Public Administration

Program Requirements

Master of Public Policy and Administration (7.0 credits)

Requirements - Standard Admission (7.0 credits)

1. **5.0 credits** in core courses:
   - PADM 5120 [0.5] Modern Challenges to Governance
   - PADM 5121 [0.5] Policy Analysis: The Practical Art of Change
   - PADM 5122 [0.5] Public Management: Principles and Approaches
   - PADM 5123 [0.5] Public Management in Practice
   - PADM 5124 [0.5] Law and Ethics
   - PADM 5125 [0.5] Qualitative Methods for Public Policy
   - PADM 5126 [0.5] Quantitative Methods for Public Policy
   - PADM 5127 [0.5] Microeconomics for Policy Analysis
   - PADM 5128 [0.5] Macroeconomics for Policy Analysis
   - PADM 5129 [0.5] Capstone Course

2. **2.0 credits** in approved elective courses, listed below

Total Credits: **7.0**

Master of Public Policy and Administration (Advanced Completion Option - 5.0 credits)

Requirements - Advanced Completion Option (5.0 credits)

1. **3.0 credits** in core courses from:
   - PADM 5120 [0.5] Modern Challenges to Governance
   - PADM 5121 [0.5] Policy Analysis: The Practical Art of Change
   - PADM 5122 [0.5] Public Management: Principles and Approaches
   - PADM 5123 [0.5] Public Management in Practice
   - PADM 5124 [0.5] Law and Ethics
   - PADM 5125 [0.5] Qualitative Methods for Public Policy
   - PADM 5126 [0.5] Quantitative Methods for Public Policy
   - PADM 5127 [0.5] Microeconomics for Policy Analysis
   - PADM 5128 [0.5] Macroeconomics for Policy Analysis
   - PADM 5129 [0.5] Capstone Course

2. **2.0 credits** in approved elective courses, listed below

**Note:**
Additional credits may be required, as specified on offer of admission.

Total Credits: **5.0**

Full-time students normally focus on the core courses during their first two semesters of study, and complete the core in the fall of second year. Part-time students normally complete the core courses before proceeding to the remainder of the program. Students are encouraged to focus their approved electives within particular clusters of courses (See School website for details).

While there is no formal second language requirement, students planning careers in or with governments in Canada are strongly encouraged to develop facility with French.

Co-operative Education

A co-operative education option is available to full-time students in the M.P.P.A. program. Students admitted to this option must satisfactorily complete two work terms in order to graduate with a co-op designation on their transcripts and diplomas. These work terms are four months in duration and locate students in government departments or other organizations in order to work at a junior officer level. They provide students with opportunities to integrate the theoretical and practical aspects of public administration. During a work term, students will register in PADM 5913, which does not count towards the program requirements. While on a work term, students are limited to an additional 0.5 credit course. It should be noted that most co-op positions in the federal public service are restricted to Canadian citizens.

Approved Elective Courses

- PADM 5000-level courses
- PADM 6000-level courses (with approval of the M.P.P.A. Supervisor)
- PADM 5908 [1.0] Research Essay
- PADM 5909 [2.0] M.A. Thesis
- Graduate level courses from other disciplines at Carleton University (with approval of the M.P.P.A. Supervisor)
- Graduate-level courses from other universities (with approval of the M.P.P.A. Supervisor)

Master of Public Policy and Administration with Concentration in Indigenous Policy and Administration (7.0 credits)

To complete the M.P.P.A. program with a concentration in Indigenous Policy and Administration, students should notify the M.P.P.A. Supervisor normally during the first two semesters of the program.

Requirements:

1. **5.0 credits** in core courses:
   - PADM 5120 [0.5] Modern Challenges to Governance
   - PADM 5121 [0.5] Policy Analysis: The Practical Art of Change
   - PADM 5122 [0.5] Public Management: Principles and Approaches
   - PADM 5123 [0.5] Public Management in Practice
   - PADM 5124 [0.5] Law and Ethics
   - PADM 5125 [0.5] Qualitative Methods for Public Policy
   - PADM 5126 [0.5] Quantitative Methods for Public Policy
   - PADM 5127 [0.5] Microeconomics for Policy Analysis
   - PADM 5128 [0.5] Macroeconomics for Policy Analysis
   - PADM 5129 [0.5] Capstone Course

2. **2.0 credits** from:
   - PADM 5711 [0.5] Indigenous-Canada Relations: Governance and Policy History
Ph.D. Public Policy (10.5 credits)

**Requirements:**

1. **2.0 credits in:**
   - PADM 6010 [0.5] Current Issues in Public Policy
   - PADM 6011 [0.5] Theoretical Foundations of Public Policy
   - PADM 6012 [0.5] Policy Process and Institutions
   - PADM 6013 [0.5] Research Design for Public Policy

2. **0.5 credit in:**
   - PADM 6201 [0.5] Doctoral Research Seminar (See Note 3, below)

3. **0.5 credit in:**
   - PADM 6900 [0.5] Ph.D. Comprehensive Examination (See Note 2, below)

4. **0.5 credit in:**
   - A relevant political economy course from the approved list.

5. **0.5 credit in:**
   - PADM 6909 [6.0] Ph.D. Thesis

6. **6.0 credits in:**
   - PADM 6900 [6.0] Ph.D. Thesis

**Total Credits**

7.0

Ph.D. Public Policy with Specialization in Political Economy (10.5 credits)

**Requirements:**

1. **2.0 credits in:**
   - PADM 6010 [0.5] Current Issues in Public Policy
   - PADM 6011 [0.5] Theoretical Foundations of Public Policy
   - PADM 6012 [0.5] Policy Process and Institutions
   - PADM 6013 [0.5] Research Design for Public Policy

2. **0.5 credit in:**
   - PADM 6201 [0.5] Doctoral Research Seminar (See Note 3, below)

3. **0.5 credit in:**
   - PADM 6900 [0.5] Ph.D. Comprehensive Examination (See Note 2, below)

4. **0.5 credit in:**
   - A relevant political economy course from the approved list.

5. **0.5 credit in:**
   - PADM 6909 [6.0] Ph.D. Thesis

**Total Credits**

10.5

Notes

1. **Course components:** The four required courses PADM 6010, PADM 6011, PADM 6012, and PADM 6013 will normally be taken in the first year of full-time study. The research methods course and specialization courses must be chosen by the student after consultation with, and approval by, the student's thesis supervisor and the Ph.D. Program Supervisor. Graduate courses offered by the School or by other university departments may be approved. When necessary, students must arrange formal permission from the relevant department for admission to courses.

2. **Comprehensive Examination:** Students will write a Comprehensive Examination, normally in the summer term of the first year, after they have successfully completed each of the four required courses PADM 6010, PADM 6011, PADM 6012, and PADM 6013 with a grade of B- or higher, and with an overall GPA of 9.0 (B+) or higher. The examination will focus on the material presented in the required courses. At the discretion of the examining board, a candidate whose performance is not satisfactory may be asked to take a second written examination.

3. **Doctoral Research Seminar:** Full-time students will normally register in PADM 6201 over two terms in their second year of study. As part of the seminar, a research project will be prepared under the direction of the thesis supervisor and be preliminary to and supportive of the Ph.D. Thesis. Possible formats – to be approved by the supervisor – include a comprehensive and critical literature survey, or a self-contained study applying the principles of research design and research methods to an area of inquiry related to the specialization courses.

4. **Thesis:** Following the successful completion of the Comprehensive Examination, students will prepare a formal thesis proposal under a thesis advisory committee. The thesis supervisor will normally be a faculty member from the School of Public Policy and Administration. The proposal will normally be submitted by the end of the summer term of the second year of full-time registration and defended early in the fall term of the third year. The thesis must demonstrate...
an advanced ability to integrate multiple disciplines into the analysis of public policy. The thesis must be defended at an oral examination.

5. **Language Requirement:** Students will be required to demonstrate a reading knowledge of French. Another language may be substituted for French, if it is relevant to the thesis.

**Graduate Diploma in Health Policy (3.0 credits)**

**Requirements:**

1. **1.0 credit in required courses**
   - PADM 5127 [0.5] Microeconomics for Policy Analysis
   - PADM 5121 [0.5] Policy Analysis: The Practical Art of Change

2. **1.5 credits in electives from the following list**
   - PADM 5221 [0.5] Health Policy in Canada
   - PADM 5222 [0.5] Economics and Health Policy
   - PADM 5229 [0.5] The Health of Populations
   - PADM 5817 [0.5] Health Policy in Developing Countries

3. Other health policy related courses as approved by the M.P.P.A. Supervisor

**Total Credits**

3.0

**Graduate Diploma in Indigenous Policy and Administration (3.0 credits)**

**Requirements:**

Students must complete:

1. **2.5 credits in**
   - PADM 5711 [0.5] Indigenous-Canada Relations: Governance and Policy History
   - PADM 5712 [0.5] Issues in Contemporary Governance: First Nations, Métis and Inuit
   - PADM 5713 [0.5] Leadership and Management in Indigenous Organizations and Governments
   - PADM 5714 [0.5] Financial Management in First Nations, Métis and Inuit Governments and Organizations
   - PADM 5715 [0.5] Policy Research and Evaluation for Indigenous Policy and Administration

2. **0.5 credit in elective, selected from other PADM courses or those offered by another unit, as approved by the I.P.A. Supervisor.**

**Total Credits**

3.0

**Graduate Diploma in Public Management (3.0 credits)**

**Requirements:**

1. **0.5 credit in required course**
   - PADM 5122 [0.5] Public Management: Principles and Approaches

2. **2.5 credits in electives from the following list**
   - PADM 5411 [0.5] Organization Theory
   - PADM 5414 [0.5] Law of Public Authorities II
   - PADM 5415 [0.5] Strategic Management in the Public Sector

**Total Credits**

3.0

**Graduate Diploma in Sustainable Development (3.0 credits)**

**Requirements**

1. **0.5 credit in required course**
   - PADM 5128 [0.5] Macroeconomics for Policy Analysis

2. **2.5 credits electives from the following list**
   - PADM 5611 [0.5] Science and Technology Policies
   - PADM 5612 [0.5] Industrial Policy, Innovation and Sustainable Production
   - PADM 5613 [0.5] Science, Risk and Evaluation
   - PADM 5614 [0.5] Natural Resource Management
   - PADM 5615 [0.5] Politics and Policy of Energy in Canada
   - PADM 5616 [0.5] Environmental Policy

**Total Credits**

3.0

**Graduate Diploma in Health Policy (3.0 credits)**

**Requirements:**

5. **Language Requirement:** Students will be required to demonstrate a reading knowledge of French. Another language may be substituted for French, if it is relevant to the thesis.
All applicants whose first language is not English must demonstrate English proficiency in one of the following:

- A minimum overall CGPA of 10.4 in the Bachelor of Public Affairs and Policy Management with Specialization in Public Policy and Administration who have demonstrated academic excellence and an aptitude for research may qualify. Students in their third year of study in the Bachelor of Public Affairs and Policy Management with Specialization in Public Policy and Administration should consult with both their undergraduate supervisor and the M.P.P.A Supervisor to determine if the accelerated pathway is appropriate for them and to confirm their selection of courses in their final year of undergraduate study.

### Master of Public Policy and Administration

#### Accelerated Pathway

The accelerated pathway in the Master of Public Policy and Administration is a flexible and individualized plan of graduate study. Students in their final year of the Bachelor of Public Affairs and Policy Management with Specialization in Public Policy and Administration should consult with both their undergraduate supervisor and the M.P.P.A Supervisor to determine if the accelerated pathway is appropriate for them and to confirm their selection of courses in their final year of undergraduate study.

#### Accelerated Pathway Requirements

1. PADM 5000-level courses with a grade of B+ or higher;
2. Minimum overall CGPA of 10.4 in the Bachelor of Public Affairs and Policy Management with Specialization in Public Policy and Administration.

Students may receive advanced standing with transfer of credit of up to 1.0 credit which can reduce their time to completion.

#### Admission

Admission will be judged primarily on the applicant's ability to conduct advanced research and to complete the program successfully. Applications should contain at least one essay or paper at the M.A. level written by the applicant, as well as a statement of research interests and potential thesis topics.

Admission requires completion of an M.A. degree in any of public administration, political science, economics, political economy, business administration, law, or similar degree.
with first class standing (A- average or higher in their M.A. work).

A working knowledge of basic calculus is required for completion of the program. Assistance in acquiring these skills is provided by the program. Students requiring additional assistance should consult the Ph.D. Supervisor.

Applicants must also successfully complete prerequisites in statistics, political science, and economics as described in detail below. These prerequisites may be satisfied by the completion of appropriate course work at the intermediate undergraduate level or higher in each of the subjects listed.

Prerequisites in political science, economics and statistics must be completed prior to entry. Completed courses in political science should be approximately equivalent to PADM 5120 or PADM 5121. With permission of the Ph.D. Supervisor, this requirement may be done, as a directed study in the summer, prior to registration in the program, under the supervision of faculty in the School. Completed courses in economics should be approximately equivalent to PADM 5127. Equivalent courses may be taken at most universities throughout the academic year. Completed course in statistics should be approximately equivalent to PADM 5126. Applicants should seek advice from the Supervisor of the Ph.D. program about whether particular courses are acceptable as prerequisites.

All applicants whose first language is not English must demonstrate English proficiency in one of the following ways:

a. Present an official transcript to indicate that they have completed a degree within the past three years in a university in Canada, the United States, the United Kingdom or any other country in which the primary language is English, and where the language of instruction in the relevant educational institution was exclusively English;

b. Provide official documentation of a satisfactory English proficiency test score. Minimum scores for the program are: CAEL: 70; TOEFL (paper-based test): 600; TOEFL (computer-based test): 250; TOEFL (internet-based test): 100, with a minimum score of 25 on each component; IELTS: 7, with a minimum of 6.0 in each band score.

Advanced standing will not normally be granted for any of the required courses described below. If granted, advanced standing will be limited to 1.0 credit.

**Regulations**

See the General Regulations section of this Calendar.

A grade of B- or higher must normally be obtained in each course credited towards the M.P.P.A. A candidate may, with the recommendation of the M.P.P.A. Supervisor and the approval of the Dean of the Faculty of Graduate and Postdoctoral Affairs, be allowed a grade of C+ in courses totaling 1.0 credit.

**Regulations**

See the General Regulations section of this Calendar.