuel Nunn, Director, phone: (317) 261-3000; fax: (317) 261-3050; e-mail: snunn@iupui.edu

Web: <http://policyinstitute.iu.edu/criminal/>

## Internships and Experiential Learning

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

In recent years, students have held internships in the following types of organizations: county government, state government, federal government, police departments, environmental consulting firms, hospitals, assisted living facilities, nursing homes, law firms, nonprofit agencies, private corporations, pharmaceutical firms, insurance companies, and more. Applications for internships are available on the SPEA website.

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

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

IUPUI Career Center, University College 3004, phone: (317) 274-2554

IUPUI Student Employment, Business/SPEA 2010, phone: (317) 274-0856

Web: [www.career.iupui.edu](http://www.career.iupui.edu)

SPEA students are encouraged to speak to their faculty mentor/advisor for career information.

## SPEA Alumni Association

SPEA maintains contact with alumni through the SPEA Alumni Association, which is part of the larger Indiana University Alumni Association. The SPEA Alumni Association publishes the school's newsletter, *SPEA Alumni*, sent twice a year to more than 18,000 SPEA alumni located in all 50 states and 50 countries. The Alumni Association raises funds for student scholarships with specialized efforts for specific programs. It sponsors the publication of an alumni directory and sponsors alumni events in several major cities. The SPEA Alumni Association is governed by an elected board of directors, which meets biannually.

## Student Organizations

### Alpha Phi Sigma

Alpha Phi Sigma is the national criminal justice honor society, with chapters established on the Northwest, Fort Wayne, South Bend, Kokomo, and Indianapolis campuses of Indiana University. The society recognizes scholastic excellence by students in the field of

criminal justice. It was founded in 1942 and was admitted to the Association of College Honor Societies in 1980. To be eligible, undergraduate students must have earned an overall grade point average of at least 3.2 for at least 40 credit hours of course work, including at least four criminal justice courses with a minimum 3.2 grade point average. To remain in good standing, students must maintain an overall grade point average of at least 3.2 and a grade point average of at least 3.2 in all criminal justice courses completed. Membership of graduate students is limited to those who have a bachelor's degree in criminal justice or who are currently doing graduate work in this field. A minimum grade point average of 3.4 is required of graduate students seeking membership in Alpha Phi Sigma.

### Pi Alpha Alpha

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

Undergraduate students are eligible for Pi Alpha Alpha membership when they are in the top 10 percent of their graduating class with a minimum grade point average of 3.5 in at least 15 credit hours of SPEA courses, when they are in the last semester of the junior year or in the senior year, and when they have earned a grade point average of at least 3.0 in all course work.

Graduate students can qualify for membership by being in the top 20 percent of their M.H.A. or M.P.A. class, with a minimum overall grade point average of 3.5, a 3.7 in at least 50 percent of all required courses, and by having completed 50 percent of the required course work (i.e., 24–30 credit hours).

Alumni are eligible for membership if they meet all the requirements of student membership, even if they graduated before induction by the Indiana chapter.

Honorary membership is available to any person who has achieved distinction in public administration and who has the distinguished qualities that Pi Alpha Alpha fosters.

### SPEA Student Council

SPEA Student Council is a great way for students to get involved and effect positive change in the school. The purposes of the SPEA Student Council are to: assist students in the resolution of issues relating to the School of Public and Environmental Affairs (SPEA), assist and promote SPEA student organizations, allocate undergraduate Student Activity Fees (SAF) according to university and state guidelines, represent SPEA students' interests at faculty committee meetings, represent SPEA students' interests to the IUPUI Undergraduate Student Government (USG), and represent SPEA students' interests to the associate dean.

## Phi Alpha Delta Law Fraternity, Prelaw Chapter

The prelaw chapter of Phi Alpha Delta is an organization for students who are considering law school. It is affiliated with Phi Alpha Delta Law Fraternity International, a professional service organization composed of prelaw students, law students, legal educators, attorneys, judges, and government officials. Phi Alpha Delta was founded in 1902 for the purpose of promoting professional competency and achievement within the legal profession. It is also the first law fraternity to admit women. Phi Alpha Delta (PAD) is the world's largest law fraternity, with almost 200 prelaw chapters, 179 law school chapters, and 94 alumni chapters in the United States, Canada, Puerto Rico, and Mexico.

## Environmental Awareness League

The purpose of the IUPUI student chapter of the Environmental Awareness League is to provide a common ground where students from various academic disciplines can advance their understanding of environmental issues through programs that foster the exchange of ideas. The chapter seeks to provide opportunities for fellowship between students and faculty, leadership development, mentoring by professionals in the field, and service learning. Through its educational and service programs, the chapter encourages students to develop the skills and knowledge needed to be the environmental leaders of the future.

## IUPUI Criminal Justice Association

The purpose of this organization is to recognize and promote high scholarship among students actively engaged in collegiate preparation for professional service in the field of criminal justice, to evaluate the ethical standards of criminal justice professions, to inspire students to develop and maintain pride in their work, and to give students a better understanding of all parts of the criminal justice system. Membership is open to all IUPUI students, alumni, and local justice practitioners.

## American Humanics Student Association

The American Humanics certificate program educates, prepares, and certifies nonprofit professionals to strengthen and lead nonprofit organizations. The American Humanics Student Association at IUPUI provides a training ground outside the classroom for students seeking certification through AH and students with interests in nonprofits and volunteerism. AHSA organizes service activities and fundraising events on campus and in the Indianapolis community. Open educational meetings are held once a month, featuring speakers from the Indianapolis nonprofit community. Many leadership opportunities are also available within AHSA, and membership is open to both undergraduate and graduate students. Students pay an annual membership fee and fulfill academic certification requirements. More information can be found at [humanics.iupui.edu/default.asp](http://humanics.iupui.edu/default.asp).

## Philanthropic Studies Society

The Philanthropic Studies Society (PSS) is an organization designed bring together students, faculty, staff, alumni, and anyone interested in the study of philanthropy. This group fosters the discussion and practice of philanthropy, and supports the Center on Philanthropy. Through theoretical discussion,

practical action, and community connections, they further the art, study, practice, and joy of philanthropy through a broad-based view of the third sector.

### Indiana Civil Liberties Union Student Chapter (ICLU)

The purpose of the ICLU Student Chapter is to promote discussion and awareness of civil liberties issues and to safeguard civil liberties. Membership is open to all current and former students, faculty, and staff of IUPUI, regardless of age, creed, race, color, gender, sexual orientation, disability, national origin, or status as a veteran. Members are required to become members of the Indiana Civil Liberties Union; no dues are required to participate in the Student Chapter.

### MHA Student Association

The purpose of the MHA Student Association is to help coordinate activities to allow students to get to know each other. This group promotes mentoring relationships between health administration students and experienced professionals and fosters community relationships within the field.

### Upsilon Phi Delta

Upsilon Phi Delta is a national honor society for students in health care administration, with a chapter established on the Indianapolis campus. The society acknowledges scholastic excellence by students in the MHA program. Membership is limited to students in the MHA program graduating from the program with a 3.8 cumulative GPA or above.

## Undergraduate Programs

Students admitted to SPEA are required to attend the Undergraduate Induction, which is scheduled during the fall and spring semesters. The induction provides students with an opportunity to become acquainted with SPEA faculty and staff, and orients students to SPEA's policies and procedures to ensure a successful transition to SPEA.

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

- Bachelor of Science in Public Affairs with majors in:
  - Management
  - Civic Leadership
  - Policy Studies
- Bachelor of Science in Public Health with major in Environmental Health Science
- Bachelor of Science in Health Services Management
- Bachelor of Science in Criminal Justice with majors in:
  - Criminal Justice
  - Public Safety Management

Minors are available in the following areas:

- Civic Leadership
- Criminal Justice General
- Criminal Justice Accounting
- Environmental Science and Health
- Health Systems Administration

- Human Resource Management
- Management
- Policy Studies
- Public and Nonprofit Financial Management

In addition, SPEA offers a number of undergraduate certificates:

- Environmental Studies
- Nonprofit Management
- Public Affairs
- Public Health
- Public Management
- American Humanics Certificate in Nonprofit Management and Leadership

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

Student Services Office  
School of Public and Environmental Affairs  
Business/SPEA Building 3027  
Indiana University–Purdue University Indianapolis  
801 W. Michigan Street  
Indianapolis, IN 46202-5152  
Phone: (317) 274-4656  
Toll-free: (877) 292-9321  
E-mail: [infospea@iupui.edu](mailto:infospea@iupui.edu)  
Web: [www.spea.iupui.edu](http://www.spea.iupui.edu)

## Admissions

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

Students admitted to SPEA are required to attend the Undergraduate Induction, which is scheduled during the fall and spring semesters. The induction provides students with an opportunity to become acquainted with SPEA faculty and staff, and orients students to SPEA's policies and procedures to ensure a successful transition to SPEA.

Students who do not qualify for dual admission at Indianapolis or who choose not to apply for freshman-level entry may be admitted to the School of Public and Environmental Affairs after they have completed 12 credit hours with a minimum cumulative grade point average of 2.0.

### Intercampus Transfer

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

## Policies Governing the Undergraduate Program

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

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

**Good Academic Standing** Students are in good academic standing when their semester and their cumulative grade point averages are 2.0 or above, and their grade point average in all courses included in the SPEA core and major/concentration requirements is at least 2.3. Students must be in good academic standing to graduate.

**Probation** Students will be placed on academic probation if their cumulative or semester grade point average is below 2.0 or if their SPEA core and major/concentration GPA falls below 2.3. In order for the core and major/concentration GPA to be considered, students must have completed 12 or more credit hours in the core and major/concentration.

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

**Dismissal** Students can be dismissed if they fail to return to good academic standing after one semester on critical probation. Students also may be dismissed if, in the opinion of the director of academic affairs, they are not making satisfactory progress toward their degrees. First semester SPEA students are subject to dismissal if their semester GPA is below a 1.0.

**Readmission** Dismissed students must petition the director of academic affairs for readmission. Dismissed students whose petitions are denied will not be allowed to register.

**Acceptance of Grade Replacement** SPEA students who have retaken a course (must be same department and course number) may request to have only the last grade computed in their grade point average. Courses must have been taken in the fall semester of 1996 or later, and only on the IUPUI campus. Students may replace five grades for a total of 15 credit hours.

**Grade Appeals** A student may appeal a course grade at the completion of a course to resolve a grade discrepancy or a grade dispute. The appeal must be made within 90 days of the date when the grade was issued. In those rare instances when a student is unable to contact the professor who issued the grade, the student must give a notice of intent to appeal the grade within 90 days of the date when the grade was issued. The appeal should be made to the director of academic affairs.

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

**Student Rights and Responsibilities** SPEA IUPUI fully supports the rights and responsibilities of students as defined in the IUPUI *Code of Student Rights, Responsibilities, and Conduct*. The *Student Code* spells out the expectations for faculty and students, and it provides the framework for SPEA's judicial process.

A student is entitled to rights in the pursuit of his or her education; freedom from discrimination and harassment; and freedom of association, expression, advocacy, and publication. A student also has the right to contribute to university governance, to receive accommodations for disabilities, and to access records and facilities. In accordance with federal law, student records are confidential and are available to other persons only under specific conditions as outlined in university regulations.

A student is responsible for upholding and following all applicable codes of conduct, including the IUPUI *Student Code* and SPEA's policy on classroom etiquette and disorderly conduct, and for obeying all applicable policies and procedures and all local, state, and federal laws. A student is responsible for facilitating the learning process, attending class regularly, completing class assignments, and coming to class prepared. In addition, a student is responsible for planning his or her own academic program, planning class schedules, and for meeting the requirements for his or her degree or certificate programs. Faculty and academic advisors are available to assist students in meeting this responsibility. A student is responsible for maintaining and regularly monitoring his or her university accounts, including e-mail and bursar accounts. A student is responsible for using university property and facilities in the pursuit of his or her education, while being mindful of the rights of others to do the same. A student is responsible for upholding and maintaining academic and professional honesty and integrity.

**Academic Integrity** This is a basic principle of intellectual life that holds students responsible for taking credit only for ideas and efforts that are their own. Academic dishonesty violates that principle and undermines the bonds of trust and cooperation among members of the university community, and it is not tolerated. Academic misconduct includes cheating,

fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. Students are responsible for knowing what behaviors and activities constitute these different forms of academic misconduct. Penalties and procedures that are applicable when academic misconduct or dishonesty occurs are described in the IUPUI *Code of Student Rights, Responsibilities, and Conduct*.

**Statement on Civility** SPEA, which is a professional school, expects students to conduct themselves in a courteous and civil manner in interactions with professors, staff and fellow students. Examples of discourteous behavior during class include reading the newspaper, working crossword puzzles, listening to headphones, using computers to surf the Web or for other non-class activities, talking or laughing with others, arriving late, and so forth. These behaviors are distracting to the instructor and to classmates, and SPEA faculty and staff will address these problems as they arise either in class or on an individual basis. Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated, and it may result in disciplinary action, including possible suspension and/or expulsion from the university.

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

## Other Policies Concerning Degree Requirements

**Bulletin Policy** Students are expected to complete the requirements for their undergraduate degree within 10 years of admission to the School of Public and Environmental Affairs. Students are allowed to continue beyond this time period only at the discretion of the undergraduate program director or campus director. If a student has not taken classes for three years or more, that student must satisfy program requirements of the School of Public and Environmental Affairs in effect at the time of reactivation. Requests for deviation from requirements listed in the bulletin must be approved in writing by the program director, whose decision is final.

**Hours Requirements** Students must successfully complete a minimum of 120 credit hours for most Bachelor of Science degrees. The campus at which a student completes the plurality of required course work will award the degree, provided that campus is authorized to grant the degree/major/concentration and that the student has been admitted to that campus. Students may transfer no more than 90 credit hours (60 credits from a junior college) toward a Bachelor of Science degree. Class standing, based on total credit hours that count toward minimum degree requirements, is as follows: senior, 86 or more; junior, 56-85; sophomore, 26-55; freshman, fewer than 26.

**Grade Point Average Requirement** A minimum cumulative GPA of 2.0 is required for the B.S. degrees. In addition, a SPEA core and major/concentration GPA of 2.3 must be maintained in order to graduate. For

students seeking certificates or minors from SPEA, the minimum required GPA requirement varies between 2.0 and 3.0 in all applicable course work.

**Double-Counting** Generally, courses taken to meet a specific degree requirement cannot be double-counted (i.e., used to satisfy any other degree requirement). Students earning a SPEA major, minor, or certificate may double-count two courses across any allowable combination of these programs. The following restrictions apply: 1) students are limited to two minors and 2) SPEA students may not earn a certificate in the same area as their major.

**Application for Degree** All students must fill out an application for degree at the SPEA records office on their campus. This application should be completed by September 10 for a December graduation, or January 10 for a May or August graduation.

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

## Requirements for a Second Bachelor's Degree

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

**Pass/Fail credit** A student in good academic standing may choose to take a maximum of eight elective courses (two per academic year) **Pass/Fail** for a B.S. degree or two courses for an A.S. degree. Deadlines for exercising this option are published on the registrar's office Web site and are strictly enforced.

**Independent Study credit** With prior approval, a student may take three courses totaling no more than 10 credit hours by **correspondence** through the IU Division of Extended Studies, Independent Study Program. Under no circumstances may a student satisfy a core or major/concentration requirement by correspondence.

**Internship credit** With SPEA faculty approval, a student in good standing may earn a maximum of 9 credit hours of elective credit through the SPEA **internship** program. The SPEA internship program is described in more detail elsewhere in this bulletin.

**Other academic programs** SPEA students may choose to pursue a **minor** or **certificate** from another school or department or within SPEA in an area other than their degree or major/concentration. Students interested in a minor should contact that department for additional information.

## Honors and Accelerated Master's Programs

Sophomores and juniors with a cumulative grade point average of 3.5 or higher may apply for the Honors Program. The primary requirements are that a student maintain the 3.5 GPA, successfully complete designated honors courses, and write a senior thesis. Students may propose a unique course of study in consultation with the SPEA honors advisor.

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

Participation in this program allows students to fulfill some graduate program requirements during the senior year. Graduate courses count for both graduate and undergraduate degree requirements. Before starting the graduate program, students must have satisfied all general education requirements toward their bachelor's degree. For additional information, students should contact the appropriate program director or academic advisor.

For students who wish to enroll in the Accelerated Masters of Public Affairs at the Indianapolis campus, the following are required.

- Students should have a cumulative GPA of 3.2 overall and a 3.5 within their major.
- Students accepted into the program may begin when they have earned 90 credit hours in the undergraduate degree program, including specified courses in the major.
- Students must take all 48 credit hours of the MPA and can count a maximum of 24 graduate credit hours to reach the 120 credit hours required for the BSPA/BSCJ.
- Students are required to complete the undergraduate capstone as part of the accelerated MPA.
- Students must be enrolled as a graduate student the last 24 credit hours of the program.
- Students must apply for the graduate program by completing the MPA application when applying for the accelerated Masters of Public Affairs. All letters or recommendation must be from faculty; at least one letter must be from either the program director or faculty advisor.
- Students applying for the accelerated program are not required to take the GRE as a condition of admission.

## International Programs

SPEA offers several opportunities to study abroad for credit:

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

The Rotterdam program is a one-semester program that allows students to take 15 credit hours in the general area of public affairs. The parliamentary internship is available with or without course work and is offered each semester and during the summer (the Australian winter). In addition, IU offers many

other officially approved study abroad programs that can, with the authorization of an advisor, count for SPEA credit.

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

Our purpose in creating these study abroad opportunities is to provide students with a unique chance to broaden their horizons, help them prepare themselves for a world that is becoming much more international and global, and allow them to challenge themselves by facing new environments. Of course, there are opportunities to travel and socialize as well as study—all of which are part of the educational experience. More than 200 SPEA students have benefited from this opportunity. There are many programs from which to choose and students are encouraged to speak to their academic advisor for more information.

## Washington Leadership Program

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

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

## Indiana Leadership Seminar

The Indiana Leadership Seminar offers honors students a chance to participate in a year-long course consisting of projects and specialized experiences with a local government or agency. The focus is to develop professional skills and provide networking opportunities for future career connections as students apply classroom theory to real-world activities. The Indiana Leadership Seminar has a strong tradition of helping students become superior candidates for both public and private sector jobs.

## The Principles of Undergraduate Learning (PULs)

A SPEA undergraduate education is defined by the knowledge and skills needed by entry-level professionals in each of the degree areas. Our degrees provide a solid foundation for our graduates to move through the professional ranks and for advanced graduate work. Each of our degrees is based on

learning outcomes that are linked to learning outcomes for individual courses and the campus Principles of Undergraduate Learning (PULs). When a SPEA student graduates, he or she will be able to demonstrate discipline-specific learning outcomes that encompass the campus PULs, which include: (1) Core Communication and Quantitative Skills; (2) Critical Thinking; (3) Integration and Application of Knowledge; (4) Intellectual Depth, Breadth, and Adaptiveness; (5) Understanding Society and Culture; and (6) Values and Ethics.

## Bachelor of Science Degree Programs

The School of Public and Environmental Affairs (SPEA) combines the best of public affairs, criminal justice, and environmental science and health to develop solutions to society's complex problems, such as water and air pollution, terrorist activities, escalating health care costs, and increasing crime rates. Through SPEA programs, students develop the critical thinking and problem solving skills necessary for offering solutions to these issues.

Students pursuing the **Bachelor of Science in Public Affairs** (B.S.P.A.) may major in management, civic leadership, or policy studies. The B.S.P.A. provides students with an overview of the issues that engage the public and nonprofit sectors such as: (1) how organization and management differ among sectors, (2) the tools required to solve public problems and undertake leadership roles in the community, and (3) the policy processes that lead to effective decision making. The B.S.P.A. prepares graduates to work in the public and nonprofit sectors. Many students also choose to continue their education in law, planning, public affairs, or environmental science.

Students pursuing a **Bachelor of Science in Public Health** (B.S.P.H.) degree major in environmental health science may work in either the public or private sector in areas such as air and water quality, solid and hazardous waste, workplace health and safety, pollution control, environmental planning, food safety, or epidemiology. This degree received conditional accreditation by the National Environmental Health Science and Protection Accreditation Council in 2006.

The **Bachelor of Science in Health Services Management** (B.S.H.S.M.) degree prepares students who wish to pursue careers in the health management field. Graduates of the B.S.H.S.M. may work in the public, private, or nongovernmental organizations in health care management, policy, and planning. Graduates are prepared to work in settings such as long-term care facilities (nursing homes, hospice care, transitional living, etc.), physician group practices, rehabilitation centers, hospitals, managed care organizations, and governmental agencies.

Students pursuing the **Bachelor of Science in Criminal Justice** (B.S.C.J.) may major in criminal justice or public safety management. The criminal justice major gives students a broad understanding of the operations of the criminal justice system and prepares graduates to work in a variety of careers in the criminal justice system including law enforcement,

corrections, probation, and also in private investigations and security. The public safety management major integrates key elements of public affairs with the administration of emergency services and prepares graduates for leadership roles in the management of life-saving public services, disaster preparedness, homeland security, and private-sector security.

## Bachelor of Science in Public Affairs

The Bachelor of Science in Public Affairs requires 120 credit hours.

### Degree Requirements

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

#### General Education

##### Communications

Three courses for a minimum of 9 credit hours.—  
Change course numbers for new system

The following writing course:

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

One of the following:

BUS X204 Business Communications (3 cr.)  
ENG W231 Professional Writing Skills (3 cr.)

The following speech course:

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

##### Social Sciences and Humanities

Six courses for a minimum of 18 credit hours.

The following three courses:

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

One of the following courses:

ANTH A104 Culture and Society (3 cr.)  
CLAS C205 Classical Mythology (3 cr.)  
FLAC F200 World Cultures through Literature (3 cr.)  
GEOG G110 Introduction to Human Geography (3 cr.)  
HIST H105 American History I (3 cr.)  
HIST H106 American History II (3 cr.)  
HIST H108 Perspectives on the World to 1800 (3 cr.)  
HIST H114 History of Western Civilization II (3 cr.)  
REL R133 Introduction to Religions (3 cr.)  
REL R212 Comparative Religion (3 cr.)

Two courses from the following Social Sciences and Humanities lists:

##### *Social Sciences*

AFRO A150 Survey of the Culture of Black Americans  
(3 cr.)  
ANTH A104 Culture and Society (3 cr.)  
COMM C180 Introduction to Interpersonal  
Communication (3 cr.)  
ENG G104 Language Awareness (3 cr.)  
FOLK F101 Introduction to Folklore (3 cr.)  
GEOG G110 Introduction to Human Geography (3 cr.)  
GEOG G130 World Geography (3 cr.)  
HIST H117 Introduction to Historical Studies (3 cr.)

POLS Y101 Principles of Political Science (3 cr.)  
POLS Y219 Introduction to International Relations  
(3 cr.)  
PSY B104 Introduction to Psychology as a Social  
Science (3 cr.)  
PSY B310 Life Span Development (3 cr.)  
SOC R100 Introduction to Sociology (3 cr.)  
SOC R121 Social Problems (3 cr.)  
SPEA J101 The American Criminal Justice System  
(3 cr.)  
WOST W105 Introduction to Women's Studies (3 cr.)

##### *Humanities*

CLAS C205 Classical Mythology (3 cr.)  
CMLT C190 Introduction to Film (3 cr.)  
ENG L105 Appreciation of Literature (3 cr.)  
FLAC F200 World Cultures through Literature (3 cr.)  
FOLK F101 Introduction to Folklore (3 cr.)  
HER H100 Art Appreciation (3 cr.)  
HER H101 History of Art I (3 cr.)  
HER H102 History of Art II (3 cr.)  
HIST H105 American History I (3 cr.)  
HIST H106 American History II (3 cr.)  
HIST H108 Perspectives on the World to 1800 (3 cr.)  
HIST H113 History of Western Civilization I (3 cr.)  
HIST H217 The Nature of History (3 cr.)

Courses may be substituted with permission of faculty advisor.

##### Natural Sciences

This area allows for a choice of courses exploring the natural phenomena of the world according to models of scientific thought. The credit hours are to be selected from at least two of the following areas and at least one of these courses must be a laboratory course. Courses may be chosen from the following list:

ANTH A103 Human Origins and Prehistory (3 cr.)  
AST A100 The Solar System (3 cr.)  
AST A105 Stars and Galaxies (3 cr.)  
BIOL K101 Concepts of Biology I — Plants (5 cr.)  
BIOL K103 Concepts of Biology II — Animals (5 cr.)  
BIOL N100 Contemporary Biology (3 cr.)  
BIOL N107 Introduction to Zoology (4 cr.)  
BIOL N200 The Biology of Women (3 cr.)  
BIOL N212 Human Biology (2 cr.)  
BIOL N213 Human Biology Laboratory (1 cr.)  
BIOL N214 Human Biology (2 cr.)  
BIOL N215 Human Biology Laboratory (1 cr.)  
BIOL N217 Human Physiology (5 cr.)  
BIOL N251 Introduction to Microbiology (3 cr.)  
BIOL N322 Introductory Principles of Genetics (3 cr.)  
CHEM C100 World of Chemistry (3 cr.)  
CHEM C101 Elementary Chemistry I (5 cr.)  
CHEM C102 Elementary Chemistry II (5 cr.)  
CHEM C105 Principles of Chemistry I (3 cr.)  
CHEM C106 Principles of Chemistry II (3 cr.)  
GEOG G107 Physical Systems of the Environment  
(3 cr.)  
GEOG G108 Physical Geography Laboratory (2 cr.)  
GEOG G303 Weather and Climate/Topical Seminar in  
Urban and Regional Systems (3 cr.)  
GEOG G307 Biogeography: Distribution of Life (3 cr.)  
GEOG/GEOG G185 Global Environmental Change  
(3 cr.)  
GEOG G107 Environmental Geology (3 cr.)  
GEOG G109 Fundamentals of Earth History (3 cr.)  
GEOG G110 Physical Geology (3 cr.)

GEOG G115 Introduction to Oceanography (3 cr.)  
GEOG G117 Environmental Geology Laboratory (1 cr.)  
GEOG G119 Fundamentals of Earth History Laboratory  
(1 cr.)  
GEOG G120 Physical Geology Laboratory (1 cr.) **or**  
GEOG G206 Advanced Physical Geology Laboratory  
(2 cr.)  
GEOG G132 Environmental Problems (3 cr.)  
GEOG G180 Dinosaurs (3 cr.)  
PHYS 100 Physics in the Modern World (5 cr.)  
PHYS 152 Mechanics (4 cr.)  
PHYS 200 Our Physical Environment (3 cr.)  
PHYS 218 General Physics I (4 cr.)  
PHYS 219 General Physics II (4 cr.)  
PHYS 251 Heat, Electricity, and Optics (5 cr.)  
PHYS P201 General Physics I (5 cr.)  
PHYS P202 General Physics II (5 cr.)  
PSY B105 Psychology as a Biological Science (3 cr.)

##### Quantitative Methods

Three courses for a minimum of 9 credit hours.

One of the following computer courses:

SPEA V261 Computers in Public Affairs (3 cr.)  
BUS K201 The Computer in Business (3 cr.)

One of the following mathematics courses:

MATH M118 Finite Mathematics (3 cr.)  
MATH M119 Brief Survey of Calculus I (3 cr.)  
MATH 163 Integrated Calculus and Analytic  
Geometry I (5 cr.)  
MATH 164 Integrated Calculus and Analytic  
Geometry II (5 cr.)

One of the following statistics courses:

SPEA K300 Statistical Techniques (3 cr.)  
ECON E270 Introduction to Statistical Theory in  
Economics and Business (3 cr.)  
PSY B305 Statistics (3 cr.)  
SOC R359 Introduction to Sociological Statistics I  
(3 cr.)  
STAT 301 Elementary Statistical Methods I (3 cr.)

##### General Electives

Additional courses beyond the general education and major requirements are needed to complete the minimum 120 hours required for the degree.

### Majors

There are three majors offered on the Indianapolis campus: Management, Civic Leadership, and Policy Studies.

#### Management Major

15 courses.

The following course:

SPEA V170 Introduction to Public Affairs (3 cr.)

Two of the following courses:

SPEA H316 Environmental Science and Health (3 cr.)  
SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
SPEA V264 Urban Structure and Policy (3 cr.)

The following five courses:

SPEA V263 Public Management (3 cr.) **or**  
SPEA V362 Nonprofit Management and Leadership  
(3 cr.)  
SPEA V348 Management Science (3 cr.)  
SPEA V361 Financial Management (3 cr.)  
SPEA V366 Managing Behavior in Public  
Organizations (3 cr.)  
SPEA V376 Law and Public Affairs (3 cr.)

Six of the following courses (at least one and no more than three from each section):

**Section 1:**

- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.) **or**  
 SPEA V356 Introduction to Nonprofit Accounting and Reporting (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V458 Fund Development for Nonprofit Organizations (3 cr.)

**Section 2:**

- SPEA V368 Managing Government Operations (3 cr.)  
 SPEA V369 Managing Information Technology (3 cr.)  
 SPEA V379 Performance Management and Program Evaluation (3 cr.)

**Section 3:**

- SPEA V 373 Human Resources Management in the Public Sector (3 cr.)  
 SPEA V412 Leadership and Ethics (3 cr.)  
 SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)  
 SPEA V443 Managing Workforce Diversity (3 cr.)  
 SPEA V463 Interpersonal Relations in the Workplace

The following capstone course:

- SPEA V473 Management, Leadership, and Policy (3 cr.)

**Civic Leadership Major**

15 courses.

The following five courses:

- SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
 SPEA V264 Urban Structure and Policy (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)  
 SPEA V382 Political Action and Civic Engagement (3 cr.)

Two of the following courses:

- SPEA H432 Health Care Marketing (3 cr.)  
 SPEA V263 Public Management (3 cr.) **or**  
 SPEA V362 Nonprofit Management and Leadership (3 cr.)  
 SPEA V378 Policy Processes in the United States (3 cr.)  
 SPEA V408 Individual Rights, Common Goods and Public Policies (3 cr.)  
 SPEA V436 Communication for Government and Nonprofit Organizations (3 cr.)  
 SPEA V438 Mass Media and Public Affairs (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)—as approved by advisor

Two of the following courses:

- SPEA V412 Leadership and Ethics (3 cr.)  
 SPEA V435 Negotiation and Alternate Dispute Resolution (3 cr.)  
 SPEA V443 Managing Workforce Diversity (3 cr.)

*Emphasis Area.* Four courses required.

The four courses (12 credit hours) must be chosen in consultation with a faculty advisor. At least two of the courses must be at the 300 level or above. The emphasis area will allow the student to study a sector, policy, or skill in depth. Examples include:

**Nonprofit and Community Leadership**

- SPEA V362 Nonprofit Management and Leadership (3 cr.)  
 SPEA V379 Performance Measurement and Program Evaluation (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)

- SPEA V458 Fund Development for Nonprofits (3 cr.)  
 POLS Y301 Political Parties and Interest Groups (3 cr.)

**Political Process and Civic Leadership**

- SPEA V260 Topics in Public Affairs: Political Action and Civic Engagement (3 cr.)  
 SPEA V260 Topics in Public Affairs: Political Organization (3 cr.)  
 SPEA V378 Policy Processes in the United States (3 cr.)  
 SPEA V379 Performance Measurement and Program Evaluation (3 cr.)  
 SPEA V406 Public Law and the Electoral Process (3 cr.)  
 POLS Y317 Voting, Elections, and Public Opinion (3 cr.)

**International Affairs**

- SPEA V272 Terrorism and Public Policy (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)—related topics  
 POLS Y219 Introduction to International Relations (3 cr.)  
 POLS Y375 War and International Conflict (3 cr.)  
 POLS Y377 Globalization (3 cr.)

**Legal Studies**

- POLS Y211 Introduction to Law (3 cr.)  
 POLS Y304 Constitutional Law (3 cr.)  
 POLS Y305 Constitutional Rights and Liberties (3 cr.)  
 POLS Y211 Legal Research/ Writing/ Paralegal Studies (3 cr.)  
 SPEA J301 Substantive Criminal Law (3 cr.)  
 SPEA J302 Procedural Criminal Law (3 cr.)

*Capstone.* The following course:

- SPEA-V 473 Management, Leadership, and Policy (3 cr.)

*Internship*

- SPEA-V 380 Internship in Public and Environmental Affairs Policy (1-6 cr.)

*Electives*

If necessary, one to three courses to bring the total to 15 courses.

**Policy Studies Major**

15 courses.

The following course:

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

*Policy Processes and Context*

Four courses for a minimum of 12 hours

One of the following courses:

- SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
 SPEA V362 Nonprofit Management and Leadership (3 cr.)

One of the following courses:

- SPEA V263 Public Management (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)

The following courses:

- SPEA V378 Policy Processes in the United States (3 cr.)  
 SPEA V412 Leadership and Ethics (3 cr.)

*Tools for Policy Analysis and Education*

Four courses for a minimum of 12 credit hours

The following courses:

- SPEA V348 Management Science (3 cr.) P: SPEA K300, MATH M118 or MATH M025  
 SPEA V369 Managing Information Technology (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)

- SPEA V379 Performance Measurement and Program Evaluation (3 cr.)

*Policy Emphasis Area.* A total of four courses for a minimum of 12 credit hours from the following, chosen in consultation with a faculty advisor. Possible emphasis areas are listed below.

**Criminal Justice**

- SPEA J101 The American Criminal Justice System (3 cr.)  
 SPEA J150 Public Safety in America (3 cr.)  
 SPEA J222 Murder in America: Causes and Consequences (3 cr.)  
 SPEA J272 Terrorism and Public Policy (3 cr.)  
 SPEA J305 Juvenile Justice (3 cr.)

**Environment**

- SPEA E162 Environment and People (3 cr.)  
 SPEA H316 Environmental Science and Health (3 cr.)  
 SPEA H416 Environmental Health Policy (3 cr.)  
 BIOL K341 Principals of Ecology (3 cr.)

**Health**

- SPEA H316 Environmental Science and Health (3 cr.)  
 SPEA H320 Health Systems Administration (3 cr.)  
 SPEA H354 Health Economics (3 cr.)  
 SPEA H401 Strategic Planning in Health Care Organizations (3 cr.)  
 SPEA H416 Environmental Health Policy (3 cr.)  
 SPEA H420 Health Policy (3 cr.)  
 SPEA H474 Health Administration Seminar (3 cr.)  
 P: SPEA H320 and senior standing.

**Urban**

- SPEA V260 Topics in Public Affairs (3 cr.)  
 SPEA V264 Urban Structure and Policy (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs: Geographic Information Systems (3 cr.)  
 POLS Y308 Urban Politics (3 cr.)

**Nonprofit**

- SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
 SPEA V260 Topics in Public Affairs (3 cr.)  
 SPEA V362 Nonprofit Management and Leadership (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)  
 SPEA V458 Fund Development for Nonprofit Organizations (3 cr.)

**International Policy**

- POLS Y219 Introduction to International Relations (3 cr.)  
 ECON E303 Survey of International Economics (3 cr.)  
 POLS Y377 Globalization (3 cr.)  
 POLS Y360 U.S. Foreign Policy (3 cr.)  
 POLS Y217 Introduction to Comparative Politics (3 cr.)

*Capstone.* The following course:

- SPEA V473 Management, Leadership, and Policy (3 cr.)

*Internship.* One of the following courses:

- SPEA V380 Internship in Public and Environmental Affairs Policy (1-6 cr.) **or**  
 SPEA J380 Internship in Criminal Justice (1-6 cr.)

*Electives*

If necessary, 1 to 3 courses to bring the total to 15 courses.

## Bachelor of Science in Public Health/ Environmental Health Science

### Degree Requirements

Students must satisfy requirements in three main areas: general education, electives, and environmental health sciences courses.

#### Communications

Four courses for a minimum of 12 credit hours.

**EACH** of the following courses:

- ENG W131 Elementary Composition I (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.) **or**
- BUS X204 Business Communications (3 cr.) **or**
- TCM 220 Technical Report Writing (3 cr.)
- COMM R110 Fundamentals of Speech Communication (3 cr.)
- COMM C223 Business and Professional Communication (3 cr.)

#### Social Sciences and Humanities

Two courses for a minimum of 6 credit hours.

**ONE** approved course from the following subject areas:

- Anthropology
- Geography
- Journalism
- Linguistics
- Philosophy
- Political Science
- Psychology
- Sociology

**ONE** approved course from the following subject areas:

- African American and African Diaspora Studies
- Classical Studies
- Communication Studies
- Comparative Literature
- English
- Fine Arts
- Folklore
- Foreign Languages and Literatures
- History
- Music
- Philosophy
- Religious Studies
- Speech
- Theatre and Drama

#### Science

Twelve courses for a total of 33 credit hours.

**EACH** of the following courses:

- BIOL N212 Human Biology (3 cr.)
- BIOL N213 Human Biology (1 cr.)
- BIOL N251 Introduction to Microbiology (3 cr.)
- PHYS P201 General Physics I (5 cr.)

**TWO** of the following courses:

- CHEM C105 and C125 Principles of Chemistry I with Lab (5 cr.)
- CHEM C341/343/ Organic Chemistry I with Lab (5 cr.)

**Two** additional courses from the following list:

- BIOL N214/215 Human Biology with lab (4 cr.)
- BIOL N217 Human Physiology (5 cr.)
- BIOL N261 Human Anatomy (5 cr.)

- BIOL K101 Concepts of Biology I (5 cr.)
- BIOL K103 Concepts of Biology II (5 cr.)
- BIOL K341 Principles of Ecology and Evolution (3 cr.)
- CHEM C106/126 Principles of Chemistry II with lab (5 cr.)
- GEOL G107 Environmental Geology (3 cr.)
- GEOL G109 Fundamentals of Earth History (3 cr.)
- GEOL G110/120 Physical Geology with lab (4 cr.)
- GEOL G406 Introduction to Geochemistry (3 cr.)
- PSY B105 Psychology as a Biological Science (3 cr.)

#### Quantitative Methods

Five courses for a minimum of 15 credit hours.

**TWO** computer courses:

- SPEA V261 Computers in Public Affairs (3 cr.) **or**
- SPEA V369 Managing Information Technology (3 cr.)
- GEOG G338 Introduction to Geographic Information Systems (3 cr.)

**EACH** of the following mathematics courses:

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

**ONE** statistics course:

- SPEA K300 Statistical Techniques (3 cr.)

### ENVIRONMENTAL SCIENCE AND HEALTH MAJOR 13 courses/40 credit hours

#### Policy and Management

Three courses for a total of 9 credit hours.

Each of the following courses:

- SPEA V170 Introduction to Public Affairs (3 cr.)
- SPEA H416 Environmental Health Policy (3 cr.)

**ONE** of the following courses:

- SPEA V263 Public Management (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)

#### Foundation and Methods

Five courses totaling 16 credit hours.

**EACH** of the following courses:

- SPEA H316 Environmental Science and Health (3 cr.)
- SPEA H322 Epidemiology (3 cr.)
- SPEA E410 Introduction to Environmental Toxicology (3 cr.)
- SPEA H459 Environmental Science and Health Data Analysis (4 cr.)
- SPEA H460 Techniques in Environmental Science and Health (4 cr.) P: H459.

#### Applications in Environmental Science and Health

Four courses totaling 12 credit hours.

**EACH** of the following courses:

- SPEA E423 Environmental Health Science Technology: Managing Water and Wastes (3 cr.)
- SPEA E451 Air Pollution and Control (3 cr.)
- SPEA H428 Food Science and Sanitation (3 cr.)
- SPEA H433 Industrial Hygiene (3 cr.)

#### Environmental Science and Health Experience

The following course:

- SPEA V380 Internship in Public and Environmental Affairs (1-6 cr.) **or**
- SPEA H466 Public Health Field Experience (1 cr.)

### Program deviations

Course substitutions, course waivers, etc., which your academic advisor or faculty mentor have approved, must be submitted to the SPEA Recorder in BS 3027. Forms are available in the Student Services Office and must be signed by your academic advisor at the time the deviation is approved.

## Bachelor of Science in Health Services Management

### Degree Requirements

Students must satisfy requirements in three main areas: general education, electives, and a health services management major.

#### Communications

Four courses for a minimum of 12 credit hours.

**EACH** of the following courses:

- ENG W131 Elementary Composition I (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.) **or**
- BUS X204 Business Communications (3 cr.)

COMM R110 Fundamentals of Speech Communication (3 cr.)

COMM C223 Business and Professional Communication (3 cr.) **or**

COMM C180 Introduction to Interpersonal Communication (3 cr.)

#### Social Sciences and Humanities

Four courses for a minimum of 12 credit hours.

**EACH** of the following **two** courses:

- ECON E201 Introduction to Microeconomics (3 cr.) P: sophomore standing.
- ECON E202 Introduction to Macroeconomics (3 cr.) P: sophomore standing.

**ONE** approved course from the following subject areas:

- Anthropology
- Geography
- Journalism
- Linguistics
- Philosophy
- Political Science
- Psychology
- Sociology

**ONE** approved course from the following subject areas:

- African American and African Diaspora Studies
- Classical Studies
- Communication Studies
- Comparative Literature
- English
- Fine Arts
- Folklore
- Foreign Languages and Literatures
- History
- Music
- Philosophy
- Religious Studies
- Speech
- Theatre and Drama

**Science**

Two courses for a total of 8 credit hours.

**TWO** approved courses from the basic sciences, such as biology, chemistry, or physics.

Recommended courses:

BIOL N212 Human Biology (3 cr.) **and** BIOL N213 Human Biology Lab (1 cr.)

BIOL N214 Human Biology (3 cr.) P: N 212 **and** BIOL N215 Human Biology Lab (1 cr.). P or C: N 213.

**Quantitative Methods**

Four courses for a minimum of 12 credit hours.

**TWO** computer courses:

SPEA V261 Computers in Public Affairs (3 cr.) **or**

BUS K201 The Computer in Business (3 cr.)

SPEA V369 Managing Information Technology (3 cr.)

**ONE** mathematics course such as Mathematics M118, M119, or higher:

Recommended:

MATH M118 Finite Mathematics (3 cr.)

**ONE** statistics course:

SPEA K300 Statistical Techniques (3 cr.) P: M110 or

M111. R: M118 or approved course.

**HEALTH SERVICES MANAGEMENT MAJOR  
18-19 courses/51-54 credit hours****Introduction to Careers in Health Care  
(1 course/1-3 credit hours)**

Students with 55 or fewer credit hours are required to complete one course, either SPEA-H 126 or H 120, that introduces students to the field of health care. This requirement may be waived for students who have attained an associate or higher degree in a health-related field.

SPEA H126 Introduction to Careers in Health Care (1 cr.) **or**

SPEA H120 Contemporary Health Issues (3 cr.)

**General Management**

**EACH** of the following three courses:

SPEA V263 Public Management (3 cr.) **or**

SPEA V362 Nonprofit Management and Leadership (3 cr.)

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

SPEA H352 Health Finance and Budgeting (3 cr.)

P: BUS-A 200 or A 201

One course from the following list:

SPEA V348 Management Science (3 cr.) P: SPEA-K 300, MATH-M 118 or MATH-M 125

SPEA V379 Performance Measurement and Program Evaluation (3 cr.)

One course from the following list:

SPEA V373 Human Resources Management in the Public Sector (3 cr.)

SPEA V443 Managing Workforce Diversity (3 cr.)

SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)

**Health Services Management**

**EACH** of the following five courses:

SPEA H320 Health Systems Administration (3 cr.)

SPEA H322 Principles of Epidemiology (3 cr.)

SPEA H353 Advanced Health Finance and Budgeting P: SPEA-H 352

SPEA H401 Strategic Planning for Health Care Organizations (3 cr.)

SPEA H474 Health Administration Ethics Seminar (3 cr.) P: SPEA-H 320

**Health Services Management Applications**

**FIVE** of the following courses (for a min. of 15 credit hours):

SPEA H316 Environmental Health Science (3 cr.)

SPEA H354 Health Care Economics (3 cr.)

SPEA H411 Chronic and Long-term Care Administration (3 cr.)

SPEA H420 Health Policy (3 cr.) P: SPEA-H 320

SPEA H432 Health Care Marketing (3 cr.)

SPEA H441 Legal Aspects of Health Care Administration (3 cr.)

SPEA H455 Topics in Health Care Administration (1-3 cr.)

**Health Services Management Experience**

**EACH** of the following two courses:

SPEA H365 Health Services Practicum (2 cr.) P: junior standing in major

SPEA V380 Internship in Public and Environmental Affairs (1 cr.) **or**

SPEA H466 Public Health Field Experience (1-3 cr.)

**or** SPEA V491 Honors Research in Public and Environmental Affairs (1-3 cr.)

**Health Services Management Capstone**

The following course:

SPEA H472 Applied Health Care Administration (3 cr.) P: SPEA-H 320 and senior standing in the major

**Bachelor of Science  
in Criminal Justice**

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

**Degree Requirements**

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

**Communications**

Three courses for a total of 9 credit hours.

Complete the following:

ENG W131 Elementary Composition (3 cr.)

ENG W231 Professional Writing Skills (3 cr.)

COMM R110 Fundamentals of Speech Communication (3 cr.)

**Quantitative Methods**

Three courses for a total of 9 credit hours.

**ONE** of the following computer courses:

SPEA V261 Computer in Public Affairs (3 cr.) **or**

BUS K201 The Computer in Business (3 cr.)

SPEA V369 Managing Information Technology (3 cr.)

SPEA J426 Mapping and Analysis for Public Safety (3 cr.)

**ONE** of the following mathematics courses:

MATH M118 Finite Mathematics (3 cr.)

MATH M119 Survey of Calculus I (3 cr.)

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

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

**TAKE** the following statistics course (or another statistics course approved by your faculty advisor):  
SPEA K300 Statistical Techniques (3 cr.) P: 110 or 111. R: M118.

**Social Sciences**

Four courses for a minimum of 12 credit hours.

Take the following course:

SPEA J275 Diversity Issues in Criminal Justice (3 cr.)

Select three courses from the following:

ANTH A104 Culture and Society (3 cr.)

ECON E201 Microeconomics (3 cr.)

ECON E202 Macroeconomics (3 cr.)

GEOG G110 Introduction to Human Geography (3 cr.)

GEOG G130 World Geography (3 cr.)

POLS Y101 Principles of Political Science (3 cr.)

POLS Y103 Introduction to American Politics (3 cr.)

POLS Y217 Introduction to Comparative Politics (3 cr.)

POLS Y219 Introduction to International Relations (3 cr.)

PSY B104 Introduction to Psychology as a Social Science (3 cr.)

PSY B310 Life Span Development (3 cr.)

PSY B380 Abnormal Psychology (3 cr.)

SOC R100 Introduction to Sociology (3 cr.)

SOC R121 Social Problems (3 cr.)

SOC R461 Race and Ethnic Relations (3 cr.)

SPEA V170 Introduction to Public Affairs (3 cr.)

WOST W105 Introduction to Women's Studies (3 cr.)

**Humanities and Natural Sciences**

(16-20 credit hours)

**Students must complete one of the following two options:**

**OPTION ONE—FOREIGN LANGUAGE  
(RECOMMENDED OPTION)**

Total of 16 to 18 credit hours.

**Complete first-year foreign language requirements: only required for Option One.**

This requirement may be satisfied in one of the following ways:

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

This requirement may be met with first-year proficiency in American Sign Language.

**Placement Test** Students with previous experience in French, German, or Spanish should take the Foreign Language Placement Test at the Testing Center to assess their level of language preparation.

Students who have achieved elementary or intermediate proficiency in any other foreign language should confer with the Foreign Languages and Cultures department for placement in the correct level of that foreign language.

Students who complete the course into which they were placed with a grade of C or higher are eligible for special credit at a reduced fee for the appropriate

lower-division course(s) that precede the course taken. Foreign language special credit counts toward graduation and toward the foreign language requirements.

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

**Non-Native Speakers** Students for whom English is not a first language may be exempted from the foreign language requirement, without credit, by completion of ENG W131 and ENG W132 with the required grade of C or higher.

Students whose native language is not English may demonstrate proficiency in their native language and earn 3 to 6 hours of 298/299 special credit by successfully completing an appropriate 300-level course. They may not, however, receive credit for taking first- and second-year courses in their native language.

#### Humanities and Natural Sciences:

##### Take the following course:

HIST H105 American History I (3 cr.)

##### Take one of the following natural science courses (3-5 cr.):

ANTH A103 Human Origins and Prehistory (3 cr.)  
 AST A100 The Solar System (3 cr.)  
 AST A105 Stars and Galaxies (3 cr.)  
 BIOL K101 Concepts of Biology I – Plants (5 cr.)  
 BIOL K103 Concepts of Biology II – Animals (5 cr.)  
 BIOL N100 Contemporary Biology (3 cr.)  
 BIOL N107 Introduction to Zoology (4 cr.)  
 BIOL N200 The Biology of Women (3 cr.)  
 BIOL N212 Human Biology (3 cr.)  
 BIOL N213 Human Biology Laboratory (1 cr.)  
 BIOL N214 Human Biology (3 cr.)  
 BIOL N215 Human Biology Laboratory (1 cr.)  
 BIOL N217 Human Physiology (5 cr.)  
 BIOL N251 Introduction to Microbiology (3 cr.)  
 BIOL N322 Introductory Principles of Genetics (3 cr.)  
 CHEM C100 World of Chemistry (3 cr.)  
 CHEM C101 Elementary Chemistry I (5 cr.)  
 CHEM C102 Elementary Chemistry II (5 cr.)  
 CHEM C105 Principles of Chemistry I (3 cr.)  
 CHEM C106 Principles of Chemistry II (3 cr.)  
 GEOL G107 Environmental Geology (3 cr.)  
 GEOL G117 Environmental Geology Laboratory (1 cr.)  
 GEOL G109 Fundamentals of Earth History (3 cr.)  
 GEOL G119 Fundamentals of Earth History Laboratory (1 cr.)  
 GEOL G110 Physical Geology (3 cr.)  
 GEOL G120 Physical Geology Laboratory (1 cr.) **or**  
 GEOL G206 Advanced Physical Geology Laboratory (2 cr.)  
 GEOL G115 Introduction to Oceanography (3 cr.)  
 GEOL G132 Environmental Problems (3 cr.)  
 GEOL G180 Dinosaurs (3 cr.)  
 GEOG G107 Physical Systems of the Environment (3 cr.)  
 GEOG G108 Physical Geography Laboratory (2 cr.)

GEOG G303 Weather and Climate—Tropical Seminar in Urban and Regional Systems (3 cr.)  
 GEOG G307 Biogeography: Distribution of Life (3 cr.)  
 GEOG/GEOL G185 Global Environmental Change (3 cr.)  
 PHYS 100 Physics in the Modern World (5 cr.)  
 PHYS 200 Our Physical Environment (3 cr.)  
 PHYS 218 General Physics (4 cr.)  
 PHYS 219 General Physics (4 cr.)  
 PHYS P201 General Physics I (5 cr.)  
 PHYS P202 General Physics II (5 cr.)  
 PHYS 152 Mechanics (4 cr.)  
 PHYS 251 Heat, Electricity, and Optics (5 cr.)  
 PSY B105 Psychology as a Biological Science (3 cr.)

#### OPTION TWO—NO FOREIGN LANGUAGE

Total of 19-20 credit hours.

#### Humanities and Natural Sciences

##### Take both of the following (6 cr.):

HIST H105 American History I (3 cr.)

HIST H106 American History II (3 cr.)

Take **TWO** of the following humanities courses (6 cr.):  
 AFRO A150 Survey of the Culture of Black Americans (3 cr.)

CLAS C205 Classical Mythology (3 cr.)

CMLT C190 Introduction to Film (3 cr.)

ENG L105 Appreciation of Literature (3 cr.)

ENG L115 Literature for Today (3 cr.)

COMM T130 Introduction to Theatre (3 cr.)

COMM C190 Introduction to Film (3 cr.)

HER H100 Art Appreciation (3 cr.)

HER H101 History of Art I (3 cr.)

HER H102 History of Art II (3 cr.)

FOLK F101 Folklore (3 cr.)

FLAC F200 World Cultures through Literature (3 cr.)

HIST H108 Perspectives on the World to 1800 (3 cr.)

HIST H113 History of Western Civilization I (3 cr.)

HIST H217 The Nature of History (3 cr.)

PHIL P110 Introduction to Philosophy (3 cr.)

PHIL P120 Ethics (3 cr.)

REL R133 Introduction to Religion (3 cr.)

REL R173 American Religion (3 cr.)

REL R180 Introduction to Christianity (3 cr.)

REL R212 Comparative Religion (3 cr.)

Take **TWO** of the following natural science courses (one must be a course with an accompanying lab):

ANTH A103 Human Origins and Prehistory (3 cr.)

AST A100 The Solar System (3 cr.)

AST A105 Stars and Galaxies (3 cr.)

BIOL K101 Concepts of Biology I – Plants (5 cr.)

BIOL K103 Concepts of Biology II – Animals (5 cr.)

BIOL N100 Contemporary Biology (3 cr.)

BIOL N107 Introduction to Zoology (4 cr.)

BIOL N200 The Biology of Women (3 cr.)

BIOL N212 Human Biology (3 cr.)

BIOL N213 Human Biology Laboratory (1 cr.)

BIOL N214 Human Biology (3 cr.)

BIOL N215 Human Biology Laboratory (1 cr.)

BIOL N217 Human Physiology (5 cr.)

BIOL N251 Introduction to Microbiology (3 cr.)

BIOL N322 Introductory Principles of Genetics (3 cr.)

CHEM C100 World of Chemistry (3 cr.)

CHEM C101 Elementary Chemistry I (5 cr.)

CHEM C102 Elementary Chemistry II (5 cr.)

CHEM C105 Principles of Chemistry I (3 cr.)

CHEM C106 Principles of Chemistry II (3 cr.)

GEOL G107 Environmental Geology (3 cr.)

GEOL G117 Environmental Geology Laboratory (1 cr.)  
 GEOL G109 Fundamentals of Earth History (3 cr.)  
 GEOL G119 Fundamentals of Earth History Laboratory (1 cr.)  
 GEOL G110 Physical Geology (3 cr.)  
 GEOL G120 Physical Geology Laboratory (1 cr.) **or**  
 GEOL G206 Advanced Physical Geology Laboratory (2 cr.)  
 GEOL G115 Introduction to Oceanography (3 cr.)  
 GEOL G132 Environmental Problems (3 cr.)  
 GEOL G180 Dinosaurs (3 cr.)  
 GEOG G107 Physical Systems of the Environment (3 cr.)  
 GEOG G108 Physical Geography Laboratory (2 cr.)  
 GEOG G303 Weather and Climate—Tropical Seminar in Urban and Regional Systems (3 cr.)  
 GEOG G307 Biogeography: Distribution of Life (3 cr.)  
 GEOG/GEOL G185 Global Environmental Change (3 cr.)  
 PHYS 100 Physics in the Modern World (5 cr.)  
 PHYS 200 Our Physical Environment (3 cr.)  
 PHYS 218 General Physics (4 cr.)  
 PHYS 219 General Physics II (4 cr.)  
 PHYS P201 General Physics I (5 cr.)  
 PHYS P202 General Physics II (5 cr.)  
 PHYS 152 Mechanics (4 cr.)  
 PHYS 251 Heat, Electricity, and Optics (5 cr.)  
 PSY B105 Psychology as a Biological Science (3 cr.)

#### CRIMINAL JUSTICE MAJOR

##### Management and Policy

Three courses totaling 9 credit hours.

##### Take three of the following:

SPEA H316 Environmental Science and Health (3 cr.)  
 SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
 SPEA V263 Public Management (3 cr.)  
 SPEA V264 Urban Structure and Policy (3 cr.)  
 SPEA V348 Management Science (3 cr.)  
 SPEA V361 Financial Management (3 cr.)  
 SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 SPEA V368 Managing Government Operations (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V373 Human Resource Management in the Public Sector (3 cr.)  
 SPEA V375 Emergency Services Administration (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)  
 SPEA V432 Labor Relations in the Public Sector (3 cr.)  
 SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)  
 SPEA V458 Fund Development for Nonprofit Organizations (3 cr.)  
 SPEA V378 Policy Processes in the United States (3 cr.)

##### Criminal Justice Concentration

Thirteen courses totaling 39 credit hours.

##### Take the following courses:

SPEA J101 The American Criminal Justice System (3 cr.)  
 SPEA J150 Public Safety in America (3 cr.)  
 SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)  
 SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)  
 SPEA J301 Substantive Criminal Law (3 cr.) **or**  
 SPEA J302 Procedural Criminal Law (3 cr.) – students may take both of these courses, but only one will count toward this requirement

SPEA J306 The Criminal Courts (3 cr.)  
 SPEA J321 American Policing (3 cr.)  
 SPEA J331 Corrections (3 cr.)  
 SPEA J439 Crime and Public Policy (3 cr.)

Four additional criminal justice courses totaling 12 credits. SPEA J260 and SPEA J380 may count toward this requirement, but are limited to a maximum of three credit hours each.

**TRANSFER COURSE POLICY:** On the Indianapolis campus, no more than 50 percent of courses taken to satisfy the requirements of the Public Safety Management Concentration may be transfer courses from other accredited institutions of higher learning; including all IU campuses.

### Public Safety Management Major

Three courses totaling 9 credit hours.

#### Take the following three courses:

SPEA H120 Contemporary Health Issues (3 cr.) **or**  
 SPEA H320 Health Systems Administration (3 cr.)  
 SPEA H316 Environmental Science and Health (3 cr.)  
 SPEA J101 The American Criminal Justice System (3 cr.)

Twelve courses totaling 36 credit hours.

SPEA J150 Public Safety in America (3 cr.)  
 SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.) **or**  
 SPEA V379 Performance Measurement and Program Evaluation (3 cr.)  
 SPEA V263 Public Management (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
**or**  
 SPEA V361 Financial Management (3 cr.)  
 SPEA V375 Emergency Services Administration (3 cr.)\*  
 SPEA J376 Principles of Public Safety (3 cr.)\*  
 SPEA J426 Mapping and Analysis for Public Safety (3 cr.) **or**  
 SPEA V465 Geographic Information Systems for Public and Environmental Affairs (3 cr.)  
 SPEA J429 Public Safety Management Capstone (3 cr.)

#### Four of the following courses:

SPEA J272/V272 Terrorism and Public Policy (3 cr.)  
 SPEA J324 Technology, Crime, and Public Safety (3 cr.)  
 SPEA V348 Management Science (3 cr.)  
 SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 SPEA V369 Managing Information Technology (3 cr.)  
 (If not taken to fulfill the computer requirement in the general education list)  
 SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)  
 SPEA V443 Managing Workforce Diversity (3 cr.)  
 SPEA E452 Solid and Hazardous Waste Management (3 cr.)  
 SPEA V380 Internship for Public and Environmental Affairs (3 cr.)\*

**TRANSFER COURSE POLICY:** On the Indianapolis campus, no more than 50 percent of courses taken to satisfy the requirements of the Public Safety Management Concentration may be transfer courses from other accredited institutions of higher learning; including all IU campuses.

\* Students who are graduates of the Indianapolis Fire Department Training Academy may receive credit for J376, V375 and V380.

## GENERAL ELECTIVES

A sufficient number to total a minimum of 120 credit hours with a 2.0 (C) cumulative GPA and a minimum GPA of 2.3 (C+) in all courses taken to satisfy the public affairs and policy and the concentration-area requirements.

## SPEA Minors

Any Indiana University student enrolled in a baccalaureate program may pursue one or more of the minors offered by the School of Public and Environmental Affairs. Individuals interested in one or more of these minors should inquire in the SPEA undergraduate advising office for additional details. Students who successfully complete the requirements will have the minor conferred with their degree. SPEA's multidisciplinary faculty and curricula address environmental, health, public policy, and management issues from a variety of perspectives. A minor in SPEA can enhance career opportunities for liberal arts and other majors.

### Civic Leadership Minor

Five courses.

The following three courses:

SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V221 Nonprofit and Voluntary Sector (3 cr.) **or**  
 POLS Y378 Civil Society and Public Policy (3 cr.)  
 SPEA V412 Leadership and Ethics (3 cr.)

**Two** of the following courses:

SPEA V263 Public Management (3 cr.) **or**  
 SPEA V362 Nonprofit Management and Leadership (3 cr.)  
 SPEA V264 Urban Structure and Policy (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)  
 SPEA V382 Political Action and Civic Engagement (3 cr.)  
 SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)  
 SPEA V436 Communication for Government and Nonprofit Organizations (3 cr.)  
 SPEA V438 Mass Media and Public Affairs (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)

### Criminal Justice General Minor

Six courses.

The following **TWO** courses are required:

SPEA-J 101 The American Criminal Justice System (3 cr.)  
 SPEA-J 201 Theoretical Foundations of Criminal Justice Policies (3 cr.)

#### Criminal Justice Core Courses

**TWO** courses from the following:

SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)  
 SPEA J301 Substantive Criminal Law (3 cr.)  
 SPEA J305 Juvenile Justice (3 cr.)  
 SPEA J306 The Criminal Courts (3 cr.)  
 SPEA J321 American Policing (3 cr.)  
 SPEA J331 Corrections (3 cr.)  
 SPEA J439 Crime and Public Policy (3 cr.)

Electives

TWO courses, 6 credit hours minimum.

Take two other criminal justice courses ("J" prefix). These may be drawn from the courses in the above list NOT used to fulfill that requirement. At least one of these two courses must be at the 300 or 400 level. Only one of the following courses may be used to meet this requirement: J370, J380, J470, J480.

*Note:* At least 9 of the 18 credit hours must be taken on the IUPUI campus.

This minor is not available to BSCJ students.

### Criminal Justice Accounting Minor

This minor is available to only those students pursuing an accounting degree in the Kelley School of Business.

Five courses.

The following course:

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

The following **FOUR** courses:

SPEA J301 Substantive Criminal Law (3 cr.)  
 SPEA J303 Evidence (3 cr.)  
 SPEA J320 Criminal Investigation (3 cr.)  
 SPEA J322 Introduction to Criminalistics (3 cr.)

### Environmental Science and Health Minor

Five courses.

The following course:

SPEA H316 Environmental Health (3 cr.)

**FOUR** of the following courses:

SPEA E326 Mathematical Methods in Environmental Science (3 cr.)  
 SPEA E410 Introduction to Environmental Toxicology (3 cr.)  
 SPEA E431 Water Supply and Wastewater Treatment (3 cr.)  
 SPEA E451 Air Pollution and Control (3 cr.)  
 SPEA E452 Solid and Hazardous Waste Management (3 cr.)  
 SPEA H416 Environmental Health Policy (3 cr.)  
 SPEA H428 Food Science and Sanitation (3 cr.)  
 SPEA H433 Industrial Hygiene and Radiological Health (3 cr.)  
 SPEA H459 Environmental Science and Health Data Analysis (3 cr.)  
 SPEA H460 Techniques in Environmental Science and Health (3 cr.)  
**or** other courses in environmental science and health approved by a SPEA faculty advisor

*Note:* This minor is not available to BSPH students.

### Health Systems Administration Minor

Five courses.

The following course:

SPEA H320 Health Systems Administration (3 cr.)

**FOUR** of the following courses (12 credit hours):  
 SPEA H352 Health Finance and Budgeting (3 cr.)  
 SPEA H353 Advanced Health Finance and Budgeting (3 cr.)  
 SPEA H354 Health Economics (3 cr.)  
 SPEA H401 Strategic Planning for Health Care Organizations (3 cr.)  
 SPEA H420 Health Policy (3 cr.)  
 SPEA H432 Health Care Marketing (3 cr.)  
 SPEA H441 Legal Aspects of Health Care Administration (3 cr.) **or**  
 SPEA V376 Law and Public Policy (3 cr.)  
 SPEA H455 Topics in Public Health (3 cr.) May be repeated.  
 SPEA H456 Managed Care (3 cr.)  
 SPEA H472 Applied Health Administration (3 cr.)  
 SPEA V373 Human Resources Management in the Public Sector (3 cr.)  
 SPEA V380 Internship in Public and Environmental Affairs (3 cr.)  
**or** other courses in health administration approved by SPEA faculty advisor

*Note:* This minor is not available to BSPH students.

## Human Resource Management Minor

Five courses.

The following two courses:

SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V373 Human Resources Management in the Public Sector (3 cr.)

**Three** of the following courses:

SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)  
 SPEA V432 Labor Relations in the Public Sector (3 cr.)  
 SPEA V436 Communication for Government and Nonprofit Organizations (3 cr.)  
 SPEA V443 Managing Workforce Diversity (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)  
 SPEA V463 Interpersonal Relations in the Workplace (3 cr.)

## Management Minor

Five courses.

The following three courses:

SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V263 Public Management (3 cr.) **or**  
 SPEA V362 Nonprofit Management and Leadership (3 cr.)  
 SPEA V361 Financial Management (3 cr.) **or**  
 SPEA V373 Human Resources Management in the Public Sector (3 cr.)

**Two** of the following courses:

SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.) **or**  
 SPEA V356 Introduction to Nonprofit Accounting and Reporting (3 cr.)  
 SPEA V348 Management Science (3 cr.)  
 SPEA V361 Financial Management (3 cr.) *If not taken to satisfy the requirement above.*

SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 SPEA V368 Managing Government Operations (3 cr.)  
 SPEA V369 Managing Information Technology (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V373 Human Resources Management in the Public Sector (3 cr.) *If not taken to satisfy the requirement above.*  
 SPEA V412 Leadership and Ethics (3 cr.)  
 SPEA V435 Negotiation and Alternative Dispute Resolution (3 cr.)  
 SPEA V443 Managing Workforce Diversity (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)  
 SPEA V463 Interpersonal Relations in the Workplace (3 cr.)

## Policy Studies Minor

Five courses.

The following two courses:

SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)

**One** of the following courses:

SPEA V348 Management Science (3 cr.)  
 SPEA V379 Performance Measurement and Program Evaluation (3 cr.)

**Two** of the following courses:

SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
 SPEA V263 Public Management (3 cr.) **or**  
 SPEA V362 Nonprofit Management and Leadership (3 cr.)  
 SPEA V348 Management Science (3 cr.) *If not taken to satisfy the requirement above.*  
 SPEA V369 Managing Information Technology (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V379 Performance Measurement and Program Evaluation (3 cr.) *If not taken to satisfy the requirement above.*  
 SPEA V450 Contemporary Issues in Public Affairs (3 cr.)  
 POLS Y213 Introduction to Public Policy (3 cr.)

## Public and Nonprofit Management Financial Minor

Five courses.

The following courses:

SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)  
 SPEA V361 Financial Management (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)

**One** of the following courses:

SPEA H353 Advanced Health Finance and Budgeting (3 cr.)  
 SPEA V368 Managing Government Operations (3 cr.)  
 SPEA V379 Performance Measurement and Program Evaluation (3 cr.)  
 SPEA V458 Fund Development for Nonprofits (3 cr.) **or**  
 Other courses approved by a SPEA advisor.

## Certificate Programs

The areas of study in which certificate programs are currently available are environmental studies, nonprofit management, public affairs, public health, public management, and American Humanics Certificate in Nonprofit Management and Leadership.

### General Requirements

1. Students must be in good academic standing and enrolled in a baccalaureate program to be eligible to apply for most of these certificates. Because the certificate in American Humanics can stand alone, a student is not required to be enrolled in a baccalaureate program. Interested students must apply for a certificate before completing 15 credit hours (9 credit hours for public health) of applicable course work.
2. SPEA students cannot earn a certificate in the same area as their major concentration.
3. A grade point average of 2.0 or higher is required in all course work credited toward the certificate with the exception of AH.

## Certificate in Environmental Studies

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

### Certificate Requirements (ten courses)

The following **FIVE** courses:

BIOL K341 Principles of Ecology (3 cr.)  
 CHEM C101 Elementary Chemistry I (5 cr.) **or**  
 CHEM C105 Principles of Chemistry (5 cr.)  
 ECON E201 Introduction to Microeconomics (3 cr.)  
 ECON E202 Introduction to Macroeconomics (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)

**ONE** of the following courses:

SPEA E162 Environment and People (3 cr.)  
 SPEA E272 Introduction to Environmental Sciences (3 cr.) **or**  
 SPEA H316 Environmental Science and Health (3 cr.)

**ONE** of the following courses:

GEOG G107 Physical Systems of the Environment (3 cr.)  
 GEOL G107 Environmental Geology (3 cr.)  
 GEOL G110 Geology: The Earth's Environment (3 cr.)

**THREE** of the following courses:

SPEA E431 Water Supply and Wastewater Treatment (3 cr.)  
 SPEA E451 Air Pollution and Control (3 cr.)  
 SPEA E452 Solid and Hazardous Waste Management (3 cr.)  
 SPEA H316 Environmental Health (3 cr.)  
 SPEA K300 Statistical Techniques (3 cr.) **or** other approved option  
 SPEA V365 Urban Development and Planning (3 cr.)  
 BIOL K442 Population and Systems Ecology (3 cr.)  
 CHEM C207 Introduction to Biochemistry (4 cr.)  
 CHEM C310 Analytical Chemistry (3 cr.)  
 CHEM C341 Organic Chemistry Lectures I (3 cr.)

ECON E485 Social Control of Industry (3 cr.)  
 GEOG G303 Weather and Climate (3 cr.)  
 GEOG G304 Meteorology and Climatology (3 cr.)  
 GEOG G315 Environmental Conservation (3 cr.)  
 GEOL G300 Environmental and Urban Geology (3 cr.)  
 GEOL G303 Geologic Mapping and Field Methods (4 cr.)  
 GEOL G406 Introduction to Geochemistry (3 cr.)  
 GEOL G415 Geomorphology (3 cr.)  
 GEOL G451 Principles of Hydrogeology (3 cr.)  
 PHYS 218 General Physics I (4 cr.)  
 SOC R465 Population and Human Ecology (3 cr.)

## Certificate in Nonprofit Management

The nonprofit sector is a dynamic and rapidly expanding area. The Certificate in Nonprofit Management allows students to take part in course work specifically concerned with the nonprofit sector and geared toward preparing them for careers in nonprofit organizations.

### Certificate Requirements (five courses):

Courses must be selected from the following categories. Alternate courses may be substituted with the approval of the campus undergraduate program director. Courses listed with an asterisk are included in the American Humanities program. Completion of the American Humanities program at IUPUI qualifies a student for the IU Nonprofit Management Certificate.

#### Nonprofit Institutions (minimum of 3 credit hours):

\*SPEA V221 Nonprofit and Voluntary Sector (3 cr.)  
 \*BUS W220 Introduction to the Nonprofit Corporation (3 cr.) (offered on the Bloomington campus)

#### Nonprofit Management (minimum of 6 credit hours):

The following course:

\*SPEA V362 Nonprofit Management and Leadership (3 cr.)

#### ONE of the following courses:

\*SPEA V356 Introduction to Nonprofit Accounting and Reporting (3 cr.)  
 SPEA V401 Financial and Cost-Benefit Analysis (3 cr.)  
 \*SPEA V458 Fund Development for Nonprofit Organizations (3 cr.)  
 \*BUS A200 Foundations in Accounting (3 cr.)

#### Nonprofit Field (minimum of 3 credit hours):

Select **ONE** course from a special feature of a nonprofit field, service arena, or industry. Examples include:

SPEA E162 Environment and People (3 cr.)  
 SPEA H316 Environmental Health (3 cr.)  
 SPEA H320 Health Systems Administration (3 cr.)  
 POLS Y326 American Social Welfare Policy (3 cr.) (offered on the Bloomington campus)  
 \*PSY B310 Life Span Development (3 cr.)  
 \*SOC R335 Sociological Perspectives on the Life Course (3 cr.)

#### Internship (minimum of 3 credit hours):

\*SPEA V380 Internship in Public and Environmental Affairs (1-6 cr.) (for non-SPEA students) **or**  
 \*SPEA V381 Professional Experience (1-6 cr.) (for SPEA students only)

## Certificate in Public Affairs

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

### Certificate Requirements (nine courses):

The following courses:

SPEA V170 Introduction to Public Affairs (3 cr.)  
 SPEA V264 Urban Structure and Policy (3 cr.)

#### ONE of the following courses:

SPEA E162 Environment and People (3 cr.)  
 SPEA H316 Environmental Science and Health (3 cr.)

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

#### A. *Organizational Behavior*

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

#### B. *Public Administration*

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

#### C. *Law*

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

Choose any four of the following courses:

#### *Public Affairs*

SPEA V260 Topics in Public Affairs (approved topics) (3 cr.) (may be repeated)  
 SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)  
 SPEA V348 Management Science (3 cr.)  
 SPEA V365 Urban Development and Planning (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V373 Human Resources Management in the Public Sector (3 cr.)  
 SPEA V378 Policy Processes in the United States (3 cr.)  
 SPEA V432 Labor Relations in the Public Sector (3 cr.)  
 SPEA V442 Topics in Budgeting or Cost-Benefit (3 cr.) (may be repeated)  
 SPEA V444 Public Administrative Organization (3 cr.)  
 SPEA V449 Policy Senior Seminar (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (approved topics) (3 cr.) (may be repeated)

#### *Criminal Justice*

SPEA J101 The American Criminal Justice System (3 cr.)  
 SPEA J302 Procedural Criminal Law (3 cr.)  
 SPEA J322 Introduction to Criminalistics (3 cr.)  
 SPEA J401 Criminal Law and Procedure (3 cr.)  
 SPEA J439 Crime and Public Policy (3 cr.)

#### *Geography*

GEOG G412 Urban Transportation Analysis (3 cr.)

GEOG G414 Regional Transport Systems (3 cr.)

#### *Political Science*

POLS Y200 Citizen and the Courts (3 cr.)  
 POLS Y302 Public Bureaucracy in Modern Society (3 cr.)  
 POLS Y306 State Politics in the United States (3 cr.)  
 POLS Y394 Public Policy Analysis (3 cr.)

#### *Sociology*

SOC R329 Urban Sociology (3 cr.)  
 SOC R345 Crime and Society (3 cr.)  
 SOC R346 Control of Crime (3 cr.)  
 SOC R480 Sociology and Social Policy (3 cr.)

## Certificate in Public Health

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

### Certificate Requirements (six courses)

#### *Environmental Science and Health option:*

The following **TWO** courses:

SPEA H316 Environmental Health (3 cr.)  
 SPEA H322 Principles of Epidemiology (3 cr.)

#### **FOUR** of the following courses:

SPEA E326 Mathematical Methods in Environmental Science (3 cr.)  
 SPEA E400 Topics in Environmental Studies (approved topics) (3 cr.) (may be repeated)  
 SPEA E410 Introduction to Environmental Toxicology (3 cr.)  
 SPEA E431 Water Supply and Wastewater Treatment (3 cr.)  
 SPEA E451 Air Pollution and Control (3 cr.)  
 SPEA E452 Solid and Hazardous Waste Management (3 cr.)  
 SPEA H416 Environmental Health Policy (3 cr.)  
 SPEA H423 Disease Vector Control (3 cr.) **or** BIOL K443 Medical Parasitology and Entomology (3 cr.)  
 SPEA H428 Food Science and Sanitation (3 cr.)  
 SPEA H433 Industrial Hygiene and Radiological Health (3 cr.)  
 SPEA H459 Environmental Science and Health Data Analysis (3 cr.)  
 SPEA H460 Techniques in Environmental Science and Health (3 cr.)  
 SPEA V380 Internship in Public and Environmental Affairs (3 cr.)  
 SPEA V450 Contemporary Issues in Public Affairs (approved topics) (3 cr.) (may be repeated)

#### *Health Administration option:*

The following **TWO** courses:

SPEA H320 Health Systems Administration (3 cr.)  
 SPEA H352 Health Finance and Budgeting (3 cr.)

#### **FOUR** of the following courses:

SPEA H353 Advanced Health Finance and Budgeting (3 cr.)  
 SPEA H354 Health Economics (3 cr.) **or**  
 ECON E387 Health Economics (3 cr.)  
 SPEA H420 Health Policy (3 cr.)  
 SPEA H432 Health Care Marketing (3 cr.)

SPEA H441 Legal Aspects of Health Care Administration (3 cr.) **or**  
 SPEA V376 Law and Public Policy (3 cr.)  
 SPEA H455 Topics in Public Health (3 cr.)  
 SPEA H456 Managed Care (3 cr.)  
 SPEA H472 Applied Health Administration (3 cr.)  
 SPEA V373 Human Resources Management in the Public Sector (3 cr.)  
 SPEA V380 Internship in Public and Environmental Affairs (3 cr.)

## Certificate in Public Management

The School of Public and Environmental Affairs offers the Certificate in Public Management to provide a systematic program that gives students an understanding of how to work in and with public organizations.

**Certificate Requirements** (seven courses):

The following course:

SPEA V263 Public Management (3 cr.)

**SIX** of the following courses:

SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)

SPEA V348 Management Science (3 cr.)

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

SPEA V368 Managing Government Operations (3 cr.)

SPEA V369 Managing Information Technology (3 cr.)

SPEA V370 Research Methods and Statistical Modeling (3 cr.)

SPEA V372 Government Finance and Budgets (3 cr.)

SPEA V373 Human Resources Management in the Public Sector (3 cr.)

SPEA V375 Emergency Services Administration (3 cr.)

SPEA V376 Law and Public Policy in Nonprofit Management (3 cr.)

SPEA V432 Labor Relations in the Public Sector (3 cr.)

## American Humanics Certificate in Nonprofit Management and Leadership

Any IUPUI student interested in working with nonprofits after graduation is eligible to enroll in the American Humanics Certificate in Nonprofit Management. This certificate is awarded through American Humanics, Inc., and prepares college students for professional careers in the expanding job market of nonprofit youth and human services organizations. American Humanics' students participate in the student association, attend the national conference, and have the opportunity for networking, mentoring, and recognition at special events. An added benefit is the opportunity for scholarships and outside funding for internships; specifically for American Humanics' students. Upon completion of the program, students will be certified for possible positions of leadership with collaborating organizations such as the YMCA, American Red Cross, Big Brothers Big Sisters, Habitat for Humanity, and many other nonprofit agencies at both the local and national level. Students may simultaneously obtain

SPEA's Nonprofit Management Certificate program and the AH certificate **but** SPEA students earning a SPEA Certificate and a SPEA Bachelor's degree may only double-count TWO courses between the certificate and the degree.

The Humanics program offers hands-on opportunities, such as internships and cocurricular activities, as well as coursework to help you achieve certification competencies. This certificate program requires the demonstration of a prescribed set of competencies and an internship.

The following requirements apply:

### General Requirements

Completion of 21 credit hours specified in the AH Coursework Requirements with a GPA of 2.8 or greater.

- 1) Actively pursue a **baccalaureate degree** at the time of enrollment in the AH certificate.
- 2) Complete a **baccalaureate degree** in any subject or major at the time or prior to receiving the AH certificate.
- 3) Apply for the award of the AH certificate by completing a certificate application, available through SPEA's Student Services.

### Coursework Requirements:

Complete the following courses.

### Certificate Requirements:

#### *Nonprofit Management:*

The following courses:

SPEA V221 Nonprofit and Voluntary Sector (3 cr.)

SPEA V362 Nonprofit Management and Leadership (3 cr.)

SPEA V268 AH Topics: Risk Management (1 cr.)

#### *Nonprofit Accounting:*

One of the following courses:

BUS A200 Foundations of Accounting (3 cr.)

BUS A201 Principles of Accounting (3 cr.)

SPEA V356 Nonprofit Accounting (3 cr.)

#### *Youth and Adult Development:*

One of the following courses:

PSY B310 Life Span Development (3 cr.)

SOC R335 Sociological Perspectives on the Lifecourse (3 cr.)

#### *Fund Raising:*

The following course:

SPEA V458 Fund Development for Nonprofits (3 cr.)

#### *Career Planning:*

One of the following courses:

SPEA V352 Personal Career Planning (1 cr.)

SPEA V268 Career Planning for Nonprofits (1 cr.)

#### *American Humanics Management Institute:*

The following course:

SPEA V267 American Humanics Management Institute (1 cr.)

#### *Nonprofit Internship:*

The following course:

SPEA V388 American Humanics Internship (3-6 cr.)

*Note: The American Humanics Campus Director must approve all internships prior to initiation. For certification you must complete an internship (with a minimum of 300 contact hours).*

*Internship credit is awarded using this formula: 1 credit=100 contact hours.*

### Co-curricular Requirements:

**AHSA:** Active participation in the American Humanics Student Association (AHSA) for at least nine months or two semesters. This includes meeting attendance and participation in at least four student association events, i.e., AHMI fund raising, fund raising for other nonprofit organizations, seminars, etc. Registration with American Humanics, Inc., for at least nine months. Completion of 4 nonprofit agency visits.

**AHMI:** Attend at least one American Humanics Management Institute.

**Special Events:** Organize/attend one or more special events.

For additional American Humanics information at IUPUI, contact the Campus Director, Laura Littlepage, at [llittlep@iupui.edu](mailto:llittlep@iupui.edu) or (317) 261-3061 or a SPEA advisor at (317) 274-4656.

## Course Descriptions

### Undergraduate Courses

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

### Environmental Courses

**E100 Environmental Topics (3 cr.)** Study of selected issues in environmental affairs. Topics vary from semester to semester. May be repeated for credit.

**E162 Environment and People (3 cr.)** An interdisciplinary examination of the problems of population, pollution, and natural resources and their implications for society. Credit not given for both E162 and E262.

**E262 Environmental Problems and Solutions (3 cr.)** An integrated approach to understanding and solving environmental problems. Topics may include ecosystem restoration, surface water and groundwater contamination, air pollution, and global environmental change. This course is intended primarily for majors in the B.S.E.S. degree program.

**E272 Introduction to Environmental Sciences (3 cr.)** P: one statistics course. Application of principles from life and physical sciences to the understanding and management of the environment. Emphasis will be placed on: (1) the physical and biological restraints on resource availability and use, and (2) the technological and scientific options for solving environmental problems.

**E311 Introduction to Risk Assessment and Risk Communication (3 cr.)** This course will cover basic human health and risk assessment procedures, as outlined by the various regulatory agencies (especially EPA) and standards-setting groups. Because risk

communication is an integral part of any risk management process, risk communication techniques and applications will be integrated into the course material.

**E325 Computing for Environmental Scientists (1-3 cr.)** P: MATH M118 or M119; K300 or equivalent; and SPEA E272. Survey of computing applications to environmental issues. Personal computing emphasized. Application of spreadsheets, graphics, simple statistics, and BASIC programming to environmental science issues. Manipulation and interpretation of real data, case studies, and projects. Many software packages used.

**E326 Mathematical Methods in Environmental Science (3 cr.)** P: MATH M119 or M211; CSCI C211 or BUS K201; and BUS K300. Mathematical modeling in environmental science. Expressing problems as equations. Applications and numerical evaluation of derivatives and integrals. Derivation and solution of differential equations. Use of package FORTRAN subroutines in problem solving. Statistics applied to environmental science.

**E340 Environmental Economics and Finance (3 cr.)** This course familiarizes students with the principles of environmental economics, finance, and cost-benefit analysis. The incentive effects of environmental policy design are assessed. Policy instruments include tradable permits, emissions taxes, deposit-refund systems, pollution prevention programs, and voluntary agreements. Project appraisal techniques are then developed and applied to specific case evaluations.

**E355 Introduction to Limnology (3 cr.)** Limnology is the integrated science of inland waters. Principles of physics, chemistry, geology, and biology combine to form the basis for understanding how lakes and streams function as aquatic ecosystems. The course will highlight the effects of human activity on lake and stream ecosystems.

**E360 Introduction to Biological Resources (3 cr.)** P: E272; one biology course. This course provides the necessary background for students interested in fisheries, wildlife, or forest management who have had little course work or experience with the taxonomy, ecology, or natural history of plants or animals.

**E363 Environmental Management (3 cr.)** Introductory course in environmental management. Subjects covered include current issues and trends, total quality environment management, managing scientific and technical personnel, managing contracts and grants, nontraditional approaches to regulation, environmental conflict resolution, working with the media, risk communication, and working with communities.

**E400 Topics in Environmental Studies (2-3 cr.)** P: E272. An interdisciplinary consideration of specific environmental topics. May be repeated for credit.

**E410 Introduction to Environmental Toxicology (3 cr.)** P: E272 or H316; one biology course. Study of toxic mechanisms, pathology, and disease development resulting from exposure to biological and chemical agents in the environment.

**E411 Introduction to Groundwater Hydrology (3 cr.)** An overview is presented of the theory and practice of groundwater movement, groundwater contamination, and aquifer testing remediation, as well as policy issues such as groundwater management. The formal lectures are supplemented by several guest speakers who are professionals working in different areas of groundwater hydrology.

**E412 Risk Communication (3 cr.)** Risk communication is the means by which technical information is communicated to others (the public included), especially in the context of making decisions about environmentally related policy (such as siting of a landfill). The course emphasizes both theory (in lectures) and practical experience through developing and acting in role-play scenarios.

**E418 Vector-Based Geographic Information Systems (3 cr.)** Introduction to geographic information systems using vector data structure Vector GIS capabilities and uses. Data structure and file management of spatial data. Laboratory exercises using ARC/INFO software.

**E419 Applied Remote Sensing of the Environment (3 cr.)** Applications of remotely sensed data and raster geographic information systems in environmental research. Concepts of remote sensing. Image acquisition from different sensors, ranging from aerial photography to various types of satellite imagery. Image processing and analysis. Raster geographic information systems. Raster-vector integration. Concepts of spatial analysis.

**E423 Environmental Health Science Technology: Managing Water and Wastes (3 cr.)** P: SPEA-H 316; MATH 153. Technology approach to preventing the transmission of disease among humans through water and wastes. Course focuses on drinking water treatment and distribution; water quality and pollution; wastewater treatment; storm water management; municipal solid waste and hazardous waste management.

**E431 Water Supply and Wastewater Treatment (3 cr.)** P: E272 or H316; CHEM C101 or equivalent; MATH M119 or equivalent. Health and ecological premises for water and wastewater treatment; principles of water supply; treatment, distribution, and construction; basis for water standards and laboratory examinations; wastewater disposal methods and construction for private installations, institutions, municipalities, and industries; water quality control with respect to wastewater pollution.

**E440 Wetlands: Biology and Regulation (3 cr.)** P: E272 or H316; any biology course. This course trains students to evaluate wetlands to comply with federal, state, and local regulations. It examines the principles that inspired these regulations and assesses the consequences. It seeks to relate the breadth and strength of available scientific knowledge to public policy goals.

**E441 Controversies in Environmental Health (3 cr.)** A skills course in a debate format. Skills are developed by researching, preparing arguments for, and debating topics related to environmental health and health of the environment. Clear writing skills are also emphasized, as the students write up debate evaluations which are critically graded for content, form, and style.

**E442 Habitat Analysis—Terrestrial (3 cr.)** This is an experiential field methods course. Students work as teams, collecting field data to test hypotheses about forest habitats. Students will learn new methods and field skills in local parks and forests, then prepare scientific reports that incorporate statistical analysis to be presented in a class symposium.

**E443 Habitat Analysis—Aquatic (3 cr.)** This is an experiential field methods course. Students work in teams, collecting field data to test hypotheses about aquatic habitats. Students will learn new methods and field skills in local creeks, lakes, and wetlands, then prepare scientific reports that incorporate statistical analysis to be presented in a class symposium.

**E451 Air Pollution and Control (3 cr.)** P: SPEA E272 or H316; CHEM C101 or equivalent; MATH M118, or equivalent. A survey course covering the chemistry, transport, and fate of air pollutants related to current issues of air quality, such as photochemical smog, ozone depletion, particulate matter, and indoor air quality. Topics include the types, sources, health and environmental effects, measurement, evaluation, control, regulation, and modeling of air pollution concentrations.

**E452 Solid and Hazardous Waste Management (3 cr.)** P: E272 or H316. Types and sources of solid waste; collection methods; disposal techniques: sanitary landfill, incineration, composting, reclaiming, or recycling; advantages and disadvantages of each; special and hazardous waste handling; operation and management of solid and hazardous waste programs.

**E455 Limnology (4 cr.)** P: college chemistry and biology or permission of instructor. Limnology is the ecology of inland lakes and streams, combining the principles of biology, chemistry, geology, and physics to understand how they function. The effects of human perturbation on aquatic systems will be highlighted in both lectures and laboratory work to aid student understanding of the concepts involved.

**E456 Lake and Watershed Management (3 cr.)** P: E272 or H316; CHEM C101 or equivalent. Students will learn to apply basic limnological principles to diagnose lake and watershed problems, to understand lake response to pollution, to identify appropriate management solutions, and to predict lake response to management.

**E457 Introduction to Conservation Biology (3 cr.)** Ecological principles associated with rare species and with biodiversity, laws and statutes used to conserve biodiversity, and land and species management practices. The aim is to understand scientific and political complexities of conservation biology, and to study different methods used to conserve living resources and resolve conflicts associated with conservation.

**E460 Fisheries and Wildlife Management (3 cr.)** P: E272 or H316; any biology course. This course first reviews taxonomy, vertebrate biology, and population ecology, then introduces the student to a variety of conflicts concerning fisheries and wildlife. Case studies examine endangered species, overharvesting, maximum sustained yield, habitat evaluation, and recreational use.

**E461 Fisheries and Wildlife Management**

**Laboratory (3 cr.)** P: E272 or H316; one biology course; and SPEA E460 (can be concurrent). Practical experience course in which students identify fish and wildlife in the field for the purpose of evaluating the effectiveness of and making recommendations for change to existing wildlife plans.

**E465 Environmental Management in the Tropics (3 cr.)**

Historical examination of land use in tropical, non-Western cultures. Resource use in physical and cultural settings is explored through an interface with ecology, economics, and policy analysis. Common principles of analysis are used to help the students understand the cultural and historical dimensions of how people relate to their environment.

**E466 International and Comparative Environmental Policy (3 cr.)**

This course explores how stakeholders manage environmental problems that extend beyond national borders. Key questions considered include the following: How do nations resolve environmental conflict? Is environmental diplomacy in a state of crisis? How can we improve international environmental management? Historical, contemporary, and emerging institutions for international environmental protection are examined.

**E470 Elements of Fluid Mechanics (3 cr.)**

P: E292 or H316; MATH M119 or equivalent. Introduction to the fundamental concepts of fluid mechanics that relate to environmental science. Topics are selected from three disciplines. From hydraulics: hydrostatics, flow-through pipes, and open channels. From water surface hydrology: water balances, stream-flow measurements, and calculations. From groundwater hydrology: Darcy's Law, flow nets, and pumping tests.

**E475 Techniques of Environmental Science (3 cr.)**

P: E272 or H316. Principles and methods of sampling, collection, measurement, analysis, interpretation, and presentation of data concerning environmental science. Through lab demonstrations and fieldwork, students will become familiar with instrumentation and analytical methods currently used in environmental analysis. Team instruction will be used to demonstrate techniques.

**E476 Environmental Law and Regulation (3 cr.)**

Introductory course in environmental law and regulation. Subjects covered include command and control regulation, air quality, water quality, toxics, waste management, energy, natural resources, international environmental law, and alternative dispute resolution.

**E490 Directed Field Research in Environmental Science (1-4 cr.)**

Individualized laboratory or field-based research in any field of environmental science, under the direction of an advising professor. Students are expected to write a report on their research at the end of each semester. May be used to fulfill laboratory course requirement with the permission of the appropriate science department.

**E491 Honors Research in Environmental Science (1-4 cr.)**

Individualized laboratory or field-based honors research in any field of environmental science, under direction of an advising professor. Students are expected to write a report on their

research at the end of each semester. May be used to fulfill laboratory course requirement with permission of the appropriate science department.

**Public Health Courses****H120 Contemporary Health Issues (1-3 cr.)**

An examination of current public health, environmental health, and health service delivery issues in the U.S. Topics include the organization and costs of health systems, access to care, and the interrelationships between risk factors and health; also, environmental challenges facing our society and their impact on health.

**H126 Introduction to Careers in Health Administration (1 cr.)**

Introduces students to different careers and opportunities in the field of health care administration.

**H316 Environmental Health Science (3 cr.)**

A study of human interaction with the environment and potential impacts of environmental agents on health and safety. Hazards from natural sources and human activities that contaminate our air, land, water, food, homes, neighborhoods, and workplaces are examined. Environmental control activities, including pollution control technology and policy, are also examined.

**H320 Health Systems Administration (3 cr.)**

An overview of the U.S. health care delivery system. It examines the organization, function, and role of the system; current system problems; and alternative systems or solutions.

**H322 Principles of Epidemiology (3 cr.)**

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

**H342 Community Health Education (3 cr.)**

A study of theory and practice in the field of professional health education. The process of behavioral change is examined. Procedures for the planning, delivery, and evaluation of health education practices are considered.

**H352 Health Finance and Budgeting (3 cr.)**

P: BUS-A 200 or BUS-A 201. A study of the financial management of health care facilities based on generally accepted business principles. Accounting and managerial control of cash, accounts receivable, inventory control, budgeting, and cost control, as well as accounting and evaluation of short- and long-term debt will be examined.

**H353 Advanced Health Finance and Budgeting (3 cr.)**

P: H352. This course builds upon H352 Health Finance and Budgeting as well as examines the uses of contractual language and obligations. It uses a series of case studies to apply techniques and principles taught in SPEA-H 352.

**H354 Health Economics (3 cr.)**

This course applies economics to the study of administrative and policy issues in the health care sector. Economic concepts are used to explain the system of health care financing and the organization of health care delivery in the U.S. The economic evaluation of health care programs is also discussed.

**H365 Health Services Practicum (1-2 cr.)**

Supervised orientation, observation, and instruction with local- and state-level health-related agencies and facilities. Primary focus will be placed on health administration.

**H367 Environmental Science and Health Practicum (2 cr.)**

Supervised orientation, observation, and instruction with local- and state-level health-related agencies and facilities. Primary focus will be placed on environmental science and health.

**H371 Human Resources Management in Health Care Facilities (3 cr.)**

This course covers the function of management, which is concerned with the acquisition, development, and use of human resources in the field of health care delivery. Labor relations relating to health care delivery are also included.

**H401 Strategic Planning for Health Care Organizations (3 cr.)**

This course examines strategic planning techniques as they apply to health care organizations. Students will develop and defend a comprehensive strategic plan for a case facility. One half of the course will be conducted in a workshop format.

**H402 Hospital Administration (3 cr.)**

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

**H411 Chronic Long-Term Care Administration (3 cr.)**

Administering programs across the continuum of care including nursing homes, hospice, home health, and assisted living; Medicare and Medicaid financing; quality improvement; care management; and needs of special populations, particularly, vulnerable elders.

**H416 Environmental Health Policy (3 cr.)**

Study of professional requirements and duties of the environmental health functions within health agencies; consideration of applicable laws and standards in each environmental health function; environmental health program planning, evaluation, implementation, and personnel responsibilities.

**H420 Health Policy (3 cr.)**

P: H320. This course will focus on current health policy issues within the context of the U.S. health care system. The course will familiarize students with the political environment of public policy, introduce major health care policy perspectives, and apply those analytical models to a series of health policy issues.

**H423 Disease Vector Control (3 cr.)**

Survey of animal and insect disease vectors and economic pests of public health significance; vector and pest identification and control procedures; survey of the classification, application, and restriction of pesticides in controlling disease vectors and economic pests commonly found in the United States.

**H428 Food Science and Sanitation (3 cr.)**

Basic concepts of food technology with emphasis on methods and procedures in food processing to minimize contamination and to prevent food-related illness. Federal, state, and local food laws and inspection procedures will be examined.

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

**H433 Industrial Hygiene (3 cr.)** Survey of the technical and regulatory aspects of protecting the health and safety of workers. Topics include basic toxicology; skin, eye, and respiratory hazards; measuring hazardous atmospheres; ventilation systems; fire and explosion hazards; emergency response; occupational hearing loss; radiation; prevention of accidents; cumulative trauma; and personal protective equipment.

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

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

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

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

**H459 Environmental Science and Health Data Analysis (3 cr.)** P: SPEA-H 316, SPEA-K 300, 1 semester of chemistry. Provides students with an understanding of basic principles needed to perform sampling and analysis of field and laboratory environmental data. Topics include properties of chemical and biological constituents, detection limits, calibration, quality control, precision accuracy, and statistical analysis.

**H460 Techniques in Environmental Health (4 cr.)** P: H459. Basic physical, chemical, and biological examinations and standards for potable water quality, wastewater treatment determinations, and stream pollution control. Basic physical, chemical, and biological (ergonomic) examinations used in industrial hygiene and air pollution control. Instruction in basic laboratory skills and techniques for performing these examinations.

**H466 Public Health Field Experience (1-3 cr.)** P: H465. Supervised advanced training in professional and technical functions in public health; guided student activity and performance in professional

public health functions. Individualized programs may be arranged to suit students' areas of concentration.

**H472 Applied Health Care Administrations (3 cr.)** P: H320. This course is a study of the complexities of multi-institutional arrangements and integrated services in the U.S. health care industry. The focus is on applying management skills to, and making comparisons of, the current driving forces among health care delivery system components.

**H474 Health Administration Ethics Seminar (3 cr.)** P: SPEA-H320 and senior standing. This course examines healthcare ethical decision making challenges from managerial perspective and explores broader policy issues associated with ethical problems in healthcare institutions. It provides an overview of general theories of ethical decision-making and through case studies, debates and research examines ethical challenges in everyday managerial activities.

## Criminal Justice Courses

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

**J150 Public Safety in America (3 cr.)** The protection of persons and property involves a number of public and private organizations. This course examines the roles that agencies working within the fire services, emergency management, criminal justice, and the private security sector play in securing public safety in the United States.

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

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

**J215 Concepts of Forensic Science (3 cr.)** Forensic science and the criminal justice system. Evidence collection and analysis. Forensic chemistry including drugs and trace evidence; biology including blood spatter and DNA; pathology; entomology; anthropology; and forensic science and the law. Please note that students taking this course cannot also receive credit for J322.

**J222 Murder in America: Causes and Consequences (3 cr.)** An investigation of homicide in the United States. Focus on the level and nature of homicides as well as domestic homicides; serial and mass murder; race, ethnicity, and gender; drugs and alcohol; school and workplace homicides;

investigation; profiling and the death penalty; and homicide prevention and intervention programs.

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

**J275 Diversity Issues in Criminal Justice (3 cr.)** This course will examine the influence of diversity issues such as race, ethnicity, class, and gender on crime and the treatment of underrepresented groups throughout the American criminal justice system.

**J301 Substantive Criminal Law (3 cr.)** P: J101. R: J201 and J202. The development, limitations, and application of substantive criminal law utilizing the case-study method.

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

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

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

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

**J306 The Criminal Courts (3 cr.)** P: J101. R: J201 and J202. An analysis of the criminal justice process from prosecution through appeal. The organization and operation of felony and misdemeanor courts are examined. Topics include prosecutorial decision-making, plea bargaining, judicial selection, and the conduct of trials, sentencing, and appeal.

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

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

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

**J322 Introduction to Criminalistics (3 cr.)**

P: J101. 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.

**J331 Corrections (3 cr.)** P: J101. R: J201 and J202.

This course examines the historical development of the American correctional system and the study of administration of local, state, and federal corrections programs, including jails, probation, community corrections, and prisons. Includes the study of punishment rationales, current correctional policies, and possibilities for reform.

**J355 Global Criminal Justice Perspectives**

**3 cr.)** P: J101. An international review of select criminal justice perspectives and systems within the primary legal traditions of common, civil, Islamic, and socialist systems, as well as those that do not fit into established categories, such as Native American and African tribal justice.

**J369 Private Justice: Police, Courts, and**

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

**J370 Seminar in Criminal Justice (3 cr.)** P: J101.

Selected contemporary topics in criminal justice. May be repeated for credit.

**J376 Principles of Public Safety (3 cr.)** P: J101.

Examination of threats to public safety and of governmental response at various levels to those threats. Treatment of such areas as transportation and highway threats, occupational safety and health, criminal threats, emergency and disaster planning, consumer protection, and fire control and suppression. Discussion of techniques to identify and measure risk, the acceptability of risk, and governmental attempts to control risk.

**J380 Internship in Criminal Justice (1-6 cr.)**

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

**J433 Institutional Corrections (3 cr.)** P: J101.

The history and development of the jail, penitentiary, prison, and reformatory. Analysis and evaluation of contemporary imprisonment.

**J439 Crime and Public Policy (3 cr.)** P: senior

standing or consent of instructor. A detailed examination of the major efforts designed to control or reduce crime. A review of existing knowledge is followed by an investigation of current crime-control theories, proposals, and programs.

**J440 Corrections in the Community (3 cr.)**

P: J101. A detailed analysis of correctional alternatives to incarceration that focus on the reintegration of the

offender while remaining in the community. Because of their extensive use, considerable attention is given to probation and parole. Other topics include diversion, community residential programs, restitution, halfway houses, and home detention.

**J445 Trends in Corrections (3 cr.)** P: J101.

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

**J460 Police in the Community (3 cr.)** P: SPEA

J101. In-depth examination of crime as an urban policy problem, focusing on the role of police and victims in defining crime as a policy problem and their role in seeking to reduce the incidence of crime.

**J470 Seminar in Criminal Justice (1-3 cr.)**

P: senior standing. Emphasizes current developments in legal, administrative, and operational aspects of the criminal justice system.

**J480 Research in Criminal Justice (1-6 cr.)**

P: junior standing and consent of instructor. Individual research under guidance of faculty member.

**Public Affairs Courses****K300 Statistical Techniques (3 cr.)** P: MATH

M014 or equivalent. R: MATH 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 either ECON E270/E370, SOC S250, or PSY/MATH K310.

**K301 Statistics Laboratory (1 cr.)** This course is an optional 1 credit hour module to accompany K300 and must be taken concurrently with K300. The course focuses on application of techniques being taught in K300. The course will allow students to obtain tutoring with specific problems. K301 sessions will be linked with K300 lectures.

**V100 Current Topics in Public Affairs (1-3 cr.)**

Readings and discussion of current public issues and problems. May be repeated for credit.

**V160 National and International Policy (3 cr.)**

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

**V161 Urban Problems and Solutions (3 cr.)** An

introduction to urban policy issues. Topics include political, social, and economic foundations and development of cities and foundations and development of cities and suburbs; urban planning; poverty; and other selected urban problems. Credit not given for both V161 and V264.

**V170 Introduction to Public Affairs (3 cr.)** Broad

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

**V221 Nonprofit and Voluntary Sector (3 cr.)**

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

**V241 Management Foundations and Approaches**

**(3 cr.)** This course examines core functions of management and the political socioeconomic context within which organizations operate in different sectors of employment. It is organized into five main parts: what management entails, approaches to the study of management, contextual factors, core issues, and management functions. Course concludes with a capstone exercise.

**V246 Elements of Governmental and Nonprofit**

**Financial Accounting Cycle (3 cr.)** This is a course designed to prepare students for next-level courses in governmental accounting and reporting, nonprofit accounting and reporting, and health accounting and finance.

**V252 Career Development (3 cr.)** Career planning

and placement strategies, assessment of labor market information, market surveys, and development of customized portfolios. Emphasis given to projects, papers, and independent research.

**V260 Topics in Public Affairs (3 cr.)** Study of

selected issues in public affairs. Topics vary from semester to semester. May be repeated for credit.

**V261 Computers in Public Affairs (3 cr.)** An

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

**V263 Public Management (3 cr.)** This course is an

examination of the management process in public organizations in the United States. Special attention will be given to external influences on public managers, the effect of the intergovernmental environment and, in particular, problems of management in a democratic, limited government system.

**V264 Urban Structure and Policy (3 cr.)** An

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

**V267 American Humanics Management**

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

**V268 American Humanics Topics (1-3 cr.)** Topics covering specific American Humanics competencies reflecting the particular needs and interests of participating students and the local advisory board for the program. Topics may include risk management, fundraising, board and committee development, and nonprofit marketing. Topics vary from semester to semester. May be repeated for credit.

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

**V272 Terrorism and Public Policy (3 cr.)** A survey of the incidence of terrorism in democratic societies, with particular emphasis on public policy responses designed to combat terrorism in cities. Overviews of ongoing conflicts with terrorist organizations in various countries are interspersed with analyses of significant terrorist events and the public policies and responses such events create.

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

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

**V348 Management Science (3 cr.)** P: K300, MATH M025, or MATH M118. Introduction to management science models and methods for policy analysis and public management. Methods include decision analysis, linear programming, queuing analysis, and simulation. Computer-based applications are included. Prior familiarity with computers is recommended, though not required.

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

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

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

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

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

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

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

**V368 Managing Government Operations (3 cr.)** P: V348. Application of analytical techniques to operating decisions in public management sector. Cases are used extensively to illustrate the application of techniques (such as charting, capacity and demand analysis, forecasting, performance measurement, decision analysis, queuing/simulation, Markov modeling, and cost-effective analysis) to design, scheduling, inventory assignment, transportation, and replacement decisions.

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

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

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

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

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

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

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

**V377 Legal Process and Contemporary Issues in America (3 cr.)** P: 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.

**V378 Policy Processes in the United States (3 cr.)** P: senior standing. Intended as an integrative senior course, primarily for SPEA students. Course content includes analytical perspectives of the policy process, the centers of policy, and the public interest. Selected cases involving problem analysis and decision making on public issues are included, as well as discussion of current policy issues.

**V379 Performance Measurement and Program Evaluation (3 cr.)** This course provides an overview of program evaluation as it relates to public affairs, criminal justice, health policy, and environmental science, with particular emphasis on measuring program outcomes. The course is designed for students who envision themselves working in management, policy making, or research roles.

**V380 Internship in Public and Environmental Affairs (0-6 cr.)** P: permission of instructor. Open to interested students upon approval of the faculty. Students are placed with public agencies or governmental units for assignment to a defined task relevant to their educational interests in public affairs. Tasks may involve staff work or research. Full-time participants may earn up to 6 credit hours. May be repeated for credit. Course is graded S/F.

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

**V382 Political Action and Civic Engagement (3 cr.)** Examines citizen efforts to effect social change, with an emphasis upon political movements and parties as mechanisms for achieving that change.

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

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

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

**V391 Honors Readings in Public and Environmental Affairs (1-3 cr.)** P: approval of instructor and SPEA honors advisor. Restricted to students in SPEA Honors Program. May be repeated for credit.

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

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

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

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

**V408 Individual Rights, Common Goods and Public Policies (3 cr.)** Considers the tension between individual and majoritarian rights in our constitutional system, and the effects of that tension on the formulation of public policy.

**V412 Leadership and Ethics (3 cr.)** This course is designed to examine the complex leadership issues and challenges facing communities and explore how citizens and government can work together to address these challenges. This includes exploration of how the problems, conflicts, and dilemmas encountered by leaders when making decisions must be considered within an ethical framework.

**V421 Metropolitan Development (3 cr.)** Discussion of the process of development in metropolitan regions. Includes topics such as

economic development, land use evolution, and demographic change. Consideration of relevant policy issues.

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

**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.

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

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

**V438 Mass Media and Public Affairs (3 cr.)** Course will analyze the role of the media in the formation of public policy, including the responsibility of journalists, legal and ethical constraints, business pressures and their effects, impact of technology, and similar issues.

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

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

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

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

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

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

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

**V450 Contemporary Issues in Public Affairs: Individual Rights, Common Goods, and Public Policies (3 cr.)** Considers the tension between individual and majoritarian rights in our constitutional system and the effects of that tension on the formulation of public policy.

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

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

**V457 Management Science in the Public Sector (3 cr.)** P: V348, CSCI C211, and K300. An intermediate treatment of management science methods with primary application to public managerial decision support. Topics include network analysis, queuing, simulation, and others. Computer-based analysis is emphasized.

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

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

**V461 Computer Applications in Public Affairs (3 cr.)** P: BUS K201. This course is designed to provide students with the essentials of computer hardware and software needed to operate effectively in a public sector environment. The course will emphasize public sector applications using software packages or microcomputers and minicomputers.

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

**V463 Interpersonal Relations in the Workplace (1-4 cr.)** Key interpersonal skills will be modeled through a variety of media and experiences. Students

will practice these skills and receive feedback. Students will be expected to participate in structured experiences designed to give them insight into their behavior and how it will affect their ability to achieve personal and professional objectives.

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

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

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

**V473 Management, Leadership, and Policy (3 cr.)** This course seeks to integrate learning across the public affairs curriculum. Students will review and reflect about their learning in management, leadership, and policy. Experiential methods—service learning, projects, cases, and exercises—will be used to help students apply theory, concepts, and skills.

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

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

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

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

## Graduate Programs

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

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

The M.P.A. is a professional program that prepares students for leadership positions in government agencies and nonprofit organizations, and for positions addressing public affairs in the private sector. The M.H.A. provides a balanced foundation of practical and theoretical knowledge and technical skills needed to succeed in health administration and health policy and planning. Additionally, master's degrees may be pursued in combination with degrees in law, business, and philanthropy.

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

## Graduate Degrees

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

## Joint Degree Programs

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

## Graduate Certificates

Certificate in Health Policy  
Certificate in Health Systems Management  
Certificate in Nonprofit Management  
Certificate in Public Management  
Certificate in Social Entrepreneurship  
Executive Graduate Certificate in Library Management  
American Humanics Certificate in Nonprofit Management and Leadership

## Degrees and Concentrations

M.P.A.  
Criminal Justice  
Environmental Management  
Nonprofit Management  
Policy Analysis  
Public Management  
M.H.A.  
Health Administration

### Contact Us:

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## Admissions

### Procedure

**Application** Information about graduate study, including literature and application materials, may be obtained from the School of Public and Environmental Affairs Web site ([www.spea.iupui.edu](http://www.spea.iupui.edu)).

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

**Application Submission** Applicants should apply to a degree or certificate program and request financial assistance as early as possible before the desired semester of enrollment. All forms must be completed and received by the SPEA Graduate Admissions Office at IUPUI before May 15 to attend the fall semester, before September 15 to attend the spring semester, and by March 15 to attend the summer sessions.

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

1. Submit applications to the graduate program office. Application materials can be found at [www.spea.iupui.edu](http://www.spea.iupui.edu); select Prospective Students and click on APPLY for instructions and information.
2. Submit complete official transcripts from any other colleges and universities attended. Exception: Students who have taken course work on any Indiana University campus do not need to submit an Indiana University transcript.
3. Submit proof of bachelor's degree certification (official transcripts) from an accredited institution. Students who have not completed undergraduate course work at the time of application may be admitted based on the strength of previous work, but a final transcript attesting to the award of a bachelor's degree must be submitted before the student can enroll.
4. Pay a nonrefundable application fee to Indiana University.
5. When applying to degree programs Master of Public Affairs (M.P.A.) or Master of Health Administration (M.H.A.), required documentation includes:
  - a. online application, all sections completed,

- b. official transcripts for all colleges and universities attended. Students who have taken course work on any Indiana University campus do not need to submit an Indiana University transcript.
  - c. three Application Reference Forms completed by faculty and professionals familiar with applicant's activities and potential to succeed in graduate work.
  - d. Graduate Record Examination (GRE) official scores preferred. GMAT and LSAT scores will be considered.
  - e. resumes for the M.P.A. and M.H.A. programs are optional,
  - f. complete personal statement and departmental question sections on application,
  - g. supplemental questions in the application under departmental questions section
6. When applying to certificate programs, the following documentation is required:
- a. online application (GRE scores and references are not required),
  - b. official transcripts from all colleges and universities attended. Students who have taken course work on any Indiana University campus do not need to submit an Indiana University transcript.
  - c. complete personal statement and departmental question sections on application, and
  - d. supplemental questions in the application under departmental questions section.
7. International students must apply to SPEA using the online application, complete the international section, and pay the nonrefundable international application fee (subject to change). SPEA will accept the same paper application that you have submitted to the Office of International Affairs (OIA), along with additional required SPEA documents, but the online application is preferable. You are required to provide TOEFL scores.

International application priority deadlines are March 15 for fall semester application and October 15 for spring semester application. Visit the SPEA Web site at [www.spea.iupui.edu](http://www.spea.iupui.edu) or the OIA Web site at [www.international.iupui.edu](http://www.international.iupui.edu) for more information.

**LSAT, GRE, and GMAT Requirements** Applicants for the M.P.A.–J.D. degree may submit LSAT or GMAT (Law School Admission Test or Graduate Management Admission Test) scores in lieu of GRE (Graduate Record Examination) scores. Other degrees require the GRE. Information concerning the GRE is available from Graduate Record Examination, Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541, (609) 771-7670, or (866) 473-4373, or visit the Web site: [www.gre.org](http://www.gre.org). Information concerning the LSAT is available from Law School Admission Services, P.O. Box 2000, Newtown, PA 18940, (215) 968-1001 or visit them on the Web site at [www.lsat.org](http://www.lsat.org).

## Admission Status

### Regular (Unconditional) Admission

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

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

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

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

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

If nondegree students later wish to obtain SPEA graduate degrees, they must apply for admission to the specific degree program. Note that not more than 12 hours of graduate credit completed as a nondegree student may be credited toward a SPEA graduate degree. Not more than 9 hours of SPEA graduate credit earned as a nondegree student may be credited toward SPEA certificate programs.

## Academic Regulations

The following academic regulations of the School of Public and Environmental Affairs are applicable to all graduate programs.

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

**Student Rights and Responsibility** Students are responsible for planning their own academic programs and for meeting the requirements for their degree or certificate programs. Faculty and academic advisors may assist students in meeting their responsibilities. Due process is followed in the event of disciplinary or other actions. Students should read the *IUPUI Code of Student Rights, Responsibilities, and Conduct*, which can be accessed at <http://life.iupui.edu/help/code.asp>, to ensure they are aware of these rights and responsibilities.

**Applicability of Degree and Certificate Requirements** Students may choose to complete either the specific degree and certificate requirements published in the appropriate bulletin at the time of

entry into the university or those in the bulletin current at the time of graduation.

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

**Academic Standing** Students are considered to be in good standing during any semester in which their academic grade point average is at least 3.0 (B) both for their last semester's course work and for the cumulative average of all course work completed. Only courses with grades of C (2.0) or above may be counted toward degree requirements. However, grades below C are used in computing the cumulative grade point average, even if a course is repeated and a higher grade is earned.

**Academic Probation** Students are placed on probation following a semester in which their cumulative or semester grade point average falls below 3.0. Students on probation or admitted provisionally are required to attain an average of at least 3.0 for all work completed by the end of the next semester. Failure to do so is cause for dismissal.

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

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

**Withdrawals** Students must formally withdraw from courses in the timeframe allowed by the Registrar's office. This information can be found at the Web site [www.registrar.iupui.edu](http://www.registrar.iupui.edu).

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

**Transfer of Credit** A maximum of 9 credit hours of appropriate graduate course work with grades of B (3.0) or better (only 6 credit hours for the M.H.A. program) may be transferred from degree programs of other academic units within Indiana University or other accredited colleges and universities and applied to SPEA master's-level degree programs. The transfer must be approved by the appropriate graduate program director.

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

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

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

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

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

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

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

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

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

The core requirements of the M.P.A. degree consist of 21 credit hours of work in seven courses. The experiential requirement ensures that each graduate of the M.P.A. program gains insight into the world of public service through an experience outside the classroom. Additionally, the completion of at least one concentration is required, along with general electives

that can be used to add breadth to a student's program, to further explore the field of concentration, or to enhance quantitative and analytical skills or administrative techniques.

### Degree Requirements (48 credit hours)

The core requirements of the M.P.A. degree consist of 21 credit hours of work in seven courses. Each student must complete the requirements of at least one concentration.

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

### Core Requirements (21 credit hours)

The M.P.A. core is designed to provide students with necessary preparation for entering or continuing work in the public service-no matter what their concentration.

### Required Courses

SPEA V506 Statistical Analysis for Effective Decision Making (3 cr.)

SPEA V517 Public Management Economics (3 cr.)

SPEA V540 Law and Public Affairs (3 cr.)

SPEA V598 Governing and Leading in a Global Society (3 cr.)

SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)

One of the following:

SPEA V502 Public Management (3 cr.)

SPEA V525 Public Management (3 cr.)

One of the following:

SPEA V560 Public Finance and Budgeting (3 cr.)

SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

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

### Concentration Requirements (18-21 credit hours)

Concentrations provide students a specialized educational experience in a substantive area of interest.

Concentration requirements may be waived on the same basis as core requirements. Consult an advisor about course prerequisites.

### Experiential Requirements

Each M.P.A. student must obtain professionally relevant experience through one of the following options: an approved internship for 0-6 credit hours (V 585); SPEA V590 Research in Public Affairs for 1-3 credits; the Mid-Career Option Credit; Workshop in Public Affairs for 1-6 credits (V601); or through Service Credit (e.g., Americorps, VISTA, Peace Corps, etc.) to fulfill the experiential component portion of the degree requirements.

### Mid-Career Credit Option

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to a maximum of 12 credit hours toward the *MPA* degree for students who have had **significant professional level work experience** in management and policy development. "Professional" level work is that requiring extensive education or specialized training (e.g., at least an undergraduate degree) and gives substantial control over the manner in which it is done to the person performing it.

Credit will be granted for work experience gained before the student completes 36 credit hours of course work in the MPA program.

The following guidelines will be used by the Admissions Committee to award these credits:

- To receive **THREE (3)** credit hours, a student must have had one to three years of professional experience in policy development or management with a public, private, or nonprofit organization in any of the following areas:
  - Directing programs
  - Preparing budgets
  - Making decisions on organizational or staff development
  - Analyzing, developing and evaluating policies
  - Conducting public or legislative relations programs
  - Program planning.
- To receive **SIX (6)** credit hours, a student must have had three to five years of professional experience in policy development or management in a public, private, or nonprofit organization that includes significant responsibility for at least two of the following:
  - Directing programs
  - Preparing budgets
  - Making decisions on organizational or staff development
  - Analyzing, developing, and evaluating policies
  - Conducting public or legislative relations programs
  - Program planning.
- To receive **NINE (9)** credit hours, a student must have had at least five years of executive responsibility in a public, private, or nonprofit organization for at least four of the following:
  - Directing programs
  - Preparing budgets
  - Making decisions on organizational or staff development
  - Analyzing, developing, and evaluating policies
  - Conducting public or legislative relations programs
  - Program planning.

This experience must include supervising a significant number of staff, including other supervisors, managers, or contract employees.

4. **TWELVE** (12) credit hours may be awarded by the Admissions Committee *in exceptional circumstances* to students who have had at least ten years of executive responsibility for all areas of policy development or management in a major public, private, or nonprofit organization.

Note: Students may receive more mid-career option credit than they are eligible to use.

### Graduate Service Credit

THREE (3) credit hours will be awarded by the Admissions Committee to students in the MPA program who have completed at least one year of full-time service in the Peace Corps, AmeriCorps, or similar national service program. Students receiving credit for such service may also apply for additional credits, based on other career experience, which will be awarded in accordance with these guidelines.

Note: Students may receive more service credit than they are eligible to use.

If a student plans to apply for mid-career credit and the graduate service credit, both applications must be submitted at the same time to SPEA Student Services.

Send completed forms to:

Graduate Programs—Office of Student Services  
School of Public and Environmental Affairs  
801 W. Michigan Street, BS 3027  
Indianapolis, IN 46202-5152

### General Elective Courses

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

### Fields of Concentration

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

### Criminal Justice Concentration

(18 credit hours)

The criminal justice concentration is for those interested in the issues, methods, and skills involved in the management of criminal justice or related agencies. Students are required to take a minimum of 9 “J” credit hours for this concentration.

#### Required Courses (12 credit hours):

- SPEA J501 Evolution of Criminological Thought and Policy (3 cr.)  
SPEA J502 Research Methods in Criminal Justice and Public Affairs (3 cr.)  
SPEA V509 Administrative Ethics in the Public Sector (3 cr.)

#### One of the following:

- SPEA J666 Criminal Justice Policy and Evaluation (3 cr.)  
SPEA J682 Criminal Justice Planning and Management (3 cr.)

### Electives (6 credit hours):

#### Two courses from one of the following groups:

##### Group A:

- SPEA J550 Topics in Criminal Justice (3 cr.)  
SPEA J582 Criminal Justice Systems (3 cr.)  
SPEA J587 Criminal Violation: Problems and Characteristics (3 cr.)  
SPEA J588 Law and Control in Society (3 cr.)  
SPEA V580 Readings in Public Affairs (criminal justice topics only) (3 cr.)  
SPEA V585 Practicum in Public Affairs (criminal justice topics only) (3 cr.)  
SPEA V685 Research Seminar in Public Affairs (criminal justice topics only) (3 cr.)

##### Group B:

- SPEA J 550 Topics in Criminal Justice (3 cr.)  
*Management, Organizations, and Policy*  
SPEA V504 Public Organizations (3 cr.)  
SPEA V512 Public Policy Process (3 cr.)  
SPEA V539 Management Science for Public Affairs (3 cr.)  
SPEA V547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)  
SPEA V561 Public Human Resources Management (3 cr.)  
SPEA V562 Public Program Evaluation (3 cr.)  
SPEA V564 Urban Management (3 cr.)  
SPEA V566 Executive Leadership (3 cr.)  
SPEA V569 Managing Interpersonal Relations (3 cr.)  
SPEA V570 Public Sector Labor Relations (3 cr.)

##### Nonprofit Management

- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)  
SPEA V525 Management in the Nonprofit Sector (3 cr.)

##### Finance

- SPEA V541 Benefit-Cost Analysis of Public and Environmental Policies (3 cr.)  
SPEA V542 Governmental Financial Accounting and Reporting (3 cr.)

##### Information Systems

- SPEA V516 Public Management Information Systems (3 cr.)  
SPEA V518 Intergovernmental Systems Management (3 cr.)  
SPEA V519 Database Management Systems (3 cr.)  
SPEA V550 Topics in Public Affairs (non-criminal justice topics) (3 cr.)

Other courses must be approved by a faculty advisor.

### Environmental Management Concentration

(21 credit hours)

The environmental management concentration is designed to prepare students for roles in the formulation and implementation of environmental policies.

#### Required Courses (15 credit hours)

- SPEA E510 Environmental Regulation and Compliance (3 cr.)  
SPEA E520 Environmental Toxicology (3 cr.)  
SPEA E533 Environmental Management Systems: ISO 14001 Based (3 cr.)  
SPEA E560 Environmental Risk Analysis (3 cr.)  
SPEA H519 Environmental Health (3 cr.)

### Two of the following (6 credit hours):

- SPEA E431 Water Supply and Wastewater Treatment (3 cr.)  
SPEA E515 Fundamentals of Air Pollution (3 cr.) [cross-listed with E451]  
SPEA E549 Environmental Planning (3 cr.)  
SPEA E562 Solid and Hazardous Waste Management (3 cr.) [cross-listed with E452]  
SPEA H533 Industrial Hygiene (3 cr.)  
SPEA P515 Physical Systems Development Infrastructure (3 cr.)  
SPEA P525 Geographic Information Systems for Planning (2 cr.)  
SPEA V645 Environmental Law (3 cr.)

Other specialized courses with approval of faculty advisor

### Nonprofit Management Concentration

(18 credit hours)

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

#### A student must include the following M.P.A. core courses to fulfill requirements for the Nonprofit Management Concentration

- SPEA V525 Management in the Nonprofit Sector (3 cr.)  
SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

#### Required of all students:

- SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)  
SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)

#### One of the following nonprofit theoretical courses:

- SPEA V523 Civil Society and Public Policy (3 cr.)  
SPEA V524 Civil Society in Comparative Perspective (3 cr.)  
ECON E514 The Nonprofit Economy and Public Policy (3 cr.)  
HIST H509 History of Philanthropy in the West (3 cr.)  
HIST H511 History of American Philanthropy (3 cr.)  
PHIL P542 Ethics and Values of Philanthropy (3 cr.)

Other courses must be approved by the faculty advisor.

#### Three of the following nonprofit application courses:

- SPEA V550 Topics in Public Affairs: Leadership and Board Development (3 cr.)  
SPEA V544 Marketing for Nonprofit Organizations (3 cr.)  
SPEA V557 Development and Grant Administration (3 cr.)  
SPEA V558 Fund Development for Nonprofit Organizations (3 cr.)  
SPEA V559 Principles of Social Entrepreneurship (3 cr.)

SPEA V602 Strategic Planning of Public and Nonprofit Organizations (3 cr.)

PHST P535 Law of Nonprofit Organizations (3 cr.)

Other courses must be approved by the faculty advisor

**Recommended electives:**

SPEA V504 Public Organizations (3 cr.)

SPEA V509 Administrative Ethics in the Public Sector (3 cr.)

SPEA V516 Public Management Information Systems (3 cr.)

SPEA V539 Management Science of Public Affairs (3 cr.)

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

SPEA V547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)

SPEA V562 Public Program Evaluation (3 cr.)

SPEA V566 Executive Leadership (3 cr.)

SPEA V547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)

Other courses approved by a faculty advisor; plus a sufficient number of additional courses to meet the minimum degree requirement of 48 credit hours with a 3.0 cumulative grade point average.

### Policy Analysis Concentration

(18 credit hours)

The policy analysis concentration prepares students for professional work in policy analysis in the public, nonprofit, or private sectors. The concentration focuses on techniques for the rigorous evaluation of public policies and programs and on the application of those techniques to the analysis of policies.

Students in the concentration are required to select required policy field courses in addition to policy skills courses.

**Required Policy Process Course**

SPEA V512 Public Policy Process (3 cr.)

**Required Policy Skills Courses**

(9 credit hours):

**Choose three of the following:**

SPEA V507 Data Analysis and Modeling for Public Affairs (3 cr.)

SPEA V539 Management Science for Public Affairs (3 cr.)

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

SPEA V562 Public Program Evaluation (3 cr.) **or**  
SPEA J502 Research Methods in Criminal Justice and Public Affairs (3 cr.)

SPEA V654 Public Program Management and Contracting (3 cr.)

**Required Policy Field Courses**

(6 credit hours)

**Choose two of the following with the permission of a faculty advisor. Courses include, but are not limited to, the following:**

SPHA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)

SPHA H515 Seminar in Health Policy Process Special Topics (3 cr.)

SPHA H640 Topics in Health Services Administration: Health Care Policy Planning (3 cr.)

SPEA J501 Evolution of Criminological Thought and Policy (3 cr.)

SPEA J550 Topics in Criminal Justice (topics approved by faculty advisor) (3 cr.)

SPEA J582 Criminal Justice Systems (3 cr.)

SPEA J587 Criminal Violation: Problems and Characteristics (3 cr.)

SPEA J588 Law and Control in Society (3 cr.)

SPEA J666 Criminal Justice Policy and Evaluation (3 cr.)

SPEA V520 Environmental Policy Analysis (3 cr.)

SPEA V523 Civil Society and Public Policy (3 cr.)

SPEA V550 Topics in Public Affairs (3 cr.) (public policy topics approved by advisor)

SPEA V580 Readings in Public Affairs (3 cr.)

SPEA V590 Research in Public Affairs (3 cr.)

### Public Management Concentration

(18 credit hours)

The public management concentration is intended to prepare students for professional work as managers in government or other public sector agencies. The concentration is structured around theories, concepts, and practices essential to the policy and management of public organizations.

A student must include the following M.P.A. core courses to fulfill requirements for the Public Management Concentration.

SPEA V502 Public Management (3 cr.)

SPEA V560 Public Finance and Budgeting (3 cr.)

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

In consultation with their advisors, students must select two courses from **each** of the following areas:

*Managing People*

SPEA V504 Public Organizations (3 cr.)

SPEA V561 Public Human Resource Management in the Public Sector (3 cr.)

SPEA V566 Executive Leadership (3 cr.)

SPEA V569 Managing Interpersonal Relations (3 cr.)

SPEA V652 Managing Workforce Diversity in Public Organizations (3 cr.)

*Managing Processes and Programs*

SPEA V509 Administrative Ethics in the Public Sector (3 cr.)

SPEA V539 Management Science for Public Affairs (3 cr.)

SPEA V547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)

SPEA V602 Strategic Management of Public and Nonprofit Organizations (3 cr.)

SPEA V639 Managing Government Operations (3 cr.)

SPEA V654 Public Program Management & Consulting (3 cr.)

*Managing Information and Evaluating Effectiveness*

SPEA V516 Public Management Information Systems (3 cr.)

SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

SPEA V541 Benefit-Cost Analysis for Public and Environmental Policies (3 cr.)

SPEA V542 Governmental Financial Accounting and Reporting (3 cr.)

SPEA V562 Public Program Evaluation (3 cr.)

Other appropriate courses approved by a faculty advisor; plus sufficient number of additional courses to meet the minimum degree requirement of 48 credit hours with a 3.0 cumulative grade point average.

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

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

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

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

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

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

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

Our students are successfully competing for national administrative fellowships after graduation. Fellowships have been awarded to M.H.A. program graduates from institutions that include Good Samaritan Health System in Nebraska; Winston Fellowship and Washington Hospital Group in Washington, D.C.; Baylor Medical Center in Houston; Cleveland Clinics in Cleveland; and the American College of Healthcare Executives in Chicago. Most fellowships provide a two-year paid administrative experience.

## Admissions

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

1. Applicants must possess an undergraduate degree from an accredited institution and have a minimum overall undergraduate grade point average (GPA) of 3.0 (B) on a 4.0 scale. Applicants with a minimum GPA of 3.0 during the last half of their undergraduate education are shown preference, however a 3.0 GPA does not guarantee admission.
2. Applicants must complete at least 3 credit hours each of undergraduate courses in introductory accounting, microeconomics, and statistics at an accredited institution with a minimum grade of C in each course. Students who have not completed these courses but who meet all other requirements may be accepted with deficiencies. These students are not usually permitted to enroll in the classes that require these courses as prerequisites until the deficiencies are removed.
3. Applicants must take the Graduate Record Examination (GRE) and achieve a composite score of at least 1,000 total in the quantitative and verbal sections or a GMAT total score of at least a 500. Note that achieving these scores does not guarantee admission. An applicant with a GRE score lower than 500 in any section may be required to participate in special academic counseling and evaluation prior to any admission decision. Additional course work may be required, and admission as a provisional student may be stipulated. Applicants who have been awarded an advanced degree may petition the admissions committee for waiver of the GRE requirement.

## Mid-Career Credit Option

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to a maximum of 12 credit hours toward the *MHA* degree for students who have had **significant professional level work experience** in management and policy development. "Professional" level work is that requiring extensive education or specialized training (e.g., at least an undergraduate degree) and gives substantial control over the manner in which it is done to the person performing it.

Credit will be granted for work experience gained before the student completes 36 credit hours of course work in the MHA program.

The following guidelines will be used by the Admissions Committee to award these credits:

1. To receive **THREE (3)** credit hours, a student must have had one to three years of professional experience in policy development or management with a health care organization in any of the following areas:
  - a. Directing programs
  - b. Preparing budgets
  - c. Making decisions on organizational or staff development
  - d. Analyzing, developing, and evaluating policies
  - e. Conducting public or legislative relations programs
  - f. Program planning.

2. To receive **SIX (6)** credit hours, a student must have had three to five years of managerial experience in a health care organization that includes significant responsibility for at least two of the following:
  - a. Directing programs
  - b. Preparing budgets
  - c. Making decisions on organizational or staff development
  - d. Analyzing, developing, and evaluating policies
  - e. Conducting public or legislative relations programs
  - f. Program planning.

### Credit hours will be given in the MHA program only for managerial experience.

3. To receive **NINE (9)** credit hours, a student must have had at least five years of executive responsibility in a health care organization for at least four of the following:
  - a. Directing programs
  - b. Preparing budgets
  - c. Making decisions on organizational or staff development
  - d. Analyzing, developing, and evaluating policies
  - e. Conducting public or legislative relations programs
  - f. Program planning.

This experience must include supervising a significant number of staff, including other supervisors, managers, or contract employees.

### Credit hours will be given in the MHA program only for managerial experience.

4. **TWELVE (12)** credit hours may be awarded by the Admissions Committee *in exceptional circumstances* to students who have had at least ten years of executive responsibility for multiple areas of a health care organization.

### Credit hours will be given in the MHA program only for managerial experience.

**Application Process and Policies** Students are eligible to apply for Mid-Career credit at the time of application for graduate study or until they have completed 36 hours of course work in the MHA program. Professional experience acquired after the completion of 36 hours of course work in the MHA program will not be considered in awarding Mid-Career credit. Students may be awarded more Mid-Career credit than they can use to fulfill their degree requirements.

**Tuition Charge for MCO Credit** For every three credit hours of Mid-Career credit awarded, students will be charged for **one (1)** credit hour at the tuition rate applicable to them.

Send complete Mid-Career Option forms to:  
Office of Student Services—Graduate Programs  
School of Public and Environmental Affairs  
801 W. Michigan St., BS 3027  
Indianapolis, IN 46202-5152

## Degree Requirements

(51 credit hours)

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

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

### Required courses (45 credit hours):

- SPHA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)  
SPHA H502 Developing Strategic Capability in Health Care (3 cr.)  
SPHA H507 Management of Individual and Group Behavior (3 cr.)  
SPHA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)  
SPHA H509 Financial Management Principles of Health Care (3 cr.)  
SPHA H514 Health Economics (3 cr.)  
SPHA H516 Health Services Delivery and the Law (3 cr.)  
SPHA H518 Statistical Methods for Health Services (3 cr.)  
SPHA H521 Management Science for Health Services Administration (3 cr.)  
SPHA H612 Marketing Health Services Delivery (3 cr.)  
SPHA H623 Health Care Applications of Strategic Management (3 cr.)  
SPHA H626 Health Services Human Resources Management (3 cr.)  
SPHA H628 Health Care Information Systems (3 cr.)

### One of the following courses:

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

### Electives (6-9 credit hours)

#### *Management Electives:*

- SPEA E533 Environmental Management Systems: ISO 14001 Based (3 cr.)  
SPEA V566 Executive Leadership (3 cr.)  
SPEA V639 Managing Government Operations (3 cr.)  
SPHA H510 Health Services Financial Management (P: H 509) (3 cr.)  
SPHA H606 Health Services Quality Improvement and Risk Management (3 cr.)  
SPHA H630 Readings in Health Services Administration (3 cr.)  
SPHA H640 Topics in Health Services Administration (with advisor's approval) (3 cr.)  
BUS X572 Value Chain in Health Care (3 cr.) (with approval of Kelley School of Business)

INFO I502 Informatics Management (3 cr.) (with approval of School of Informatics)  
 INFO I530 Seminar in Health Information Applications (3 cr.) (with approval of School of Informatics)  
 JOUR J528 Public Relations and Research (3 cr.) (P: J 321 or instructor's approval)

*Policy Electives:*  
 SPEA H640 Topics in Health Services Administration (3 cr.)  
 SPEA H630 Readings in Health Services Administration (3 cr.)  
 SPEA P525 Geographical Information Systems for Planning (3 cr.)  
 SPEA P527 Planning Applications of Geographical Information Systems (P: P525) (2 cr.)  
 SPEA V512 Public Policy Process (3 cr.)  
 SPEA V541 Benefit-Cost Analysis (3 cr.)  
 SPEA V562 Public Program Evaluation (3 cr.)  
 SPHA H515 Seminar in Health Policy: Special Topics (3 cr.) **or**  
 PBHL P611 Policy Design Implementation and Management (3 cr.)  
 SPHA H517 Managerial Epidemiology (3 cr.)  
 SPHA H615 Health Care Outcomes and Decision Making (3 cr.)  
 PHIL P547 Foundations of Bioethics (3 cr.)  
 SOC R515 Sociology of Health and Illness (3 cr.)

*Nonprofit electives:*

SPEA H630 Readings in Health Services Administration (3 cr.)  
 SPEA H640 Topics in Health Services Administration (3 cr.)  
 SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)  
 SPEA V525 Management in the Nonprofit Sector (3 cr.)  
 SPEA V557 Proposal Development and Grant Administration (3 cr.)  
 SPEA V558 Fund Development for Nonprofits (3 cr.)  
 ECON E514 The Nonprofit Economy and Public Policy (3 cr.)  
 BUS A508 Accounting for Nonprofit Organizations (3 cr.) (with approval of Kelley School of Business)

Note: Other graduate-level electives may be approved by a faculty advisor.

## Course Waivers, Substitutions, and Challenge Examinations

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

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

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

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

## Joint Master's Degrees

### Master of Health Administration–Doctor of Jurisprudence (M.H.A.–J.D.)

The School of Public and Environmental Affairs and the School of Law—Indianapolis have established a four-year, full-time program for the combined study of law and health administration. This course of study addresses the need for professionals who understand the legal and administrative frameworks necessary to function successfully as a health lawyer or a health services administrator.

The Master of Health Administration (M.H.A.) and the Doctor of Jurisprudence (J.D.) are awarded when the student meets the degree requirements of both schools. All courses are offered on the Indianapolis campus. Successful completion of this rigorous 127-credit-hour program provides the graduate sufficient depth and breadth in each discipline to be able to function effectively in the swiftly changing health field.

The delivery of health care and health services is the second largest industry in the United States, accounting for almost 14 percent of the gross national product. The importance of health care to our citizens has long been obvious.

What has become more apparent recently, however, is the growing impact of case law, statutes, and regulations on access to and availability of care; on the delivery of health care services; and, increasingly, on decisions relating to the appropriateness of individual treatment. For this reason, the Schools of Law and Public and Environmental Affairs have sought jointly to develop a strong academic curriculum to address the educational needs of health lawyers and health service administration executives as they seek to serve the public's needs.

### Application and Admissions

Applicants must apply for admission to each school and must meet the admission criteria published in each school's bulletin. Normally, applicants should apply to both the School of Law—Indianapolis and the School of Public and Environmental Affairs at the same time. However, a person enrolled in the School of Law may apply for admission to the Graduate Program in Health Administration up to the end of the second year of law study (approximately 57 credit hours). A student formally enrolled in the study of health administration may seek admission to the School of Law—Indianapolis up to the end of the first

year of full-time study leading to the award of the Master of Health Administration (approximately 30 hours of graduate credit).

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

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

**Program Requirements**  
(127 credit hours)

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

(45 credit hours)

Students must complete 43.5 credit hours distributed among the M.H.A. required core, electives, and a joint research paper.

#### Required Courses (34.5 credit hours)

SPHA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)  
 SPHA H502 Developing Strategic Capability (3 cr.)  
 SPHA H507 Management of Individual and Group Behavior (3 cr.)  
 SPHA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)  
 SPHA H509 Financial Management Principles of Health Care (3 cr.)  
 SPHA H514 Health Economics (3 cr.)  
 SPHA H518 Statistical Methods for Health Services (3 cr.)  
 SPHA H521 Management Science for Health Services Administration (3 cr.)  
 SPHA H612 Marketing for Health Services Delivery (3 cr.)  
 SPHA H623 Health Care Applications of Strategic Management (3 cr.)  
 SPHA H626 Health Services Human Resources Management (3 cr.)  
 SPHA H628 Health Care Information Systems (3 cr.)

#### Elective Courses (6 credit hours)

Six credit hours of elective courses, chosen from the following:  
 SPHA H510 Health Services Financial Management (3 cr.)  
 SPHA H515 Seminar in Health Policy: Special Topics (3 cr.)  
 SPHA H517 Managerial Epidemiology (3 cr.)

SPHA H615 Health Care Outcomes and Decision Making (3 cr.)

SPHA H630 Readings in Health Services Administration (1-3 cr.)

### Joint Research Paper (6 credit hours)

SPEA H 735 Research in Health Administration is to be completed in the last year of the combined program and jointly supervised by advisors from both schools.

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

(82 credit hours)

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

## Master of Health Administration–Master of Business Administration (M.H.A.–M.B.A.)

The combined M.H.A.–M.B.A. program enables the student to take a sequence of courses leading to the attainment of both degrees. Successful completion of this 78-credit-hour program provides the graduate student with sufficient depth and breadth in each discipline to function effectively in a health care delivery system that is driven by business principles.

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

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

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

### Program Requirements

(78 credit hours)

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

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

(39 credit hours)

Students are required to complete 34.5 credit hours of SPEA courses and to satisfy all requirements for the joint degree.

SPHA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)

SPEA H502 Developing Strategic Capability in Healthcare (3 cr.)

SPHA H507 Management of Individual and Group Behavior (3 cr.)

SPHA H508 Managing Health Care Accounting Information for Decision Making (3 cr.)

SPHA H509 Financial Management Principles in Healthcare (3 cr.) (P: UG accounting)

SPHA H510 Health Services Financial Management (3 cr.)

SPHA H514 Health Economics (3 cr.)

SPHA H516 Health Services Delivery and the Law (3 cr.)

SPHA H518 Statistical Methods for Health Services (3 cr.)

SPHA H612 Marketing Health Services Delivery (3 cr.)

SPHA H623 Health Care Applications of Strategic Management (3 cr.)

SPHA H627 Seminar in Advanced Health Finance (3 cr.)

SPHA H702 Internship in Health Services Management (3 cr.) or

SPHA H735 Research in Health Administration (3-6 cr.)

### Master of Business Administration (M.B.A.) Requirements

(39 credit hours)

Students are required to complete 39 credit hours of business administration courses and to satisfy all requirements for the joint degree. For specific guidelines, see the Indianapolis Kelley School of Business Graduate Bulletin.

## Master of Public Affairs–Doctor of Jurisprudence (M.P.A.–J.D.)

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

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

in the School of Public and Environmental Affairs to seek admission to the School of Law up to the end of the first year of the M.P.A. course of study.

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

**School Residency** Students in the joint program should enroll in courses through the School of Law—Indianapolis in the first year of the program and through the School of Public and Environmental Affairs in the second year of the program. In the third and fourth years, or until the program is completed, students should enroll through the school in which they are taking the majority of their credit hours in each enrollment period.

### Program Requirements

(118 credit hours)

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

(34 credit hours)

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

#### Required Courses

SPEA-V 502 Public Management (3 cr.) or  
SPEA-V 525 Public Management (3 cr.)

SPEA-V 506 Statistical Analysis for Effective Decision Making (3 cr.)

SPEA-V 517 Public Management Economics (3 cr.)

SPEA-V 526 Financial Management for Nonprofit Organizations (3 cr.) or

SPEA-V 560 Public Finance and Budgeting (3 cr.)

SPEA-V 540 Law and Public Affairs (3 cr.)

SPEA-V 598 Governing and Leading in a Global Society (3 cr.)

SPEA-V 600 Capstone in Public and Environmental Affairs (3 cr.)

One of the following:

#### Specialization (12 credit hours)

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

#### Research Paper (1 credit hour)

SPEA-V 590 (min. of 1 cr.) Research in Public Affairs, a required research paper, is written during the final year of the program.

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

(84 credit hours)

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

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

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

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

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

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

### Program Requirements

(60 credit hours)

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

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

(36 credit hours)

Students are required to complete 36 credit hours of SPEA courses and to satisfy all requirements for the joint degree.

#### M.P.A. Core Requirements

(21 credit hours)

#### Required Courses

- SPEA V506 Statistical Analysis for Effective Decision Making (3 cr.)
- SPEA V517 Public Management Economics (3 cr.)
- SPEA V525 Public Management (3 cr.)
- SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)
- SPEA V540 Law and Public Affairs (3 cr.)

SPEA V598 Governing and Leading in a Global Society (3 cr.)

SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)

#### Required Nonprofit Management Courses (6 credit hours)

- SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)  
or  
PHST P521 The Nonprofit and Voluntary Sector (3 cr.)
- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)

#### Nonprofit Application Courses (9 credit hours)

Three of the following courses:

- SPEA V544 Marketing for Nonprofit Organizations (3 cr.)
- SPEA V550 Topics in Public Affairs: Leadership and Board Development (3 cr.)
- SPEA V557 Proposal Development and Grant Administration (3 cr.)
- SPEA V558 Fund Development for Nonprofit Organizations (3 cr.)
- SPEA V559 Principles and Practices of Social Entrepreneurship (3 cr.)
- SPEA V602 Strategic Management of Public and Nonprofit Organizations (3 cr.)
- PHST P535 Law of Nonprofit Organizations

Or other appropriate course approved by faculty advisor

### Master of Arts in Philanthropic Studies Requirements

(24 credit hours)

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

## Certificate Programs

Seven graduate certificates are offered by the School of Public and Environmental Affairs at IUPUI: Certificate in Health Policy; Certificate in Health Systems Management; Certificate in Nonprofit Management; Certificate in Public Management; Certificate in Social Entrepreneurship; Executive Graduate Certificate in Library Management and American Humanities Certificate in Nonprofit Management and Leadership. Certificate programs are flexible and adaptable to the needs of either precareer or in-service students.

### Admissions

**Admission Eligibility** The student must have a bachelor's degree from an accredited college or university to apply. For the Certificate in Social Entrepreneurship, students must be enrolled in the M.P.A.

**Application** Application and program information may be obtained from SPEA Student Services in the Business/ SPEA building 3027. Students should apply to a SPEA graduate program using the online application on the campus where they plan to enroll.

**Application Deadlines** Application deadlines for the certificate programs are May 15 for the fall semester, Sept. 15 for the spring semester, and March 15 for the summer sessions.

**Application Fee** Students must pay a nonrefundable application fee.

### Program Restrictions

1. Students enrolled in a certificate program must complete it with no more than 18 credit hours of approved SPEA course work with a minimum cumulative GPA of 3.0 (B). Failure to do so results in automatic dismissal from the certificate program. A student will be dismissed if, after 9 credit hours of coursework, the GPA is below a 3.0.
2. Students who have completed more than three SPEA courses are not eligible for admission to a certificate program.
3. Transfer credit, course substitutions, or course waivers are not accepted for fulfilling the public management, nonprofit management, or health systems management certificate requirements. Students in the Hazardous Materials Management Certificate Program may utilize these options; however, they must first have the approval of their campus graduate program advisors.
4. Students admitted to a SPEA graduate degree program are not eligible for admission to the certificate program or eligible for the awarding of a certificate.
5. Admission to or successful completion of a certificate program does not guarantee subsequent admission to a SPEA graduate degree program.
6. Students enrolled in a certificate program who apply to SPEA's graduate degree programs must meet all existing admission requirements.
7. Students planning to request admission to a SPEA graduate degree program after successfully completing a certificate program should refer to the application procedure presented earlier in this bulletin.

## Certificate in Health Policy

The Certificate in Health Policy is a 17-18 credit-hour program of study. The goal of this certificate is to provide a health policy education program that will incorporate the rapid changes occurring in health care, the escalating costs, complex ethical issues, and complicated financing systems.

Certificate Requirements

(17-18 credit hours)

### Required Courses (11-12 credit hours)

- SPHA H501 U.S. Health Care: Systems, Policies and Ethical Challenges (3 cr.) **or**
- PBHL H501 U.S. Health Care: Systems, Policies and Ethical Challenges (3 cr.) **or**
- LAW N845 Financing and Regulating Health Care (3 cr.) **or**
- NURS N530 Policy and Practical Perspectives of Advance Nursing Practice (2.0)

SPHA H515 Seminar in Health Policy (3 cr.)  
 SPHA H517 Managerial Epidemiology (3 cr.) **or**  
 NURS H537 Community Epidemiology (3 cr.)  
 SPHA H514 Health Economics (3 cr.) Pre:  
 Undergraduate microeconomics

### Electives (6 credit hours)

LAW D695 The New Genetics: Ethical, Legal and Policy Issues (3 cr.)  
 LAW D696 AIDS: Ethical, Legal, and Policy Issues (3 cr.)  
 LAW D714 Public Policy Mediation (3 cr.)  
 LAW D761 Law and Public Health (3 cr.)  
 LAW D838 Bioethics and Law (3 cr.)  
 LAW N763 Topics in Health Care Law (3 cr.)  
 NURS H546 Action Research and Community Health Policy (3 cr.)  
 NURS H734 Advanced Model Building in Community Health Nursing and Health (3 cr.)  
 PBHL G651 Biostatistics for Public Health (3 cr.)  
 PBHL H546 History of Medicine and Public Health (3 cr.)  
 PHIL P547 Foundations of Bioethics (3 cr.)  
 PHIL P555 Ethical Policy Issues in International Research (3 cr.)  
 SOC R515 Sociology of Health and Illness (3 cr.)  
 SOC R585 Social Aspects of Mental Health and Mental Illness (3 cr.)  
 SPHA H516 Health Services Delivery and the Law (3 cr.)  
 SPHA H518 Statistical Methods for Health Services (3 cr.) Pre: undergraduate statistics  
 SPHA H615 Health Care Outcomes and Decision Making (3 cr.) Pre: H 502, H 508, H 510, H 514

For School of Law classes, students need the permission of the instructor to enroll. For MPH classes (PBHL H517 and PBHL H501), students need permission from the Department of Public Health.

## Certificate in Health Systems Management

The Certificate in Health Systems Management is a 15-credit-hour program of study. The certificate program is designed to serve administrators and physicians who are actively engaged in managerial duties; physicians and health care workers who may want to pursue managerial duties in the future; or those who want to gain greater understanding of the structure, processes, and goals of their health care organizations and the environment in which they operate.

### Requirements

(15 credit hours)

### Required Courses (9 credit hours)

SPHA H501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.) **or**  
 SPEA V545 The U.S. Health Care System (3 cr.)  
 SPHA H502 Developing Strategic Capability (3 cr.)  
 SPHA H508 Managing Health Care Accounting Information for Decision-Making (P: undergraduate accounting)

### Electives (6 credit hours)

Two additional SPEA graduate courses selected with the approval of the student's advisor.

## Certificate in Nonprofit Management

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

### Requirements

(15 credit hours)

### Required Courses (9 credit hours):

SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)  
 SPEA V525 Management in the Nonprofit Sector (3 cr.)  
 SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

### Electives (6 credit hours)

Two additional SPEA graduate courses are selected with the approval of the student's advisor.

Students interested in continuing for the Master of Public Affairs should consider selecting the nonprofit management concentration, particularly V 521 Nonprofit and Voluntary Sector.

## Certificate in Public Management

The Certificate in Public Management is a 15-credit-hour program of study in public management. The certificate program is flexible enough to be adapted to the needs of precareer and in-service individuals. Graduate students in other disciplines can use the program to supplement their primary fields with course work in public management, possibly using the certificate courses as part or all of a doctoral or master's degree minor. Career employees of public- and private-sector agencies seeking courses in public management, and especially those changing from professional or technical roles to managerial roles, find the certificate program beneficial.

### Requirements

(15 credit hours)

### Required courses (9 credit hours)

SPEA V502 Public Management (3 cr.)  
 SPEA V560 Public Finance and Budgeting (3 cr.)  
 SPEA V561 Public Human Resources Management (3 cr.)

### Electives (6 credit hours)

Two additional SPEA graduate public affairs courses.

**Note:** Students interested in continuing on for the Master of Public Affairs degree should consider selecting the two elective courses from the M.P.A. core. Please note that V 506 requires a course in undergraduate statistics and V 517 requires a course in undergraduate microeconomics.

## Certificate in Social Entrepreneurship: Nonprofit and Public Benefit Organizations

The Certificate in Social Entrepreneurship: Nonprofit and Public Benefit Organizations is a 21-credit-hour program of study. The certificate is a cooperative program between the School of Public and Environmental Affairs (SPEA), the Kelley School of Business, and the Center on Philanthropy at Indiana University Purdue University Indianapolis. The Social Entrepreneurship certificate prepares students for innovatively approaching public needs with a combination of entrepreneurial practices and social purposes—through the for-profit, nonprofit, and governmental sectors.

### Certificate Requirements

(21 credit hours)

### Required Courses (9 credit hours)

SPEA V521 The Nonprofit and Voluntary Sector (3.0)  
 BUS W511 Venture Strategy\* (3.0)  
 SPEA V550 Principles and Practices of Social Entrepreneurship (3.0)

### Electives (9 Credit Hours, at least 3 of which must be taken in school other than one offering degree)\*\*\*

BUS F509 Advanced Capital Budgeting  
 BUS J522 Strategic Management of Technology and Innovation  
 BUS M501 Strategic Marketing Management  
 BUS M503 Applied Marketing Research  
 BUS M524 Marketing of Medical Products and Services  
 BUS M527 Effective Brand Marketing  
 BUS P510 Service Operations  
 BUS P552 Project Management  
 BUS W516 Organizational Development and Change: The Change Agent  
 BUS W517 Venture Capital and Entrepreneurial Finance  
 BUS W525 New Ventures and the Venture Community of Indianapolis  
 SPEA V502 Public Management  
 SPEA V504 Public Organizations  
 SPEA V516 Public Management Information Systems  
 SPEA V519 Database Management Systems  
 SPEA V522 Human Resource Management in Nonprofit Organizations  
 SPEA V525 Management in the Nonprofit Sector  
 SPEA V526 Financial Management for Nonprofit Organizations  
 SPEA V539 Management Science for Public Affairs  
 SPEA V541 Benefit and Cost Analysis for Public and Environmental Affairs  
 SPEA V542 Government Financial Accounting and Reporting  
 SPEA V544 Marketing for Nonprofit Organizations (3 cr.)  
 SPEA V547 Negotiation and Dispute Resolution for Public Affairs  
 SPEA V558 Fund Development for Nonprofits  
 SPEA V560 Public Finance and Budgeting  
 SPEA V561 Public Human Resource Management  
 SPEA V562 Public Program Evaluation  
 SPEA V598 Governing and Leading in a Global Society

SPEA V602 Strategic Management of Public and Nonprofit Organizations

### Supply Chain Management Certificate Courses

(available through Kelley Direct Online)

Course 1 Supply Chain Overview (3 cr.)

Course 2 Supply Chain Management Sourcing (3 cr.)

An internship practicum is also required that can be satisfied by V 585 Practicum in Public Affairs (3 credits), X 523 and X 524 Enterprise Experience I and II (1.5 credits each), or approved experiential credit.

## Executive Graduate Certificate in Library Management

The Executive Graduate Certificate in Library Management is a 15-credit-hour program of study. It is designed for students who have *completed* a Master's degree in Library or Information Science and wish to obtain organizational management skills through the SPEA certificate. Career employees of public and private sector agencies seeking courses in public management, and especially those changing from professional or technical roles to managerial roles, will find this certificate program beneficial. All SPEA Courses are offered both online as well as in residence.

### Certificate Requirements

#### Public Management Track Requirements (15 credit hours)

SPEA V502 Public Management (3 cr.)

SPEA V560 Public Finance and Budgeting (3 cr.)

SPEA V561 Public Human Resource Management (3 cr.)

SLIS S505 Evaluation of Library Sources and Services (formerly SLIS-L 651) (3 cr.) **or** SLIS-S 602 Directed Research (formerly SLIS-L 594) (3 cr.)

SLIS 605 Internship in Library and Information Science: Community Leadership and Management (formerly SLIS-L 596) (3.0)

#### Nonprofit Management Track Requirements (15 credit hours)

SPEA V522 Human Resources Management in Nonprofit Organizations (3 cr.)

SPEA V525 Management in the Nonprofit Sector (3 cr.)

SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

SLIS S505 Evaluation of Library Sources and Services (formerly SLIS-L 651) (3 cr.) **or** SLIS-S 602 Directed Research (formerly SLIS-L 594) (3 cr.)

SLIS 605 Internship in Library and Information Science: Community Leadership and Management (formerly SLIS-L 596) (3.0)

## American Humanics Certificate in Nonprofit Management and Leadership

### What is American Humanics?

The American Humanics certificate at IUPUI is a certificate program for graduate students from all academic majors who are interested in working with nonprofits after graduation. American Humanics is a national alliance of approximately 70 colleges and 20 national nonprofits that certify professionals to work in the nonprofit area. Its mission is to educate, prepare, and certify professionals to strengthen and lead nonprofit organizations. American Humanics' students participate in the student association, attend the national conference, and have the opportunity for networking, mentoring, and recognition at special events. An added benefit is the opportunity for scholarships and outside funding for internships; specifically for American Humanics' students.

**AH Certification:** The School of Public and Environmental Affairs sponsors the American Humanics Program for IUPUI. Any IUPUI student is eligible to enroll in the AH certificate program, which is granted by the AH National Office. Students may simultaneously obtain SPEA's Nonprofit Management Certificate and the American Humanics certificate.

**Opportunities:** Nationwide, nonprofit organizations need to fill more than 50,000 professional positions annually— program directors, human resource managers, fund raisers, volunteer coordinators, etc. The AH certification prepares college students for professional careers in the expanding job market of nonprofit organizations. Upon completion of the program, students will be certified for entry level leadership positions with collaborating organizations such as the YMCA, YWCA, American Red Cross, Big Brothers Big Sisters, Habitat for Humanity, The Humane Society, and many other nonprofit agencies at both the local and national level.

### Requirements

The Humanics Program offers hands-on opportunities, such as internships and co-curricular activities, as well as coursework to help you achieve certification competencies. This certificate program requires the demonstration of a prescribed set of competencies and an internship.

### Coursework Requirements

Complete the following coursework, either as part of the Nonprofit Management Certificate, the M.P.A. or the joint M.P.A./Philanthropic Studies degree:

SPHA V521 or PHST P521 The Nonprofit and Voluntary Sector

SPEA V522 Human Resource Management in Nonprofit Organizations

SPEA V526 Financial Management for Nonprofit Organizations

SPEA V525 Management in the Nonprofit Sector

SPEA V558 Fund Development for Nonprofit Organizations

SPEA V267 American Humanics Management Institute (1 cr.)

Upon completion of coursework and co-curricular requirements, graduate students must apply for the award of the AH certificate by completing a certificate application, available through SPEA's Student Services.

### Co-Curricular Requirements

For both undergraduate and graduate students.

#### 1) AHSA:

a) Actively participate in the American Humanics Student Association (AHSA) for at least 9 months or 2 semesters. This includes meeting attendance and participation in at least 4 student association events, i.e., AHMI fund raising, fund raising for other nonprofit organizations, seminars, etc.

b) Register with American Humanics, Inc. for at least 9 months.

c) Complete 4 nonprofit agency visits.

2) **AHMI:** Attend at least one or more American Humanics Management Institutes.

3.) **Special Events:** Organize/attend one or more special events.

For additional American Humanics information at IUPUI, contact the American Humanics Campus Director, Laura Littlepage (llittlep@iupui.edu or 317-261-3061) or a SPEA academic advisor at 317-274-4656.

## Graduate Courses

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

### Criminal Justice Courses

**J 501 Evolution of Criminological Thought and Policy (3 cr.)** This course provides an intensive introduction to the theoretical literature on crime and delinquency. Its purpose is to develop students' ability to critically evaluate and compare theories of crime as they apply to public policy and the criminal justice system.

**J 502 Research Methods in Criminal Justice and Public Affairs (3 cr.)** This course examines research techniques necessary for systematic analysis of the criminal justice system, offenders' behavior, crime trends, and program effectiveness. The course requires that students actively pursue such techniques as conducting interviews, coding data, and designing studies. Criminological research will be critically examined.

**J 550 Topics in Criminal Justice (1-3 cr.)** Selected research and special topics in criminal justice such as violence; history of criminal prosecution; and alcohol, drugs, and crime.

**J 582 Criminal Justice Systems (3 cr.)** Detailed examination of operations of police, courts, and correctional agencies. Study of management problems in system response to criminal activity. Development of understanding of relationships among system components. Examination of major policy issues in criminal justice, with emphasis on decision-making techniques.

**J 587 Criminal Violation: Problems and Characteristics (3 cr.)** Commonalities in criminal behavior. Circumstances leading to the commission of the criminal act, subsequent perceptions of them. Family, community, and other environments affecting criminal behavior. Behavioral consequences of processes of crime control.

**J 588 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.

**J 666 Criminal Justice Policy and Evaluation (3 cr.)** An empirical assessment of the foundations of contemporary and historical attempts to control or prevent crime. Major policies, programs, and strategies are reviewed and critically analyzed. Specific topics and policies will vary in this capstone seminar.

**J 682 Criminal Justice Planning and Management (3 cr.)** Issues in criminal justice planning and management in policing, courts, and corrections are addressed. The problems faced by administrators in the implementation and development of public policies are considered.

## Environmental Science Courses

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

**E 400 Topics in Environmental Studies (approved sections) (3 cr.)**

**E 410 Introduction to Environmental Toxicology (3 cr.)**

**E 431 Water Supply and Wastewater Treatment (3 cr.)**

**E 440 Wetlands: Biology and Regulation (3 cr.)**

**E 451 Air Pollution and Control (3 cr.)**

**E 452 Solid and Hazardous Waste Management (3 cr.)**

**E 455 Limnology (4 cr.)**

**E 475 Techniques of Environmental Science (3 cr.)**

**E 510 Environmental Regulation and Compliance (3 cr.)** The course provides an in-depth study of federal, state, and local regulations and requirements pertaining to the management of hazardous materials.

**E 515 Fundamentals of Air Pollution (3 cr.)** The purpose of the course is to provide the student with an understanding of the field of air pollution, including the behavior of the atmosphere and pollutants in the atmosphere, effects of air pollution, regulatory programs, engineering controls, and air quality management programs.

**E 520 Environmental Toxicology (3 cr.)** An examination of the principles of toxicology and the toxicity resulting from environmental exposure to chemical substances.

**E 526 Applied Mathematics for Environmental Science (3 cr.)** P: differential and integral calculus. Applications of mathematics to modeling environmental processes. Applied calculus, numerical analysis, differential equations.

**E 527 Applied Ecology (3 cr.)** P: one introductory-level ecology course. Ecosystem concepts in natural resource management. Techniques of ecosystem analysis. Principles and practices of ecological natural resource management.

**E 529 Application of Geographic Information Systems (3 cr.)** Conceptual and technical overview of geographic information systems (GIS). Applications in various fields of public affairs and environmental science.

**E 533 Environmental Management Systems: ISO 14001 Based (3 cr.)** This course provides students with the knowledge and skills to establish or improve an environmental management system that is compatible with ISO (International Organizations for Standardization) 14001, an international, voluntary standard that is emerging as a best-management practice for environment.

**H 533 Industrial Hygiene (3 cr.)** P: one semester of undergraduate algebra, organic chemistry, and inorganic chemistry. Survey of technical and regulatory aspects of protecting the health and safety of workers. Topics include basic toxicology; skin, eye, and respiratory hazards; measuring hazardous atmospheres; ventilation systems; fire and explosion hazards; emergency response; occupational hearing loss; radiation; prevention of accidents; cumulative trauma; and personal protective equipment.

**E 535 International Environmental Policy (3 cr.)** This course examines the forces in society alternately promoting and impeding cooperation in the environmental realm. Our inquiry is guided by four interrelated course units: (1) international environmental law, (2) international political order, (3) the environment and global markets, and (4) sustainable development.

**E 536 Environmental Chemistry (3 cr.)** P: one course in chemistry with lab. Gas law calculations, stoichiometry, steady and nonsteady state box models, stratospheric ozone, chemical kinetics, photochemical smog, greenhouse effect, CO<sub>2</sub> equilibria, chemodynamics, pesticides, and toxic metals.

**E 537 Environmental Chemistry Laboratory (3 cr.)** P or C: E536 or consent of instructor. Experimental work in environmental chemical analysis to demonstrate analytical methods and instrumentation used in environmental laboratories, having reference to air, water, and soil quality.

**E 541 Controversies in Environmental Health (3 cr.)** Research, presentation, writing, and argumentation skills will be developed using a debate format. The course focuses on topics related to environmental health and the health of the environment.

**E 542 Hazardous Materials (3 cr.)** Topics of discussion include properties and chemistry of hazardous materials; recognition of potential hazards

associated with the use, storage, and transport of these materials; emergency and spill response; health effects of hazardous materials; hazard communication and personal protection; and case studies related to the management of hazardous materials.

**E 546 Stream Ecology (3 cr.)** P: E455. Advanced limnology course that explores patterns and processes characterizing stream ecosystems. Takes a holistic approach that includes: physical, chemical, and biological stream characteristics; watershed patterns; and stream processes (trophic dynamics, colonization and dispersal, community dynamics, and responses to change). A four-hour weekly lab and group project develop necessary analytical skills.

**E 547 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.

**E 548 Applied Earth Science Laboratory (3 cr.)** Principles and methods of sampling, collection, measurement, analysis, and interpretation of data concerning processes and features of the physical environment. Students will become familiar with field and laboratory equipment within the context of research projects. Emphasis is placed on practical application of basic techniques to real problems.

**E 549 Environmental Planning (3 cr.)** Concepts and methodologies in environmental planning. The planning process. Topics may include environmental impact assessment, economic approaches to environmental decision-making, use of computer models in environmental planning, geographic information systems in environmental planning, environmental perception, and construction of environmental indices. Team projects with planning agencies.

**E 552 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.

**E 555 Topics in Environmental Science (2-3 cr.)** Selected research and discussion topics in environmental science. Usually organized in a seminar format.

**E 560 Environmental Risk Analysis (3 cr.)** P: E538, or V506, or consent of instructor. Methods of probabilistic risk analysis applied to environmental situations. Event trees, fault trees, toxicological estimation, ecological risk analysis. Social and psychological aspects of risk. Individual and group projects assessing some real environmental risk are an important part of the course.

**E 562 Solid and Hazardous Waste Management (3 cr.)** The purpose is to provide students with a technical foundation in areas of solid and hazardous waste management that can be applied to the examination of policy options. Topics include characterization of the waste stream, regulations,

health and environmental risks, liability issues, management technologies, and treatment and disposal options.

**E 579 Readings in Environmental Science (1-6 cr.)** Readings on selected topics in environmental science to be arranged with the individual instructor.

**E 620 Environmental Analysis Workshop (3 cr.)** Projects in environmental analysis.

**E 625 Research in Environmental Science (1-12 cr.)** Research on selected topics in environmental science to be arranged with the individual instructor.

## Health Administration Courses (SPHA)

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

**H 433 Industrial Hygiene and Radiological Health (3 cr.)**

**H 501 U.S. Health Care: Systems, Policies, and Ethical Challenges (3 cr.)** Study of health, illness, and disease trajectories and the systemic components that mold the health care system. Ideological paradigms predicting utilization and health behaviors are addressed, as are guidelines for ethical decision making and problem analysis. Formulation and implementation of organizational and governmental policies and their associated theoretical assumptions are addressed.

**H 502 Developing Strategic Capability (3 cr.)** This course explores strategic management roles in health care. Application of strategic management theories, concepts, and principles; and an understanding of managerial roles in organizations are emphasized. Managerial process, management theories, leadership, organizational design, and strategic management are examined.

**H 507 Management of Individual and Group Behavior (3 cr.)** This course provides a conceptual framework for understanding behavior in the work environment by introducing concepts concerning effective management of people in organizations. Key theories and concepts in the field of organizational behavior will be introduced. The focus of this course is at the micro level of analysis, addressing topics such as individual theories of motivation, job design, and diversity issues; management of work teams; group decision making; managing conflict; and leadership, influence, and power issues.

**H 508 Managing Health Care Accounting Information for Decision-Making (3 cr.)** P: undergraduate principles of accounting. Provides a user-oriented understanding of how accounting information should be utilized, focusing on balance sheet and income statement and cash flow analysis, budgeting, cost analysis, and responsibility accounting.

**H 509 Financial Management Principles of Health Care (3 cr.)** P: SPHA-H 508. Provides knowledge of corporate finance practice in health care organizations. Establishes an understanding of

the basic elements of financial theory used to address service expansion or contraction, capital investment issues, developing business plans and working capital management.

**H 510 Health Services Financial Management (3 cr.)** P: H509. An examination of cost accounting techniques used in health care organizations, with emphasis on measuring and using cost accounting information for planning, control, and nonroutine decision making. Conceptual and quantitative practice is provided using cases and computer spreadsheet programs.

**H 514 Health Economics (3 cr.)** P: 3 credit hours of undergraduate economics. Examines the principles and application of economic analysis in the health field and the economist's approach to health care issues. Provides insights offered by economic analysis of specific health issues and problems.

**H 515 Seminar in Health Policy: Special Topics (3 cr.)** P: SPHA H501, H503, or consent of instructor. Exploration of health policy topics from economic, financial, sociological, political, and psychological perspectives. Analytical paradigms are applied to organizational or macro-policy making issues that vary in response to changing environments. May be repeated once with advisor's approval.

**H 516 Health Services Delivery and the Law (3 cr.)** Medical-legal concepts related to hospitals and other health services organizations. Course provides an in-depth understanding of the law and the legal processes affecting the health services system. Presentation of the elements of administrative and agency processes, torts, contracts, facilities, physicians, patients, and personnel.

**H 517 Managerial Epidemiology (3 cr.)** Examines general epidemiologic methods such as population descriptive techniques, use of health indicators and secondary health-related data sources. Includes design, administration, and analysis of observational and experimental studies. Emphasis will be on the use of epidemiologic techniques to assess community health, determine community risk factors, and evaluate community-based programs.

**H 518 Statistical Methods for Health Services (3 cr.)** P: 3 credit hours of undergraduate statistics. Study of the quantitative techniques commonly used to examine health-related data. Includes univariate, bivariate, and multivariate techniques. Emphasis is on using statistical techniques to make policy and administrative decisions in a health services setting. Students use standard computer software to analyze data.

**H 519 Environmental Health (3 cr.)** This course provides a broad yet in-depth investigation of human interaction with the environment, the major elements of environmental health, and the effects which uncontrolled environmental hazards may have on people's physical, mental, and social well-being.

**H 521 Management Science for Health Services Administration (3 cr.)** Focus is on management science methods, as applied to health sciences administration. Includes treatment of decision theory, constrained optimization, and probability simulation.

**H 604 Ambulatory Care and Managed Care Programs (3 cr.)** P: SPHA H501, H503, or V504, or consent of instructor. Study of the organizational and managerial aspects of ambulatory health services delivery. Focus on delivery strategies and organizational models and on the operational issues of financial control, personnel, regulation, and evaluation.

**H 605 Multi-Institutional Systems and Arrangements (3 cr.)** P: H501, H503, V504, or consent of instructor. Students will be exposed to developing innovations in health services delivery structures in both the proprietary and nonprofit sectors. Emphasis will be placed on the organization and management of multi-institutional arrangements such as sharing, mergers, management contracts, consortium, and others.

**H 606 Health Services Quality Improvement and Risk Management (3 cr.)** P: H501, H503, and V504. Critically examines the concepts, strategies, and techniques related to the improvement of the quality of health service delivery. Addresses the increasing need to enhance productivity given the impact of external and other factors on the workplace. Principles and application of risk management concepts and techniques, including insurance, are emphasized.

**H 607 Public Health Organization and Management (3 cr.)** The course provides a broad overview of the history of public health in the United States and an analysis of the structure and function of public health and voluntary health agencies.

**H 612 Marketing for Health Services Delivery (3 cr.)** This course focuses on the marketing problems and strategies of health care organizations. Subjects include the nature of health care services, organizing for health service delivery, managing health services demand, tailoring customer mix, and managing supply in health care services.

**H 615 Health Care Outcomes and Decision Making (3 cr.)** P: H501, H502, H514, and H518. Application of health outcomes measures in decision-making and evaluation in various health service settings. Includes designing and implementing evaluation plans of health and social programs. Emphasis on evaluation strategies, measurement of health outcomes, and management decision-making.

**H 623 Health Care Applications of Strategic Management (3 cr.)** P: H501, H502, H510, and H521. This last course of the series in the capstone sequence is designed to assist students in synthesizing and summarizing all of the previous course work. Emphasis is on "real-world" case situations and requires active participation by the students. Case studies chosen reflect current management issues in health services administration.

**H 626 Health Services Human Resources Management (3 cr.)** This course provides the knowledge and skills needed to understand the application of personnel and labor relations techniques to the health services sector, with particular emphasis on human resources management, employee benefit programs, and labor relations as applied to the health services delivery organization.

**H 627 Seminar in Advanced Health Finance (3 cr.)** P: H509 and H510. An advanced seminar in health services management dealing with cases, problems, and contemporary health finance issues. Student presentations emphasized.

**H 628 Health Care Information Systems (3 cr.)** A study of the terminology, technology, and application of information systems in various health care settings. Topics include the gathering, organization, storage, and retrieval of complex data banks, as well as assessment of health service data needs and considerations in developing information systems. Includes many computer-based exercises.

**H 630 Readings in Health Services Administration (1-3 cr.)** Supervised readings in selected areas of health services management, policy, and planning. For second-year students; open to others by arrangement.

**H 640 Topics in Health Services Administration (1-3 cr.)** Selected research and discussions emerging in health services administration. Topics, organized in a semester-by-semester seminar format, will not cover topics available in other courses.

**H 650 Strategies for Career Preparation (1.5 cr.)** This course will provide guidance in finding a summer internship and developing the skills necessary to obtain and work in a summer internship. Skills covered include interviewing, resume development, internship design, and other work-related skills.

**H 700 Residency (1-6 cr.)** Requires the equivalent of 6 credit hours of on-site experience under the supervision of a qualified preceptor and program faculty; students who opt for longer residencies may continue to register for this course each semester. Grading is on an S/F basis.

**H 702 Internship in Health Services Management (3 cr.)** P: H501, H509, H514, and H650. Requires the equivalent of a minimum of 3 credit hours of on-site experience under the supervision of a qualified preceptor and program faculty. Grading is on an S/F basis.

**H 735 Research in Health Administration (3-6 cr.)** P: all core courses or consent of instructor. Field research conducted under the direction of a faculty member. Designed for advanced students and those who have elected not to take a residency. Grading is on an S/F basis.

## Public Affairs Courses

**V 502 Public Management (1-3 cr.)** Analysis of concepts, methods, and procedures involved in managing public organizations. Problems of organization, planning, decision making, performance evaluation, and management of human resources are considered. Cases are drawn from a variety of public services found at federal, state, and local levels of government.

**V 504 Public Organizations (1-3 cr.)** This course focuses on the behavior and theory of public organizations in four areas: (1) individuals and groups in public organizations, (2) the design of public organizations, (3) organization-environment relations, and (4) interorganizational relations.

**V 506 Statistical Analysis for Effective Decision Making (3 cr.)** Noncalculus survey of concepts in probability, estimation, and hypothesis testing. Applications of contingency table analysis and analysis of variance, regression, and other statistical techniques. Computer processing of data emphasized.

**V 507 Data Analysis and Modeling for Public Affairs (3 cr.)** P: E538 or V506. Focus on analytical models and their use in solving problems and making decisions in the public sector. Discussion of standard approaches to modeling and estimation of parameters.

**V 508 Topics in Quantitative Analysis (1-3 cr.)** P: consent of instructor. Study and application of selected quantitative methods of analysis. Additional topics that are not included in V506 and V507 may be presented, or more advanced examination of topics that are introduced in V506 or V507 may be presented.

**V 509 Administrative Ethics in the Public Sector (3 cr.)** Ethical conduct in the public sector is examined. Topics covered could include personal ethical responsibility, deception, corruption, codes of ethics, policymaking, morality, politics, and whistle blowing. Case studies and media material will be used to illustrate these and other such issues affecting the workplace.

**V 512 Public Policy Process (1-3 cr.)** An examination of the role of public affairs professionals in policy processes. Focuses on relationships with political actors in various policy areas.

**V 516 Public Management Information Systems (3 cr.)** This course focuses on the application of information systems concepts and tools to challenges and opportunities in the public sector. Topics covered will include current trends in information systems; managerial use of information systems; hardware, software, and telecommunications; systems development processes and practices; and strategic and policy issues in information systems.

**V 517 Public Management Economics (3 cr.)** This course focuses on applications of the principles and concepts of intermediate microeconomic theory and managerial economics to public sector management decisions and policy analysis. The course utilizes case studies to give students opportunities to recognize the economic dimensions inherent in the public policy problems and to develop an analytical problem-solving orientation.

**V 520 Environmental Policy Analysis (3 cr.)** The interrelationships among social, technical, and natural systems. Theories of growth. Causes and implications of environmental problems. Alternative policies and mechanisms for environmental control and bases for choice.

**V 521 The Nonprofit and Voluntary Sector (3 cr.)** Same as PHST P521. The theory, size, scope, and functions of the nonprofit and voluntary sector are covered from multiple disciplinary perspectives including historical, political, economic, and social.

**V 522 Human Resource Management in Nonprofit Organizations (3 cr.)** This course provides an overview of the human resource management areas necessary for the productive functioning of nonprofit organizations. Theories of

motivation applicable to the management of staff and volunteers and personnel topics of recruitment, selection, board-staff relations, compensation, training, and development are covered.

**V 523 Civil Society and Public Policy (3 cr.)** Exploration of interaction of public policy and nonprofit organizations, drawing on history, political theory, and social science. Includes examination of regulations and taxation. Depending on instructor's interests, course covers nonprofit role in selected policy arenas (such as environment and poverty) and industries (such as international development and health care).

**V 524 Civil Society in Comparative Perspective (3 cr.)** An exploration of state-society relationships in a variety of regimes and time periods. Focuses on ways regimes' policies affect the existence and contribution of those nongovernmental and nonprofit organizations that stand between the individual and the state and how nonprofit organizations shape the policy agenda of a regime.

**V 525 Management in the Nonprofit Sector (3 cr.)** P: V521 or PHST P521. An examination of nonprofit organizations and their role in society. Management issues and public policy affecting these organizations are discussed. Primary emphasis is on U.S. organizations, but attention is given to the global nature of the sector.

**V 526 Financial Management for Nonprofit Organizations (3 cr.)** This course emphasizes a thorough understanding of the language and key concepts of nonprofit financial management. A working knowledge of the basic analytical tools used in financial decision making for nonprofit organizations will be examined through the use of computer software.

**V 529 Seminar in Career and Professional Development (1 cr.)** Introduction to career development in public and environmental affairs. Orientation to career development approaches and resources. Discussion and practice of professional skills and techniques. Orientation to career development opportunities. Grading is on an S/F basis.

**V 539 Management Science for Public Affairs (3 cr.)** P: V506. Focuses on management science methods as applied to public affairs. Includes treatment of decision theory, constrained optimization, and probability simulation.

**V 540 Law and Public Affairs (1-3 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, and citizen rights, among others.

**V 541 Benefit-Cost Analysis of Public and Environmental Policies (3 cr.)** P: V517 or consent of instructor. A course applying benefit-cost analysis to public and environmental policies. The first part of the course develops the foundation of benefit-cost analysis. The second part of the course consists of case studies applying benefit-cost analysis to actual policy decisions.

**V 542 Governmental Financial Accounting and Reporting (3 cr.)** P or C: V560. An introduction to the fundamentals of accounting in business, nonprofit, and public sectors. Intended only for students without previous accounting courses. Primary emphasis is on municipal entity fund accounting, including the development and use of financial statements.

**V 543 Health Services Management (3 cr.)** A course that integrates theory and application with respect to management of health service organizations. Emphasis on the role of managers and management within formal health service organizations. Current management and organization theories are applied to an understanding of health care delivery settings.

**V 544 Marketing for Nonprofit Organizations (3 cr.)** This course examines the concepts of marketing and the extent to which they apply to the nonprofit sector, as well as how marketing can assist organizations both in resource acquisition and program development/implementation. Contexts such as social marketing, arts marketing, fundraising, education, and health care marketing will be considered.

**V 545 The U.S. Health Care System (3 cr.)** An analysis of the delivery of health care in the United States from 1900 to the present. Major system components are defined and studied with emphasis on current health care policy. Topics include the organization of health care delivery on federal, state, and local levels, in both public and private sectors.

**V 546 Health Services Utilization (3 cr.)** An examination of problems of access to health care and the utilization of health services. The social, political, and individual factors associated with utilization are studied, along with social change and control strategies. Special emphasis is given to power and the definition of power in the system.

**V 547 Negotiation and Dispute Resolution for Public Affairs (3 cr.)** Students will learn the skill of interest-based negotiation through role play and simulation. Students will learn about dispute resolution techniques such as mediation, arbitration, fact finding, early neutral evaluation, ombudsmanship, and facilitation. The course covers dispute resolution in federal government and in the context of public, environmental, labor, and business disputes.

**V 550 Topics in Public Affairs (1-4 cr.)** Selected research and discussion topics organized on a semester-by-semester basis, usually with significant student input in the course design.

**V 557 Proposal Development and Grant Administration (3 cr.)** This course provides the opportunity for each student to develop a complete proposal through participation in the entire grant application process. The integration of case studies, visual media, printed materials, and class discussions provides students with practical knowledge for writing successful proposals.

**V 558 Fund Development for Nonprofits (3 cr.)** Important aspects of the fundraising process in nonprofit organizations are covered, including techniques and strategies for assessing potential sources of support, effective use of human resources,

process management, theory to underlay practice, analysis of current practice, practice standards, and discussion of ethical problems.

**V 559 Principles and Practices of Social Entrepreneurship (3 cr.)** This course will survey issues in social entrepreneurship and engage students in completing class projects applying principles and practices of social entrepreneurship to problems of nonprofit organizations, government agencies, and social-purpose business.

**V 560 Public Finance and Budgeting (1-3 cr.)** The fiscal role of government in a mixed economy; sources of public revenue and credit; administrative, political, and institutional aspects of the budget and the budgetary process; problems and trends in intergovernmental fiscal relations.

**V 561 Public Human Resources Management (3 cr.)** Analysis of the structure, operations, and design of public personnel systems, including government agencies and public enterprise. Relationships between public policy and personnel concepts, values, and operations are considered.

**V 562 Public Program Evaluation (1-3 cr.)** Examination of how the programs of public agencies are proposed, established, operated, and evaluated. Discussion of the role and conduct of research in the program evaluation process. In addition, techniques of effective evaluation and analysis are discussed.

**V 564 Urban Management (3 cr.)** This course deals with the management of public policy in American urban government, with special attention to the relationships between structure, process, and policy. Readings and case studies will focus on urban management problems relating to leadership, planning, and operations.

**V 566 Executive Leadership (3 cr.)** The course offers an in-depth examination of factors that contribute to successful executive leadership practice in a wide variety of organizational settings. Topics include what leadership is, what impact leadership has, and how leaders use various approaches and powers to achieve their goals.

**V 569 Managing Interpersonal Relations (3 cr.)** P: V502. This course will teach students the theory and application of individual and group human behavior. Key interpersonal skills will be modeled expertly on videotape. Students will be expected to practice these key skills and receive feedback on their performance.

**V 570 Public Sector Labor Relations (1-3 cr.)** An introductory overview of labor relations concepts within the framework of the public sector. The development, practice, and extent of the collective bargaining process, as well as the administration of the labor agreement, will be examined for state agencies, local municipalities, and school districts.

**V 572 Urban Topics (3 cr.)** Selected topics in urban policy and administration. The course is sometimes restricted to a special group of students in order to focus on a particular research interest.

**V 580 Readings in Public Affairs (1-3 cr.)** P: written consent of instructor. Readings on selected topics in public affairs.

**V 581 Public Safety Law (1-3 cr.)** Survey of historical development of Anglo-American law of public safety, including criminal law, civil remedies, administrative regulation of risk, and recent developments in employee and consumer safety. Emphasis on understanding legal theory and practice as basis for management decisions. Comparison of jurisprudential viewpoints and other disciplinary approaches to causation, prevention, and correction of public safety problems.

**V 585 Practicum in Public Affairs (1-6 cr.)** Students hold work assignments with public agencies. Grading is on an S/F basis.

**V 586 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.

**V 590 Research in Public Affairs (1-6 cr.)** P: written consent of instructor. Research on selected topics in public affairs.

**V 595 Managerial Decision Making (1-3 cr.)** P: V504 and V539. Applications of decision-making tools to substantive public management problems. A variety of managerial cases and issues are selected for intensive discussion and analysis.

**V 597 Land Use Planning (3 cr.)** The course examines the theoretical basis and practical need for land use planning. Emphasis is placed on the institutional context in which land use planning occurs. The course provides an in-depth analysis and exercise in plan preparations.

**V 598 Governing and Leading in a Global Society (3 cr.)** This gateway course will increase the student's appreciation of the role of the profession in governance across multiple sectors of society within the global context. Students will learn norms associated with effective practice and frame a professional development plan to acquire the leadership skills to support these norms.

**V 600 Capstone in Public and Environmental Affairs (3 cr.)** Interdisciplinary course designed to expose students to the realities of the policy process through detailed analyses of case studies and projects. Course integrates science, technology, policy, and management.

**V 601 Workshop in Public Affairs (1-6 cr.)** Projects in public affairs. The students work on a research and resource team to complete a project for a public-sector client. Faculty act as project managers and resource personnel.

**V 602 Strategic Management of Public and Nonprofit Organizations (3 cr.)** P: V502. Concepts, cases, and problem solving associated with the structure and process of strategic management in the public sector, broadly defined to include governmental and nongovernmental organizations.

**V 639 Managing Government Operations (3 cr.)** P: V502. This is an introductory survey of operations management. Emphasis is placed on the analysis, design, and management of operation systems using models from operations management. Readings, lectures, and structured exercises are used to present the models and demonstrate their application.

**V 645 Environmental Law (3 cr.)** An overview of U.S. environmental law. Key environmental statutes are examined, as are court decisions interpreting those statutes. Topics include water and air pollution, hazardous waste, toxins, pesticides, and environmental impact statements.

**V 650 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, workforce forecasting and planning, and personnel approaches to position classification.

**V 652 Managing Work Force Diversity in Public Organizations (3 cr.)** P:SPEA V502. Explores and applies theoretical and empirical research from a management perspective on workforce diversity. Topics include theories and constructs pertaining to diversity in work organizations, organizational postures toward workplace diversity, the interface between heterogeneity, work processes, and management practices; and the effects of heterogeneity on work-related outcomes.

**V 662 Seminar in Productivity and Program Evaluation (3 cr.)** Examines the problem of rigorously determining the productivity of governmental services, including problems of defining and measuring public products, specifying public service inputs, and statistically estimating public service production functions. Concepts are given concrete application through careful investigation of attempts to measure productivity of governmental services.

## IUPUI Administrative Officers

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