

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

MSCJPS MID-CAREER OPTION APPLICATION

DESCRIPTION OF THE MID-CAREER OPTION (MCO)

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to a maximum of 6 credit hours toward the *MSCJPS* degree for students who have had **significant professional level work experience**. “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 24 credit hours of course work in the MSCJPS 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 with a public, private, or nonprofit organization in at least one of the following areas:
 - a. Managing operations or programs
 - b. Analyzing, developing, or evaluating plans, policies, or programs
 - c. Conducting public or legislative relations programs
 - d. Other professional activities involving significant decision-making responsibilities

Have one to three year’s professional experience in one of the following capacities:

1. Law enforcement as a sworn full time police officer
 2. Correctional officer in prison or correctional facility
 3. Bailiff or court officer
 4. Probation or parole officer or correctional treatment specialist
 5. Full time firefighter
 6. Service in the military
2. To receive **SIX** (6) credit hours, a student must have had at least three to five years of professional experience with significant responsibility in policy development or management in a public, private, or nonprofit in one or more of the four areas listed above.
 3. **THREE** (3) credit hours will be awarded by the Admissions Committee to students in the MSCJPS program who have completed at least one year of full-time service in the Peace Corps, AmeriCorps, or similar national service program, including military service. Students

receiving credit for such service may also apply for an additional three credits, based on other career experience, which will be awarded in accordance with these guidelines.

STUDENTS MAY RECEIVE A MAXIMUM OF 6 CREDITS OF COMBINED MCO CREDIT AND CREDIT FOR FULL-TIME SERVICE IN AGENCIES SUCH AS Americorps, etc.(e.g. 3 credit hours for professional experience is the maximum if a student also received three credit hours for service experiences).

APPLICATION PROCESS AND POLICIES

Students are eligible to apply for Mid-Career credit at the time of admission to graduate study or up to the time they have completed 24 hours of course work in the MSCJPS program. Professional experience acquired after the completion of 24 hours of course work in the MSCJPS 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 submit your completed application, resume, and organizational chart (if available) to SPEA Student Services (BS 3025). Please have your supervisor send the evaluation form directly to Luke Bickel at Student Services.

Please indicate how many credits you are requesting _____ (3 or 6)

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 \$379.03 for the 2013-2014 academic year) plus 12% of the remaining credits (\$90.96 for two credits) for a total of \$469.99 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 **MSCJPS Committee**.

PRESENT POSITION

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 any of the following areas that are applicable:
 - a. Managing operations or programs
 - How many people do/did you supervise? Describe the different types of people you supervised (e.g. professional staff, managers, supervisors).
 - What responsibility do/did you have relative to hiring, reviewing, and dismissing staff under your supervision?
 - What is/was the size of the budget for this position?
 - What responsibility do/did you have for the size of the budget and for spending it?
 - b. Analyzing, developing, or evaluating plans, policies, or programs
 - What kinds of technical expertise are/were required of you in this position?
 - What types of plans, policies, or programs do/did you address?
 - What kinds of analysis do/did you undertake?
 - To whom do/did you report the results of your work?
 - c. Conducting public or legislative relations programs
 - Who are/have been the primary targets of the programs?
 - What groups of people do/did you routinely interact with in these programs?
 - What has been the extent of your contact with the media in carrying out these programs?
 - d. Other professional activities involving significant decision-making responsibilities
 - What is the nature of the educational or specialized training that is required?
 - What is the nature of the decisions associated with these activities?
 - What is/has been your role in making the decisions?
 - To what extent do/did you have final authority with respect to the decisions made?

2. Describe the nature of your relevant activities outside your organization, addressing the following questions as applicable:

- a. What is the nature of your contact with elected or appointed officials at any level of government, with boards or officers of nonprofit organizations, and with officers of private sector firms?
 - b. What is the nature of your experience with relationships with other governmental units and agencies, other nonprofit organizations, or other private sector firms?
 - c. Do you have regular contact with public interest groups or other constituent groups? What is the nature of that contact?
3. What kinds of decisions were/are you required to make? Give examples of typical decisions.
4. 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)

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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 operations or 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**

e. Does the applicant engage in analyzing, developing, or evaluating plans, policies, or program? **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**

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: _____