

THE ROBERT M. LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS

Student Handbook

2015-16

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1. ADMISSIONS

The La Follette School of Public Affairs encourages applications by individuals with a wide range of academic training and experiences. The admissions committee looks for evidence of sincere interest in public management and analysis, understanding of the policy process, and ability to successfully engage in graduate work. Admission decisions are based on the weighing of all evidence of academic and professional experience and performance. The committee also considers the relative merits of individuals in the pool of applicants. Meeting minimum requirements does not assure admission.

1.1 Materials required of all candidates for consideration for admission

- On-line UW-Madison graduate application
- One official transcript from each institution of higher education attended
- Three letters of recommendation, two should be from academic instructors who are familiar with the applicant's academic work and can speak directly to the applicant's ability to do graduate work. All letters should discuss the applicant's past performance and promise for successful completion of the public policy degree.
- Statement of purpose (can be included in on-line application or submitted separately)
- Graduate Record Examination Scores (GRE). No subject test required.
- TOEFL computer-based test score above 237, TOEFL internet-based test score above 92, IELTS score above 7, or MELAB above 82 for international students; Accepted students may be advised to take an English language assessment exam during orientation. If needed, they may be required to take ESL courses while taking graduate courses.
- Resume
- Application fee, payable in U.S. dollars to University of Wisconsin-Madison Graduate School (No fee waivers are available.)

Application materials become the property of the University of Wisconsin-Madison and will not be released, except to other UW campus departments at the student's request for admission to that department. Requests that files be sent to another UW-Madison graduate program must be made in writing to the Student Services Coordinator. Students may view their files with 24-hours-notice to the Student Services Coordinator. If the student has signed a waiver that promises confidentiality, letters of recommendation will be removed prior to student viewing. Files may not be removed from the office, and a staff member must be present at all times.

The Dean of the Graduate School admits students to the Graduate School of the University of Wisconsin-Madison. The La Follette School Admissions Committee, appointed by the Director of the La Follette School and chaired by the Associate Director, provides the Dean with a departmental recommendation.

1.2 Prerequisites for the Master of Public Affairs

- A minimum undergraduate GPA of 3.0 (final 60 credits) on a 4.0 scale
- At least one college-level course with a B or better, taken in the past 5 years, in the following
 - U.S. government
 - Statistics and/or calculus
 - Microeconomics

1.2.1 Prerequisites for the Master of International Public Affairs

- A minimum undergraduate GPA of 3.0 (final 60 credits) on a 4.0 scale
- At least one college-level course with a B or better, taken in the past 5 years, in each of the following
 - Microeconomics

- Macroeconomics
 - International relations or comparative politics
 - Statistics and/or calculus
- For students from English-speaking countries, four semesters of a foreign language, demonstrated competence in a language other than English, or one or more years of foreign residence.

1.3 Other criteria taken into consideration for degree applicants

In selecting applicants for admission and support, the committee considers the following information:

- Relevant administrative, managerial, or policy analysis service in the public, non-profit, or private sector
- Quality of the applicant's undergraduate institution
- Undergraduate major & minor courses relevant to public affairs and policy
- Performance in related and preparatory courses
- Post-graduate work
- La Follette School diversity goals
- Targeted class and degree program size

1.4 Failure to meet admission requirements

Applicants who do not meet minimum course prerequisites for admission may be conditionally admitted, but they must complete the coursework prior to enrollment in the program. In rare cases and only upon the approval by the Associate Director these prerequisites will be completed during the first full semester of coursework. These course credits will not be counted as credits toward the graduate degree. Students should be aware that failure to meet prerequisites prior to entry may delay completion of the degree.

If a student's GPA does not fulfill minimum eligibility requirements, the student may be admitted on probation. Conditions for first semester coursework and for terminating probationary status will be specified on the Admissions Recommendation to the Graduate School.

1.5 Deferral of enrollment

Students who do not wish to enroll in the semester specified in their admission letter may request a one-year deferral in enrollment. Deferral of enrollment requires the submission of a new online application and payment of fee to the Graduate School by January 1st of the year they plan to enroll. Application materials will be held for 5 years. Additional documents may be requested by the Admissions Committee before final acceptance.

1.6 University Special Students

Students taking graduate-level courses as University Special Students and who are later admitted to MPA/MIPA program should not expect course credits routinely to count toward the degree. No more than nine credits earned as a Special Student will count toward a student's degree. Students should be aware that by Graduate School rules, they may be assessed additional tuition charges for any degree credits previously earned as a Special Student.

1.7 Student privacy rights

FERPA – the Family Educational Rights and Privacy Act of 1974, as amended – is a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them. More information about FERPA can be found at http://registrar.wisc.edu/ferpa_overview_fac.htm

1.8 FERPA can be summarized by the following two points:

Access. An eligible student is permitted certain rights regarding his/her educational records:

- Right to inspect and review the records
- Right to seek to have the records amended or corrected
- Right to control disclosure of certain portions of the records
- Right to file a complaint with the U.S. Department of Education

Confidentiality. UW-Madison school officials must protect the privacy of student educational records and shall not disclose personally identifiable information about a student or permit inspection of the student's records without his/her written consent unless such action is permitted by FERPA.

2. FELLOWSHIPS, PROJECT ASSISTANTSHIPS AND SCHOLARSHIPS

The La Follette School Graduate Committee may nominate La Follette School degree applicants for a fellowship or scholarship:

- La Follette can nominate one applicant to receive a University-wide Advanced Opportunity Fellowship (AOF). The AOF is for students in targeted minority groups as defined by the graduate school or for non-minority students from long-term educationally disadvantaged backgrounds also determined by the UW-Madison Graduate School Administration.
- La Follette School Fellowships are awarded by the La Follette Graduate Admissions Committee based on merit competition among two-year La Follette School degree program applicants.
- La Follette may offer scholarships of various amounts to incoming students based on merit. The admissions committee reviews each applicant's admission materials to make award decisions.
- Students will be notified if they have been chosen to receive an award at the same time they receive an acceptance letter.

2.1 Authority

The La Follette School Graduate Committee nominates candidates for AOF support, which is administered by the department of Letters and Science and for La Follette School Fellowships and scholarships. AOF eligibility requirements can be found on the UW graduate school website.

2.2 La Follette School fellowship eligibility requirements

- Only students who expect to enroll full-time in a La Follette School degree program (minimum of 8 credits per semester) are eligible to receive fellowships.
- The La Follette Graduate Committee determines the division of fellowship awards.
- Students in dual degree, double degree or certificate programs must be enrolled full-time and be taking a minimum of six credits that count toward only the La Follette School degree in any semester in which they receive La Follette Fellowship support.
- Fellowships are awarded in the beginning of the semester and for the period specified in the award letter and cannot be deferred.
- Continuation into the second semester of a Fellowship that is awarded for more than one semester is contingent upon satisfactory progress (maintenance of a 3.0 GPA) toward the La Follette degree and continued full-time enrollment.

2.3 La Follette School fellowship and scholarship award criteria

Initial fellowship awards are based on merit. Criteria that are considered include:

- Undergraduate and graduate GPA

- Undergraduate and graduate institutions attended
- Undergraduate and graduate coursework
- Grades in courses suggested for admission
- Letters of recommendation
- GRE scores
- Work and other experience
- Enrollment in dual and double degree programs, timing of courses in other program

2.4 La Follette School fellowship and scholarship awards information

- Individual awards vary from person to person.
- Awards are made for either one or two semesters.
- Awards are made at the same time as admission decisions.
- Fellows pay for their tuition or remainder of tuition in the beginning of each semester. The La Follette Fellowship stipend is paid on a monthly basis.
- Fellows do not pay taxes on their monthly stipend.
- A La Follette Fellow can earn up to \$41,800 with additional UW-Madison appointments. Please see the graduate school knowledgebase website for more information about [concurrent appointments](#). This does not include tuition remission or health insurance.
- Fellows are eligible for health insurance. Fellows pay a monthly co-pay for single or family health insurance.
- Fellows who are out-of-state residents are billed in-state tuition. If the Fellow is awarded an additional scholarship, the scholarship money will be used first toward tuition and fees balance.

2.5 Project Assistantships

For the University, the title of Project Assistant (PA) designates graduate students employed to assist with research, training, or other academic programs or projects. PA's are included in a labor agreement between the State of Wisconsin and the Teaching Assistants' Association (TAA). The university provides information about openings and application procedures for PA's through the UW Job Center to ensure that all interested graduate students are given an opportunity to apply. The La Follette Student Services Offices will also post all PA positions that are sent to La Follette staff and faculty. Interested graduate students may follow up their interests at the department level. Contact the employing department directly for more information. La Follette does not hire its own graduate students for Teaching Assistant positions. Information from the Graduate School website: <http://grad.wisc.edu/studentfunding/types>

La Follette is granted a number of Project Assistantships specifically for La Follette graduate students. These positions are generally reserved for second-year students who were awarded La Follette fellowships in their first year. First-year students will be asked to apply in the spring of each year if any PA positions open. The process is administered by the Associate Director of the La Follette School. Eligibility requirements are as follows:

- Students must apply in writing for the announced positions.
- Students applying for La Follette School-funded project assistantships must meet the fellowship criteria listed under item 2.3.
- Students who successfully compete for project assistantships must meet Graduate School guidelines regarding hours worked and the extent of other support.
- The same criteria will be considered in selecting project assistants as in making fellowship awards, but in addition, grades in PA 818, PA 880, PA 878 and/or PA 850, the appropriateness of the student's training, and experience for the particular project will be taken into account.
- The Associate Director, in consultation with faculty with whom students will work, will generally choose project assistants for positions funded by the La Follette School funds. In some cases, the project director will make such decisions.
- The La Follette Graduate Committee may establish limits on total support a holder of a La Follette School PA may receive.

Project Assistant benefits: Project Assistantships are generally at 33% time, requiring about 13 hours per week. Students are paid through tuition remission for the year, including summer terms and a stipend. Health insurance is available to La Follette PAs and administered through the La Follette benefits administrator.

Since the La Follette School supports La Follette project assistantship positions through limited budget resources, it is important to the school that La Follette PA's devote their full energies to their PA positions. As such, outside internships, particularly paid internships, are discouraged. However, a PA position can be considered for a PA 827 internship experience and earn credit toward the degree upon approval by the Associate Director. Whenever a Project Assistant is considering adding an internship experience, he or she should meet with the Associate Director for approval. See 10.2 for more internship information.

2.6 La Follette Summer Internship Support

Limited funding is available to support out-of-state and out-of-country unpaid internships. To be eligible, a student must enroll in PA 827 for 1–3 credits. The Associate Director administers the application and awarding process in the spring term each year. See 10.3 La Follette Internship Support.

2.7 Other Financial Aid

Other support may be awarded in the form of loans or work-study. Such awards are made by the University of Wisconsin-Madison Student Financial Aid Office. All Financial Aid questions should be directed to the UW Financial Aid Office.

3. DEGREE PROGRAMS

General program graduation requirements apply to both the MPA and the MIPA degree. Other requirements are specific to the degree program. Accelerated students see 3.4.

3.1 General Program Requirements

- 42 credits in the degree program are required to graduate
- Core courses are required unless waived by the course teaching faculty member
- 21 credits must be taken in courses numbered at the 700–900 level
- By UW Graduate School criteria graduate credit is not given for courses numbered below 300
- If a student takes a course below 300, the grade will impact a student's GPA but not count toward graduation requirements
- Each course taken at level 300 and above may earn no more than three credits toward the graduate degree, even if the course is taught as a four-credit course
- Students must earn an overall GPA of 3.0; if a student's GPA falls below a 3.0, the graduate school will put the student on probation and will place a hold on the student's ability to enroll.
- All students take a 1-credit Professional Development Workshop unless it is waived by the Associate Director. Students with four or more years of professional work experience may request to waive this seminar.
- A student cannot graduate with an incomplete or failing grade.

3.2 Master of Public Affairs (MPA)

Core requirements

MPA students earn 19 credits by taking the following six required foundational courses and a one-credit seminar:

- PA 818 Introduction to Quantitative Methods for Public Policy Analysis

- PA 874 The Policy-Making Process
- PA 880 Microeconomic Policy Analysis
- PA 878 Introduction to Public Management
- PA 873 Introduction to Policy Analysis
- PA 869 Workshop in Public Affairs, the capstone course taken in the final semester
- PA 800 Professional Development Workshop (1 credit)

MPA Electives

MPA students earn the remaining credits by taking elective courses offered within the La Follette School and across the university. Students plan their electives by choosing from the following options:

- Take elective courses related to a specific policy focus area from La Follette and across the university, such as education, social, environmental policy, and others
- Take a variety of electives in several policy areas
- Take only electives from the La Follette School to sharpen analytical and management skills
- Add a certificate program, such as the Certificate in Energy Analysis and Policy (offered with the Gaylord Nelson Institute for Environmental Studies). Courses numbered 300 and above that are required for the certificate count as electives for the MPA and MIPA.
- Students pursuing a dual degree in Law and Public Affairs (offered with the Law School), in Public Health and Public Affairs (offered with the School of Medicine and Public Health), in Neuroscience and Policy (offered with the Neuroscience Training Program), or a double degree in Urban Planning and Public Affairs (offered with the Department of Urban and Regional Planning) take courses in the other departments that count as electives toward their MPA requirements.

3.3 Master of International Public Affairs (MIPA)

Core requirements

All MIPA students earn 19 credits by taking the following six foundational courses and one-credit seminar:

- PA 818 Introduction to Quantitative Methods for Public Policy Analysis
- PA 850 International Governance
- PA 880 Microeconomic Policy Analysis
- Choose one: PA 854 Macroeconomic Policy and International Financial Regulation
OR PA 856 Trade Competition, and Governance in a Global Economy (when offered)
- PA 860 Workshop in International Public Affairs, the capstone course taken in the fourth semester
- PA 800 Professional Development Workshop (1-credit)
- PA 873 Introduction to Policy Analysis for International Policy

MIPA students are also strongly encouraged to build proficiency beyond the core analytical requirements by completing at least two of the following courses:

- PA 856 Trade, Competition, and Governance in a Global Economy
- PA 857 Political Economy of Corruption and Good Governance
- PA 871 Public Program Evaluation
- PA 888 Comparative and National Social Policy
- PA 974 International Development Policy
- PA 974 International Program Evaluation
- PA 819 Advanced Quantitative Methods for Public Policy

- PA 881 Cost-Benefit Analysis

MIPA Electives

MIPA students earn the additional credits by taking courses offered by La Follette and across the university. Students plan their electives with the following options:

- Take electives within policy areas such as International Business and Government, International Trade and Finance, International Development, and other substantive areas of international public affairs.
- Focus on a policy issue with substantial international content, by clustering together electives that address problems such as the environment, health, social policy, or security.
- Take a variety of electives in several international policy areas.
- Take only electives from the La Follette School to sharpen analytical and management skills such as PA 819, PA 881, and PA 871.
- Add a certificate program, such as the Certificate in Energy Analysis and Policy (offered with the Gaylord Nelson Institute for Environmental Studies). Courses required for the certificate count as electives for MIPA.
- Students pursuing a dual degree in Law and Public Affairs (offered with the Law School), in Neuroscience and Policy (offered with the Neuroscience Training Program), or a double degree in Urban Planning and Public Affairs (offered with the Department of Urban and Regional Planning) take courses in the other department that count as electives toward their MIPA requirements.
- Group electives around a region to get broad expertise in a geographic region. Most often when students take electives outside of public affairs, courses are taken in departments of Economics, Political Science, Agricultural and Applied Economics, Population Health, Language departments, and the Schools of Law and Business.
- In building regional fields, MIPA students take advantage of the university's strong area studies centers and certificate programs in the following area:

African Studies

East Asian Studies

European Studies

Latin American, Caribbean, and Iberian Studies

Middle Eastern Studies

Russian, East European, and Central Asian Studies

South Asian Studies

Southeast Asian Studies

- Continue their language studies; up to 6 credits of intermediate to advanced language study can be counted toward the MIPA. Some elementary language courses are numbered below 300 and will count if they are at the intermediate to advanced level; regardless of course number up to 6 credits can be counted toward the MIPA degree. To earn credit, courses must be taken for a grade. MIPA students may earn three credits toward the degree for each four-credit language course; therefore, 6 credits would represent two semesters of language study.

3.4 Accelerated Public Affairs Degrees

The Accelerated Program, established in 2000, is a unique program of the College of Letters and Science and the Graduate School that allows senior year UW-Madison students to enroll in La Follette School of Public Affairs courses. Normally these courses are not open to undergraduate students—Accelerated Program students are deemed able to meet course expectations and thus have applied and been accepted into the program. Undergraduate departments are urged to count the Public Affairs courses in students' fourth year toward their undergraduate major or other requirements, but this is not always the case. Undergraduate departments designate which courses are counted accordingly. Eligible undergraduates at the University of Wisconsin—Madison in a variety of fields and disciplines (International Relations, Political Science, and Economics, for example) can receive a Bachelor of Arts or Bachelor of

Science degree after four years of study and a Master of Public Affairs or Master of International Public Affairs after a fifth graduate year.

Students accepted into the accelerated program can take 7 credits from the La Follette School during their last year of their undergraduate program. They then apply to the graduate school for the summer term. That summer they complete an internship for credit and one elective. In their graduate year, they complete 24 credits and graduate with the MPA or MIPA.

Newly accepted accelerated students should meet with the Student Services Coordinator to plan for courses and fulfilling program requirements. In their graduate year, accelerated students must be full-time and take at least 30 credits in order to meet the Graduate School requirements for receipt of a Master's degree, and meet all other MPA/MIPA degree requirements.

Application process for accelerated student program

There are two stages of application to the La Follette School for the accelerated program. First, undergraduates with no more than 20 credits left to finish their undergraduate degree apply to the accelerated program by submitting the one page La Follette School accelerated application form and other materials. Then, during their senior year, after having been permitted to take a limited number of La Follette course credits, they must formally apply and be accepted by the La Follette Graduate Admissions Committee and the UW Graduate School.

Stage 1: Application for admission to the accelerated program must be made directly to the La Follette School after at least five semesters of full-time undergraduate study and no later than March 15th prior to intended admission. Applications submitted by January 1st get priority consideration. Admission requirements to the accelerated degree are as follows:

- Completed application, available from the La Follette School Admissions Office, also can be printed from the La Follette web site.
- Statement of purpose
- Resume
- University of Wisconsin–Madison transcript indicating a GPA of 3.3 or higher; some exceptions are made if student has 3.6 or higher in prerequisite courses
- Two letters of recommendation from UW-Madison faculty members who are able to speak to the student's readiness from graduate course work
- Expectation of formal application to the La Follette graduate degree program
- Completion of an introductory statistics or calculus course, microeconomics course, American government course for the MPA program, and for MIPA applicants, a microeconomics course, a macroeconomics course, a comparative politics or international relations course and the equivalent of 3 semesters of a language other than English, or study abroad experience. (AP credits do not usually fulfill these requirements.)

Stage 2: During senior year while the student is taking La Follette courses, accelerated students must formally apply to the UW Graduate School by submitting the following information:

- An on-line application and fee to the UW Graduate School
- GRE Optional: GRE scores are helpful but not required for UW accelerated students. Occasionally, faculty seek GRE scores when selecting a project assistant. Therefore, a student may want to take the GRE to be competitive when applying for project assistantships at La Follette or in other UW departments. The GRE is required for students applying to the Energy Certificate Program at the Nelson Institute of Environmental Studies, for dual degree programs, double degree programs, and to Ph. D. programs.
- The application to the graduate school should be submitted no later than March 15.

The formal admission decision into graduate school will be based on an accelerated student's performance in public affairs and related courses taken during his or her senior year. Midterm exam information may be used to determine whether an accelerated student will be admitted for the graduate year. Students who do not make satisfactory progress and therefore not accepted into the MPA/MIPA program will retain those public affairs courses on their undergraduate record. All courses count toward the undergraduate's GPA and do not count toward her or his graduate year GPA. A new GPA is tracked in the graduate year of the accelerated student's program.

3.5 Double, Dual and Joint Degrees

A graduate student who wishes to earn a joint or double degree must be admitted to each applicable program and receive special approval from the Graduate School. The student must complete the requirements of each program.

Double Degree

A double degree is two degrees from two separate graduate majors and can be earned at either the master's or doctoral level. You may apply for an additional major at the time of original application or add a major at any time during your enrollment at UW-Madison. Credits often can count toward more than one program's requirements.

See the [Graduate School's guidelines for double degrees](#).

Dual Degree

A dual degree is the combination of a master's degree under Letters and Science and a degree from a professional school such as the Law School and the School of Medicine and public health. La Follette offers a MPA or MIPA and JD and a MPA and MPH dual degree.

Joint Degree

A joint degree consists of one graduate degree with two majors. You can earn a joint master's or a joint doctorate. Joint degrees are relatively rare. See the [Graduate School's guidelines for joint degrees](#).

3.6 Dual Degree Program with the Law School

The La Follette School of Public Affairs and the UW Law School offer a dual degree program leading toward the Master of Public Affairs (MPA) or Master of International Public Affairs (MIPA) and the JD in Law. The dual degree requires completion of 111 academic credits, of which 75 are Law School credits and 36 are La Follette School credits. A dual degree is two degrees, one of which is granted by a Graduate School program, the other by a professional school—in this case the Law School. To receive both degrees, students must satisfy Law School requirements, La Follette School requirements, and Graduate School requirements.

Application for admission to the dual degree program requires separate application and admission to the Law School and the La Follette School of Public Affairs. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Acceptance by one program, even if the applicant declares intent to pursue a dual degree, does not imply acceptance by the other program. Students currently enrolled in the Law School and applying for admission to the La Follette School may submit letters of recommendation submitted to the Law School, but must also submit at least one new letter of recommendation from a member of the Law School faculty.

The MPA or MIPA degree may be started before or after the student's admission to the Law School. Students admitted simultaneously to the Law School and the La Follette School can choose to begin their studies at the Law School or at the La Follette School. The Law School strongly encourages completion of the first year of the JD program on a full-time basis. Only those La Follette School credits earned within a two-year period preceding the date of admission to the Law

School and earned within six years prior to the date of the JD degree may be counted toward satisfaction of JD requirements.

Students must meet degree requirements of both programs, but:

- 15 credits from La Follette School foundational courses in which the dual-degree student has achieved an average of B or higher are applied toward the 90-credit degree when the student has met all requirements for the MPA or MIPA degree. Students applying 15 La Follette School credits toward the JD degree may not apply other credits from outside the Law School toward this degree. Thus the total number of Law School credits required for students in the dual-degree program is 75.
- 6 credits from Law School courses included in the 75 Law School credits and in which the dual-degree student has achieved an average of 77 or higher are applied toward the 42-credit MPA or MIPA degree when the student has completed at least 30 credits in the Law School
- The capstone course, PA 869, is required of Dual Degree Law candidates. Thus students must plan their program to include that course in spring of their final year of study toward the MPA/MIPA degree.

La Follette School Degree Requirements for JD-MPA and JD-MIPA Students

The La Follette School MPA and MIPA degrees require 42 credits, of which:

- 6 credits are applied from Law School courses; the total number of Public Affairs credits required in the dual degree program is 36.
- 18 credits are for La Follette School foundational courses
- 18 credits are for elective courses in the student's chosen concentration field. This consists of a cluster of courses, which may include an internship, connected by their relevance to a coherent theme. It is not uncommon for dual-degree students to develop a field broadly defined as Law and Policy that includes many courses offered in the Law School. The 15 concentration field course credits must not include credits for courses already in the 75 Law School course credits toward the JD degree.

Dual-degree students receive the JD degree and the MPA or MIPA degree simultaneously. A student who wishes to receive the JD degree but who has not completed all requirements for the MPA or MIPA degree may count only 6 La Follette School credits toward the JD degree.

3.7 Double Degree Program with the Department of Urban and Regional Planning

The La Follette School of Public Affairs and the Department of Urban and Regional Planning offer a double degree program in Planning and Public Affairs, leading toward the Master of Public Affairs or Master of International Public Affairs and the Master of Science in Urban and Regional Planning. The program requires a total of 66 units of graduate credits and normally requires three years of full-time study to complete. For more information about the M.S. in Urban and Regional Planning degree please see the URPL website: <http://urpl.wisc.edu/prospective/>.

One application to the graduate school can be used to apply to both the La Follette School and the Urban and Regional Planning program. At the time of original application to the Graduate School, applicants can check off up to three programs. Materials submitted to the UW Graduate School will be visible to both programs. Original transcripts can be shared between the programs with permission from the applicant. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Acceptance by one program, even if the applicant declares intent to pursue the double degree, does not imply acceptance by the other program. Students may request to add the second major during their first year of study at the La Follette School. In applying for the second program, currently enrolled students should inquire about the timeline for admission decisions by the second program. The form required to add another program: <https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/07/change-program-form-2014.pdf>.

MPA and MIPA degree students must complete all La Follette required foundational courses. Remaining focus field credit requirements for La Follette School degrees are met with courses that may also be counted toward the 45-unit Urban and Regional Planning curriculum.

In general, students in the double degree program are expected to complete core requirements for both programs by the end of their second year of studies. This permits coursework in year three to focus on one of the five Urban and Regional Planning areas of concentration: land use, housing and growth management, economic and fiscal planning, social planning, generalist planning, or resources and environmental planning.

3.8 Dual Degree Program MPA and Masters of Public Health

The Master of Public Affairs and Master of Public Health dual degree program is designed to prepare health policy professionals as policy analysts and public managers in the increasingly important area of health care. Dual degree MPA/MPH students will develop a firm foundation in policy analysis and public management offered by La Follette faculty, and a deep substantive knowledge in public health that is offered through the School of Medicine and Public Health. The dual degree requires 55 credits by allowing students to reduce the total number of credit hours required for both degrees (Each degree separately is 42 credits) and takes two academic years and two summers to complete. MPA/MPH students complete field work through the MPH program and are not required to complete the MPA or MIPA capstone course.

Prospective students submit separate applications to the Department of Population Health Sciences of the School of Medicine and Public Health and to the La Follette School. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Departments can send copies of documents to the other department with a student's permission. The MPH Admission website is <http://www.pophealth.wisc.edu/Prospective-Students/Apply/MPH-Degree>.

For the Master of Public Health degree, the following materials are required and sent to the School of Public Health (refer to the MPH website):

- GRE, MCAT, PCAT, LSAT or GMAT taken within 5 years
- Transcripts from all previous undergraduate and graduate studies
- Resume: Public health experience is highly recommended
- Three academic references
- Statement of purpose
- Applicants whose native language is not English must submit TOEFL results

MPH Course Prerequisites: One semester of college level mathematics such as algebra (equivalent to UW-Madison, MATH 112) or statistics (STATS 301), and one semester of science from the areas of biology, nutritional science, chemistry or physics.

A current MPA or MPH student can apply for the other program during his or her first year of graduate school. Students can request that copies of application materials be sent to the second program.

3.9 Energy Analysis Certificate Program

The Gaylord Nelson Institute for Environmental Studies offers a Certificate in Environmental Studies that may be completed while working on a La Follette School MPA or MIPA degree. The Energy Analysis and Policy Certificate Curriculum (EAP) is a 21-credit master's level curriculum available only through specific academic departments, including the La Follette School.

A student may seek admission to the EAP after admission to the La Follette School by completing the application and sending materials to the attention of Richard Shaten, University Services Program Associate at rjshaten@facstaff.wisc.edu.

EAP degree requirements are consistent with La Follette School MPA and MIPA degree requirements. Completing EAP requirements does not normally require additional semesters beyond the two years required to complete the MPA or MIPA degree program. Students must complete the foundational and track requirements, where relevant, in the MPA or MIPA curriculum. The 21 core curriculum requirements of the EAP count toward the MPA or the MIPA focus field. Complete information can be found on the website: <http://www.nelson.wisc.edu/graduate/energy-analysis-policy/index.php>.

3.10 Dual Degree in Neuroscience and Public Affairs

A dual-degree program culminating in a Ph.D. in Neuroscience and a Master of Public Affairs is available from the La Follette School and the Neuroscience Training Program. One application to the graduate school can be used to apply to both the La Follette School and the Neuroscience program. At the time of original application to the Graduate School, applicants can check off up to three programs. Materials submitted to the UW Graduate School will be visible to both programs. Original transcripts can be shared between the programs with permission from the applicant. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Acceptance by one program, even if the applicant declares intent to pursue the double degree, does not imply acceptance by the other program. Students may request to add the second major during their first year of study at the La Follette School. In applying for the second program, currently enrolled students should inquire about the timeline for admission decisions by the second program. The form required to add another program:

<https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/07/change-program-form-2014.pdf>.

For more Neuroscience Training Program information, please visit: <http://ntp.neuroscience.wisc.edu/>.

4. COURSE ENROLLMENT (SEE ALSO GRADUATE SCHOOL GUIDELINES)

4.1 Enrolling for courses in other departments

In general, students enroll in courses across the university by following the instructions on the timetable. Students sometimes need to obtain the instructor's consent to take a course. If consent is required, the student contacts the instructor by email. The instructor sends an email to the department staff member who is responsible to enter permission into the computer, which allows the student to enroll.

4.2 Enrollment in Law School Courses

To enroll in a Law School course a student should contact the professor first. Some Law School faculty members ask that students fill out a form at the Law School and submit the form to the timetable administrator. The Law School contact for enrolling in courses is the University Service Program Associate, 262-8564.

4.3 Course Overloads

La Follette students are generally encouraged to enroll for a maximum of 13 graduate-level credits (master's programs in business allow up to 18; master's programs in social work allow up to 15) during the fall or spring term, and up to 8 graduate-level credits during the eight-week summer session (master's programs in business or social work allow up to 9). The graduate school allows students to enroll for 15 credits. An overload request form is required if a student wishes to take more than 15 credits. The graduate school counts all credits in determining maximum credit loads. Even though pass/fail courses, audit courses, and 100- or 200-level courses are not considered graduate-level credits, they are counted in the total credit load. The overload form: <https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/04/Overload.pdf>.

To enroll for more than the maximum credit load, complete a Credit Overload Request form. It must be signed by the Associate Director of La Follette School or faculty advisor. It will be sent to the Graduate School Office of Admissions and Academic Services, 217 Bascom Hall, 262-2433, for consideration. The Graduate School will look closely at the rationale for the request. If the Graduate School approves the overload, the student is contacted by email, and the student then enrolls for the overloading course if approved.

4.4 Pass/Fail

Pass/fail courses do not count for major or minor course credit, nor are they counted toward the Graduate School's minimum credit requirement or considered in the minimum or maximum credit load per term. For these reasons, very few graduate students choose pass/fail for graduate-level courses (300 and above). Seminars, independent study, and research are not appropriate for pass/fail. See graduate school guidelines: <https://grad.wisc.edu/acadpolicy/>

Please note that the enrollment system counts all credits in determining maximum credit loads. Even though pass/fail courses are not considered graduate-level credits, a Credit Overload Request form, is required if a student's total credit load exceeds the maximum limit per term.

4.5 Auditing Courses

Audited courses do not count toward graduation requirements but do count toward credit total. Please see the Graduate School web site for details. Audits are not free; a course taken for audit costs the same as a course taken for credit. If students are not paying full-time fees, they will be assessed per-credit fees for an audit course. If a student enrolls for an audit course and does not attend or drop it, s/he will receive a grade of NR (No Report). To audit a course, a student must first obtain the consent of the instructor. Follow the procedures established in the department offering the course. Instructors may limit the number of auditors in a course. Not all courses may be audited. For example, courses that by their nature require participation (seminars, research, laboratory, or performance courses) are not appropriate for auditing.

As an auditor, a student is expected to attend classes on a regular basis as an observer. Auditors may not take examinations or submit class work. Auditors will receive a final grade of either S (Satisfactory) or NR (No Report). Audited courses carry no degree credits; however, the enrollment system counts all credits in determining maximum credit loads. Even though audit courses are not considered graduate-level credits, an overload form is required if a student's total credit load exceeds the maximum limit per term. Always consult the Timetable, for essential information and important deadlines.

4.6 Independent Reading (Independent Study)

To earn credit for working on an independent research project, a student must find a faculty member to agree to supervise her or his work and give that work a grade. Faculty members send an email to student services giving their permission for the staff member to input permission into ISIS for students to enroll in their independent study section. The faculty member and the student agree to the topic of study and how many credits the student will earn, 1 to 3 credits.

5. DEGREE REQUIREMENTS/GUIDELINES

5.1 Adding a Major

Graduate students may decide during their public affairs studies to earn an additional master's degree such as a Master of Social Work or a Master of Urban and Regional Planning. To do so, a student should submit the form Add/Change/Discontinue Program form to the new department: <https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/07/change-program-form-2014.pdf> with admission materials.

When a student is pursuing two graduate degrees such as the MPA and MSW, the graduate school allows for 25% of the lower amount of program credits to count toward both programs.

International students must contact International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044, to discuss the possible effects this change of major could have on their immigration status.

5.2 When Degree Requirements Change

Program requirements for a La Follette School degree may change. A student who is admitted to the La Follette School and who continues without a break in subsequent academic semesters (excluding summer sessions) is expected to complete program requirements in effect in the first semester of enrollment. If degree requirements change while a student is working toward the degree, the student may petition to complete the degree under the new requirements. The Associate Director has the authority to grant or deny the request. Students readmitted to the program must meet program requirements in effect at the time of readmission.

Occasionally a new degree or certificate option may be added. Continuing students should not expect to automatically be eligible to pursue the newly added degree/certificates. Entrance requirements will be set by the Graduate Committee and may require initial program entry.

5.3 Academic Credits for Prior Work Experience

- A maximum of 6 elective credits may be waived for relevant work experience. If a student receives 6 waived credits for a 42 credit program, s/he has to complete 36 credits to complete the master's degree program.
- To be eligible for work experience credits, students must establish that they have worked continuously and full-time in a professional policy or public management related position for at least five years.
- Students must petition the Associate Director, in writing, to determine whether such credits will be granted.
- If a student is waived from 6 elective credits because of past relevant work experience, s/he cannot also receive credit for future internships under PA 827 the Administrative Internship course. Please see 10.2 under Career Development for more information on internship credit.

5.4 Course "Transfer" Credits

- A maximum of 12 credits from another graduate school or from UW special student studies may count toward the La Follette School graduation requirements. The number of approved credits will be waived from the total number of required graduation credits. Courses taken outside of the University will not show up on a UW transcript.
- To waive credits or requirements, students must petition the Associate Director, in writing, with copies of syllabi and grades earned, to determine whether such credits can be waived. The decision will be made based on evidence of graduate level work comparable to that expected in La Follette School courses, when the course was completed, the relevance to current public policy, and academic performance in the course.
- Credits waived for prior graduate work can total no more than 9 credits.

6. MAKING SATISFACTORY PROGRESS

Satisfactory progress is required in each semester of study for continuation in the graduate program. Failure to maintain progress may result in program termination, restriction on registration or termination of financial assistance. These are minimum requirements.

- B/C is the minimum passing grade in all required courses in both degree programs. Required courses in which grades fall below this minimum requirement must be retaken and may be repeated only once. A grade of C is the minimum grade permitted in elective courses that count toward a La Follette School degree.

- Students must maintain a minimum GPA of 3.0 in each semester of study, including the summer term. Students whose semester GPA falls below this level may be terminated from the program. Students permitted to continue despite a semester GPA below 3.0 are placed on probation and not allowed to enroll in courses until their GPA rises to 3.0 or above; the next fall and spring semester GPA as well as the overall GPA must be above 3.0 in order for the student to be removed from probation. Failure to be removed from probation results in termination from the program.
- A grade of “Incomplete,” an “I,” is considered unsatisfactory if not removed by the next semester in which the student is enrolled. At the discretion of the instructor and with prior notification to the student, an incomplete grade may be changed to a failure after one year. All grades of incomplete must be graded or changed to “Permanent Incomplete” before petitioning for the degree warrant.
- In the case of voluntary student withdrawal from the program, when there has been satisfactory progress toward the degree, readmission within one year will be routine.
- Students leaving the program because of failure to meet the terms of their probation, insufficient GPA, or the accumulation of 9 or more credits of incomplete work must provide the Admissions Committee with compelling reasons for readmission.
- Students who expect not to be enrolled for graduate degree credit in any semester should consult with the Student Services Coordinator about their status in the program. The Graduate School requires that a student who does not enroll for even one semester (not including summer) apply for readmission to graduate study.

7. LEAVE OF ABSENCE

When considering a break in enrollment of one or more terms, a student should contact the Associate Director or the Student Services Coordinator. Students should submit a letter detailing when they plan to return and that they have addressed any course plan concerns. International students should check on their visa status with International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 608-262-2044.

If a student takes a leave of absence, s/he has up to five years from the time of departure to complete the degree. If a student returns within 5 years, graduation requirements must be discussed with the Student Services Coordinator in case of changes in the program.

Military Leave: Pursuant to the University of Wisconsin’s policy encouraging flexibility with regards to accommodating students serving in the military, the Associate Director will be permitted, with the assent of the relevant instructors, to modify course requirements. In extenuating circumstances, the Associate Director may waive deployed military personnel out of any requirement.

8. ADVISING AND ACADEMIC SUPPORT

8.1 General Advising

All students are assigned a faculty advisor according to their policy interests in the beginning of their first semester. The Associate Director also serves as faculty advisor to all students in their first year of study. The Associate Director approves all exemptions from program requirements.

Students are encouraged to meet with other faculty at any time during their program of study to discuss particular career interests or course options. Faculty advisors may help students make strategic decisions about career specialization, including decisions about course selection in their area of interest. Faculty are not expected to certify whether students are making satisfactory progress toward their degree or to monitor whether courses meet program requirements. The Student Services Coordinator oversees student progress toward degrees.

8.2 Student Services Academic Advising

The La Follette School of Public Affairs Office of Student Services provides academic advising to all La Follette students. The Student Services Coordinator provides counsel on the full range of academic issues including:

- Graduation requirements
- Course selection recommendations based on interest and program planning
- Admissions issues
- Prerequisite courses
- Registration and enrollment issues
- Addition of other degree or certificate programs
- Academic concerns
- Degree progress
- Credit waiver requests
- The interpretation of graduate school academic policies
- Resource referrals

The Student Services Coordinator also conducts degree audits, monitors student compliance with academic policies and procedures and collaborates with the Associate Director to aid students in matching their academic plan with their professional aspirations.

Resources including course listing with syllabi, Graduate School Course catalog links, enrollment forms, course advising information can be found on the La Follette web site: <http://www.lafollette.wisc.edu/students/student-resources>. Students will receive regular emails about new courses and campus resources from the student services office.

8.3 Faculty Advisors

The Student Services Coordinator assigns advisors to students based on interests indicated in the student application and attempts to ensure a fair distribution of advising responsibilities among faculty. Students may request a specific advisor or to change advisors at any time. Students may seek advice from any faculty member by arranging a meeting.

8.4 Writing Assistance

The Publications Director works on writing skills with students by appointment.

8.5 Technical Assistance

The La Follette Information Technology Specialist assists students with computer and software needed for La Follette course work.

9. CAREER DEVELOPMENT SERVICES

The La Follette School helps students identify and pursue their short-term and long-term career goals by providing professional development resources and career and internship search support. Students can access these services and resources in a number of ways. Career development information is found on the La Follette School website www.lafollette.wisc.edu/careerdevelopment.html. Students will also receive regular email updates, announcing news, events, and job and internship opportunities. Students are expected to read the updates and check the website in order to be aware of agency visits and other important events.

Students may also access these services through scheduled appointments or drop-in meetings with the Associate Director (located in room 103 in the La Follette School building). Students should feel free to drop-in without appointments for brief questions or conversations expected to last approximately 10 to 15 minutes, with the expectation that the Associate Director may or may not be available at any particular moment. More in-depth meetings are available by appointment. Students may e-mail the Associate Director at careerdevelopment@lafollette.wisc.edu for

appointment requests or questions. La Follette students are also eligible for career services provided by the UW College of Letters and Science Career Services office, and may schedule advising appointments with the office's Government Career Specialist via this website: <http://careers.ls.wisc.edu/government-job-search--students.htm>.

9.1 Professional Development Workshop, PA 800

Starting in their first semester, students receive classroom instruction on career planning and success in La Follette's Professional Development Workshop. Part of the degree curriculum, this once-a-week class teaches students the basics of advanced career development, from resume, cover letter and interview prep, to creating a professional presence on LinkedIn, performing a career self-inventory and career mapping, writing a professional memo and networking tips and tactics. Students also gain exposure to career paths in state, local and federal government, as well as nonprofits, through invited speakers and recruiters from such organizations as the Central Intelligence Agency (CIA), the Government Accountability Office (GAO) and the Wisconsin Legislative Audit Bureau (LAB). The workshop also gives students the opportunity to mix with alumni, who often participate as invited speakers, mock interviewers and speed networking partners.

Enrollment in PA 800 during the first semester of study is mandatory for all students except those who have had more than 4 years of full-time, public policy related work. While waivers can be requested for those fitting the above description, they are highly discouraged. The class provides a unique opportunity for thought and exploration devoted entirely to career development, and those looking to change or advance mid-career may have the most to gain. Students looking to waive the class must meet with the Associate Director before any such waivers will be considered.

9.2 Internship and Job Search Assistance

The goal of the La Follette School's career services provision is to teach students about the skills and resources they need to be successful job and internship hunters, not to place particular students in particular positions. As such, the responsibility for job and internship placement ultimately resides with the student. The Associate Director will assist students in this regard while maintaining the student's agency to direct their own internship or career search.

Students are expected to search widely for jobs and internships. This search should include regular perusal of the resources available on the Career Development Web Site. Agencies and organizations that have accepted La Follette School summer interns in past years can be found: <http://www.lafollette.wisc.edu/career-development/internships>.

The University of Wisconsin has created an online event and recruiting software system known as BuckyNet that students can use to search for jobs and internships, participate in on-campus interviews, search for career-related events on campus and more. BuckyNet is available for students and alumni of La Follette and can be accessed, after a brief online registration process, and can be found here: <http://careers.ls.wisc.edu/buckynet--students.htm>.

Students are also encouraged to share with the Associate Director any information they come across about internships and jobs that might be of interest to other students. The Associate Director can assist students with various aspects of the job search, including cover letter writing, resume development, and interviewing techniques.

9.3 Employer Relations

La Follette hosts information and recruitment sessions with a variety of employers throughout the year. The school will work to schedule these sessions to accommodate student schedules and will provide students with enough notice to plan accordingly. Employer information sessions and career events will be announced via email and posted notice in the La Follette School building. REMEMBER, it is important to continue one's own search for opportunities beyond these sessions and events. The Associate Director can assist you in identifying web based sources and other materials that may be of help in your own search. Students are also urged to look at other schools and departments on campus to identify additional recruitment opportunities that might be useful and to share that information with fellow students.

9.4 Alumni Connections

La Follette alumni are excellent resources for internships and jobs. Students will have opportunities to meet and work with alumni during their program of study. The La Follette School has established an Alumni Network, comprised of graduates who have expressed a special interest in working with La Follette School students. The Associate Director can put students in touch with these professionals. Other ideas for working with La Follette alumni can be found on the La Follette Career Development webpage: <http://www.lafollette.wisc.edu/careerdevelopment.html>.

9.5 Business Cards

Through the La Follette School Student Association (LSSA), students can receive business cards for a nominal charge. Business cards will include the La Follette School logo of the building, students' program name and any specialization field if necessary, name and contact information. The funds will benefit the LSSA.

10. Internships

Students are encouraged though not required to obtain professional policy-related work experience during the course of their degree program. Students are encouraged to seek paid or unpaid internships in any organization that offers significant experience with a government policy or program. La Follette School (LFS) students have interned throughout the United States, as well as overseas, at all levels of government, in non-profit agencies, and in the private sector. Internships are expected to give students the opportunity to apply skills and insights gained in their academic course work to the issues and projects on which they work in the internship. Students are expected to actively search for internships in areas of interest with the assistance of the Associate Director.

As described below, students may receive up to three graduate course credits by enrolling in PA 827: Administrative Internship. Enrollment for course credit may be during the fall, spring, or summer terms, and must be approved by the Associate Director and Director. Students assume responsibility for any travel and housing arrangements associated with an internship that requires relocation.

10.1 Finding an Internship

The search for appropriate internships involves effort on the part of students, the Associate Director, student services staff, and faculty. Students perform research to identify opportunities of interest; student services staff and faculty members suggest agencies in which opportunities are known to exist; and the Associate Director advises students about desirable opportunities and assists them in preparing to pursue these opportunities. The Associate Director, student services staff, and faculty may also initiate contacts with organizations on behalf of LFS Students, and are regularly contacted by agencies and other employers offering internships.

10.2 Internship Credit

Students who wish to receive academic credit for their internship must discuss this with the Associate Director.

Students may enroll for 1 to 3 credits in any given semester, but only a maximum of 3 internship credits will be counted toward a LFS degree. A maximum of 6 credits may be given for a combination of prior work experience and internship during the program of study. Students receiving 6 credits for prior work experience are not eligible for internship credit, although they are still encouraged to seek non-credit placement for career experience. See Section 5.3, Academic Credits for Prior Work Experience.

Students working as a LFS Project Assistant may, with approval, earn internship credit for their Project Assistantship via PA 827. See Section 2.5 Project Assistantships for more information.

Criteria Used for Academic Credit Approval

With approval from the Associate Director, students may enroll for 1 to 3 credits of PA 827, meeting the following minimum work hour guidelines:

- 3 credits-minimum of 320 hours over at least 8 weeks
- 2 credits-minimum of 240 hours over at least 6 weeks
- 1 credit-minimum of 160 hours over at least 4 weeks

Approval of an internship for academic credit is also based on a number of additional criteria, such as: the students' satisfactory academic progress, type of agency, project and tasks performed in the position as specified in the agreement with the supervisor, and the relationship of the internship to the student's degree program and field.

Many agencies and organizations advertise "internship" positions. Students are encouraged to explore these opportunities but to be aware that such positions may or may not meet the LFS requirements for internship credit. Awarding internship credit for work is entirely a LFS decision. Such credit may be given to positions not labeled "internships" by the employing organization, and credit may be denied to positions that are labeled "internships."

Students should enroll in PA 827 in the semester in which their internship qualifies for academic credit. Two-term internships may be approved; in this case, students should enroll in PA 827 during their second term of employment. Requests for internship on a retroactive basis are approved only under exceptional circumstances. When retroactive credit is approved, some substantial, new, independent work must be performed during the semester in which the credit is earned, in addition to the regularly required internship paper. This may involve presentations in seminars or brown bag discussions, or additional research on a topic related to the internship.

Procedure Used for Academic Credit Approval

After the Associate Director has determined that the internship meets the above logistical criteria and has the potential to provide valuable experience relevant to the students' program and career aspirations, s/he will authorize the student for enrollment in PA 827. Then, before the start of the internship, the student must complete the PA 827 Administrative Internship Organization/Student Agreement (posted under "Forms" on Student page):

<http://www.lafollette.wisc.edu/images/syllabi/PA827/Agreement-Internship-Form.pdf>

This agreement must be signed by the student, internship supervisor, and the LFS Director, who is the instructor for PA 827.

The purpose of the Agreement is to: (1) allow the Associate Director and Director to further evaluate the appropriateness of the internship for academic credit; and (2) afford the student a certain degree of assurance, from the employer and in writing, that s/he will be involved in substantive and challenging work. Students are expected to approach internship supervisors with a copy of their signed agreement should the work of the internship fail to meet the agreed to expectations.

At the conclusion of the internship, students must submit a paper describing the internship experience and relating theory to practice, which is reviewed by the Director (See Paper Guidelines, below). Students must also submit a short (approximately 250-word) summary of the internship for public viewing on the LFS website.

PA 827 is graded on a satisfactory/unsatisfactory basis. As the LFS must record a grade at the end of the fall or spring semester, or summer session, an "incomplete" will appear on the students' record until receipt of the paper.

Paper Guidelines

The purpose of the internship paper is to allow a student to reflect on his/her internship experience, as well as to apply his/her theoretical and course-based knowledge to the internship responsibilities. A paper must be completed to receive course credit for PA 827.

The paper should begin with a short description of the internship experience. After that point, the majority of the paper should be devoted to analyzing the internship experience. This analysis should be informed by the student's LFS coursework, and it may target the internship experience as a whole, or a particular issue or topic within the larger internship experience. A student's choice of topics may arise from specific tasks assigned during the internship (e.g., a policy study conducted as part of the internship) or from the student's interest in how policy is developed or the organization is managed. For example, a LFS student may choose to examine the public service motivation present within the federal agency in which s/he is interning. In doing so, the student would likely draw on theoretical materials from his/her LFS public management class. Another LFS student may be stationed in an overseas non-profit agency internship, and that student may want to analyze the international governance environment confronting his/her organization, using information drawn from his/her international governance class.

An important component of the paper is the application of topics learned in the classroom to the "real world" work environment facing the student intern. Thus, the student should use plenty of examples drawn from his/her work experience. To facilitate this, a student may want to keep a daily log or journal that records and reflects on his/her work experiences. It is imperative that a student collect information from across the internship experience—doing so will make a much richer paper.

These papers are course documents and will be read by the PA 827 instructor. They will not be shared with the internship supervisor. Thus, the student can be frank about his/her experiences. However, the student should not discuss confidential information or confidential decision-making. Moreover, the paper is not intended to encourage the student to move beyond the permitted tasks of the internship or to request information that may not be appropriately shared. Hence, the student should be sensitive to what topics are selected for the class paper, so that s/he may enhance your value as an intern, as well as the knowledge gained from the experience.

The paper is expected to be approximately 10 pages double-spaced, excluding any appended material, tables, or figures, with standard 12-point font. This requires careful selection of issues to be discussed and articulate presentation.

Performance Expectations

Internships are professional placements in which students are expected to act professionally and meet expectations of the employing agency. Although these placements may be contracted on a semester or summer basis, students must be aware that the agency may request, as would any employer, termination for unsatisfactory performance. Internship credit also may be withheld if the Director, upon consultation with the Associate Director, deems the student's work for the placement to be unsatisfactory. The Director may solicit feedback from the internship supervisor as needed or desired.

10.3 La Follette School Summer Internship Support

The LFS Summer Public Affairs Learning Experience Award Program encourages students to strengthen their career preparedness and broaden their placement opportunities by actively seeking rewarding and prestigious internships in federal government agencies, international organizations, or national office of non-governmental organizations, when these internships offer little or no salary compensation. The support is intended to defray some, but not all, of the higher costs of investing in these sorts of internship experiences in Washington, D. C., New York City, other major metropolitan centers in the United States, and foreign countries. Summer internship support funds are limited. We encourage students to invest in the most suitable experience to advance their career goals, even if they are not selected for an award.

Awards

To receive internship support, students must enroll in, and pay tuition for, PA 827, the Administrative Internship course. Interns receiving no salary compensation and those whose internships are located in a foreign country or major U.S.

metropolitan area outside of Wisconsin and its neighboring states are given priority for awards. The availability of and demand for funds may vary from year to year; thus, the number and size of awards may also vary. Students should not condition internship acceptance on award availability.

A few more important policies to consider in submitting funding support applications:

1. Students who hold PA, RA, or TA position in the spring semester are eligible for full tuition remission during the summer. Full tuition coverage does not preclude students from requesting support.
2. Summer support does not come with tuition or health insurance benefits. Out-of-state or in-state tuition will be assessed based on the student's tuition status.

Eligibility and Application

Students are eligible for summer internship support in the summer between their first and second year of study in the MPA or MIPA program. A call for application to the award program will be made by email to all students early in the spring semester. Students are responsible for submitting on time the necessary information required for consideration.

Students may receive no more than 3 credits for internships; thus, if a student has already received 3 credits for PA 827, s/he is not eligible for summer support.

Some of the most interesting and competitive summer internships have application deadlines in November. To encourage students to actively search and conscientiously prepare applications for internships, the first deadline for summer internship support is in March. Subsequent deadlines will be determined and communicated by the Associate Director. Students are encouraged to discuss their application with the Associate Director before submitting it.

11. McBurney Disability Resource Center (support services to students with disabilities)

www.mcburney.wisc.edu.

Students who need testing or class accommodations must sign up with the McBurney Disability Resource Center in the beginning of the semester. The bulleted information below will direct you to where to continue reading based on your current student status or your disability status. If you have questions about any step in the process, please don't hesitate to contact the McBurney Center.

- **Current UW-Madison Students Who Suspect They May Have a Disability but Have Never Been Diagnosed:** Please contact McBurney to schedule a 30-minute consultation appointment with an accommodations specialist who will direct you to the appropriate assessment resource.
- **Current UW-Madison Students with Temporary Impairments:** Check [Referrals for Students with Temporary Impairments](#) for resources that may meet your accommodation needs. McBurney does not generally provide services for students with temporary (less than 3 months) impairments, but we are happy to answer questions about the resources listed.
- **Current Students and Students Already Admitted to UW-Madison:** Please follow the [Ten Steps to Become a McBurney Client](#) .
- **Returning Students Who Have Previously Used McBurney Services:** Please contact your Accommodations Specialist to determine what is needed to reactivate services.

12. GRADUATION

12.1 Petitioning for the Degree

During a student's final semester of completing of all degree requirements, students must email the Student Services Coordinator and notify them that they will finish their degree that semester. By emailing the students is putting in writing their intention to graduate. Students can email student services directly. Prior to petitioning for the degree,

students are encouraged to contact the Student Services Coordinator within the first four weeks of their final semester of coursework to verify that all requirements have been met. Students should also register for graduation through their UW portal to get University graduation information.

12.2 Clara Penniman Award

The Clara Penniman Award recognizes a La Follette School graduating student for an outstanding paper in public affairs and is awarded at graduation. In spring, a call is sent out to La Follette School faculty members asking for nominations of student papers written during the student's graduate career for consideration and decision by the Graduate Committee. The award is presented at graduation, but may be won for a paper completed during a student's first year in the graduate degree program. The paper may be jointly written by up to two students in the graduating class. Names of Clara Penniman Award winners are engraved on a plaque displayed on the first floor of the La Follette School. The award was established in 1984 in her honor when Professor Clara Penniman retired from the UW Political Science Department. Professor Penniman had a distinguished career of service and teaching at the University, including Director of the Center for the Study of Public Policy and Administration, a center that later developed into the La Follette School of Public Affairs, in part because of her long-term advocacy for a public policy institute separate from any single department or discipline. As a teacher and scholar, Clara was most known for her work in tax administration, serving for a period of time in the Wisconsin Department of Revenue, an illustration of the link between academic work and public policy implementation.

While faculty generally nominate student papers, students are encouraged to bring to the attention of the Associate Director papers that they feel are eligible for the award. The supervising faculty member must write a supporting letter.

12.3 Director's Award

The Director's Award was established upon the end of Professor Robert Haveman's term as Director of the then La Follette Institute of Public Affairs (1988-1991) to be awarded to the student in each year's graduating class with the most outstanding academic record not only in terms of academic performance in his or her public affairs program, but also as a thinker and writer in public policy. The award is presented at the La Follette School's graduation program.

12.4 The Piore Prize for Best Paper in Science and Public Policy

Named for Emanuel R. Piore and Nora Kahn Piore, the prize was awarded for the first time in 2009 to recognize the best student paper in the area of science and public policy. Dr. Emanuel R. Piore was a research physicist who marshaled federal dollars for scientific research and helped IBM develop a new generation of digital computers. Nora Kahn Piore was a New York economist and health policy expert. She graduated Phi Beta Kappa in economics in 1933 from the University of Wisconsin, where she received an M.A. in economics a year later.

13. ACADEMIC APPEALS

All academic appeals must be submitted in writing to the Associate Director. Appeals must explain the basis of the appeal and provide information, and, if necessary, documentation supporting the appeal. The Associate Director is responsible for administration of appeals, including forwarding them to appropriate appeals bodies and notifying students of outcomes. If the Associate Director, in consultation with the Director, rules that an appeal is entirely without merit, he or she may deny the appeal without forwarding it to an appeals body.

Applicants may appeal decisions on admissions and readmission directly to the Associate Director of La Follette School, who is responsible with the Director for reviewing the decision in consultation with the Admissions and Fellowship Committee. Applicants may appeal decisions about fellowship awards to the Associate Director.

Students may appeal to the Associate Director regarding program and credit decisions. This includes decisions on completing foundational, track, and field requirements; decisions on transfer, experience, and internship credits; and decisions affecting joint programs.

14. ACADEMIC AND NON-ACADEMIC MISCONDUCT GUIDELINES

The La Follette School adheres to the University of Wisconsin-Madison non-academic guidelines. These guidelines and resources can be found on the website of the Office of Student Life:

<http://students.wisc.edu/saja/misconduct/misconduct.html>

<http://students.wisc.edu/doso/resources.html>

15. THE LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS OFFICE BUILDING AND SEWELL STUDENT LOUNGE USE

The La Follette School first floor offices open at 8:15 a.m. and close for the day at 5 p.m.

Anyone in the building after 5 p.m. on weekdays must keep outside doors locked. While students in the building are permitted to remain after those hours, the building is locked upon exiting the building. When classes meet in the late afternoon or evenings, students and the instructor should ensure that outside doors are locked when they leave immediately following the class.

15.1 Keys

Project Assistants working with La Follette faculty members will be issued keys for work space in Bascom Hall. Project Assistants speak to the receptionist about signing up for keys.

15.2 Fax Machine and Scanning Documents

- A fax machine is available in the main office for receiving school-related messages (608-265-3233). It is also available to continuing students to send faxes to prospective employers within the United States.
- Students may ask the main office staff to help with scanning documents, using the school copier, on an as needed basis.

15.3 La Follette School Meeting Office

Room 212 in the La Follette School Building is available to be reserved for small group meetings and study groups. Contact the administrative assistant in Room 101 to reserve the room, or call 262-4609.

15.4 La Follette Lounge

The La Follette lounge, located on the lower level of the La Follette School Building, is a place where students are free to interact, socialize, and use the computers. It is important for students to understand the purpose of the lounge and recognize that the lounge may not be especially conducive to quiet studying. Hours are 8:15 am to 5 pm.

15.5 La Follette Graduate Student Office in Sewell Social Sciences Building

There is a study/meeting area equipped with computers and conference phone for La Follette students in the Sewell Social Science Building, Room 7413. La Follette students use their student ID's to enter the locked room. The building is open from 7 am to 10 pm. Students may not use equipment or supplies of the Economics department.

15.6 After-Hours Building Use

No keys will be issued for after-hours use. Students must arrive before 5 p.m. to have access afterhours. Students must agree to accept after-hours responsibilities, including ensuring that the door remains locked and blinds closed after 5 p.m. and doors locked upon exiting. In addition, the last person in the Student Lounge is responsible for turning off lights, computers, and the coffee maker. Students must follow this Student Lounge after-hours policy or risk losing the privilege for all students. At the beginning of each year, the lounge is supplied with safety information, such as UW-Madison Safe Ride/Walk program and a First Aid Kit.

15.7 Food and Beverages

A refrigerator, microwave, coffee maker, and soda vending machine are available on the lower level of the La Follette Building, and may be used by students. Food that is left longer than 72 hours may be thrown out without notice. Students are responsible for cleaning the appliances.

15.8 Student Use of La Follette Phones

A phone for making campus and local calls is available in the La Follette School lounge on the lower level. Dial only the last five digits for a number on campus or within the state Centrex system; dial 9 first for a local call off campus.

Conference phones are available in the following locations for La Follette students' use to send or receive conference phone calls related to their coursework, as well as job and internship searches:

1. Room 7413A Sewell Social Science Building (La Follette Graduate Student Office)
 - 608-262-2097
2. La Follette School Conference Room (Room 110 Observatory Hill Office Building)
 - 608-263-6032
3. La Follette School Office #212

To reserve a space and conference phone line:

- E-mail or stop in the La Follette Main Office (Room 101 at the School, 262-3581, info@lafollette.wisc.edu) and inquire whether a phone line is available for the date and time needed. Indicate the projected start and end time of the call.
- Note that the School Conference Room should only be used if the phone in Room 7413A is unavailable.
- Any Main Office staff member can reserve a phone line for students.

To use the conference phone(s):

- An outgoing call may be made by students, or a client can make a call to students using the numbers provided above.
- For a long-distance call, to dial out, push the on/off button, then 8 (for outside line), 1, three digit area code, seven digit number.
- For a local call, to dial out, push the on/off button, then 9 (for outside line), seven digit number.
- For a call within the university system, push the on/off button, then the last 5 digits of the number (one does not need to push 9 unless you need an outside line).
- To bring in a third party, see written directions on second page of policy posted in the Social Science room.

15.8 Overnight Building Use

Staying overnight at the La Follette School is prohibited.

15.9 Conference Room

The conference room, located on the first floor, must be reserved in advance for large student group meetings. Requests should be sent by email to mainoffice@lafollette.wisc.edu. The student will get a response to the request by email. The conference room is used for seminars, faculty and staff meetings, research group meetings, interviews and other such meetings, so the ability to accommodate student reservations will depend on the availability of the room. The La Follette Graduate Student Office in room 7413 Social Sciences also has a conference room (7413A) for student use.

16. STUDENT, FACULTY AND STAFF COMMUNICATION

- Announcements, messages, and other information from faculty and staff will usually be distributed via e-mail, but students also have designated mailboxes in the student lounge. Both email and the mailboxes in the building should be checked on a regular basis. Messages are also posted on the bulletin board inside the front door on the first floor in the Observatory Hill Office Building.
- Faculty and staff will email students using the email registered at MyUW (the address ending in wisc.edu.) Students are responsible for making sure that address is current.
- Students must notify the Student Services Program Assistant of changes in student status, address, or phone number.
- Job announcements and job search materials are available from the Associate Director.
- The Outreach Director provides periodic news announcements of outreach activities in which students are invited to participate.

17. REVISION OF POLICIES AND PROCEDURES

The La Follette School Graduate Committee has authority to promulgate, amend, and revise these policies and procedures.

18. LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS STUDENT ASSOCIATION (LSSA)

LSSA is a registered student organization with the University of Wisconsin. It is regulated by the Dean of Students Office in conjunction with the Committee on Student Organizations (CSO). It is governed by public affairs students. The group serves students by hosting social events, connecting students to community service opportunities, fundraising for and coordinating the graduation ceremony and reception, maintaining an avenue for student input into the MPA and MIPA programs, and providing current students with a connection to La Follette alumni.

19. PI ALPHA ALPHA (PAA)

PAA, <http://pialphaalpha.org/>, recognizes outstanding graduate students in public administration, public policy, and public affairs. As of 2012, PAA has 162 chapters at NASPAA member schools. La Follette is a member School. Volunteers from the group of La Follette students who earn a 3.6 or above plan an induction ceremony, order certificates and cords and recognize members at graduation.

20. RESOURCES FOR GRADUATE STUDENTS

LA FOLLETTE SCHOOL STAFF

<http://www.lafollette.wisc.edu/facultystaff.html>

ACADEMIC & SKILLS TRAINING RESOURCES

Academic Calendar

<http://www.secfac.wisc.edu/acadcal/ChooseSemester.asp>

Certificate Programs offered at UW-Madison

http://registrar.wisc.edu/documents/85_Official_Certificates.pdf

Capstone Certificate in Consumer Health Advocacy

<http://www.dcs.wisc.edu/capstone/healthadvocacy.htm>

Capstone Certificate in Global Health

<http://www.dcs.wisc.edu/capstone/globalhealth.htm>

Computing at the UW-Madison: Offers free computer courses to students

<http://www.doit.wisc.edu/>

Energy Analysis and Policy Certificate Information

<http://nelson.wisc.edu/graduate/energy-analysis-policy/index.php>

Global Studies

<http://global.wisc.edu/>

Graduate School Academic Guidelines and Forms (comprehensive guide)

<http://www.grad.wisc.edu/education/acadpolicy/index.html>

Grants and Grant Writing Resources for Funding Education, Research and Projects

<http://grants.library.wisc.edu/>

International Institute

<http://www.intl-institute.wisc.edu/>

MPH/MPA Program

<http://www.pophealth.wisc.edu>

Nelson Institute on Environmental Studies (Energy and Transportation Certificate information)

<http://www.nelson.wisc.edu/index.php>

Registrar's Office (timetable found here)

<http://registrar.wisc.edu/>

Social Science Computing Cooperative-free courses in statistical software

<http://www.ssc.wisc.edu/sscc/>

Transportation Management and Policy Certificate

<http://nelson.wisc.edu/graduate/transportation-management/index.php>

Tutors: Statistics

Tutors can also be found by calling the statistics department and asking for their current list of tutors.

<https://www.stat.wisc.edu/contact>

608-262-2598

Tutors: Economics

<http://www.ssc.wisc.edu/econ/undergrad/tutorlst.html>

Writing Center: Avoiding Plagiarism

<http://writing.wisc.edu/Handbook/QuotingSources.html>

CAREER SERVICES

- Letters & Sciences Career Services Government, Politics, and Policy Careers Website
<http://careers.ls.wisc.edu/government-job-search--students.htm>
- BuckyNet: password-protected software program that connects UW students and employers
<http://careers.ls.wisc.edu/buckynet--students.htm>
- UW Job Center: Campus Jobs
<http://jobcenter.wisc.edu/>

FUNDING YOUR EDUCATION**Bunn Distinguished Graduate Fellowship**

<http://www.nelson.wisc.edu/graduate/funding/bunn.php>

Financial Services for Graduate and Law Students

<http://www.finaid.wisc.edu/graduate-and-professional.htm>

martina.diaz@finaid.wisc.edu (Martina Diaz, Financial Aid Counselor, specializes in graduate student aid)

Foreign Language and Area Studies Fellowships (IPA students interested in critical languages encouraged to apply)

<http://flas.wisc.edu/>

Scott Kloeck-Jenson Fellowships

<http://global.wisc.edu/skj/>

Tips for Finding a Teaching Assistantship

<http://www.nelson.wisc.edu/graduate/funding/ta-tips.php>

Graduate School Information

<http://www.wisc.edu/grad/>

STUDENT LIFE**Bus System: Madison Metro**

<http://www.ci.madison.wi.us/metro/Schedules/RoutesSchedules/RoutesSchedules.htm>

Counseling Services

<http://www.uhs.wisc.edu/services/counseling/>

International Student Services

<http://iss.wisc.edu/>

Mc Burney Disability Resource Center (support services to students with disabilities)

www.mcburney.wisc.edu

Multicultural Student Center

<http://msc.wisc.edu/msc/>

University Health Services

<http://www.uhs.wisc.edu/services/>

Veteran Services and Military Assistance Center

<http://veterans.wisc.edu/>