

# B.A. Manual Public Policy and Management

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UNIVERSITY  
AT ALBANY  
State University of New York

Nelson A. Rockefeller College  
of Public Affairs and Policy

**BA in Public Policy and Management**  
**PROGRAM MANUAL**

**DEPARTMENT OF PUBLIC ADMINISTRATION AND POLICY**  
THE NELSON A. ROCKEFELLER COLLEGE OF PUBLIC AFFAIRS AND POLICY

UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK

**2008-2009**  
**PREFACE**

Welcome to the University at Albany, Nelson A. Rockefeller College of Public Affairs and Policy and the Undergraduate Program in Public Policy and Management. This Manual is designed to help you learn about the requirements for successful completion of the *BA Program* and two additional academic programs offered: the *Public Policy and Management Honors Program* and the *Minor in Public Policy and Management*. It provides specific information about course and internship requirements and about the structure of the programs in general. It is consistent with, but does not substitute for, information about the University's requirements for undergraduate study contained in the Undergraduate Bulletin. Rather, we hope that this manual will complement and clarify the information you receive from other sources. In particular, the rules and regulations in the Bulletin and Program Manual active at the time of your initial matriculation in the program form a mutual agreement between the University and you about degree requirements.

Students are responsible for knowing and acting upon the information contained in the Undergraduate Bulletin. In particular, the rules and regulations contained in the Undergraduate Bulletin and the Program Manual active at the time of a student's initial matriculation into the program form a mutual agreement between the University, the Rockefeller College, and the student about degree requirements. We suggest that you review this Manual regularly to make sure that you are familiar with and understand all your program requirements. It is wise to save copies of the Bulletin and the Program Manual in force at the time of one's matriculation into the program.

If you have any questions about the information contained in this Manual or in the Undergraduate Bulletin, you should contact David McCaffrey, Program Director, at 442-5282 ([d.mccaffrey@albany.edu](mailto:d.mccaffrey@albany.edu)).

## **INTRODUCTION: PROGRAM OVERVIEW**

The Public Policy and Management Program is a joint major/minor program designed to help intellectually mature and motivated students understand and respond to changes in government and society. Our goal in offering this program is to help you to understand how public problems are defined, and how policies are made and implemented to address those problems.

The making of public policy affects everyone. Policy making involves questions of politics, economics, administration, sociology, psychology, and management. A degree in public policy and management will help you develop a broad, interdisciplinary understanding of the forces that affect what government does and why.

The curriculum combines a strong academic program with opportunities to develop expertise in a particular policy or management area. Merging a student-designed concentration with field experience, the combined major and minor in Public Policy assists students through an interdisciplinary approach to develop analytic ability, research skills, and substantive competence in a specific public policy area. Student-selected technical and theoretical courses help develop skills and background desirable to future employers. Communications and analytic skills are stressed throughout the program. The program provides excellent preparation for graduate study, law school, or employment in the public, private or non-profit sectors. Graduates of the Public Policy program have gone on to graduate study, found employment in the state and federal government, and pursued careers in business, law, and management.

The interdisciplinary nature of the program is one of its greatest strengths, and is shared by few such programs at other universities. Most employers and graduate programs look for students with broad preparation across several disciplines—public administration, political science, and economics, to name just a few. Another key feature of our program is the opportunity for you to design, with the assistance of a faculty member, a policy concentration of your choice. This further adds to the breadth of your preparation and will result in your gaining substantive expertise in a particular policy area.

Albany is among the best places in the United States to study public policy and management. New York State government is among a handful of large, innovative state governments to which other states turn for examples and leadership. Our location in Albany, and our internship requirement, means that you will gain practical experience in policy making that is often unavailable in programs that are not located near the heart of government activity.

### **ENTRANCE TO THE PROGRAM**

You will typically declare the major in Public Policy and Management in your sophomore or junior year. However, it pays to plan ahead, and you are encouraged to contact a faculty advisor as early as possible to begin to plan your program. Requirements for this major can be completed in just two years without prior coursework, provided all university and general education requirements are met.

When you officially enter the program, you will meet with an advisor to design a substantive concentration and to discuss possible internship opportunities. If you enter the program early, and complete the necessary lower-level coursework, you will allow yourself greater flexibility in your junior and senior years as your study area becomes more focused in upper-level courses.

We welcome your interest in the program at any time. We encourage you to speak with the program advisor or the director to begin designing your program. Office locations, phone numbers and e-mail addresses are available in this document (see *Student Advising Service*).

### **OPPORTUNITIES FOR TRANSFER STUDENTS**

We welcome students who are attending other two and four year colleges. Many students transfer into the program every year. We also welcome transfers from within the University at Albany system. Special advising is available to facilitate all transfer students. Contact the program director for details.

### **ACADEMIC PROGRAMS**

#### ***General BA Program***

In addition to fulfilling the University's general education requirements, the Public Policy and Management program requires successful completion of a set of core courses in Economics, Public Administration and Management, and Policy Analysis. The program also allows students a choice of electives that can be selected from the entire array of upper level Public Policy, Political Science and Public Administration offerings.

In consultation with a faculty advisor, you will then design a concentration area within the field of Public Policy. The concentrations include:

- Public Administration
- Study of Society
- Urban Issues
- Economics
- Women, Gender and Policy
- International
- Environment and Society
- Education Policy
- Student-Defined Concentration

In association with the concentration area, students fulfill an internship requirement usually during their junior or senior year. The internship is an integral part of the Public Policy and Management degree. The University's location in the seat of state government affords students invaluable opportunities for internships directly related to their fields of interest in the legislature, state agencies, private firms and non-profit agencies. The internship can give students practical experience, useful recommendations, and substantial advantages in graduate admissions and job placement. It is designed to complement the academic work students completed or will complete in their concentration area.

Normally, in the spring semester of your senior year you will join your fellow students in a capstone senior seminar. In the seminar, all that you have learned and studied will be synthesized in a major research paper on an important aspect of your policy concentration. The seminar is the culmination of your collegiate career, and provides an opportunity to share your research and experiences with other advanced public policy students.

### ***Minor in Public Policy and Management***

The Department of Public Administration and Policy instituted an alternative to the major for those students interested in obtaining a general understanding and exposure to public policy. The Minor in Public Policy and Management requires students to successfully complete 18 credits, with 6 of those credits chosen from a list of restricted electives. The Minor's primary objective is to provide students with the core knowledge and skill-set in a public policy and management program in a limited setting. If you are interested in the minor program, please contact the Program Director or Advisor for details on how to declare and outline a coursework plan.

### ***Honors Program in Public Policy***

The Honors Program in Public Policy and Management combines recognition of general academic excellence with demonstrated achievement in a specific area of public policy. In order to be eligible, students must have declared Public Policy and Management as a major and have completed at least 12 credits of course work in the major. Students must also have an overall grade point average of at least 3.25 and a grade point average of 3.50 in the core subjects in Public Policy and Management in order to be admitted into the program. Students may apply to the Honors Program either during their sophomore or during the first semester of their junior year.

Upon satisfactory completion of the honors curriculum and of courses required of all majors, students will be recommended by the Director of Public Policy and Management to graduate with honors in public policy. The student must maintain at least the same grade point average overall and the same average in the major as were required for admission to the honors program to graduate with honors.

### ***Combined BA/MA or BA/MPA Programs***

The combined program provides an opportunity for students of recognized academic ability and educational maturity to fulfill integrated requirements of undergraduate and Master's degree programs from the beginning of their junior year. A carefully designed program can permit a student to earn the BA and MA (Master of Arts in Public Affairs) or MPA (Master of Public Administration) degrees within 11 semesters.

The combined program requires a minimum of 148 credits, of which at least 40 must be graduate credits. In qualifying for the BA, students must meet all University and school requirements, including the requirements of the major described previously, the minimum 90-credit liberal arts and sciences requirement, general education requirements, and residency requirements. In qualifying for the combined program, students must meet all University and school requirements as outlined in the Undergraduate Bulletin,

including completion of a minimum of 40 graduate credits and any other conditions such as a research seminar, thesis, professional experience, and residency requirements. Up to 12 graduate credits may be applied simultaneously to both the BA and graduate programs.

Students are considered as undergraduates until completion of 120 graduation credits and satisfactory completion of all BA requirements. Upon meeting BA requirements, students are automatically considered as graduate students.

Students may apply to the combined degree program at the beginning of their junior year or after the successful completion of 56 credits. A cumulative grade point average of 3.20 or higher and three letters of recommendation from faculty are required for consideration. Currently, the normally required GRE is waived for those students pursuing admittance into the combined program. For more information on the combined programs, please contact the Program Director or Advisor.

### **THE FACULTY**

The Public Policy faculty reflects the diversity of the University at Albany. You will work with full-time teaching faculty in Economics, Sociology, Business, Political Science, Public Administration, and other departments. Your policy concentration provides you with an opportunity to take small classes with highly motivated students in other departments. The concentration's flexibility allows you to work directly with nationally- and internationally-recognized faculty experts in their respective fields. To learn more about the faculty and their interests, please visit Rockefeller's website:

[http://www.albany.edu/rockefeller/pad/faculty\\_1/pa\\_faculty\\_index.htm](http://www.albany.edu/rockefeller/pad/faculty_1/pa_faculty_index.htm).

### **STUDENT ADVISEMENT SERVICES**

The Public Policy and Management Program undergraduate contact office is located on the uptown campus in Humanities B-16. For the fall, 2008, the Ph.D. student advising undergraduate students is Peter Arsenault, who can be reached at [pa564558@albany.edu](mailto:pa564558@albany.edu). The advisor is available by appointment only. In addition, students may contact the Program Director, David McCaffrey, at (518) 442-5282 for program guidance. Students interested in obtaining information about the Internship program may contact the Rockefeller College Office for Career and Alumni Programs at 442-5253.

## ACADEMIC PROGRAMS

### GENERAL BA PROGRAM

The interdisciplinary nature of the Public Policy and Management program is reflected in the required core courses. The student can then reinforce her or his individual strengths in an area of particular interest through the program concentration and the required internship. The program's restricted electives, coupled with university general education requirements and general electives, provide the student with a well-rounded, multi-faceted learning experience that prepares the student for today's changing world.

The major in Public Policy and Management is a combined major and minor program requiring a minimum of 54 credits as follows:

#### *Required Core Courses (30 credits)*

The core courses are specifically designed to reinforce the principles of the interdisciplinary Public Policy curriculum. All of the following courses are required. Students should aim to take these courses, especially the 100 and 200 level courses, early in their academic careers to help formulate more focused interests to be more thoroughly explored in the concentration courses.

RPUB 140	Introduction to Public Policy
ECO 110M	Principles of Economics I: Microeconomics
ECO 111M	Principles of Economics II: Macroeconomics
RPAD 204	Computer Modeling for Decision Support
RPAD 303	Public Administration and Management
RPUB 316	Methodological Tools for Public Policy
RPAD 329z	Bureaucratic Politics
RPUB 340	Introductions to Policy Analysis
RPUB 498	Internship (or POS 342 – Washington Semester)
RPUB 499	Senior Seminar (or POS 495Z – Washington Semester)

In addition to the required courses, two elective courses (6 credits) must be selected from the following courses, or substitutes approved by the Program Director:

PAD236	Institutions and Policy in Business Regulation
PAD 302	Understanding Public Organizations
PUB 321	State & Local Government
PAD 324	Policy Analyses in Complex Systems
PUB 325	Government and Politics of NY State
PUB 328	Law & Policy
PUB 330	Topics in American Policy History
PUB 399	Selected Topics
PAD435	Fundamentals of Securities Law
PAD 436	Securities Market Regulation

#### *Program Concentration (18 credits)*

In consultation with a faculty advisor, the student will develop a concentration either in policy issues or methodology. It must be approved by the director of the Public Policy

program. It can stretch across several disciplines so long as three of the six courses are at the 300 level or above or have at least one prerequisite. The concentration should reinforce the interests highlighted by the student's internship program (PUB 498).

In addition to the 36 credits of core courses, each Public Policy and Management major shall take 18 credits (of which at least 9 credits must be at or above the 300-level) in one of the following nine concentrations. No course may count toward both the concentration and as an elective course.

Note: Other applicable courses may be applied to the following concentrations, with the approval of either the Program Advisor or Director.

#### Public Administration

*18 credits chosen from:* B Law 220, A Com 204, R Pad 304 or R Pub 303 or RPos 303, R Pad 307, R Pad 324, R Pub 325 or R Pos 325, R Pad 302 or B Mgt 341 or A Soc 342, A Soc 345, A Eco 355, A Soc 357, R Pad 414, R Pad 424.

#### Study of Society

*18 credits chosen from:* R Pos 101 or A Soc 115, A Soc 180, A Aas 219, A Soc 200, R Pos 320, R Pos 321, R Pos 325 or R Pub 325, R Pos 328 or R Pub 328, R Pub 330, R Pos 339, R Pos 365, R Pad 302 or B Mgt 341 or A Soc 342, A Soc 344, A Soc 350, A Wss 360, R Pub 410, A Aas 435, R Pos 438Z.

#### Local Government

*18 credits chosen from:* Required Courses: Pub 321 and Pub 325. Four additional courses selected from the following: B Acc 211, B Acc 222, R Crj 411, A Eco 341z, A Eco 355, A Eco 475, A Gog 125M, A Gog 220M, A Gog 225, A Gog 350, A Pln 221M, A Pln 320, A Pln 430, A Pln 432, A Pln 443, R Pad 302, A Soc 342z, A Soc 373.

#### Urban Issues

*18 credits chosen from:* R Pos 101 or A Soc 115, A Soc 180, A Gog 102M, A Gog 125M, A Gog 220M, A Pln 220M, A Gog 225Z, A His 317, R Pos 321, A Gog 321, R Pos 323, A Aas 333, A Eco 341, A Eco 355, A Eco 356, A Soc 373, A Soc 375, RPos 424.

#### Economics

*18 credits chosen from:* A Eco 300, A Eco 301, A Eco 330, A Eco 350, A Eco 370, A Eco 341, A Eco 355, A Eco 356, A Eco 357, A Eco 360.

#### Women, Gender & Policy

*18 credits chosen from:* A Soc 115, A Wss 220, A Wss 240, A Wss 260, A Wss 262, A Wss 360, R Pos/A Wss 333, A Soc 344, R Pos 346, A Wss/R Pos 433, A Aas 440.

#### International

*18 credits chosen from:* R Pos 102, A Lcs 100 or A Lcs 102 or A Lcs 150, AAas 150, R Pos 351, A Lcs 357, R Pos 359, A Lcs 360, A Eco 360, A Eco 361, R Pos 370, R Pos 371, R Pos 373, R Pos 375, R Pos 383, R Pos 395, A Wss 330, R Pub 398, A Wss 451, R Pos 473.

#### Environment and Society

*18 credits chosen from:* A Ant 119, A Atm 100 or A Atm 101 or A Atm 102N, A Atm 107, A Bio 230P, A Geo 100N, A Geo 250, A Geo 260, A Gog 101N, A Phy 202, A Atm 300Z, A Atm 304, A Atm 307Z, A Bio 311, A Bio 319, A Bio 320, A Atm 408B, A Atm 414.

### Education Policy

*18 credits chosen from:* A Soc 180M, A Aas 220, A Aas 240, E Edu 275, E Est 300, E Est 301, A Eco 341, A Eco 380, R Crj 308, E Psy 441, E Aps 400, E Aps 470.

### Student-Defined Concentration

*With the agreement of the Director of the Undergraduate Public Policy and Management Program, a student may create a concentration that combines a set of existing policy-related subjects to establish a coherent program of study in a defined area of public policy and management to form a concentration composed of 18 credits.*

### ***Internship (RPUB 498)***

The student is required to find and arrange his or her own internship. Securing an internship is the student's responsibility, but there are faculty and staff able to assist in this endeavor. The student should speak with the Rockefeller College Office of Career and Alumni Programs at 442-5253; the office can provide assistance in finding a suitable internship. The student should complete the appropriate paperwork with the Internship Coordinator prior to accepting an internship. Students may complete the internship during the academic year or over the summer.

### ***Senior Seminar (RPUB 499)***

This capstone course is an intensive examination of selected problems in public affairs. Students are expected to write a substantial research paper demonstrating analytic sophistication and knowledge of the relevant scholarly literature. Specific topics are designated by arrangement with the instructor. This course is limited to Public Policy and Management majors and is offered during the student's final spring semester.

### **MINOR IN PUBLIC POLICY AND MANAGEMENT**

In addition to a BA in Public Policy and Management, the Department of Public Administration and Policy offers a Minor for those students interested in studying the public sector. The curriculum focuses on such topics as the role of bureaucracy in society, management of finances in the public sector, organizational theory and development, the political and legal environment of administration, and public policy research and analysis. The required and elective courses mandated by the Minor provide the student with a foundational understanding of the operational, political, and policy issues involved in the public sector.

#### ***Required Courses (12 credits):***

PUB 140	Introduction to Public Policy
PAD 303	Public Administration and Management
PAD 329	Bureaucratic Politics
PUB 340	Introduction to Policy Analysis

#### ***Two courses chosen from the following courses, or appropriate substitutes approved by the Program Director:***

PAD 204	Computer Modeling for Decision Support
PUB 302	Understanding Public Organizations
PUB 316	Methodological Tools for Public Policy
PUB 321	State & Local Government

PAD 324	Policy Analyses in Complex Systems
PUB 325	Government and Politics of NY State
PUB 328	Law & Policy
PUB 330	Topics in American Policy History
PUB 399	Selected Topics
PAD 414/PUB 414	Policy Analysis in Public Administration
PAD 424	Systems Thinking and Strategy Development

### **HONORS PROGRAM IN PUBLIC POLICY AND MANAGEMENT**

As noted above, the Honors Program in Public Policy is a competitive, highly selective program for those students who have achieved sustained academic excellence. Upon acceptance into the program, honors students must satisfy the requirements outlined below.

#### ***Required courses:***

The Honors Program in Public Policy and Management is a combined major and minor program requiring a minimum of 63 credits as follows. In addition to the 54 credits required for regular majors, Honors majors are required to complete the following courses:

#### ***R Pub 300***

Three 4-credit honors versions of existing 300-level courses (R Pad 300-level + 1-credit R Pub 300 or R Pad 300-level + 1-credit R Pub 300). In addition to attending classes and doing the same assignments as the other students in the course, they will earn the additional fourth credit through a tutorial with the faculty member teaching the course that will include extra reading and writing assignments.

#### ***Pub 494 Honors Research (3)***

Taken in the Fall of the Senior year or the Spring of the Junior year. This course is meant to engage the student in research with a faculty member designated by the student and approved by the Director of Undergraduate Public Policy and Management Program in order to generate the research necessary to complete the honors thesis.

#### ***R Pub 495 Honors Seminar (3)***

Highlights the dominant intellectual arguments occurring currently in the area of public policy research.

#### ***R Pub 496 Honors Thesis (3)***

Designed to facilitate students in constructing their honors thesis into the appropriate format. Each student must complete a 25 to 30 page honors thesis. This paper should involve original research on a topic related to public policy and management. It should have a clearly defined thesis statement, a review of the existing literature on the chosen topic, original evidence offered to support the thesis, consideration of alternative rival hypothesis, and a conclusion of the consequence for public policy and management research of these findings. The paper is to be created in conjunction with a faculty mentor approved by the Director (and the paper may be co-authored with the chosen faculty

mentor). The paper is to be submitted to the Director of the Undergraduate Public Policy and Management Program.

### **GRADUATION**

Of course, graduation is only possible after fulfilling university general education requirements, university residency requirements, senior residency requirements and the required 120 credit hours. For complete information, students should consult the University Undergraduate Bulletin. The graduation checklist included in the Appendix of this manual can be used as a guide, but students should consult their advisor for more complete and thorough graduation requirement information. Students must complete an application for graduation within the first three weeks of their final semester at the University at Albany. Students should thoroughly discuss this with their advisor when they meet before registering for their final semester.

## **ADDITIONAL INFORMATION**

### **PROGRAM LISTSERV**

All students in the public policy program are required to obtain an e-mail account and subscribe to the e-mail list for the program. To do so, please follow these simple directions:

- *Address a message to:* LISTSERV@listserv.albany.edu
- *In the body of the message type this and then hit send:* SUBSCRIBE publicpolicy [your first name, last name]

This will sign you up on a mailing list that will contain important information and news on the program. You are responsible for gathering and acting upon the information disseminated through the mailing list.

### **PARTIAL LIST OF ORGANIZATIONS SPONSORING PUB UNDERGRADUATE INTERNS**

Located in one of the nation's most active and exciting state capitols, the Rockefeller College of Public Affairs and Policy offers our students incredible opportunities for practical application of their classroom experience. From state and local government agencies to non-for-profit organizations, along with various private sector firms, the internship prospects available for Undergraduate Public Policy students are immense!

The internship program provides for the integrated and holistic development for the student – academic, professional, and practical implementation of theory/knowledge related to politics, administration, and policy are the tenets of the Public Policy and Management Program.

- Washington D.C. Semester Internship Program
- Advocates for Children of NYS
- Center for Law and Justice
- Citizen Action
- Planned Parenthood
- NY State Public Health Association

- NY State Energy Research & Development Authority
- NY State Education Department, Office of the Regents
- NY State Department of Economic Development, Empire State Development
- NY State Parks, Environmental Management Bureau
- NY State Senate, Education Committee
- NY State Senate & Assembly Internship Program
- St. Peter's Hospital
- SUNY Administration
- Commonwealth of Massachusetts, County of Worcester, Office of the Sheriff

Note: Other internships can be arranged by the student with the approval of the advisor. For assistance students may contact the Rockefeller Office of Career and Alumni Programs at 442-5253.