MPA Welcome Week

AUGUST 18-24, 2012
College of Arts and Sciences
School of Business
School of Education
College of Nanoscale Science and Engineering
College of Computing and Information

Rockefeller College of Public Affairs & Policy
School of Criminal Justice
School of Social Welfare
School of Public Health
Distinctive Areas of Expertise

- Public Management (14th)
  - State/Federal Government Management
  - Local Government Management
  - Human Resource Management
  - Organizational Behavior and Theory
- Nonprofit Management (18th)
- Information Management (3rd)
- Financial Management & Public Economics (16th)
- Policy Analytic Methods
- Homeland Security
- Health Policy
- Financial Market Regulation
People You Will Get to Know

- Karl Rethemeyer – Chair of Public Administration & Policy
- Kara Pangburn – Asst. to Chair and Director of Admissions
- Jen Maclaughlin – Director of Internships & Career Services
- Ilana Shapiro – Alumni Relations and Events Coordinator
- Linda Pagan – Secretary to the Chair
- Your Advisor
Notes about this week

- Introducing Dan Butterworth
- Change in career office hours:
  - Wednesday 4:00-5:00pm*
- Nametags
- Unitarian hall
- Cameras
- Attendance at workshops/refresher courses
- International students
- Graduate assistants
- Kickball tomorrow
Attendance at Workshops

- Mandatory Sessions (no waivers)
  - Monday night memo writing lecture
  - Friday – all day
  - How to Avoid Plagiarism (one of the two)

- How to Avoid Plagiarism
  - Domestic students – choose one of the two sessions this week
  - International students – your session will be NEXT WEEK on Friday, 8/31 from 2-4 pm
  - Pre-reading: in your folder and available on WW Central
  - This workshop is part of the PAD 507 curriculum
Attendance at Workshops

- **Math Refreshers**
  - Based on results of math diagnostic
    - Diagnostic test results will be emailed on Monday morning
  - Three levels
  - Can waive if you received a B or higher in 501, 503, 504, or 505
  - You may still attend even if you didn’t “test” into a section

- **Resume Writing/Internship Basics**
  - Mandatory unless you have an approved internship waiver from Jen Maclaughlin
  - Internship Waiver office hours are Monday from 3-5 pm and Wednesday from 9-11 am
Attendance at Workshops

- Excel
  - READ THE MEMO IN YOUR BLUE FOLDER!
  - Do diagnostic exercise to determine whether you need to attend –
    - Labeled “Admissions Exercise” on Welcome Week Central
      (www.albany.edu/rockefeller/welcomeweek), under “Workshops” tab
  - Diagnostic exercise is broken into two parts, corresponding to the two levels of refresher classes:
    - Excel Basics
    - Fun with Charts and Graphs
  - If you have trouble with either section, you should go to that workshop
  - Your first assignment in PAD 504* will be the exercise that you learn to do in the Excel workshops
    - Labeled “RPAD 504 Assignment” on Welcome Week Central, under “Workshops” tab
    - SAVE THIS ASSIGNMENT on your personal computer to submit during PAD 504

*Only guaranteed for the 2012-13 academic year
Attendance at Workshops

- Excel (continued...)
  - Recommended Excel handbook
  - Space in computer lab
    - Husted 004 has a capacity of 40 and only has 30 computers
    - Bring your personal laptop if you have one with Microsoft Office 2010
  - SIGN UP AHEAD OF TIME!!!
    - Because of space constraints, you must sign up for sessions ahead of time.
    - Sign-up sheets will be outside of Kara’s office (Milne 110). Please sign up for a session once you’ve completed the Admissions Exercise
    - INTERNATIONAL STUDENTS CANNOT ATTEND MONDAY’S EXCEL BASICS SESSION – domestic students please sign up for this session!
International Students

- **International Student Orientation through ISSS**
  - Sunday check-in and Monday sessions (9:00 am – 5:00 pm) are MANDATORY
  - Try to balance Welcome Week workshops and ISSS sessions for the remainder of the week
  - If you have any conflicts, please let me know!

- **How to Avoid Plagiarism session**
  - Don’t go this week!
  - International student version offered next Friday, 8/31 from 2-4 pm
For international students and anyone else who is interested

Covering the following topics:

- U.S. Policy Process
- The Federal Executive
- The U.S. Court System
- Federalism and NY State Government
- Local Government
- Nonprofit Organizations, and how they relate to government

Schedule
Graduate Assistants

- GSEU orientation: Thursday (8/23) at 12:30 in the Dean’s Conference Room
- First day of work is Monday, 8/27
- Go to Human Resources to fill out your I-9
  - UAB 300
Dress Code

- **Sunday**
  - Casual – sneakers for kickball

- **Monday – Thursday**
  - Campus appropriate attire (no pajamas!)

- **Friday**
  - Presentation is Business Professional Dress
  - Bring a change of clothes for lunch/advisathon
Take a Study Break tomorrow!

Light refreshments and a kickball game in the Page Hall courtyard 2:00-4:00 pm
Survival Tips

KARA’S ADVICE FOR SURVIVING THE FIRST FEW WEEKS IN THE MPA PROGRAM
Survival tips

1. Sign up for the MPA listserv!
   - Instructions are in your folder
   - I will remove everyone from the NewRock listserv on September 2

2. UAlbany email account
   - Forward to your preferred email

3. Address Change? Update in MyUAlbany.

4. Parking permit
   - By September 3

5. Student ID
   - SUNY Card Office in the Campus Center (uptown campus)

6. Books
   - Mary Jane Books – advertisement in your booklet
     - Bring your course schedule (print off of MyUAlbany)
   - Order online – student discount on Amazon.com
Survival tips

7. Last day to register without a late fee is Aug. 27
   ○ Make sure you’re registered for at least one class!
   ○ Register for PAD 507

9. Kara’s Office Hours (starting on August 27)
   ○ Tuesday 3:00-5:30 pm
   ○ Wednesday 1:00-4:00 pm
   ○ Thursday 2:30-5:00 pm

10. See Linda Pagan for...
    ○ Course schedule
    ○ Permission numbers
    ○ AVN concerns
    ○ Syllabi

11. Mail folders – Milne 100

12. Web resources –
    ○ FAQs – www.albany.edu/rockefeller/faq
    ○ Forms – “Current Students” tab at top of home page
Academic Expectations in the MPA Program

DR. R. KARL RETHEMEYER
CHAIR, DEPARTMENT OF PUBLIC ADMINISTRATION AND POLICY
Some Keys to Success

- **Basic Skills for core courses & electives**
  - Math competency (501, 503, 504, 505)
    - Assessment and refresher course
  - Writing and English-language competency (all core courses)
    - Writing Center
    - Plagiarism Workshop
    - ESL courses
  - Excel competency (501, 503, 504, 505)
    - Assessment and refresher course
    - Get the recommended Excel book as a reference
  - Microsoft Word competency (all core courses)
    - Refreshers available from UAlbany’s Information Technology Services group

- **Read the MPA Program Manual**

- **Know and understand the Graduate Bulletin**
  - www.albany.edu/graduatebulletin
Maintaining Good Academic Standing

- Minimum GPA of 3.00 or higher at all times

- GPA standing reviewed every semester

- Students below 3.00
  - 12 credits or remainder of coursework & 1 academic year to raise GPA
  - Failure results in separation from program

- “C” or higher in core courses to graduate
Planning Your Program

• Initial Advisors assigned based on application
  ○ Encouraged to switch to appropriate person

• Tentative Degree Program Planning Sheet
  ○ Completed before choosing a specialization

• Completed Degree Program Sheet
  ○ Required for graduation
# Your First 28 Credits

## First 14 Credits
- PAD 500
- PAD 501
- PAD 504
- PAD 507

Take 504 and 501 together or take 504 first.

## Second 14 Credits
- PAD 506
- PAD 503
- PAD 505
- PAD 508

Take 505 and 503 together or take 505 first.

Take core courses **first** and **in order** unless you get prior approval from your advisor!
• Take two of the following three first-semester core courses
  ○ PAD-500
  ○ PAD-501
  ○ PAD-504
    ▸ Take 504 and 501, or...
    ▸ Take 500 and 504
• And take PAD 507 & PAD 508 if there is space available
  ○ Otherwise, take them next year (we’ll hold a space for you)
• 12 Credits **MAXIMUM** counted for both undergraduate &
  graduate credit
• Before registering for any graduate courses, consult with
  your undergraduate advisor
The Remainder of the MPA Program

- **5 Elective Courses**
  - Make choices in consultation with your advisor
  - One 5-course concentration, or...
  - Choose two concentrations
    - One 2-course concentration
    - One 3-course concentration
  - Elective courses may be taken at other Schools at UAlbany and from select Universities in the Capital region
  - Think about taking a sixth elective course

- **Internship**

- **Capstone – PAD 509**
Core Course Waivers

- Review the Rockefeller College course syllabus
- Make sure you have covered all of the material
- Talk to your Advisor
- Assemble the syllabi from the courses you have taken
- Fill out the waiver request
- Meet with the core-course instructor

Regardless of waivers you must successfully complete 11 full-semester courses!
Transfer of Credit

- Course to be transferred must be:
  - From an accredited graduate school
  - Completed within the last 6 years (if taken previously)
  - Approved by the department before enrolled (if taken during program)
  - Grade of “B” or better
- Maximum of 24 transfer credits into the MPA
- Bring transcript, course description, syllabus, papers and exams to your advisor
- With advisor’s approval file Transfer of Credit Form
- You will not receive grades for transferred courses
Rockefeller College office of career & alumni Programs

JENNIFER MACLAUGHLIN, M.A.
DIRECTOR OF INTERNSHIPS & CAREER PROGRAMS
OVERVIEW OF SERVICES

• Career counseling
• Résumé and cover letter writing
• Job and internship assistance
• Interview guidance
• Networking opportunities with alumni and local employers
• Career seminars and workshops
• Graduate school application materials
• Résumé Book
• Salary negotiation assistance
WHO ARE WE?

- Jennifer Maclaughlin – Director of Internships & Career Programs
- Bethany Slater – Undergraduate Internship Coordinator
- Kelsey Addy – Graduate Assistant

Rockefeller.Careers@albany.edu
518.442.5242
Location: Milne 105/105A
Career Experience Requirements

- **MPA = career experience is required**
  - Internship Waiver OR
  - Internship Service

- **Complete PAD 509: career capstone experience**

- **Certificate = no career experience requirement**
Internship Waivers

To be eligible for an Internship Waiver you must:
- Have concurrent full-time work experience OR
- 2 years of previous full-time work experience

Work experience **must** be related to public affairs

To apply for an Internship Waiver:
- Fill out Internship Waiver form
- Attach résumé
- Meet with the Director of Internships & Career Programs to discuss approval
  - **Internship Waiver Office Hours:** Monday 3-5pm
  - **Students in the Korean program automatically receive a waiver do NOT need to fill out a form or visit office hours**
Internship Service

• 560 hours of service is required
  ○ 20 hours/week x 2 semesters (14 weeks per semester) = 560 hours
  ○ 40 hours/week x 1 semester (14 weeks) = 560 hours
• Internship must be related to public affairs
• Internship must be approved by the Director before starting hours of service
• Does not have to be located in Albany
• Students must attend the Résumé/Internship Workshop
Sample Internships

**Homeland Security**
- NYS Division of Homeland Security & Emergency Services
- NYS Intelligence Center
- National Center for Security & Preparedness

**Nonprofit Management**
- US Committee for Refugees and Immigrants
- American Red Cross
- Interfaith Partnership for the Homeless
## Sample Internships

### Public Economics & Finance
- NYS Division of Budget
- Public Financial Management
- NYS Financial Services

### Local Government
- Schenectady County
- City of Philadelphia
- Town of Bethlehem
- City of Binghamton
- New York City
Sample Internships

### Public Policy
- Citizen’s Action
- Democracy Matters
- Vera Institute of Justice
- Health Policy Research Center
- Public Policy Institute

### State Government
- NYS Division of Criminal Justice Services
- NYS Developmental Disabilities Planning Council
- NYS Department of Education
<table>
<thead>
<tr>
<th>Certificate Students</th>
<th>BA/MPA Students</th>
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<tbody>
<tr>
<td>• Not eligible for an internship</td>
<td>• Must complete ALL undergraduate requirements before beginning MPA internship requirement</td>
</tr>
<tr>
<td></td>
<td>• Cannot count internship hours twice</td>
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Expectations of MPA Students

- Represent themselves in an honest and accurate manner at all times.*
- Conduct themselves in a professional and polite manner at all times knowing that their behavior reflects that of the College, the University, and their peers.*
- Return all phone calls and emails from employers and Rockefeller College Office of Career & Alumni Programs staff in a timely manner.
- Arrive at all interviews early or on time, dressed professionally, and prepared for the interview; interviews should be cancelled via phone and email if a student cannot attend for any reason.
- Fulfill all job responsibilities as laid out in the initial employment offer; you should not accept an internship offer if you do not intend to finish the agreed upon responsibilities.
- Notify the employer as far in advance as possible when you are unable to attend work due to illness, vacation, or class obligations.
- Give 2 weeks notice before leaving the internship.
- Discuss any issues or problems regarding employment with the Career Director.
- Willingly accept constructive criticism and adjust your behavior accordingly.
• 1 credit class
• Typically taken during your last year, preferably last semester
• Connects professional career experience to academic components via a written paper
• Student selects a faculty sponsor, who will distribute a permission number
• The office of career & alumni programs does NOT administer this class!
In order to obtain the signature of the Director of Internships and Career Programs, students must do the following:

- Register on Symplicity, Rockefeller's career management system
  - Fill out the personal and academic information sections
- Schedule an appointment with the Director to discuss your plans to complete an internship or waive the career experience
  - Students opting to complete an internship should schedule an hour long appointment
  - Students opting to waive the internship should come to office hours on Monday from 3-5pm or schedule a half hour session
  - Korean students do NOT need to schedule a TDPP appointment. Please give your TDPP to Dr. Ikjae Cheung, and he will obtain my signature.
- Have a copy of his/her résumé reviewed by the Director and have it approved on Symplicity
To Schedule an Appointment

- Appointments can be scheduled through [http://www.albany.edu/rockefeller/form_career_appointment.shtml](http://www.albany.edu/rockefeller/form_career_appointment.shtml)
- Review my calendar and select 3 available times
  - Please select times at least 1 business day in the future
- Submit the form
- Your time will be confirmed by email in 1 business day
- **DO NOT SEND APPOINTMENT REQUESTS VIA EMAIL!!!**
In order to obtain the signature of the Director of Internships and Career Programs, students must:

• Have on file at the Rockefeller College Office of Career & Alumni Programs either an approved Internship Waiver or an Internship Placement Contract for each internship completed (must total 560 hours of internship service)
• Meet with the Director to discuss his/her post-graduate plans
• Complete a Student Graduation Form, available from the Director at the time of the meeting
After Graduation

• Opportunities exist in locally, nationally, and internationally
• Alumni go on to jobs in local, state, and federal positions, nonprofits, and private sector
• Fellowships are available for qualified candidates
<table>
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<tr>
<th>December 2011/May 2012 Graduates</th>
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<tbody>
<tr>
<td><strong>Habitat for Humanity</strong> – Fundraising/Development Associate</td>
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<tr>
<td><strong>NYSERDA</strong> – Multiple positions</td>
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<tr>
<td><strong>KPMG</strong> – Consulting positions in NYC, Albany, Sacramento</td>
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<tr>
<td><strong>National Center for Security &amp; Preparedness</strong> – Analyst</td>
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<tr>
<td><strong>Westchester County</strong> – Assistant to the County Administrator</td>
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<tr>
<td><strong>NYS Assembly</strong> – Legislative Budget Analyst</td>
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<tr>
<td><strong>NYS Office of Temporary &amp; Disability Assistance</strong> – Workforce Specialist</td>
</tr>
<tr>
<td><strong>T-Mobile USA</strong> – Senior Analyst, Government Affairs</td>
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Rockefeller college graduates have gone on to pursue advanced study in a variety of fields, including law, public administration, and political science.

Alumni have earned degrees from:

- Boston College
- Brooklyn Law School
- Stanford University
- University at Albany
- Albany Law School
Alumni Services

- Career assistance is available to Rockefeller graduates for life!
- Job search guidance
- Networking opportunities across the country and internationally
Welcome Week

- Résumé/Internship Workshop: Tuesday 11:00am-1:00pm HS 214 Thursday 1:30-3:30pm HS 214
- Required of anyone completing an internship
  - Even if you are obtaining a waiver, but would still like to complete an internship, you must attend
- 1st hour = résumé writing, 2nd hour = internship orientation
- Bring with you to the workshop:
  - Career Handbook
  - 1-2 copies of your résumé
Office Hours

- **Office Hours for Welcome Week:**
  Monday 3:00-5:00 **INTERNSHIP WAIVERS ONLY!**
  Wednesday 9:00-11:00am, 4:00-5:00pm*
  Thursday 11:00am-1:00pm
  If you are unable to come to office hours for an Internship Waiver due to a work conflict, please email: Rockefeller.Careers@albany.edu

- **Office Hours for Fall 2012:**
  Mondays 3:00-5:00pm
  Thursdays 2:00-4:00pm

- All other times by appointment
Questions?

- Email:
  - Rockefeller.Careers@albany.edu

- Phone:
  - 518.442.5253

- Visit:
  - 135 Western Avenue
    Milne Hall Room 105