

**6410. Seminar in Government Budgeting and Financial Management.** 3 hours. Examination of the history and development of budgeting and the processes used to manage financial resources at the local, state and federal levels of government in the United States. Topics include the effects of government fiscal affairs, primarily at the federal level, on the economy, and the problems associated with intergovernmental financial management.

**6500. Analytical Methods for Public Administration Research.** 3 hours. Emphasizes public-sector applications of decision analysis, queuing theory, projection techniques, mathematical programming, economic base analysis, and simulation.

**6520. Seminar in Public Policy Implementation.** 3 hours. An in-depth study of public policy with emphasis on the role of public administrators in the formation, adoption and implementation of public policy.

**6530. Seminar in Public Policy Analysis and Program Evaluation.** 3 hours. Provides an overview of the substance and methodologies of policy research and will focus on the practical application of appropriate methodology to assess the effectiveness of public programs and policies. Prerequisite(s): PADM 6520.

**6700. Workshop in Public Administration.** 1–3 hours. Specialized study on research in public administration. Students learn how to review and critique the relevant literature, how to present work at conferences, and how to write for journal publication.

**6710. Seminar in Public Administration and Management.** 3 hours. Concepts, problems and processes of public administration. May be repeated as topics vary. Prerequisite(s): consent of department.

**6900–6910. Special Problems.** 1–3 hours. Conference courses for doctoral students capable of doing independent research under the direction of the instructor. Prerequisite(s): consent of department.

**6940. Directed Research in Public Administration.** 3 hours. Conference courses for doctoral students. Directed reading and research in fields of special interest. Prerequisite(s): consent of department.

**6950. Doctoral Dissertation.** 3 hours. To be scheduled only with consent of department. Twelve hours required. No credit assigned until dissertation has been completed and filed with the graduate dean. Doctoral students must maintain continuous enrollment in this course subsequent to passing qualifying examination for admission to candidacy. May be repeated for credit. Prerequisite(s): consent of department.

volunteerism resources on the Internet. Students who have received credit for COMS 4100 may not take COMS 5100 for credit toward a degree.

**5200. Leadership Theory and Practice for Public/Private Sector.** 3 hours. Overview of organizational leadership theory and practice for volunteer managers. Students examine and develop a range of skills in a number of interpersonal areas: group dynamics, decision making, managing differences, and leadership and influence.

**5300. Proposal Writing and Grant Administration.** 3 hours. Basic steps of research funding ideas including how to use the Internet as a fundamental tool, and the detailed steps required for preparing funding applications. Focuses on the skills and tools needed to monitor funds once grants have been awarded. Students who have received credit for this course at the undergraduate level may not retake it for graduate credit.

**5400. Volunteer Management Concepts and Applications.** 3 hours. Analysis and review of day-to-day applications of management principles to the administrative and operating practices of contemporary volunteer programs in the public, not-for-profit sectors. Focus on volunteer program management and organization including targeting, recruiting, training, supervising, motivating, counseling, retaining and recognizing volunteer workforces. Students who have received credit for this course at the undergraduate level may not re-take it for graduate credit.

**5500. Community Resource Mapping and Collaboration.** 3 hours. Analysis of systems that measure community assets and resources; explore the means of identifying and approaching potential collaborative community partners; focus on the development of joint proposals and/or business plans. An ecological approach is used to analyze the full range of human service agencies: health, social, educational, diagnostic, enrichment, religious, civic and legal. Students have an opportunity to do field work with agency staff on assigned community projects.

**5600. Volunteer Program Planning and Evaluation.** 3 hours. A seminar designed to provide students with the basic skills necessary to systematically design and plan volunteer programs and to evaluate their effectiveness. Special emphasis will be given to measuring program outcomes. Students who have received credit for this course at the undergraduate level may not re-take it for graduate credit.

**5610. Topics in Volunteer Management.** 3 hours. A graduate seminar devoted to the investigation, analysis and discussion of issues in contemporary volunteerism.

**5800. Community Service Internship.** 3 hours. Supervised work in a community agency that is directly related to the student's major, professional field or career objective. Duties, learning objectives, reporting and supervisory functions will be agreed on beforehand by the agency and the student. Prerequisite(s): student must meet the employer's requirements and have consent of the program director.

**5900. Special Problems.** 1–3 hours. Open to graduate students who are capable of developing a problem independently. Problems are chosen by students and approved in advance by the instructor. Prerequisite(s): consent of instructor.

---

## Public Affairs and Community Service

### **Community Service, COMS**

**5100. Social Evolution of Contemporary Volunteerism.** 3 hours. An analysis and review of the social evolution of contemporary volunteerism from revolutionary times to the present. Study of the current issues, definitions and trends in the field of professional management. Introduction to social systems supporting or limiting volunteerism and

**Human Service Management and Leadership**  
– see *Undergraduate Catalog*