The MPP Handbook for the College of Architecture, Planning & Public Affairs attempts to provide guidance and useful information to new and existing MUAP students. However, it is not a statement of official policy of The University of Texas at Arlington nor of The University of Texas System. In all matters, the Rules and Regulations of the Board of Regents of The University of Texas System, the Handbook of Operating Procedures of The University of Texas at Arlington, and the Graduate Catalog of The University of Texas at Arlington shall supersede this manual.
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Master of Public Policy, M.A.

COLLEGE OF ARCHITECTURE, PLANNING & PUBLIC AFFAIRS

VISION

The Master of Public Policy (MPP) prepares students and professionals for careers and career-advancement in the development, implementation and evaluation of urban public policies that require both comprehension of complex issues yet application of tangible solutions. Students develop skills that draw on economics, political science and sociology but are focused on analysis and interpretation of data in order to critically evaluate problems and provide alternative courses of action. The program is organized around select public policy issues that focus on the environmental, transportation or economic/community development challenges of the urban milieu. Because urban issues are complex, the program is interdisciplinary in character, curriculum content, and faculty. The curriculum is designed particularly to attract candidates that have technical expertise but desire to advance their knowledge of the dynamics of public policy in the urban context.

The MPP program prepares students for careers, or career advancement, in policy advocacy, implementation and analysis. Policy advocates work in a variety of organizational settings and represent a wide variety of issues. For example, policy advocates may work in community-based organizations and focus on local issues related to community and economic development. They can also work in statewide or national organizations and focus on national policy priorities such as labor, health, education or the environment. Policy advocates are skilled in applied policy research and analysis, and use this information to inform the policy process. Policy analysts work as government affairs liaisons, government affairs analysts, program evaluators, budget analysts, or policy communications specialists. Analysts provide alternatives and recommendations for specific policy issues and develop strategies for implementation.

CAPPA HISTORY

UT Arlington’s longstanding schools of Architecture and Urban and Public Affairs integrated to strengthen academic and research opportunities under the new College of Architecture, Planning and Public Affairs.

The University Of Texas System Board Of Regents approved the creation of the new college in May 2015.

Nan Ellin, founding dean of the new college, said CAPPA brings the best of both schools to the forefront of education and research. The College will incorporate six professional degree programs – urban planning, public administration, public policy, architecture, landscape architecture and interior design.

The new college fulfills an early initiative of UT Arlington’s Strategic Plan 2020: Bold Solutions | Global Impact and is an advancement toward the University’s focus on enhancing quality of life in large urban regions.
GENERAL INFORMATION

Introduction to CAPPA

The faculty and staff welcome you to the College of Architecture, Planning & Public Affairs (CAPPA) at University of Texas Arlington. We trust that your experience here will be academically, professionally, and personally rewarding.

CAPPA Main Contact Information

Main office phones  Office  817-272-2801

Mailing address  College of Architecture, Planning & Public Affairs  University of Texas at Arlington  P.O. Box 19108  Arlington, TX 76019-0588

Physical Address  601 W. Nedderman Dr., Suite 203  Arlington, TX 76019

Names You Should Know

Program Director and Associate Professor  Dr. Colleen Casey  Master of Public Policy (MPP)  ARCH-313  817-272-3356  colleenc@uta.edu

Graduate Staff Advisor  Shatavia Thomas, MSW  Master of Public Policy (MPP)  ARCH-203  817-272-2801  shatavia.thomas@uta.edu

The Program Director is your primary point of contact regarding career or internship opportunities, placement of recent graduates, and policy emphasis areas. The Graduate Staff Advisor assists you in making decisions about your academic program. They can guide you on curriculum issues, registering, adding and dropping classes, in addition to reviewing your academic plan towards timely graduation.
GETTING STARTED

- **MavExpress Card**
  During registration you will be directed to the MavExpress Office, which is located on the main level in the University Center, across from Starbucks, where your picture will be taken and a University ID card will be issued. This card will allow you access to the library, recreational sports facilities and the Health Center. In addition, it serves as a source of identification to verify that you are a UTA student.

- **Parking Pass**
  If you plan to park at UTA, then you will need to get a parking pass. **You must order your parking permit online at** [www.uta.edu/mymav](http://www.uta.edu/mymav). Decals will be mailed directly from the printing company, not UT Arlington Parking Services. Students must have a parking permit or display a receipt from their online permit purchase by the start of classes.

- **NetID**
  Your NetID and email account are automatically created at the beginning of your first academic semester. Your NetID is a campus computer account. This account is your key to accessing many computing resources on campus and off, such as UTA domain login and network disk space (J: drive, e-mail, Internet connections, and web page space). Your university email account is where you receive official communications from the school, the faculty, and from other students. Students are required to regularly check their university email in order to avoid missing important information or deadlines.

  Once you are registered for classes, you may retrieve your NetID, activate your NetID, manage your NetID identification questions, review your pin number, and/or view information about your accounts, etc. by going to following link for information: [https://webapps.uta.edu/oit/selfservice/](https://webapps.uta.edu/oit/selfservice/). If you run into difficulty then go to the Central Library’s OIT (Office of Information Technology) Help Desk on the first floor of the library, and they will help you.

- **Student E-Mail Account**
  With the creation of your NetID, you also receive an official UTA email account. To find out about the student MavMail system and to learn how to set up your new email account please go to the following link: [http://www.uta.edu/oit/cs/email/mavmail.php](http://www.uta.edu/oit/cs/email/mavmail.php)

- **Graduate Student Responsibilities**
  Students are governed by the catalog under which they are enrolled or, at the student’s option, the catalog of any subsequent year in which the student was in residence.

  See [https://nextcatalog.uta.edu/cappa/](https://nextcatalog.uta.edu/cappa/)
A total of **39 - 42 hours** is required for completion of the program, depending on whether the student chooses to complete a master’s project (39 hours) or a master’s thesis (42 hours).

The **39 - 42 credit-hour** program consists of:

- 15 hours of required core courses
- 12 hours of required research and analysis courses
- 9 hours of emphasis area courses
- 3 to 6 hours of thesis or professional report (6 hours for thesis students; 3 hours for professional report students)

Each student must meet with the Graduate Staff Advisor to discuss the thesis or professional report options and to obtain a degree plan. **NOTE:** Students can devise their own emphasis areas in consultation with the MPP program director. MPP director approval required.

### Required Core Courses (15 hours)

- PAPP 5309 Local Politics in the Intergovernmental Setting
- PAPP 5305 Theories of Urban Society
- PAPP 5306 The Urban Economy or
  - PAPP 5364 Urban Political Economy
- PAPP 5311 Public Policy Formation and Analysis
- PAPP 5324 Urban Public Finance

### Required Research and Analysis Courses (12 hours)

- PAPP 5302 Foundations of Urban Research and Analysis
- PAPP 5342 Strategies in Urban Research
- PAPP 5346 Big Data and Public Policy Analysis or
  - PAPP 5344 Qualitative Analysis
- PAPP 5345 Program Evaluation

### Policy Emphasis Area Courses (9 hours)

#### Economic and Community Development Policy

- PAPP 5312 Urban Economic Policy
  
  Students may choose 6 additional hours from CAPPA or any other UTA graduate programs; MPP director approval required. One course may be an internship course; MPP director approval required.

#### Environmental Policy

- PAPP 5365 Foundations of Environmental Policy
  
  Students may choose 6 additional hours from CAPPA or any other UTA graduate programs; MPP director approval required. One course may be an internship course; MPP director approval required.

#### Healthcare Policy

- PAPP 5314 Health Policy
  
  Students may choose 6 additional hours from CAPPA or any other UTA graduate programs; MPP director approval required. One course may be an internship course; MPP director approval required.
THESIS AND THESIS SUBSTITUTE

Students must complete a significant written project in order to earn a Master’s degree in Public Policy. This written product can be a Professional Report or a Thesis.

**Project Report** (3 credit hours): This option is recommended for students who are going into professional practice and/or who desire experience beyond the required courses by working on a professional project. Students identify a project report committee chair no later than their penultimate semester and, in consultation with the chair, form a project report committee consisting of at least three members of the CAPPA Graduate Faculty. In consultation with their project report committee, students develop a project related to their emphasis area that can be examined via review of relevant benchmark/baseline studies, and reports from other cities or regions, and supplemented by original empirical or applied research conducted by the student. Conclusions, implications, and recommendations are drawn from and based upon the student’s research. Project report students must defend their report in a final oral examination with all members of the committee present. The oral examination is also open to all CAPPA graduate faculty and students. During the semester, in which the report is defended, the student must be enrolled in the appropriate section of PAPP 5396 Project Report (under his/her committee chair).

**Thesis** (minimum of 6 credit hours): This option is recommended for those students who enjoy research and/or are interested in pursuing a career that requires extensive research skills, or who intend to obtain another advanced degree. Students identify a thesis committee chair no later than their penultimate semester and, in consultation with the chair, form a thesis committee consisting of at least three members of the CAPPA Graduate Faculty. Students pursuing the thesis option may wish to consider enrolling for 3 hours in 2 consecutive terms to ensure timely completion and topic development, but this is not required. In consultation with their thesis committee, students develop a research question related to their emphasis area that can be examined via review of relevant scholarly literature, and supplemented by original empirical research. The thesis committee must approve the student’s proposal before research can commence. The student will work with their thesis chair to secure committee approval of the thesis proposal. Conclusions, implications, and recommendations are drawn from and based on the student’s research.

Students receiving advice and assistance from their chair in preparation for the thesis must register in the appropriate section of PAPP 5698 Thesis (under their committee chair). Once the student is enrolled in this thesis course, continuous enrollment is required until the thesis is ready for defense.

Thesis students must defend their thesis in a final oral examination attended by all members of the student’s committee. The defense is also open to all members of the faculty. The thesis committee must receive copies of the thesis at least two weeks prior to the thesis defense. All members of the student’s committee must be present at the defense. The semester, in which the thesis is defended, the student must be enrolled in the appropriate section of PAPP 5698 Thesis (under his/her committee chair).

**Preparing for Thesis or Project Report**

No later than the semester prior to graduation, all students must:

- Identify a committee chair for their project report or thesis (thesis students are encouraged to start earlier).
- Consult with their committee chair during penultimate semester.
- Consult the Guidelines for Preparing a Project Report/Thesis for the Master’s Degree in Public Policy
### Guidelines for Preparing a Project Report or Thesis for the MPP

<table>
<thead>
<tr>
<th>Comparative Aspect</th>
<th>Project Report (PR)</th>
<th>Thesis (T)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Orientation</td>
<td>Recommended for students seeking a career in professional practice, desiring more professional experience, and/or doing an internship.</td>
<td>Suggested for students who enjoy research and/or intend to seek another advanced degree. Career in research, policy analysis, policy advocacy or private consulting.</td>
</tr>
<tr>
<td>Timing</td>
<td>• Before penultimate semester identify a PR Committee chair.</td>
<td>• Before penultimate semester identify a Thesis Committee chair.</td>
</tr>
<tr>
<td></td>
<td>• In penultimate semester, develop a thesis proposal and submit to Thesis Committee Chair.</td>
<td>• In penultimate semester, develop a thesis proposal and submit to Thesis Committee Chair and committee for approval.</td>
</tr>
<tr>
<td></td>
<td>• Use internship project or assignment to develop PR’s topic.</td>
<td>• Last semester, complete and defend thesis.</td>
</tr>
<tr>
<td></td>
<td>• Last semester, complete and defend PR.</td>
<td>• Must adhere to Graduate School deadlines, forms, and thesis guidelines and for graduation.</td>
</tr>
<tr>
<td></td>
<td>• Must follow Graduate School Deadlines for graduation.</td>
<td>(see Graduate School web site: <a href="http://www.uta.edu/gradstudies/">http://www.uta.edu/gradstudies/</a>)</td>
</tr>
<tr>
<td>Written Product’s Length</td>
<td>• 25-50 pages (average). Follow APA or Chicago Manual of Style and be of high professional quality.</td>
<td>• 50-125 pages (average 100 pages). Follow APA or Chicago Manual of Style.</td>
</tr>
<tr>
<td></td>
<td>• Follow Graduate School’s templates: <a href="http://library.uta.edu/etd">http://library.uta.edu/etd</a></td>
<td>Follow Graduate School’s templates: <a href="http://library.uta.edu/etd">http://library.uta.edu/etd</a></td>
</tr>
<tr>
<td>Summary of Presentation/ Defense</td>
<td>• PR is defended before three committee members.</td>
<td>• Thesis is defended before three committee members.</td>
</tr>
<tr>
<td></td>
<td>• Student must coordinate schedule for defense.</td>
<td>• Student must coordinate schedule for defense.</td>
</tr>
<tr>
<td></td>
<td>• Student does a 10 + minute Power-point presentation.</td>
<td>• Student does a 10 + minute Power point presentation</td>
</tr>
<tr>
<td></td>
<td>• Presentation is open to the public and evaluated by the committee members using a PR Assessment Rubric.</td>
<td>• Defense is open to the public and evaluated by the committee using a Thesis Assessment Rubric.</td>
</tr>
<tr>
<td>Product &amp; Audience</td>
<td>• Solution to a public policy issue via a policy analysis or contextual analysis of a policy environment</td>
<td>• Original empirical research or evaluation research, using quantitative, qualitative, or case study research or a mixed methods approach.</td>
</tr>
<tr>
<td></td>
<td>• Product: applied research; literature review of benchmark studies, best practices and reports from cities, nonprofit organizations, advocacy groups, think tanks, etc.</td>
<td>• Product: original research, literature review of academic scholarly literature and/or policy analysis.</td>
</tr>
<tr>
<td></td>
<td>• Provides best practices analysis and policy recommendations to a particular targeted policy audience.</td>
<td>• Provides policy recommendations</td>
</tr>
<tr>
<td></td>
<td>• Audience: well identified client or user (e.g., city, county, NGO, elected officials, etc.).</td>
<td>• Audience: Thesis committee and policy users.</td>
</tr>
<tr>
<td>Required Courses/ Credit Hours</td>
<td>PAPP 5396 Project Report, 3hrs</td>
<td>PAPP 5698 Thesis, 6 hrs, consider spreading over 2 consecutive academic terms.</td>
</tr>
<tr>
<td>Supervisory Committee</td>
<td>Student solicits and engages a faculty member to direct the PR and puts together the 3-member PR supervisory committee</td>
<td>Student solicits and engages a faculty member to direct the thesis and puts together the 3-member thesis supervisory committee</td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PAPP 5396 pass/fail determined by committee. Contingent on satisfactory completion of revisions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PAPP 5698 pass/fail determined by committee. Contingent on satisfactory completion of revisions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DUAL DEGREES

To participate in the dual degree program, students must make separate application to each program and must meet the admission requirements of each program. Students must be admitted to the second program before completing more than 24 credit hours in the first program and must complete the second degree within three academic years following completion of the first. By participating in a dual degree program, students may apply 6-18 total credit hours jointly to meet the requirements of both degrees, thus reducing the total number of hours required to earn each degree separately (shared courses are subject to approval by the Director of each program). Degree plans, thesis or professional report proposals, and the final thesis or report must be submitted separately for each degree and approved by the Program Directors and relevant committees of each program. The successful candidate is awarded two degrees (not one joint degree).

Those interested in the dual degree program should work closely with the Graduate Staff Advisor for each Program in obtaining further information, policies, procedures, and academic advisement.

MPP STUDENT RESPONSIBILITIES

Graduate school requires substantial work, attention to Graduate School regulations and deadlines, and a professional approach to course work and to completing tasks and assignments. In fact, surveys across the nation identify the most important skills of successful graduate students to be: ability to be a team player, work well with colleagues and with the public, being a self-starter and able to finish work on time. Students are also encouraged to become actively involved in campus student organizations, local, state and national professional associations and organizations, read relevant journals and follow key policy issues in their area of interest.

These clear signals underlie the outlook on graduate work that MPP students must cultivate throughout their tenure at CAPPA in preparation for their future careers. Additionally, successful MPP students heed the following:

Maintaining Student Enrollment

Students must pay all fees by the census date (as listed in the academic calendar). Failure to pay the required school fees by the deadline means that a student will be dropped from class rolls and ineligible to receive course credit. See the UTA academic calendar for important deadlines: http://www.uta.edu/uta/acadcal/list-all.php

Maintain an Adequate Grade Point Average

The Graduate School’s requirements are spelled out in the Graduate Catalog. Generally, a 3.0 is required to avoid academic probation. If placed in an academic probation status, the student has one semester to return to an unconditional status. If placed on probation, it is the student’s responsibility to contact the Graduate Staff Advisor and the Program Director to discuss their plan for improvement. A successful graduate student typically earns A’s and B’s; no C’s or D’s.
CAPPA Deficiency Point System

Master’s students that accumulate 4 deficiency points during their Master’s program, may be dismissed. Students who complete a master’s degree at CAPPA will not carry deficiency points into their Ph.D. work. Deficiency points may not be removed from a student’s record by repeating a course or through additional coursework. Deficiency points may be accumulated in the following manner:

- D = 2 deficiency points
- F = 3 deficiency points
- Incompletes = 1 deficiency point
- Withdrawals = 0.5 deficiency points

Adhering to Graduation and CAPPA deadlines

Not being aware of these deadlines can seriously hinder the student’s degree progress. It is the student’s responsibility to be aware of deadlines and complete the necessary forms. Successful students diligently adhere to graduate school and CAPPA requirements by:

- Students should monitor graduation and project deadlines identified by Graduate Studies ‘Information for Current Students’ [http://grad.uta.edu/currentStudents/]
- The Graduate Studies New Student Handbook may also be helpful and is available at [http://grad.pci.uta.edu/students/]
- Downloading, completing, and obtaining faculty member signatures for the various UTA forms required for degree progress and graduation. Doctoral forms are available at [http://grad.pci.uta.edu/students/forms/doctoral/]
- Application for Graduation forms must be completed through your MyMav account.
- Consulting with the Staff Advisor at the beginning of each semester to check degree progress and get assistance in selecting courses.

Adequately Prepare for and Participate in Class

Successful graduate students are self-directed in learning and research and actively engage in class discussion. If the student fails to keep up with course requirements or to participate fully, the student fails him or herself and impoverishes the classroom environment. Typically, graduate-level classes require between three and four hours of preparation for every one hour spent in the classroom. For a three-hour class, this means nine to twelve hours of study time. The part-time student must be especially careful in planning her or his course load.

Preparing professional-quality papers and presentations

Written assignments and presentations in graduate school are expected to be of professional quality. In fact, good oral and written communication skills are indispensable skills for students pursuing a career in public policy. This means the student must carefully edit and proofread written work for typing, stylistic, spelling, and grammatical errors and to assure clarity of thought. Bibliographical references and footnotes must conform to the APA or Chicago Manual of Style.
Complete assignments on time

The student is responsible for timely completion of assignments in accordance with course syllabi. Students in their final term must be especially vigilant about completing assignments on time in order to avoid any course grade of Incomplete that would interfere with graduation plans.

Honor classroom etiquette

Class discussion should at all times be collegial. No student or group of students should dominate the discussion. Active listening should be practiced by all. Strong political or social positions, although perfectly acceptable, should be deployed respectfully and be open for intellectual debate rather than employed dogmatically.

Use of electronic devices in the classroom can be distracting to the instructor or fellow students. The instructor's permission should be requested first. Also ask permission before using a recorder; lectures are proprietary information, and recording discussions can inhibit some students from participating freely. Students should always turn off (or mute) cell phones, PDAs, or pagers during class.

Comply with UTA and CAPPA policies on academic integrity

The graduate catalog states: “All students are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework, plagiarism (offering the work of another as one's own) and unauthorized collaboration with another person. Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation, suspension or expulsion from the University. In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System (Part One, Chapter VI),

For complete discussion of UT Arlington's academic dishonesty and associated disciplinary procedures, see UTA's definition and rules on academic integrity.

Comply with UTA policies regarding research with human subjects

Compliance with these policies is critical for students planning to conduct interviews, focus groups, etc. for dissertations, theses, professional reports, or professional reports. If the student’s research project involves more than using secondary data such as Census Bureau information or other publicly available data, then the student might well be required to receive training and obtain approval from the Office of Research Integrity and Compliance before conducting research. For instructions and requirements, see UTA’s Human Subjects Policy. Certification training can be obtained on-line and usually takes only a few hours.

If you intend to work with human subjects for your thesis or professional report, make sure that a supervisory committee is formed at least two semesters before planning to graduate and that you apply for project approval to the Office of Research Integrity and Compliance the semester before the one in which you plan to graduate and well in advance of the period in which you plan to conduct your research.
MPP FACULTY & STAFF

DEPARTMENT OF PUBLIC AFFAIRS FACULTY

Below is a list of Public Affairs faculty. For a complete list of all CAPPA faculty, please refer to CAPPA’s website http://www.uta.edu/CAPPA. Each faculty member has a research profile that lists their degrees, research interests, publications and syllabi for their courses. The profiles are available at http://www.uta.edu/CAPPA/about/faculty-staff.php.

Enid Arvidson, Ph.D., Associate Professor
Email: enid@uta.edu
Phone: 817-272-3349

Professor Arvidson specializes in urban economics especially urban political economy, critical urban theory, poststructuralist research methods, and planning theory.

Karabi Bezboruah, Ph.D., Associate Professor
Email: bezborua@uta.edu
Phone: 817-272-0727

Professor Bezboruah’s research interests focus on Nonprofit Sector and Organizations; Public & Nonprofit Management; International NGOs; Cross-Sector Collaborations; Community Based Organizations.

Colleen Casey, Ph.D., Associate Professor, Program Director, Masters of Public Policy
Email: colleenc@uta.edu
Phone: 817-272-3356

Professor Casey’s research examines Social Capital and Networks; Social Media Tools and Technologies; Collaborative Management/Administration; Governance; Topical areas: Urban and Community Development; Inequality in Access to Credit; and Small Business and Entrepreneurship.

David Coursey, Ph.D., Associate Professor, Program Director, Public Administration
Email: david.coursey@uta.edu
Phone: 817-272-0416

Professor Coursey’s research interests include public management, policy analysis experimental and survey design, statistics and information technology.

Rod Hissong, Ph.D., Associate Professor
Email: hissong@uta.edu
Phone: 817-272-3350
Professor Hissong’s research interests focus on urban economic theory, public finance and economic development.

Maria Martinez-Cosio, Ph.D., Associate Professor and Assistant Vice-Provost for Faculty Development
  Email: mcosio@uta.edu
  Phone: 817-272-3302

Professor Martinez-Cosio specializes in the intersection of structure, culture and agency in the urban context, experience of immigrants (particularly those from Latin America in the urban environment), community development, underserved communities targeted for change (particularly those populated by English-language-learners) qualitative methods, urban theory, and social policy formation.

Alejandro Rodriguez, Ph.D., Associate Professor
  Email: aro@uta.edu
  Phone: 817-272-3357

Professor Rodriguez’s research interests focus on Public administration, culture, government reform, and public budgeting.

STAFF

Theresa Ross, Administrative Assistant II
  Email: tross@uta.edu
  Phone: 817-272-3301

Ms. Ross joined the College of Architecture, Planning and Public Affairs in June 2015, after having previously worked in the Division for Enterprise Development. She holds a Bachelor’s of Business Administration from UTA. Prior to working at UTA, Ms. Ross worked as an office manager for a traffic data collection firm. In her spare time, she enjoys spending time with her family and volunteering at her children’s high school and in the community.
Appendix

ADDITIONAL RESOURCES

CAPPA Resources

CAPPA-L listserv — CAPPA maintains a listserv, known as CAPPA-L (CAPPA-L@listserv.uta.edu), used to transmit announcements, distribute job announcements, and as a vehicle for open discussion of university and public issues. All CAPPA faculty, students, and staff have access to CAPPA-L postings and may post messages. All CAPPA students are automatically subscribed to the listserv (via their UTA e-mail addresses) early in their first semester.

Connect with CAPPA
Facebook: www.facebook.com/utaCAPPA
Twitter: www.twitter.com/utaCAPPA
Website: www.uta.edu/CAPPA

Campus Resources

A-Z Index, http://www.uta.edu/uta/alpha-index on the UTA home page,. The index is helpful in finding university offices and services

Graduate Studies web page, http://grad.uta.edu/

Academic calendar, http://www.uta.edu/uta/acadcal.php

Library, http://www.uta.edu/library/
- Extensive collection of books and journals (including many electronic volumes) on all aspects of urban affairs, urban planning, public policy, and public administration.
- Central Library is immediately adjacent to University Hall; Architecture Library is a short walk away across Cooper Avenue.
- Reference librarians — Assistance with online databases and journals as well as printed materials. Accessible face-to-face (Central Library, 2nd floor) and via phone (817-272-3394), e-mail, web chat, and IM http://ask.uta.edu/
- Interlibrary Loan http://www.uta.edu/library/services/index.php, — Retrieval of journal articles and books not available in the UTA collection (usually free).
- Librarians dedicated to the College of Architecture, Planning & Public Affairs:

| College of Architecture, Planning & Public Affairs | Mitch Stepanovich | 817-272-2945 | stepanovich@uta.edu |

Office of Student Success (http://www.uta.edu/uac/studentsuccess-home/; 241 Davis Hall) — The University supports a variety of programs to help students connect with the University and succeed academically, socially, and personally. They include learning assistance, developmental education, advising and mentoring, and assistance with admissions, transition, and obtaining federal funding.

Office of International Education (http://www.uta.edu/oie/) — Provides resources and assistance for international
students.

Graduate Student Senate (http://www.uta.edu/studentgovernance/gss/; lower level of the University Center) — Provides information about general issues, rights, and welfare of graduate students. With representation from all UTA departments and colleges, the GSS addresses policy and programming issues that are important to graduate students.

**Departmental Scholarships**

To be considered for CAPPA scholarship, a student must fill out the online CAPPA scholarship application. It can be found at:

- http://www.uta.edu/CAPPA/
- At the bottom of the landing page, select the ‘Scholarships’ link for an overview of all CAPPA scholarships

There are several types of financial aid offered:

- Graduate Research Assistantship
- Enhanced GTA Fellowship http://grad.uta.edu/faculty/forms/#gra
- CAPPA Scholarships http://www.uta.edu/CAPPA/apply/scholarships.php
  - Edward S. Overman Urban Scholarship
  - R.L. “Jerry” Mebus Public Service Scholarship
  - George C. Campbell Endowed Scholarship
  - John Jackson Scholarship
  - Jerry and David Tees Scholarship
  - Delbert A. Taebel Scholarship
  - Paul Geisel Scholarship
  - Trey and Shana Yelverton Endowed Scholarship

**Financial Aid Resources**

Information on non-CAPPA financial aid opportunities can be found at http://grad.uta.edu/prospective/external_fellowship.asp

UTA Financial Aid Office – http://wweb.uta.edu/aao/fao/

**Writing Resources**

CAPPA graduates typically enter careers that require a high degree of fluency and competency with both spoken and written English, and many CAPPA students need assistance in improving their writing skills. Because CAPPA courses provide only limited instruction in writing, students often need to seek other alternatives for improving their writing skills. Numerous resources are available:

UTA Writing Center: http://www.uta.edu/owl/services.htm
This Web page offers extensive guidance, and the staff offers one-on-one assistance, including online tutoring.

Paper’s Due Drop Inn http://www.uta.edu/library/ — This Library service “offers one-on-one research help for students needing assistance with all aspects of library research including, narrowing topics, finding and evaluating resources, and citing information.”
Continuing Education (http://www.uta.edu/uta/ced.html) – workshops are offered on topics such as effective business writing and writing technical documents.

Writing courses in other UTA academic programs – Courses are offered by the English Department, the School of Business Administration, and the Center for Bilingual and ESL Education. These courses will not yield CAPPA credit, but they will help the student improve her/his performance in CAPPA courses.


Reference Books

Having the most recent edition of these or similar books at the ready will make it easier to craft effective sentences, paragraphs, compositions, and tables and cite references accurately.


William Strunk and E.B. White, The Elements of Style


Kate L. Turabian, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, A Manual for Writers of Research Papers, Theses, and Dissertations


Style Manuals

In the context of academic writing, style refers to conventions of punctuation, documentation, and presentation of text, graphical material, and numerical data. (Note that the volume by Strunk and White described above uses the term differently: to describe conventions of grammar and syntax.) CAPPA faculty members may require different styles based on the norms prevailing in their respective disciplines. Knowing the basics of one or both of two basic styles – styles that prevail in the CAPPA disciplines and across much of academia – is a valuable asset in graduate school and beyond:

The Chicago Manual of Style

Publication Manual of the American Psychological Association (APA Style Guide)
Quick Style Guides

American Psychological Association (APA) Style FAQ
http://www.apastyle.org/faqs.html

APA guidance on citing electronic sources
http://www.apastyle.org/elecgeneral.html

Chicago-Style Quick Guide
http://www.chicagomanualofstyle.org/tools_citationguide.html

Guidelines for Using Web Resources in Academic Writing

The World Wide Web is a valuable resource for academic research, but the quality of materials it provides ranges from stellar to abysmal. Use only materials that are appropriate for academic research at the graduate level, and use these materials in ways that are appropriate for the specific context. Guidelines for evaluating the quality of web documents can be found at

Evaluating quality on the net
http://www.hopetillman.com/findqual.html

Evaluating internet research sources
http://www.virtualsalt.com/evalu8it.htm

Remember that use of materials obtained on the web is subject to rules regarding plagiarism. For guidelines on citing materials from the web, see a recent stylebook or http://www.apastyle.org/elecref.html.