To: Public Administration Students
From: Denise Burchard, Assistant to the Chair
Re: Spring 2016 Semester Announcements
Date: January 19, 2016

Happy New Year and welcome back! I hope you had a fun and restful winter break.

Whether you are continuing the program or this is your first semester there are excellent opportunities for you to learn and grow professionally in this program. The monthly e-blast sent out from publicadm@niu.edu contains information about programs, events, conferences and scholarships available. Be sure to read the e-blast and apply for the scholarships.

PRE CAREER STUDENT INFORMATION

Pre-career students must register their internship with Career Services by March 1st by clicking here.

The internship experience provides you with two years of professional, on the job experience which gives you a distinct advantage over students in other MPA programs. While this experience is important, it is critical that you prioritize the academics and keep your GPA over 3.0. The demands of this program are rigorous; it is imperative that you manage your time and stay on top of the required course readings and assignments.

The PSPA 695 course requirements are posted on Blackboard and must be submitted in a timely manner. Along with course requirements, students must successfully complete their internship to receive a passing grade for the course. This spring I will be conducting site visits with second year interns and supervisors. I will communicate with you by e-mail to assist with the coordination of my visit to your internship site.

SPRING ADVISING

All students who are not graduating in May must schedule an advising session with me to ensure that program requirements are met and to receive permits for summer and fall courses. I am setting aside time during the month of April for these meetings. Please call the MPA office during the next two weeks at (815) 753-0183 to schedule an appointment. If you are a pre-career student you will need to bring your completed intern evaluation and be prepared to discuss your personal self-assessments and goals for the next semester. If you are a mid-career student you may request a telephone appointment.
THE CAPSTONE COURSE PSPA 699A

The capstone process has been revised. Beginning this semester students enrolled in PSPA 699A must attend the two sessions which you are enrolled in to pass the course. Sessions are offered Monday through Thursday evenings the first week of February and the third week of April.

PI ALPHA ALPHA (PAA)

Applications are now being accepted for Pi Alpha Alpha (PAA), our national honor society. In order to join, you must have a GPA of 3.7 or above after the completion of 50% of MPA course work and be in the upper 20% of your class. If you are eligible for membership, please complete the Pi Alpha Alpha application and return it to the Public Administration office with a $75.00 check made out to NIU. Application deadline is Friday, March 25th.

IMPORTANT INFORMATION AND DATES FOR STUDENTS PRESENTING THEIR CAPSTONE PAPERS IN APRIL

Monday, February 1st
FINAL Deadline to apply for spring graduation

Tuesday, April 5th
Executive Summary of capstone paper is due to faculty supervisor.

Friday, April 8th
The final presentation version of the complete paper must be submitted to the capstone supervisor. Students who do not submit a final presentation version of the complete paper by the deadline will be required to delay their oral presentation to the fall 2016 semester and will be removed from the PSPA 699B course.

Friday, April 8th
Papers nominated for the Distinguished Manuscript Award must be submitted in their final form

Friday, April 15th
Capstone exam presentations held at Hoffman Estates Campus

Friday, April 29th
All capstone papers presented for the oral comprehensive exam must be submitted in their final form to the capstone supervisor for a grade.

Students who are graduating in May will need to schedule a final advising appointment with Dr. Peddle (Dr. Thurmaier is on Sabbatical) after the successful completion of the comprehensive exam.
IMPORTANT DATES FOR MPA STUDENTS

Monday, February 1st
FINAL Deadline to apply for spring graduation

Friday, March 11th
Intern Supervisor Appreciation Luncheon
NIU Naperville Campus
Pre-career students (students enrolled in PSPA 695) are required to attend this luncheon. Please encourage your supervisor to attend (details will be coming soon)

Friday, March 25th
Deadline to apply for Pi Alpha Alpha (PAA)

Friday, April 22nd
Spring Colloquium - Illinois Room, 2:00 – 4:00pm
Topic: Four Crises of Democracy Speaker: Dr. Alasdair Roberts
Pre-career students must attend this colloquium or the IAMMA Conference

Friday, April 15th
Oral comprehensive exam presentations held at the Hoffman Estates Campus
All students enrolled in PSPA 699A are required to attend

Friday, May 13th
Pi Alpha Alpha Awards/Graduation Reception
Pre-career students are required to attend, Mid-career and GCPM students are invited to attend

Monday, June 15th
Deadline to apply for August graduation

We are always interested in receiving pictures of our students on the job at their internship. If you have any great pictures to share please send them to publicadm@niu.edu. Remember to check your NIU student e-mail regularly and look for the e-blast at the end of each month for important information and updates.

Please call or e-mail me at 815-753-0183 or publicadm@niu.edu if you have any questions or concerns. The faculty and staff look forward to working with you toward a successful spring semester.

“Investing in yourself is the best investment you will ever make. It will not only improve your life, it will improve the lives of those around you.”
Robin S. Sharma