

**Indiana University  
School of Public and Environmental Affairs  
Indianapolis Campus**

**Master of Public Affairs  
MID-CAREER OPTION APPLICATION**

**DESCRIPTION OF THE MID-CAREER OPTION (MC0)**

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to a maximum of 12 credit hours toward the *MPA* degree for students who have had **significant professional level work experience** in management and policy development. “Professional” level work is that requiring extensive education or specialized training (e.g., at least an undergraduate degree) and gives substantial control over the manner in which it is done to the person performing it.

Credit will be granted for work experience gained before the student completes 36 credit hours of course work in the MPA program.

The following guidelines will be used by the Admissions Committee to award these credits:

1. To receive **THREE** (3) credit hours, a student must have had one to three year’s professional experience in policy development or management with a public, private, or nonprofit organization in any of the following areas:
  - a. Directing programs
  - b. Preparing budgets
  - c. Making decisions on organizational or staff development
  - d. Analyzing, developing and evaluating policies
  - e. Conducting public or legislative relations programs
  - f. Program planning.
  
2. To receive **SIX** (6) credit hours, a student must have had three to five years of professional experience in policy development or management in a public, private, or nonprofit organization that includes significant responsibility for at least two of the following:
  - a. Directing programs
  - b. Preparing budgets
  - c. Making decisions on organizational or staff development
  - d. Analyzing, developing and evaluating policies
  - e. Conducting public or legislative relations programs
  - f. Program planning.
  
3. To receive **NINE** (9) credit hours, a student must have had at least five years of executive responsibility in a public, private, or nonprofit organization for at least four of the following:
  - a. Directing programs
  - b. Preparing budgets
  - c. Making decisions on organizational or staff development
  - d. Analyzing, developing and evaluating policies
  - e. Conducting public or legislative relations programs

f. Program planning.

This experience must include supervising a significant number of staff, including other supervisors, managers or contract employees.

4. **TWELVE** (12) credit hours may be awarded by the Admissions Committee *in exceptional circumstances* to students who have had at least ten years of **executive responsibility** for all areas of policy development or management in a major public, private, or nonprofit organization.

5. **THREE** (3) credit hours will be awarded by the Admissions Committee to students in the MPA program who have completed at least one year of full-time service in the Peace Corps, AmeriCorps, or similar national service program. Students receiving credit for such service may also apply for additional credits, based on other career experience, which will be awarded in accordance with these guidelines.

### **APPLICATION PROCESS AND POLICIES**

Students are eligible to apply for Mid-Career credit at the time of application for graduate study or until they have completed 36 hours of course work in the MPA program. Professional experience acquired after the completion of 36 hours of course work in the MPA program will not be considered in awarding Mid-Career credit. Students may be awarded more Mid-Career credit than they can use to fulfill their degree requirements.

**Please indicate how many credits you are requesting \_\_\_\_\_ (3, 6, 9 or 12)**

### **TUITION CHARGE FOR MCO CREDIT**

**If you are awarded MCO credit it will be applied to your transcript via V585 and there is a charge for the credit. For example, if you are awarded 3 credits of Mid-Career Option Credit you will be charged the full tuition rate for 1 credit (currently \$396.28 for the 2015-2016 academic year) plus 12% of the remaining credits (\$95.11 for two credits) for a total of \$491.39 plus fees.**

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

For each position you have held (**beginning with the most recent**), please answer the following questions to the extent that each is applicable. If more space is needed, attach additional sheets. You are encouraged to provide, in addition to the answers to these questions, any further information about the positions, which you think will be helpful to the **MPA Committee**.

### **PRESENT POSITION**

**Job Title:** \_\_\_\_\_

**Classification/Rank:** \_\_\_\_\_

**Agency or Organization:** \_\_\_\_\_

**Name & Address of Immediate Supervisor**

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**Dates Held:** From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month, Year) (Month, Year)

1. Describe the nature of your duties and responsibilities in this position for each of the following activities:

- a. Managing programs
  
- b. Preparing budgets
  
- c. Making decisions on organizational or staff development
  
- d. Analyzing, developing and evaluating policies
  
- e. Conducting public or legislative relations programs
  
- f. Program planning.
  
- g. Other (specify):  
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2. How many people do you supervise? How many are professionals? Supervisors or managers? Contract employees?

3. What responsibility do/did you have relative to hiring, reviewing, and firing staff under your supervision?

4. What is the size of the budget for this position? What authority do you have for the size of the budget and for spending it?

5. What kinds of technical expertise or managerial skills are required of you in this position?

6. What is the nature of your contact with elected or appointed officials at any level of government (i.e. influencing policy, contract or program management, other)?

7. What is the nature of your experience with intergovernmental or inter-agency relationships?

8... Do you have regular contact with public interest groups or other constituent groups? What is the nature of that contact?

9. What kinds of decisions are you required to make? Give examples of typical decisions.

10. What impact do you have on realizing the goals of your organization? What do you regard as your most important accomplishments?

Additional comments:

**PAST POSITIONS**

**Note:** Please make additional copies of this form to provide information on ALL relevant work experience.

**Job Title:** \_\_\_\_\_

**Classification/Rank:** \_\_\_\_\_

**Agency or Organization:** \_\_\_\_\_

**Name & Address of Immediate Supervisor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dates Held:** From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month, Year) (Month, Year)

1. Describe the nature of your duties and responsibilities in this position for each of the following activities:

- a. Managing programs
  
- b. Preparing budgets
  
- c. Making decisions on organizational or staff development
  
- d. Analyzing, developing and evaluating policies
  
- e. Conducting public or legislative relations programs
  
- f. Program planning.
  
- g. Other (specify):

2. How many people do you supervise? How many are professionals? Supervisors or managers? Contract employees?

3. What responsibility do/did you have relative to hiring, reviewing, and firing staff under your supervision?

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Additional comments:

**Applicant's Name** \_\_\_\_\_

Indicate the extent to which you think your professional experience falls into the MPA core fields listed below. Describe what parts of your work history apply to each area.

<b>POLICY DEVELOPMENT</b>	<b>APPLICABLE WORK EXPERIENCE</b>
1. Law	
2. Economics	
3. Quantitative Analysis	

4. Environmental Policy	
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<b>MANAGEMENT</b>	<b>APPLICABLE WORK EXPERIENCE</b>
1. Organization Structures, Processes, and Behavior	
2. Public Sector Management	
3. Public Finance & Budgeting	
4. Nonprofit Sector Management	

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**SUPERVISORY EVALUATION for MID-CAREER CREDIT**

The Family Education Rights and Privacy Act of 1974 releases many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing their right to inspect letters of recommendation. **The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When complete, forward this form to:

Graduate Programs - Office of Student Services  
School of Public and Environmental Affairs  
801 W. Michigan St., BS 3025  
Indianapolis, IN 46202-5152

**Name of applicant:** \_\_\_\_\_

Degree sought: \_\_\_\_\_ Anticipated date of graduation: \_\_\_\_\_

Please answer the following questions in as detailed and candid a way as possible. In particular, we are trying to determine the general level of responsibility and the degree of supervisory and/or professional knowledge and skills required for the position, which the applicant either now holds or recently held.

1. Title of applicant's position: \_\_\_\_\_

2. Name of agency: \_\_\_\_\_

Agency's function:

3. Please describe briefly the nature of responsibilities and duties assigned to the position of the applicant. (If possible, it would be helpful if you would attach or sketch an organizational chart of the agency and indicate on the chart the position of the applicant.)

4. Length of applicant's time in position: \_\_\_\_\_

**Dates Held:** From: \_\_\_\_\_ To: \_\_\_\_\_

(Month, Year)

(Month, Year)

5. What level of education is normally required for the position?

**High School**       **College Degree**       **Graduate Degree**  
 **Two years of college or equivalent**       **Other:** \_\_\_\_\_

6. What kinds of skills and experience are normally required for the position?

7. Please describe and indicate the degree to which the applicant is involved in the policy and decision

making processes of the agency.

a. Does the applicant manage programs for his unit?

**Yes**    **No**

b. Does the applicant prepare or make recommendations on the budget for his unit?

**Yes**    **No**

c. Does the applicant select or make recommendations on the appointment of personnel for his unit?

**Yes**    **No**

**d. Is the applicant responsible for staff or organizational development for their unit?**

**Yes**    **No**

e. Does the applicant conduct program evaluations or other analyses of programs in his unit?

**Yes**    **No**

f. Is the applicant required to interact with officials outside of his agency, e.g., elected officials representatives of other governmental units, civic leaders, etc.?

**Yes**    **No**

g. Is the applicant required to develop or carry out public relations efforts?

**Yes**    **No**

h. Does the applicant participate in program planning for his unit?

**Yes**    **No**

8 Please list types of persons outside your organization with whom the applicant regularly works:

9. Approximately how many employees work under the applicant's general direction? \_\_\_\_\_

a. How many employees does the applicant supervise directly? \_\_\_\_\_

b. Approximately what percentage of the employees that are directly supervised by the applicant, occupy positions normally requiring professional level training and education?

\_\_\_\_\_%

c. Does the applicant supervise other supervisors?  **Yes**  **No**

10. What do you regard as the applicant's most important accomplishments?

Please add any additional information which you believe would be useful.

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_ Agency: \_\_\_\_\_

Telephone # \_\_\_\_\_ Date: \_\_\_\_\_