Public Service (PUBS)

Program Director: Sam Harshner, Ph.D.
Center for Urban Research, Teaching and Outreach website (http://www.marquette.edu/urban-research-teaching-outreach)

Degree Offered
Master of Arts in Public Service, Plan B only

Program Description
Public Service (https://www.marquette.edu/grad/programs-public-service.php) is an interdisciplinary program in which students pursue focused study in the nonprofit sector. The program seeks to provide training for individuals who plan a career in a community organization or other nonprofit agency. Students learn about budgets, board memberships, personnel oversight, corporate statutes, program development, and relations between government and the nonprofit sector. This program also focuses on the study of topics crucial to urban and international nonprofits, including: inequality; race, ethnicity, and language; social movements; and political participation.

Prerequisites for Admission
Applicants must hold a baccalaureate degree, or its academic equivalent, from a college or university of recognized standing. The undergraduate background must be appropriate to the chosen course of study. Generally, applicants should have a minimum cumulative grade point average of 3.000 (on a scale of 4.000) in their undergraduate course work. Previous professional experience will be a serious consideration in the admission decision. International students should have a TOEFL score of 100 or higher.

Application Requirements
Applicants must submit, directly to the Graduate School:

1. A completed application form and fee online (http://marquette.edu/grad/future_apply.shtml).
2. Copies of all college/university transcripts except Marquette.¹
3. Two letters of recommendation from academic or professional sources. A third recommendation letter is encouraged.
5. Official test scores from the GRE (preferred), GMAT, or LSAT. May be waived if the applicant has completed an advanced degree – M.A., M.S., M.B.A., Ph.D., J.D., or M.D.
6. (For international applicants only) an overall minimum TOEFL score of 100 or other acceptable proof of English proficiency.

¹ Upon admission, final official transcripts from all previously attended colleges/universities, with certified English translations if original language is not English, must be submitted to the Graduate School within the first five weeks of the term of admission or a hold preventing registration for future terms will be placed on the student’s record.

Master of Arts in Public Service

Specialization: Nonprofit Sector
Students must complete a total of thirty (30) credit hours of course work for the master of arts in public service with the nonprofit sector specialization.

Students must complete 9 credits of required core course work, including a professional project, and 21 credits of elective course work.

Students must complete the program within six years. Students are expected to earn a B or above in all courses and must maintain a 3.000 cumulative grade point average to earn the degree of master of arts in public service.

Nonprofit Sector
Students must complete a total of 30 credit hours of course work:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PUBS 6210</td>
<td>Ethics in Public Service</td>
<td>3</td>
</tr>
<tr>
<td>NPSE 6521</td>
<td>Trends in the Social Sector: Social Innovation and Systems Change</td>
<td>3</td>
</tr>
<tr>
<td>PUBS 6998</td>
<td>Professional Project in Public Service</td>
<td>3</td>
</tr>
<tr>
<td>NPSE 6525</td>
<td>Financial Matters in the Non-Profit Sector</td>
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<tr>
<td>NPSE 6530</td>
<td>Social Justice and Social Activism</td>
<td></td>
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<tr>
<td>POSC 6281</td>
<td>Urban Public Policy</td>
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15 credits of specialization-focused course work (choose five courses from the following):
**Public Service (PUBS)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PUBS 6215</td>
<td>Nature of Cities</td>
</tr>
<tr>
<td>PUBS 6230</td>
<td>Legal Issues in Public Service</td>
</tr>
<tr>
<td>PUBS 6235</td>
<td>Communication and the Management Process in Urban Service</td>
</tr>
<tr>
<td>PUBS 6237</td>
<td>Nonprofit Management</td>
</tr>
<tr>
<td>PUBS 6250</td>
<td>Governmental-Nonprofit Relations</td>
</tr>
<tr>
<td>PUBS 6237</td>
<td>Revenue Generation and Program Development</td>
</tr>
<tr>
<td>PUBS 6931</td>
<td>Topics in Public Service</td>
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Two additional elective courses either from the list above or approved by program director. 6

Total Credit Hours 30

**Nonprofit Sector Courses**

**NPSE 6521. Trends in the Social Sector: Social Innovation and Systems Change. 3 cr. hrs.**
Overview of the changes in the nonprofit (or social) sector over the last generation that have led to an increased focus on innovation, data and long-term results. Examination of the factors driving these changes, as well as the opportunities and challenges they present. Interaction with local leaders who are making a difference. Development of an understanding of the skill sets needed to achieve results in today's environment, including collaboration, social entrepreneurship and systems thinking.

**NPSE 6525. Financial Matters in the Non-Profit Sector. 3 cr. hrs.**
Examination of various financial issues affecting the nonprofit sector including: fund-raising from donors and foundations, grant proposals, budgeting, and personnel/program costs. Prereq: NPSE 6520.

**NPSE 6530. Social Justice and Social Activism. 3 cr. hrs.**
Examines the meaning and implications of social justice; considers the history of social activism from both religious and non-sectarian traditions. Prereq: NPSE 6520.

**NPSE 6535. Legal Aspects of the Non-Profit Sector. 3 cr. hrs.**
Examines a range of legal issues that confront nonprofits including: articles and by-laws, fiduciary obligations, governance and boards of directors, charitable solicitations, and for-profit ventures. Prereq: NPSE 6520.

**NPSE 6540. Restorative Justice. 3 cr. hrs.**
Examines the complex, dynamic relationship between traditional justice system approaches and emerging policy, theory and research in restorative and community justice. Emphasis on the challenges of administering transformative justice within a diverse, multicultural population and the roles played by the three key stakeholder groups: victims, offenders, and community. Explores the vision associated with this unconventional paradigm, along with a range of issues related to its operational implementation. Compares restorative justice with the dominant retributive/punitive model of justice and provides an introduction to a variety of both established and emerging applications including victim/offender reconciliation programs and family/group conferencing.

**NPSE 6931. Topics in Non-Profit Sector. 1-3 cr. hrs.**
Examination of topics related to contemporary issues in the non-profit sector.

**NPSE 6995. Independent Study in Non-Profit Sector. 1-3 cr. hrs.**
Provides opportunities to investigate and study areas of interest through readings, research, field experience, projects, and/or other educational activities under the direction of a faculty adviser.

**Public Service Courses**

**PUBS 6000. History and Theory of Leadership and Ethics. 3 cr. hrs.**
Provides analysis of historical concepts regarding leadership with a special focus on leadership ethics.

**PUBS 6025. Research Methods in Social Sciences. 3 cr. hrs.**
Students read empirical research studies for the purposes of interpretation and evaluation. Students learn how to write research questions and hypotheses. Methods of estimating and interpreting validity and reliability are studied as well as common research methods and designs for quantitative and qualitative social science studies. The culminating assignment includes constructing a research proposal ready to submit to the Office of Research Compliance (ORC). Prereq: LEDR 6000.

**PUBS 6051. Contemporary Leadership: Theory, Research and Application. 3 cr. hrs.**
In-depth study of the transformational and transactional leadership model of Bass and Riggio and a review of emerging thought on authentic leadership. Learning activities include an in-depth review of the literature on transformational and transactional leadership theory; in-class and online discussion and design and presentation of either a qualitative or quantitative study in contemporary leadership, inclusive of drafting an actual research proposal. Prereq: LEDR 6000.
PUBS 6210. Ethics in Public Service. 3 cr. hrs.
Examines ethical dilemmas and the implications of behaviors, decisions and policies made by those whose actions affect the public good. Examines public, non-profit and private sector ethics in relation to contemporary literature and classical theory. Studies the unique ethical dilemmas that face those employed in the public sector. Assesses how administrative work is influenced by culture, religion, agency dynamics, formal rules, professional standards, bureaucratic restraints and democratic norms. Examines the role of legislation in its attempt to limit unethical behavior. Emphasizes the ethical consequences of policy making decisions and the ethical responsibility that those in public service must recognize while serving as stewards of the public trust.

PUBS 6215. Nature of Cities. 3 cr. hrs.
An interdisciplinary examination of the individual, group, and institutional aspects of everyday life in urban America. Addresses both historical and contemporary contexts.

PUBS 6220. Organizational Behavior in Public Service. 3 cr. hrs.
Application of organizational behavior theory, concepts and models in public service and non-profit environments. Studies socially responsible behavior as related to global issues.

PUBS 6220. Organizational Behavior in Public Service. 3 cr. hrs.
Reviews and assesses the legal framework which forms the foundation for public service administration in the United States today. Examines how the American legal system represents one of the issues which public administrators must deal with daily in their efforts to develop and carry out public policy and manage programs. Enables students to analyze significant issues in public service as they deal with the impact the legal process has on their administrative decisions.

Communication challenges in the public service sector whether in institutional or community settings. Explores the communication process, including perception, attribution, and verbal and nonverbal communication. Additional considerations will be given to cross-cultural decision-making, and conflict resolution in both interpersonal and group settings.

PUBS 6237. Nonprofit Management. 3 cr. hrs.
Offers students knowledge of leadership skills and philosophies of management in the nonprofit sector.

PUBS 6240. Urban Public Sector Economics. 3 cr. hrs.
Examination of municipal finance and budgetary concerns, economics of land development, and fiscal oversight in the public sector.

PUBS 6250. Governmental-Nonprofit Relations. 3 cr. hrs.
Explores how nonprofits influence and are influenced by public decision-making, examining the role of nonprofits vis-à-vis the public sector broadly and in public policy formation specifically. Encourages students to critically analyze management issues that constrain and define the nonprofit sector, with a particular focus on its close relationship with the government. Topics include models of government-nonprofit relations; public policies toward nonprofits (tax policies, government regulation, charitable giving); accountability; policy advocacy and legislative lobbying; government financing of nonprofit service provision; best practices in policy-oriented nonprofit management; and underlying normative issues that arise in organizations receiving public funding. Prereq: Cons. of dept. ch.

PUBS 6281. Urban Policy and Public Service Administration. 3 cr. hrs.
Introduces the institutions and politics that shape urban public policy. Explores who is involved and influential in urban policy, the power relations in metropolitan America, and how governing coalitions shape and create social change within cities. Examines urban public policy challenges, including racial and income inequalities, housing, education, transportation, law enforcement, economic development and environmental justice. Prereq: Cons. of dept. ch.

PUBS 6540. Revenue Generation and Program Development. 3 cr. hrs.
Gives students basic skills in fundraising, revenue development and grant writing in the nonprofit sector.

PUBS 6545. Economics and Budgeting of Policing. 3 cr. hrs.
Examination of finance and budgeting concerns, economics and fiscal oversight in a law enforcement agency. Great emphasis on the role of a chief executive of a law enforcement agency as related to budget preparation, submission, operation and tracking.

PUBS 6581. Police Leadership and Ethics. 3 cr. hrs.
Analyzes contemporary theories of law enforcement leadership with an emphasis on the application of those leadership concepts through the use of case studies and by the analysis of current leadership situations in a law enforcement agency. Strongly focuses on ethics, as the ethical conduct of police leaders greatly determines the ethical conduct of the agency as a whole.

PUBS 6931. Topics in Public Service. 1-3 cr. hrs.
Examination of selected urban issues that go beyond the scope of regular course offerings.

PUBS 6964. Practicum in Public Service. 3 cr. hrs.
Offers the opportunity to gain experience in community organizations. Must be directed by a faculty member.

PUBS 6995. Independent Study in Public Service. 1-3 cr. hrs.
Provides opportunities to investigate and study areas of interest through readings, research, field experience, projects, and/or other educational activities under the direction of a faculty adviser. Prereq: Cons. of dept. ch. and cons. of prog. dir.
PUBS 6998. Professional Project in Public Service. 3 cr. hrs.
Required for the integrative learning experience. Must be taken twice, over two terms, for a total of 6 credits. Two options: 1) complete a professional project or 2) complete a research article of publishable quality. S/U grade assessment.

PUBS 9970. Graduate Standing Continuation: Less than Half-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9974. Graduate Fellowship: Full-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9976. Graduate Assistant Research: Full-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9984. Master's Comprehensive Examination Preparation: Less than Half-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9985. Master's Comprehensive Examination Preparation: Half-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9986. Master's Comprehensive Examination Preparation: Full-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9991. Professional Project Continuation: Less than Half-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9992. Professional Project Continuation: Half-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.

PUBS 9993. Professional Project Continuation: Full-Time. 0 cr. hrs.
Fee. SNC/UNC grade assessment. Prereq: Cons. of dept. ch.