

THE ROBERT M. LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS

# Student Handbook

2019-20



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# 1. ADMISSIONS

The University of Wisconsin–Madison's La Follette School of Public Affairs seeks candidates who demonstrate the ability and experience to engage in a rigorous public affairs graduate program. The faculty Admissions Committee looks for evidence of strong academic achievement, relevant experience, potential for success in the public affairs graduate programs, commitment to promoting diversity and inclusion, and capacity to do well in a public service career, through a holistic review of each student's application, transcripts, GRE, references, resume, and statement of purpose.

## 1.1 Materials required of all candidates for consideration for admission

- **On-line UW-Madison graduate application.** Available at <https://grad.wisc.edu/apply/>.
- **Resume.** Applicants should upload a current resume to the online application.
- **Statement of Purpose.** The statement of purpose provides applicants with the opportunity to demonstrate their motivation to pursue a Master of Public Affairs (MPA) or Master of International Public Affairs (MIPA) degree and their commitment to a career dedicated to public service. They are encouraged to reflect on the experiences shaping their decision to apply and how a degree from the La Follette School of Public Affairs will help them make progress toward their personal and/or professional goals. Applicants also can use this opportunity to share what or how you will contribute to the diversity of the La Follette School community. The essay, no more than two double-spaced pages, should be uploaded to the online application. If an applicant has faced unusual or extenuating circumstances that may impact their application to the La Follette School, they may choose to describe how they have impacted your academic record on a separate page but in the same document as your statement of purpose. This section should not exceed 150 words. Whether an applicant chooses to include this section or not will **not** negatively impact an application
- **Three Letters of Recommendation.** The admissions committee prefers at least two references from previous professors who can speak to your potential as a graduate student. Recommenders will receive an email from UW-Madison after the applicant enters their name and email address into the online application. Recommenders should submit letters electronically by following the directions in the email. Letters must be received by January 1 in order for applicants to be considered for priority admission and funding.
- **One official transcript from each institution of higher education attended.** Applicants must submit undergraduate transcripts in pdf format as part of the graduate school application. Unofficial transcripts **are** acceptable. Applicants who are accepted to the La Follette School and decide to attend will be required to submit official transcripts to the UW-Madison Graduate School after May 1. However, to be considered for priority admission and funding, you only need to provide unofficial transcripts by January 1.
- **Graduate Record Examination Scores (GRE).** No subject test required. All students must submit Graduate Record Examination (GRE) scores before they can be considered for admission. If you take the computer-delivered GRE General Test, your official scores will be available in your ETS Account and sent to the institutions you designated approximately 10–15 days after your test date. If you take the paper-delivered test, your official scores will be available in your ETS Account and sent to the institutions you designated within five weeks after your test date. The UW–Madison institution code is 1846. The LSAT, MCA, and GMAT **cannot** be used in place of the GRE. The GRE must have been taken within the past five years. Tests should be completed by mid-November to insure scores are received by January 1.
- **English as a Foreign Language Testing.** Every applicant whose native language is not English, or whose entire undergraduate instruction was not in English, must provide official scores from the Test of English as a Foreign Language (TOEFL), International English

Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB). TOEFL information can be found at: [www.ets.org](http://www.ets.org). The La Follette School requires a TOEFL paper-based test score of 580 or above, TOEFL computer-based test score of 237 or above, TOEFL Internet-based test score of 92 or above, IELTS score of 7 or above, or MELAB of 82 or above. The admissions committee may ask a student regardless of their English test results to take a University of Wisconsin–Madison English assessment test upon arrival, and the student must register for any recommended English-as-a-second-language course(s) in the first semester of graduate study.

- **Application fee, \$75.00, payable in U.S. dollars to University of Wisconsin-Madison Graduate School.** A \$75 non-refundable application fee can be paid by credit card (MasterCard or Visa) or by debit or ATM card. Non-U.S. citizens must pay an additional \$6 international document processing fee. UW-Madison's Graduate School provides grants for application fees; more info available at <https://grad.wisc.edu/apply/fee-grant/>.

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. Students may view their files with 24-hours-notice. 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 Director of Admissions 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 each of the following areas:
  - Introduction to microeconomics or course equivalent to [Microeconomics 101](#)
  - Introduction to statistics or calculus or course equivalent to [Statistics 301](#) or [Math 211 or Math 221](#)
  - Introduction to American government or course equivalent to [Political Science 104](#)

## 1.3 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 areas:
  - Introduction to microeconomics or course equivalent to [Microeconomics 101](#)
  - Introduction to macroeconomics or course equivalent to [Macroeconomics 102](#)
  - Introduction to statistics or calculus or course equivalent to [Statistics 301](#) or [Math 211 or Math 221](#)
  - Comparative politics or international relations or course equivalent to [Political Science 120](#) or [Political Science 140](#)
- For students from English-speaking countries, three semesters of a foreign language, demonstrated competence in a language other than English, or one or more years of foreign residence.

#### **1.4 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 experience 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

#### **1.5 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 some cases and only upon the approval by the Associate Director these prerequisites will be completed during the first full semester of coursework or waived. 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 of the Graduate School, 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. All students are required to maintain a 3.0 average to be in good standing.

#### **1.6 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.

#### **1.7 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.

#### **1.8 Student privacy rights**

The Family Educational Rights and Privacy Act (FERPA) 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 <https://registrar.wisc.edu/ferpa/>.

#### **1.9 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, GRADUATE ASSISTANTSHIPS AND SCHOLARSHIPS

Students who apply to the La Follette School of Public Affairs by January 1 receive priority consideration for La Follette School fellowships. There is no separate application. The school’s Admissions Committee awards fellowships on a merit basis.

La Follette School fellowships provide tuition remission (in and out of state), health insurance, and a stipend during the student’s first year. In their second year at the La Follette School, fellows also receive a project assistantship (PAship) with a La Follette School faculty member.

La Follette School faculty also occasionally hire project assistants tied to grant funding. The Student Services Office notifies current and incoming students about these positions via email.

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

- The La Follette School can nominate one applicant to receive a University of Wisconsin–Madison Graduate School [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 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 or other qualifications designated by donors. 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 Admissions Committee nominates candidates for AOF support, which is administered by the College of Letters and Science, and for La Follette School Fellowships and scholarships. AOF eligibility requirements can be found on the UW Graduate School website: <https://grad.wisc.edu/funding/graduate-research-scholars/>.

### 2.2 La Follette School 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 Admissions 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, 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 related experience
- Enrollment in dual and double degree programs, and timing of courses in other programs

### **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 at 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.
- Please see the Graduate School knowledgebase website for more information about concurrent appointments at <https://grad.wisc.edu/documents/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.
- If fellows choose to accept a project, research, or teaching assistantship outside of La Follette that includes tuition remission, their first year fellowship amount will be reduced by \$6,000 per semester (the current UW assistantship tuition remission amount).

### **2.5 Graduate Assistantships**

Three types of assistantships exist for graduate students, including Project Assistantships, Teaching Assistantships, and Research Assistantships. For the University, the title of graduate assistant designates graduate students employed to assist with academic programs or other projects, teaching, training, or research. Assistants 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 assistantships 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 assistantship positions that are sent to La Follette staff and faculty. Interested graduate students may follow up on their interests at the department level. Contact the employing department directly for more

information. See information from the Graduate School website at <https://grad.wisc.edu/funding/graduate-assistantships/>.

La Follette is granted a number of Project Assistantships specifically for La Follette graduate students and Teaching Assistantships for some Undergraduate Certificate in Public Policy courses. These positions are generally reserved for second-year students who were awarded La Follette fellowships in their first year. First-year students may be asked to apply in the spring of each year if any project assistantship positions open. The process is administered by the Associate Director of the La Follette School. La Follette does not hire its own graduate students for graduate level Teaching Assistant positions.

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 assistantships must meet Graduate School guidelines regarding hours worked and the extent of other support.
- The same criteria will be considered in selecting 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 assistants for positions funded by the La Follette School funds. In some cases, the project director will make such decisions.
- The La Follette Admissions Committee may establish limits on total support a holder of a La Follette School assistantship may receive.

Assistantship benefits: Assistantships are generally 33.4% positions, requiring about 13 hours of work per week. Students are paid through tuition remission for the year, including summer terms if it is a spring appointment, and a stipend. Health insurance is available to La Follette School assistants and administered through the La Follette Payroll and Benefits Specialist.

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

## **2.6 La Follette Summer Internship Support**

Via the La Follette School Summer Public Affairs Learning Experience Award Program, limited funding is available to support out-of-state and out-of-country unpaid or low-paid internships. To be eligible, a student must enroll in PA 827 for 1–3 credits during the summer. Students seeking to graduate in the summer in which they enroll for PA 827 must take the course for 2 credits to meet the Graduate School's graduation requirements. The Career Services Coordinator 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 Office of Student Financial Aid. All financial aid questions should be directed to <https://financialaid.wisc.edu/>.

## 3. DEGREE PROGRAMS

General program graduation requirements apply to both the MPA and the MIPA degrees. Other requirements are specific to the individual 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 or Associate Director
- 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 a 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 full-time professional policy work experience may request to waive this seminar, although students with this level of experience will likely find the workshop beneficial.
- 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 in the sequence shown below:

#### Fall Year 1

- PA 800 Professional Development Workshop (1 credit)
- PA 818 Introduction to Quantitative Methods for Public Policy Analysis
- PA 874 The Policy-Making Process
- PA 880 Microeconomic Policy Analysis

#### Spring Year 1

- PA 873 Introduction to Policy Analysis
- PA 878 Introduction to Public Management

#### Spring Year 2

- PA 869 Workshop in Public Affairs, the capstone course taken in the final semester

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

- PA 819 Advanced Quantitative Methods for Public Policy
- PA 871 Public Program Evaluation
- PA 881 Cost-Benefit Analysis
- PA 892 Public Budgeting
- PA 974 Nonprofit Management

### **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 electives from the La Follette School and across the university 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 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 in the sequence shown below:

#### Fall Year 1

- PA 800 Professional Development Workshop (1-credit)
- PA 818 Introduction to Quantitative Methods for Public Policy Analysis
- PA 880 Microeconomic Policy Analysis

#### Spring Year 1

- PA 873 Introduction to Policy Analysis for International Policy
- PA 850 International Governance
- Choose one: PA 854 Macroeconomic Policy and International Financial Regulation **OR** PA 856 Trade Competition, and Governance in a Global Economy (when offered)

#### Spring Year 2

- PA 860 Workshop in International Public Affairs, the capstone course taken in the fourth semester

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

- PA 819 Advanced Quantitative Methods for Public Policy
- PA 871 Public Program Evaluation

- PA 881 Cost-Benefit Analysis
- PA 974 International Development Policy
- PA 974 International Program Evaluation

### **MIPA Electives**

MIPA students earn the additional credits by taking La Follette electives and courses from other departments 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 electives from the La Follette School and across the university 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 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 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 other departments 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 areas:
  - African Studies: <http://africa.wisc.edu/>
  - East Asian Studies: <http://eastasia.wisc.edu/>
  - European Studies: <http://uw-madison-ces.org/>
  - Latin American, Caribbean, and Iberian Studies: <http://lakis.wisc.edu/>
  - Middle East Studies: <https://mideast.wisc.edu/>
  - Russian, East European, and Central Asian Studies: <http://creeca.wisc.edu/>
  - South Asian Studies: <http://southasia.wisc.edu/>
  - Southeast Asian Studies: <http://seasia.wisc.edu/>
- 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. 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 qualified senior year UW-Madison students to enroll in La Follette School of Public Affairs courses. Normally, these courses are not open to undergraduate students; however, 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 take at least 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, and are encouraged to complete an internship for credit and potentially an elective. In their graduate year, they must complete at least 24 credits and graduate with the MPA or MIPA.

Newly accepted accelerated students should meet with the Admissions & Advising Coordinator to plan for courses and fulfilling program requirements, which includes 36 total credits. In their graduate year, accelerated students must be full-time.

### **Accelerated Admissions**

There are two stages of application to the La Follette School for the Accelerated Program. First, undergraduates with no more than 18 credits left to finish their undergraduate degree apply to the Accelerated Program by submitting the one page La Follette School Accelerated Program 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 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 1<sup>st</sup> get priority consideration. Admission requirements to the accelerated degree are as follows:

- **Completed Accelerated Degree Program Application.** Available on the La Follette School Accelerated Admissions website: <https://www.lafollette.wisc.edu/admissions/accelerated-admissions>
- **Personal statement of purpose.** Available at the website above
- **Two letters of recommendation** from UW-Madison faculty members who are able to speak to the student's readiness from graduate course work
- **University of Wisconsin-Madison transcript** indicating a GPA of 3.6 or higher; some exceptions are made if student has 3.6 or higher in prerequisite courses
- **Resume**
- Expectation of formal application to the La Follette graduate degree program before graduate year
- 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 \$75.00 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 are 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 the 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. 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 program at any time during your enrollment at UW-Madison. Credits often can count toward more than one program's requirements. The La Follette School and the Department of Planning and Landscape Architecture offer a double degree. See the Graduate School's Double-Degree guidelines: <https://grad.wisc.edu/documents/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 or the School of Medicine and Public Health. La Follette offers a MPA or MIPA and JD, a MPA or MIPA and MPH dual degree, and a MPA or MIPA and NPP dual degree. These programs are detailed below. See the Graduate school's Dual-Degree guidelines: <https://grad.wisc.edu/documents/dual-degrees-graduate-professional/>.

#### **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: <https://grad.wisc.edu/documents/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 previously 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. 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 for MPA students or PA 860 for MIPA students, is required of Dual-Degree Law candidates. Thus, students must plan their program to include that course in the 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 core credits, in addition to the 1 credit PA 800: Professional Development are required.
- 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 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 develop a firm foundation in policy analysis, economic policy 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 calendar years to complete: four semesters and two summers. MPA/MPH students complete field work through the MPH program and are not required to complete the MPA capstone course, but may choose to for additional experience.

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. Please refer to the [MPH website](#) for admissions requirements for the MPH program, including:

- A bachelor's degree from a U.S. accredited institution or concurrent enrollment in a graduate degree program, and an undergraduate GPA of 3.0 or higher
- Coursework
  - one semester of college level mathematics such as algebra (equivalent to UW-Madison, MATH 112) or statistics (STATS 201), and at a minimum, one semester of a college-level science course, such as biology, chemistry or physics AND
  - Per CEPH accreditation, all students must meet one of the following criteria to fulfill the MPH Foundational Knowledge requirement:
    - A bachelor's degree in public health from a U.S. accredited institution OR
    - Successful completion of UW-Madison undergrad course POP HLTH 370 Public Health: Local to Global Perspectives OR
    - Foundational Knowledge course and exam (this tuition-free, online course is offered through the UW-Madison MPH Program for students who do not meet one of the above options upon entry to the MPH Program)
- GRE or MCAT taken within 5 years
- Transcripts from all previous undergraduate and graduate studies
- Public health experience is highly recommended
- Applicants whose native language is not English must submit TOEFL results
- An official evaluation report from a National Association of Credential Evaluation Services (NACES) member organization if post-secondary education occurred outside of the United States.

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.

### **3.8 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 apply to a maximum of three programs. Materials submitted through the UW-Madison Graduate School online application 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 dual-degree, does not imply acceptance by the other program. Students may request to add the second program 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. To request to add a program is the same as applying to the second program when already admitted to one program at the UW. For more Neuroscience and Public Policy Program information: <https://npp.wisc.edu/overview/>.

### **3.9 Double-Degree Program with the Department of Planning and Landscape Architecture**

The La Follette School of Public Affairs and the Department of Planning and Landscape Architecture offer a double-degree program in [Urban 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 graduate credits and normally requires three years of full-time study to complete.

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 indicate that they are applying to both 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 program. It is ideal to do so 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.

MPA and MIPA and URPL 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. 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.

### **3.10 Energy Analysis Certificate Program**

The Gaylord Nelson Institute for Environmental Studies offers a [Certificate in Energy Analysis and Policy](#) that may be completed while working on a La Follette School MPA or MIPA degree. The Energy Analysis and Policy Certificate Curriculum (EAP) is an 18-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 on the EAP website.

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. EAP students who complete the EAP capstone do not have to take the La Follette Capstone course PA 869 or PA 860, but may choose to for the additional experience.

## 4. COURSE ENROLLMENT (SEE ALSO GRADUATE SCHOOL GUIDELINES)

### 4.1. Enrolling in Courses

Students can find enrollment instructions and information on the websites below. These sites may be consulted for support. If there are additional questions, please contact the Student Services Associate or the Admissions & Advising Coordinator.

- La Follette School Enrollment Information: <https://lafollette.wisc.edu/students/advising>
- Dates and Deadlines: <https://registrar.wisc.edu/dates/>
- Graduate Guide: <http://guide.wisc.edu/>
- Course Search and Enroll App: <https://registrar.wisc.edu/course-search-enroll/>
- Enrollment demos: <https://registrar.wisc.edu/enrollment-information/>
- How to enroll and navigate the Student Center:  
<https://kb.wisc.edu/enrollment/page.php?id=4134#add>
- Enrollment help: <https://registrar.wisc.edu/enrollhelp/>

### 4.2 Enrolling for courses in other departments

In general, students enroll in courses across the university by following the instructions on the schedule of classes. 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 online enrollment system, which allows the student to complete the enrollment process. Department Permission Contacts for course enrollment can be found at <https://registrar.wisc.edu/deptcontact/>.

### 4.3 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 schedule of classes' administrator. The Law School contact for enrolling in courses is Amy Arntsen, 608-262-0050.

### 4.4 Course Overloads

La Follette students are generally encouraged to enroll for a maximum of 13 graduate-level credits during the fall or spring term, and up to 8 graduate-level credits during the eight-week summer session. The Graduate School allows students to enroll for 15 credits during the semester and 12 during the summer. 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.

To enroll for more than the maximum credit load, complete a Credit Overload Request form found at <https://grad.wisc.edu/documents/overloads/>. It must be dropped off for the Admissions & Advising Coordinator and signed by the Director of the La Follette School. 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 and the Admissions & Advising Coordinator are contacted by email, and the student then completes enrollment for the course if approved.

### 4.5 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. "S"

(satisfactory) or “U” (unsatisfactory) are considered grades. See graduate school guidelines about Pass/Fail: <https://grad.wisc.edu/documents/pass-fail/>.

PA 800 is an exception. It is a Pass/Fail class, graded as “CR” (credit) or “N” (no credit) and is required for most La Follette students.

Please note that the enrollment system counts all credits in determining maximum credit loads. See 4.4 Course Overloads.

Always consult the [Dates and Deadlines](#) on the Registrar’s website for important deadlines.

#### **4.6 Auditing Courses**

Audited courses do not count toward graduation requirements but do count toward credit total. Please see the Graduate School website below 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.

To audit a course, a student must first obtain the consent of the instructor. The student must follow the procedures established in the program offering the course. Graduate School Dean’s approval is required for all course changes, including audit; see the [Course Changes](#) section of this document for instructions. The Dean’s signature will be fulfilled once submitted to the Graduate School. The deadline to request/cancel permission to audit is the [drop deadline](#), which is the end of the 9th week of class during the fall and spring semesters. Requests for late audits will not be considered. Specific deadline dates, including those for summer sessions, are posted prior to each semester by the [Office of the Registrar](#).

See graduate school guidelines about auditing courses: <https://grad.wisc.edu/documents/auditing-courses/>.

As an auditor, a student is expected to attend classes on a regular basis as an observer. 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). 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.

Please note that the enrollment system counts all credits in determining maximum credit loads. See 4.4 Course Overloads.

Always consult the [Dates and Deadlines](#) on the Registrar’s website for important deadlines.

#### **4.7 Independent Reading (Independent Study)**

Students can earn credit for working on an independent research project. Follow the steps below to propose an independent study course. The course can be for 1-3 credits. More information including examples of past independent study course proposals [can be found here](#):

1. Meet with a faculty member to discuss the independent study idea and see if the faculty member is willing to help guide the course.
2. Agree with the faculty member upon times and methods for meeting or checking-in and determine the deliverables for the course.
3. Determine how many credits the course will be based on UW-Madison’s [credit hour definition](#) which is below:
  - Institutional policy for what constitutes a credit hour must comply with the federal credit hour definition ([34 CFR 600.2](#))
  - A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester [...], or the equivalent amount of work over a different amount of time; or
  - (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
4. The student is responsible for emailing the Admissions & Advising Coordinator and the faculty member with whom they wish to do an independent study. Email the professor and the Admissions & Advising Coordinator with the proposal, including all of the information in steps 1-3. Copy the Student Services Associate on the email and they will give you permission to enroll in 799 with the professor.

#### **4.8 Public Affairs Seminar Series (PA 802)**

As a professional program, the La Follette School seeks to mix policy-relevant academic research with current policy and program analysis. This course provides a way for students to hear from a variety of La Follette and UW-Madison faculty, visiting scholars from other campuses, and distinguished practitioners. Students participate in this class by attending a required number of lectures chosen from one or a mixture of campus seminar series, including:

**The La Follette School of Public Affairs Seminar Series**, commonly held on Wednesdays 12:30-1:30 PM at the LaFollette School conference room; plus a few other co-sponsored lectures in other venues at other times.

This is the most diverse option of the seminar series, featuring a mix of visiting, UW and La Follette faculty presenting work related to policy and management, as well as sessions led by students or practitioners. The presentations are either a traditional academic presentation (similar to the other seminar series); policy overviews or policy debates on a particular issue; or a professional development session led by a practitioner or student. More details available at: <https://lafollette.wisc.edu/outreach-public-service/seminar-series>.

**The Institute for Research on Poverty Seminar Series**, held on Thursdays at 12:15-1:30 PM, 8417 Social Science; plus a few other co-sponsored lectures.

This seminar series focuses largely on issues related to poverty, inequality, and social policy. A large number of La Follette faculty are research affiliates at IRP and often attend these seminars. See <https://www.irp.wisc.edu/events/>.

**The Center for Demography and Ecology Seminar Series**, held on Tuesdays at 12:30-1:45 PM at 8417 Social Science.

The research presented here features researchers with interests in sociology and demography, presenting research on health, aging, and many other areas. A number of La Follette faculty are also research affiliates with CDE. Additional information available at <https://cde.wisc.edu/events/demsem/>.

**The Neuroscience and Public Policy Seminar Series**, held on Thursdays at 3:00-4:00 PM in the location shown for NTP 660.

The Neuroscience & Public Policy Seminar serves as the focal point for connecting students' training in neuroscience, public affairs and law. It also provides intellectual continuity between the fields throughout the entire period of training. The seminar itself is open to the public and other qualified students are welcome to enroll in the seminar course listed as NTP 660. Students must enroll in this seminar. For details go to <https://npp.wisc.edu/current-seminar-schedule/>.

## **Other Seminars:**

Students may count attendance at other seminar series, as indicated by the PA 802 instructor. Series seminars run by the School of Education, Department of Urban and Regional Planning, the Wisconsin Transportation Center are examples of suitable alternatives.

Students may take this class for elective credit for the purposes of counting toward their La Follette School graduation requirements no more than twice, with a maximum total credits allowed being three. See syllabus for details of what is required. Grading will be according to Graduate School standards, with grades being S (satisfactory) or U (unsatisfactory).

PA 802 is only offered in the spring semester, but the hours can be banked in the fall. Please contact the Admissions & Advising Coordinator with questions.

## **5. DEGREE REQUIREMENTS AND GUIDELINES**

### **5.1 Adding a Program**

Graduate students may decide during their public affairs studies to earn an additional master's degree such as a Master of Social Work, A Master in Environment and Resources 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 found at: <https://grad.wisc.edu/documents/forms/>.

When a student is pursuing two graduate degrees, the graduate school allows for 25% of the lower amount of program credits to count toward both programs. See graduate school guidelines about double-degrees: <https://grad.wisc.edu/documents/double-degrees/>.

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. See: <https://iss.wisc.edu/>.

### **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 La Follette Curriculum 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 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 Admissions & Advising Coordinator, 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.

### 6. MAKING SATISFACTORY PROGRESS

Satisfactory progress is required in each semester of study for continuation in the graduate program. Failure to maintain satisfactory progress and good standing 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 core 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 Admissions & Advising 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. See graduate school information about readmission: <https://grad.wisc.edu/documents/readmission/>

## 7. LEAVE OF ABSENCE

When considering a break in enrollment of one or more terms, a student should contact the Admissions & Advising 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 Admissions & Advising 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 Academic and Faculty Advising

Students have many advising resources available to them. In addition to this website and the La Follette School's Handbook, students can reference the Graduate School's [website](#) and the Graduate School's [Academic Policies and Procedures](#).

Resources including course listing with syllabi, Graduate School Course catalog links, enrollment forms, and course advising information can be found on the Students page of the La Follette School website: <http://lafollette.wisc.edu/students>. Students will receive regular emails about new courses and campus resources from Student Services staff.

When students still need clarification on issues, they should contact the school's [Admissions & Advising Coordinator](#). The Admissions & Advising Coordinator serves as the academic advisor to all students.

Students may request individual appointments with the Admissions & Advising Coordinator via the Starfish application in the MyUW dashboard. All currently declared students in academic programs offered by the La Follette School of Public Affairs are welcome to schedule an advising appointment.

To add the Starfish app:

1. Login to [MyUW](#)
2. Search for **Starfish**
3. Click **Add to home** for easy access
4. Launch the app

Please click this link for [instructions on how to use Starfish](#).

All students are also assigned a faculty advisor in the beginning of their first semester. Students are encouraged to take the initiative to build a mentoring relationship with their faculty advisor, in addition to other faculty members in the La Follette School. This is best done by meeting in person with faculty for scholarly and post-graduation plan advice during their office hours. Email is another way to set up an appointment.

Below please see the different ways the Admissions & Advising Coordinator and Faculty Advisor might assist students.

Admissions & Advising Coordinator	Faculty Advisor
<ul style="list-style-type: none"> <li>● Coordinates annual application/admission process</li> <li>● Advises on graduate program requirements, policies and procedures as determined by the La Follette School of Public Affairs and UW-Madison Graduate School</li> <li>● Assists with all aspects of enrollment and registration</li> <li>● Helps develop individual educational plans and assists students with program timeline information in accordance with campus guidelines and program milestones (core course and credit completion, course grades)</li> <li>● Monitors whether courses meet program requirements</li> <li>● Provides information about adding dual- and double-degrees or graduate certificates</li> <li>● Conducts degree audits</li> <li>● Certifies whether students are making satisfactory progress toward their degree</li> <li>● Serves as the point person for campus policy forms that may be used by other offices</li> <li>● Monitors student compliance with academic policies and procedures</li> <li>● Coordinates process of petitioning for the degree warrant</li> <li>● Collaborates with the Career Services Coordinator to aid students in matching their academic plan with their professional aspirations</li> <li>● Connects students with other campus resources, i.e., the Office of Student Financial Services, International Student Services, University Health Services, specific contacts in the Graduate School, and other student services staff in the La Follette School</li> </ul>	<ul style="list-style-type: none"> <li>● Addresses particular career interests or course options</li> <li>● May help students make strategic decisions about career specialization, including course content in the faculty advisor's area of interest</li> <li>● May have advice about advanced electives that align with a student's post-graduation plans</li> <li>● Provides access to an extensive network on and off campus that can be helpful for academic and career decision-making</li> <li>● May be useful to consult about Project or Teaching Assistant options</li> <li>● May be useful to consult about educational options after earning a La Follette School degree</li> </ul>

## 8.2 Academic Advisor Assignments

The Admissions & Advising Coordinator is assigned to all incoming La Follette School students prior to the beginning of their first fall semester in the program. The Student Center shows this information at: <https://my.wisc.edu>.

## 8.3 Faculty Advisor Assignments

The Admissions & Advising Coordinator assigns faculty advisors to students based on interests indicated in the student application and in the Professional Development Workshop. Attempts are made to ensure a fair distribution of advising responsibilities among faculty. Students may seek advice from any faculty

member by arranging a meeting. Students may request a specific advisor or to change advisors at any time.

#### **8.4 Writing Assistance**

The Admissions & Advising Coordinator will work to connect students whose first language is not English with campus writing resources, if requested.

The [Writing Center](#) is available as a useful resource to all students.

#### **8.5 Technical Assistance**

The [La Follette Information Technology Specialist](#) assists students with computer and software needed for La Follette School 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 and professional development information is found on the La Follette School website [www.lafollette.wisc.edu/careerdevelopment.html](http://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 Career Services Coordinator (located in room 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 Career Services Coordinator may or may not be available at any particular moment. More in-depth meetings are available by appointment. Students may email the Career Services Coordinator at [careerdev@lafollette.wisc.edu](mailto:careerdev@lafollette.wisc.edu) for appointment requests or questions. La Follette students are also eligible for career services provided by SuccessWorks at the College of Letters and Science, and may schedule advising appointments with Marie Koko, the office's Career and Internship Communities Specialist for Government, Politics and Policy (GPP) via this website: <https://careers.ls.wisc.edu/government-politics-policy-and-law/>. Students are also encouraged to seek career advice and networking suggestions from faculty, staff (e.g., Admissions & Advising Coordinator, Associate Director, Outreach Specialists), and alumni. International students may also want to work with International Student Services staff to ensure compliance with visa and other work policies.

#### **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 and professional skills development, including thoughtfulness about identity in interactions with others, gaining awareness of personality and work preferences through the Myers Briggs Type Inventory (MBTI), production of an Individual Development Plan (IDP); resume, cover letter and interview prep; creating a professional presence on LinkedIn; project management; writing a professional memo; interviewing; and networking tips and tactics. Students also gain exposure to career paths in state, local and federal government, as well as nonprofits and the private sector, 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 network 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 more than four or more years of full-time, public policy related work experience. 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 serve as a placement office. As such, the responsibility for job and internship placement ultimately resides with the student. The Career Services Coordinator 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 La Follette School Career Development website. Agencies and organizations that have hired La Follette School summer interns in past years and summaries of students' experiences can be found at <http://www.lafollette.wisc.edu/career-development/internships>.

In addition to sending announcements via email, the school maintains a list of job and internship announcements on web pages exclusively for the use of La Follette students. Job announcements are found at: <http://www.lafollette.wisc.edu/career-development/employment>. Internships are found at: <https://www.lafollette.wisc.edu/career-development/internships>.

The University of Wisconsin recently adopted a recruiting software system known as Handshake. Handshake makes it easy for every UW-Madison student to explore career events, connect to jobs and internships, and even schedule on-campus interviews. More information about Handshake can be found at: <https://careers.wisc.edu/students/>. SuccessWorks at the College of Letters and Science is another valuable resource: <https://careers.ls.wisc.edu/>, as is the Graduate School Professional Development web page: <https://grad.wisc.edu/pd/>.

Students are also encouraged to share with the Career Services Coordinator any information they come across about internships and jobs that might be of interest to other students. The Career Services Coordinator 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 the "This Week at La Follette" 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 Career Services Coordinator 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 Career Services Coordinator can put students in touch with these professionals and inquire as to whether they would serve as a mentor, if requested. 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, students' program name and any specialization field if necessary, name and contact information. The funds will benefit the LSSA.

## 10. INTERNSHIPS

La Follette students are encouraged, although not required, to obtain professional policy-related work experience during the course of their degree programs. 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 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 coursework to the issues and projects on which they work in the internship.

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 Career Services Coordinator. Students assume responsibility for any travel and housing arrangements associated with an internship that requires relocation. Students traveling abroad for internships should consult the UW Madison International Travel website at <https://internationaltravel.wisc.edu/> and UW Health and Safety Procedures at <https://internationaltravel.wisc.edu/policy-procedure/health-and-safety-procedures/>.

### 10.1 Finding an Internship

The search for appropriate internships involves effort on the part of students, the Career Services Coordinator and faculty. Students perform research to identify opportunities of special interest; the Career Services Coordinator advises students about desirable opportunities and assist them in preparing to pursue these opportunities; and faculty suggest agencies in which opportunities are known to exist. The Career Services Coordinator and faculty initiate contacts with organizations on behalf of La Follette School students interested in internships 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 Career Services Coordinator.

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 La Follette School 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 positions for career experience. See Section 5.3, Academic Credits for Prior Work Experience.

Students working as a La Follette School Project Assistant or as a project assistant in another department may, with approval, earn internship credit for their Project Assistantship via PA 827. See Section 2.5 Graduate Assistantships for more information.

### **Criteria Used for Academic Credit Approval**

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

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

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

Many governmental and nonprofit organizations advertise "internship" positions. Students are encouraged to explore these opportunities but to be aware that such positions may or may not meet the La Follette School requirements for internship credit. Awarding credit for work is entirely a La Follette School 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, not simply missing the course add deadline. 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 Career Services Coordinator 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: <https://www.lafollette.wisc.edu/career-development/internships>. This agreement must be signed by the student and internship supervisor.

The purpose of the Agreement is to: (1) allow the Career Services Coordinator 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 complete a public summary of the internship experience (250 words). This summary is for a public audience and may be posted on the La Follette

School website as an example of a student internship experience.

PA 827 is graded on an “S” (satisfactory) or “U” (unsatisfactory) basis. As the La Follette School 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.

### **Steps for Students Seeking an Internship**

If you wish to enroll in the course and receive credit for your internship, please follow the steps below:

1. Accept an internship offer. You can find many [internship postings](#) on La Follette’s website.
2. Before the start of the internship, fill out the [internship agreement form](#) and provide the La Follette Career Services Coordinator with a copy.
3. The Career Services Coordinator will review your form and, if it is approved, will notify you and the La Follette Student Services Associate, who will give you permission to enroll in the course.
4. Determine the appropriate number of credits in which to enroll for [PA 827: Administrative Internship](#) by consulting the table below.
5. Enroll through the Student Center.

### **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. Course requirements are in the syllabus on the Canvas website.

### **Performance Expectations**

Internships are professional placements in which students are expected to act professionally and meet the expectations of the employing agency. Although these positions 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 may also be withheld if the student’s work for the placement to be unsatisfactory. We will solicit feedback from the internship supervisor as needed or desired via an online survey when grades are due.

### **10.3 La Follette School Summer Internship Support**

The La Follette School Summer Public Affairs Learning Experience Award Program encourages students to strengthen their career preparedness and broaden their opportunities by actively seeking rewarding and prestigious internships in federal government agencies, international organizations, or 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. Students with tuition remission must still pay segregated fees associated with the number of credits taken. 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.
3. Students seeking to graduate in summer, must carry a minimum of 2 graduate credits. See graduate school information about graduation <https://grad.wisc.edu/documents/graduation/>

## Eligibility and Application

Full-Time students are eligible for summer internship support in the summer between their first and second year of study in the MPA or MIPA program. Part-time students are eligible for summer funding as long as they are returning to La Follette to take courses during the following academic year. The Career Services Coordinator will put out a call for applications to the award program via 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, they are 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 Career Services Coordinator. Students are encouraged to discuss their application with the Career Services Coordinator before submitting it.

## 11. SUPPLEMENTAL TRAVEL FUNDING

Limited funding is available on a case-by-case basis for travel opportunities that add value to a student's educational experience. Examples may include, but are not limited to, presenting at a conference or participating in a policy analysis contest. Funding cannot be requested for travel to interviews or for simply attending a conference for professional development purposes. Students should contact the Admissions & Advising Coordinator with questions and should submit proposals to the Associate Director, who will make final funding decisions. The Supplemental Travel Funding form can be [found here](#).

## 12. MCBURNEY DISABILITY RESOURCE CENTER (SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES)

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 at <https://mcburney.wisc.edu/contact-us/>.

- **McBurney Connect** provides online access for students, instructors, and notetakers to apply for, request and manage student, disability-related accommodations. Additionally, departments can request and manage departmental sign language interpreting and on-site CART captioning requests.

- **3 Steps to Apply for Classroom Accommodations**

- 1. Complete the McBurney Connect Student Online Application**

- Complete the [McBurney Connect Online Student Application](#) as early as possible
- A UW-Madison NetID is required ([information on activating your NetID](#))
- If you have not yet applied to UW-Madison and have questions about accommodations, [email McBurney Center Transition Services](#)
- If you already have [documentation](#), you can upload it as part of the application

- 2. Schedule and Participate in an Intake Appointment (In-Person, Phone, or Video Conference)**

- You will receive an email from your assigned Accommodation Specialist. (Please contact McBurney if you do not receive an email within 5 business days of submitting the online application.)
- The intake appointment is an initial conversation with your Accommodation Specialist in-person, by phone, or by video-conference about your accommodation requests, accommodation history, and the impact of your condition(s)

- 3. Start Gathering and Submitting Documentation of your Disability(ies)**

- Submit any relevant disability-related documentation that you have on hand (e.g., IEP or 504 plan, etc.)
  - Work on getting copies of the necessary documentation listed in the chart below available at <https://mcburney.wisc.edu/apply-for-accommodations/>
  - If no formal diagnosis, see [Undiagnosed Students info](#)
- **Current UW-Madison Students with Temporary Impairments:** See <https://mcburney.wisc.edu/resources/temporary-conditions/> for resources that may meet your accommodation needs. Students who have questions about the information in the website above are encouraged to complete a Student Application by clicking the “APPLY for Services” button at [McBurney Connect](#). A McBurney staff member will follow up with them within two business days. If a student has an emergency situation, please contact the McBurney Center and ask to speak with one of the Transition Services staff.
  - **Returning Students Who Have Previously Used McBurney Services:** Please contact your Accommodations Specialist to determine what is needed to reactivate services.

## **13. GRADUATION**

### **13.1 Petitioning for the Degree**

During a student’s final semester completing all degree requirements, students must email the Admissions & Advising Coordinator and submit notification that they will finish their degree that semester. By doing so, the student is putting in writing their intention to graduate. Students should also [register for graduation through their UW portal](#) to get University graduation information.

Prior to petitioning for the degree, students will be asked to submit responses in a Qualtrics survey indicating their intention to graduate in the fall, spring, or summer term, and checking that they have met requirements necessary to graduate. They are highly encouraged to contact the Admissions & Advising Coordinator within the first four weeks of their next to last semester of coursework to verify

that all requirements have been met. See graduate school information about graduating with a Master's Degree: <https://grad.wisc.edu/current-students/masters-guide/>

### **13.2 Clara Penniman Graduation 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. Students are encouraged to bring papers that they feel are eligible for the award to the attention of the Associate Director. The supervising faculty member must write a supporting statement. 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.

### **13.3 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 their public affairs program, but also as a thinker, leader and writer in public affairs. The award is presented at the La Follette School's graduation program.

### **13.4 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.

## **14. 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 the administration of appeals, including forwarding them to appropriate appeals bodies and notifying students of outcomes. If the Associate Director, in consultation with the Admissions & Advising Coordinator, rules that an appeal is entirely without merit, the appeal may be denied without forwarding it to an appeals body or the Director of the La Follette School.

Applicants may appeal decisions on admissions and readmission directly to the Admissions & Advising Coordinator, who, with the Associate Director, is responsible for reviewing the decision in consultation

with the Admissions Committee. Applicants may appeal decisions about fellowship awards to the Admissions & Advising Coordinator.

Students may appeal to the Admissions & Advising Coordinator and consult with 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 dual- or double-degree programs.

## **15. ACADEMIC AND NONACADEMIC MISCONDUCT GUIDELINES**

The La Follette School adheres to the University of Wisconsin-Madison nonacademic guidelines. These guidelines and resources can be found on the website of the Office of Student Conduct and Community Standards:

<https://conduct.students.wisc.edu>

Student resources on nonacademic misconduct can be found here:

<https://conduct.students.wisc.edu/student-resources/>

## **16. GRIEVANCE PROCESS**

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the La Follette School offers several venues for resolving the conflict. Student concern about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, the student should contact the La Follette School's Admissions & Advising Coordinator or Associate Director.

See graduate school information about grievances and appeals:

<https://grad.wisc.edu/documents/grievances-and-appeals/>.

## **17. 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. 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.

### **17.1 Keys**

Second year La Follette School fellows and some additional Project Assistants working with La Follette faculty members will be issued keys for the work space in Bascom Hall room 410. It is a shared space with ten separate study carrels, each equipped with a computer. There is one common printer, one common phone, and a microwave. Project Assistants should speak to the [University Services Associate](#) about signing up for keys, which requires a \$40 deposit.

### **17.2 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 students to send faxes to prospective employers within the United States.

- Students may ask the main office staff to help with scanning documents or using the school copier when needed.

### **17.3 La Follette School Student Lounge**

The La Follette School Student 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.

### **17.4 La Follette Graduate Student Office in Sewell Social Sciences Building**

There is a study/meeting area equipped with computers and a 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.

### **17.5 After-Hours Building Use**

No keys will be issued for after-hours use. Students must arrive before 5 p.m. to have access after-hours. Students must agree to accept after-hours responsibilities, including ensuring that the door remains locked and blinds closed after 5 p.m. and that doors are locked upon exiting. In addition, the last person in the student lounge is responsible for turning off lights and computers. 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.

### **17.6 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 appliances.

### **17.7 Student Use of La Follette Phones**

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

#### **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 La Follette 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.
- See documentation posted in 7413 for dialing instructions.

### **17.8 Overnight Building Use**

Staying overnight at the La Follette School is prohibited.

### **17.9 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 [info@lafollette.wisc.edu](mailto:info@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, etc., 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.

## **18. STUDENT, FACULTY AND STAFF COMMUNICATION**

- Announcements, messages, and other information from faculty and staff will usually be distributed via the “This Week at La Follette” e-mail, email, 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 of the La Follette School.
- Faculty and staff will email students using the email registered at MyUW (the address ending in [wisc.edu](http://wisc.edu).) Students are responsible for making sure that address is current.
- Students must notify the [Student Services Associate](#) of changes in student status, address, or phone number.
- Job announcements and job search materials are available from the [Career Services Coordinator](#).
- The [Financial Specialist](#) assists with reimbursements, grants, and contract administration.
- The Payroll and Benefits Specialist assists fellows and PAs with payroll and addresses questions about benefits.
- The [Outreach Specialist](#) provides periodic news announcements of outreach activities in which students are invited to participate.
- The [University Relations Specialist](#) regularly updates the La Follette School website and shares relevant information with all members of the La Follette School.
- The [IT Specialist](#) is available to assist with any tech needs.
- The [University Services Associate](#) is the first point of contact at the La Follette School and is a wonderful resource.
- Emails about academic matters will be sent from the [Admissions & Advising Coordinator](#).

## **19. REVISION OF POLICIES AND PROCEDURES**

The La Follette School faculty and staff have authority to promulgate, amend, and revise these policies and procedures.

## **20. LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS STUDENT ASSOCIATION (LSSA)**

[LSSA](#) is a registered student organization with the University of Wisconsin found on the [Wisconsin Involvement Network](#) website. It is regulated by the [Center for Leadership and Involvement](#). It is governed by public affairs students. The group serves students by hosting social events, connecting

students to community service opportunities, fundraising for the graduation reception, coordinating the graduation ceremony, maintaining an avenue for student input into the MPA and MIPA programs, and providing current students with a connection to La Follette [alumni](#).

## 21. PI ALPHA (PAA)

[PAA](#) 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 may plan an induction ceremony, order certificates and cords and recognize members at graduation. If students are interested in doing so, they should initiate a conversation with the Admissions & Advising Coordinator, understanding that the La Follette School does not have a formal partnership with PAA.

## 22. RESOURCES FOR GRADUATE STUDENTS

### LA FOLLETTE SCHOOL FACULTY & STAFF

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

### ACADEMIC RESOURCES & SKILLS TRAINING

#### Academic Calendar for UW-Madison

<https://secfac.wisc.edu/academic-calendar/>

#### Academic Offerings at the La Follette School of Public Affairs

<https://lafollette.wisc.edu/academics>

#### Certificate Programs offered at UW-Madison

<http://guide.wisc.edu/graduate/#graduateprofessionalcertificatestext>

#### Certificates commonly selected by La Follette School students

- Energy Analysis and Policy Certificate Information: <https://eap.wisc.edu>
- Wisconsin School of Business Graduate Certificates: <https://wsb.wisc.edu/programs-degrees/certificates>
  - Certificate in Business Analytics
  - Certificate in Business, Environment and Social Responsibility
  - Certificate in Entrepreneurship
  - Certificate in Strategic Innovation

#### Dual- & Double-Degrees Established with La Follette School Partners

- Law and Public Policy: <http://law.wisc.edu/academics/dualdegree/lafollette.html>
- Master of Public Health and Public Affairs: <https://mph.wisc.edu/>
- Neuroscience and Public Policy: <https://npp.wisc.edu/>
- Urban and Regional Planning:  
<https://dpla.wisc.edu/academics/graduate-programs/ms-urban-and-regional-planning/>

**Graduate Guide:** The Graduate Guide provides an overview of UW–Madison programs that offer graduate degrees, doctoral minors, graduate/professional certificates, and capstone certificates.

<http://guide.wisc.edu/graduate/>

#### Graduate School Academic Policies and Procedures

<https://grad.wisc.edu/academic-policies/>

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

<https://www.library.wisc.edu/memorial/collections/grants-information-collection/>

**UW-Madison Information Technology:** More than 100 IT services are available to UW-Madison faculty, staff and students, including free computer courses to students

<https://it.wisc.edu/>

**Institute for Regional and International Studies**

<https://iris.wisc.edu/>

**International Student Services**

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

**McBurney Disability Resource Center**

<https://mcburney.wisc.edu/>

**Nelson Institute on Environmental Studies**

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

**Online Training (LinkedIn Learning):**

The online training service provides access to LinkedIn Learning, a full library of self-study software tutorials available anytime, anywhere. (Formerly known as Lynda.)

<https://it.wisc.edu/services/online-training/>

**Registrar's Office:** Class offerings by semester.

<https://registrar.wisc.edu/course-search-enroll/>

**Social Science Computing Cooperative:** Offers free courses in statistical software

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

**Tutoring and Learning Support:** Consult with the La Follette School Admissions & Advising Coordinator before exploring the options below:

- Campus: [https://advising.wisc.edu/learning-resources-list?field\\_special\\_groups\\_tid%5B%5D=2](https://advising.wisc.edu/learning-resources-list?field_special_groups_tid%5B%5D=2)
- Economics: <https://econ.wisc.edu/undergraduate/tutors/>
- Statistics (contact the Graduate Coordinator): <https://www.stat.wisc.edu/contact>

**The Writing Center**

<https://writing.wisc.edu/>

**CAREER SERVICES**

**Graduate School Professional Development Office:** assists with skill-building for academic success, professional growth and goal-setting

<https://grad.wisc.edu/pd/>

**Handshake:** UW-Madison's primary recruitment and career event management tool

<https://careers.wisc.edu/handshake/>

**International Internship Program (IIP) Internship Database**

<https://internships.international.wisc.edu/>

#### **La Follette School**

- Employment: <http://www.lafollette.wisc.edu/career-development/employment>
- Internships: <https://www.lafollette.wisc.edu/career-development/internships>
- Professional Development: Includes career statistics, regional and national organizations, job search resources and application material models and guidelines, interviewing preparation and follow-up information, and general etiquette suggestions  
<http://www.lafollette.wisc.edu/career-development/resources>

**SuccessWorks at the College of Letters & Science** <https://careers.ls.wisc.edu/>. Located at 711 State Street, Suite 300 (in the University Bookstore building)

- Government, Politics, and Policy Careers Website: <https://careers.ls.wisc.edu/government-politics-policy-and-law/>
- SuccessWorks Nonprofit Management & Education Careers Website  
<https://careers.ls.wisc.edu/nonprofit-management-education/>
- Government, Politics, and Policy Career Advisor, Marie Koko, offers satellite office hours in 8142 Social Science. To schedule an appointment, go to:  
<https://successworks.acuityscheduling.com/schedule.php?appointmentType=3556372>

#### **UW-Madison International Travel site**

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

#### **UW Job Center: Assistantships and campus jobs**

<https://jobcenter.wisc.edu/>

### **STUDENT LIFE**

#### **Bus System: Madison Metro**

<http://www.cityofmadison.com/metro/schedules/schedules.cfm>

#### **Counseling Services offered through University Health Services**

<https://www.uhs.wisc.edu/mental-health/>

#### **Diversity & Inclusion Information on the La Follette School Website**

<https://lafollette.wisc.edu/about/diversity-inclusion>

#### **Funding & Financial Information on the La Follette School Website**

<https://lafollette.wisc.edu/admissions/funding-financial-information#more-information-amp-opportunities>

#### **Gender & Sexuality Campus Center**

<https://lgbt.wisc.edu/>

#### **International Student Services**

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

#### **McBurney Disability Resource Center (support services to students with disabilities)**

<https://mcburney.wisc.edu/>

**Multicultural Student Center**

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

**Office of Childcare and Family Resources**

<https://occfrc.wisc.edu/>

**Student Life at the La Follette School**

<https://www.lafollette.wisc.edu/students/student-life>

**Student Life at UW-Madison**

<https://students.wisc.edu>

**University Health Services**

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

**Veteran Services and Military Assistance Center**

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