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**2017-2018**  
**Master of Public Affairs**  
**(MPAff)**  
**Student Handbook**

## **Excerpts from UT Compliance and Ethics Guide**

### **Obligation to Report Wrongdoing**

All University employees have a personal and professional obligation to report, or cause to be reported, and to assist in any investigation by persons authorized or responsible for such matters, the following (collectively referred to as “wrongdoing”): Illegal or fraudulent activity; financial misstatements, or accounting or auditing irregularities; conflicts of interests or dishonest or unethical conduct; violations of the institution’s code of conduct; and violations of other laws, rules, or regulations.

### **Use of Intellectual or Copyrighted Property**

Copyrighted material, which includes almost everything written or recorded in any medium, including software, is protected under the federal Copyright Act and generally may not be copied or used without the owner’s permission. Generally, such materials may be copied without the copyright owner's permission only within narrow exceptions under the Copyright Act.

Any copying or reproduction of copyrighted software on University computing equipment must comply with the Copyright Act and any applicable software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on University owned computers or networks or computers housed in University facilities. However, one exception, known as “fair use,” allows copyrighted materials to be copied or otherwise used without the copyright owner's permission. <https://www.copyright.gov/fair-use/more-info.html>

### **Important Note on Academic Integrity**

Students are expected to respect the LBJ School's standards regarding academic dishonesty. You owe it to yourself, your fellow students, and the institution to maintain the highest standards of integrity and ethical behavior. A discussion of academic integrity, including definitions of plagiarism and unauthorized collaboration, as well as helpful information on citations, note taking, and paraphrasing, can be found at the web page of the Office of the Dean of Students: [http://deanofstudents.utexas.edu/sjs/acint\\_student.php](http://deanofstudents.utexas.edu/sjs/acint_student.php)

The University has also established disciplinary procedures and penalty guidelines for academic dishonesty, especially Sec. 11.304 in Appendix C of the Institutional Rules on Student Services and Activities section in UT's General Information Catalog.

### **Acceptable Use Policy**

The UT Austin Acceptable Use Policy (AUP) serves as a supplement to the UT Austin [Information Resources Use and Security Policy](#). University [information resources](#) consist of the computer devices, data, applications, and the supporting networking infrastructure. These technologies are critical to the multifaceted mission of the university, a mission that includes teaching, research, and public service.

While these resources help the university function, they also require responsible use from every user. Your actions can affect people all around the world. You must use these technologies responsibly and with respect.

For the full AUP Policy see: <https://security.utexas.edu/policies/aup>

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## Section I. Overview

This student handbook is designed to introduce MPAff students to Lyndon Baines Johnson School of Public Affairs (LBJ School) and The University of Texas at Austin (UT) Office of Graduate Studies (OGS) requirements, policies, procedures and deadlines and to familiarize students with important campus resources. Information contained within this Handbook is current as of its printing August 2017. If any changes or updates are made, those will be added into the online version and/or the information will be distributed through the main student listserv (*lbjstudents*). The handbook is available in electronic format on the “Policies and Procedures” page of the LBJ School’s “Current Student” website at: <http://lbj.utexas.edu/forms-policies-and-procedures>

Please read this information thoroughly, as it will answer many of your questions about the MPAff program. If you have any questions that the handbook does not address, please don’t hesitate to contact us.

### Program Contacts

<p><b>Associate Dean for Academic Strategies</b>          Todd Olmstead  <a href="mailto:tolmstead@austin.utexas.edu">tolmstead@austin.utexas.edu</a>          (512) 417-8456 SRH 3.384F</p>	<p><b>MPAff Graduate Advisor</b>          Jacqueline Angel  <a href="mailto:jangel@austin.utexas.edu">jangel@austin.utexas.edu</a>          (512) 471-8951 SRH 3.239</p>
<p><b>Office of Student Affairs (OSAA)</b>  <b>Administrative Assistant</b>  <a href="mailto:lbjosaa@austin.utexas.edu">lbjosaa@austin.utexas.edu</a>          (512) 471-4292 SRH 3.104</p>	<p><b>Administrative/Travel Assistant</b>  <a href="mailto:lbjtravel@austin.utexas.edu">lbjtravel@austin.utexas.edu</a>          (512) 471-8325 SRH 3.104</p>
<p><b>Career Resources Specialist</b>  <a href="mailto:lbjcareers@austin.utexas.edu">lbjcareers@austin.utexas.edu</a>          (512) 471-3290 SRH 3.104</p>	<p><b>Endowment &amp; Fellowship Specialist</b>  <a href="mailto:lbjfellows@austin.utexas.edu">lbjfellows@austin.utexas.edu</a>          (512) 471-9623 SRH 3.104</p>
<p><b>Graduate Coordinator – Admissions</b>  <a href="mailto:lbjadmit@austin.utexas.edu">lbjadmit@austin.utexas.edu</a>          (512) 471-0291 SRH 3.104          (512) 232-4013</p>	<p><b>Graduate Coordinator – Student Affairs</b>  <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a>          (512) 232-4013 SRH 3.104          (512) 471-0291</p>
<p><b>Writing Lab Director</b>  <a href="mailto:lbjwriting@austin.utexas.edu">lbjwriting@austin.utexas.edu</a>          (512) 471-3620 SRH 3.104</p>	<p><b>OSAA Director</b>  <a href="mailto:lbjosaadirector@austin.utexas.edu">lbjosaadirector@austin.utexas.edu</a>          (512) 471-8288 SRH 3.104</p>

To schedule an appointment in OSAA, visit <https://lbjosaa.acuityscheduling.com/>

To access the LBJ Careers website, visit <https://lbj-utexas-csm.symplicity.com/students/>

## Message from the Dean

Welcome to the LBJ School of Public Affairs. You are joining us because you want to tackle critical challenges not just within the walls of academia, but also in the public and social dialogue of our world. Today begins a personal and collective transition from the known to the unknown, from the predictable to the uncertain.

Your decision to invest in a public policy education could not be more important and timely. The direction and agenda of our national policies are in flux. Americans are more divided along partisan lines than they have been in two decades, eroding trust in government and thwarting our nation's progress. As the next generation of leaders, you will need all of your energy and skills to successfully engage in what is a national and global environment of uncertainty, where trust in our public institutions and officials has eroded.

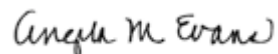
However, our country is always strengthened through occasions when we reexamine who we are as Americans and how we govern ourselves as a Nation. Now is the time to embrace an education that will prepare you to be fearless public leaders. Now is the time to explore the many opportunities afforded you as you seek your place in serving the public good. The importance of the work you are about to undertake cannot be overstated.

The LBJ School is a place where you and your fellow students are held to the highest of academic, professional, and ethical standards. You are taught both by experts who engage in relevant and timely research as well as those who have led in policy communities. And, you join a network of accomplished alumni who generously share their expertise and experience.

This is an exciting era at the School because our programs and our curriculum are changing to incorporate new knowledge, new technology, and challenging 21st century issues. There is no better place in the nation to see real-life policy implications than Austin, Texas. You will have the advantage of immersion in a complete policy learning laboratory with the vast resources of the University of Texas, a Tier I research university. The Lone Star State is a powerhouse, with a population of about 28 million and the longest foreign border in the United States, serving as a gateway to diverse international and global policy communities in Mexico, Cuba, Central and South America. The world and its challenges are truly at our doorstep here at the LBJ School.

We are excited to have you join us on this journey.

Best,



Angela M. Evans  
Dean

## The University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university community is expected to uphold these values through integrity, honesty, fairness, and respect toward peers and community.

### Professional Ethics

Whether you plan to pursue your future career in the public, private or nonprofit sector, all LBJ School students should have the self-awareness that they are members of the LBJ School community as well as members of a public service profession: both have a high standard for professional and ethical conduct. See the inside cover for more information about your obligations to report wrongdoing, Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

As an external reference, we encourage all LBJ School students to familiarize themselves with the Code of Ethics formulated by the American Society of Public Administration, available online at <https://www.aspanet.org/ASPA/About-ASPA/Code-of-Ethics/ASPA/Code-of-Ethics/Code-of-Ethics.aspx>.

### Academic Team

At the LBJ School we have an entire team working together to address and resolve academic issues, and provide guidance throughout your LBJ career. This team includes the Associate Dean for Academic Strategies, the Academic Policies Committee (APC), Graduate Advisors for each degree program, and Graduate Admissions & Program Coordinators (GAPCs).

The Associate Dean for Academic Strategies oversees the administration of all academic programs at the LBJ School. This position works closely with the Dean to coordinate the curriculum and content of academic programs and to oversee faculty teaching assignment faculty assistants, TAs, Graduate Advisors, among many other responsibilities.

The Academic Policies Committee is made up of faculty leadership and staff who meet to resolve academic issues raised by the performance of individual students.

The MPAff Graduate Advisors serve as your information source and troubleshooters on academic policies and procedures. The Graduate Advisors assist all MPAff students with academic planning and have signature authority over many academic procedures. The Graduate Advisors can also refer you to faculty mentors with more expertise in your specific area of interest.

The GAPCs are staff members who work in the Office of Student Affairs (OSAA) and they are the members of the Academic Team you will work with most often. The GAPCs keep track of academic records, facilitate administrative processes, and send reminders regarding important deadlines and procedures. They do not have signature authority over academic procedures, but can help direct or guide you through academic processes.

**Please do not wait until the day of a deadline to bring an issue forward as some of UT's policies require multiple signatures and, if you are asking for an exception to be made, the APC, Advisors, Associate Dean and/or GAPCs will need to review and resolve your case.**

## Student Responsibility

LBJ School students are responsible for knowing and satisfying program degree requirements, meeting administrative and academic deadlines, seeking academic advice when needed, and enrolling in appropriate courses to ensure progress toward degree completion. The Office of Student Affairs will be there to help, but students are responsible for their own education.

UT's Office of Graduate Studies (OGS) sets most critical deadlines. **Students are expected to promptly and thoroughly read informational emails sent by OSAA staff and Graduate Advisors.** Travel and/or personal circumstances do not release you of responsibility for reading advising emails and meeting all deadlines. **Please include your full name and UTEID when contacting your Graduate Advisor or GAPC for assistance. Check the websites for the OGS and Office of the Registrar for deadlines.**

## Physical Mailboxes

Each enrolled student is assigned a mailbox. Student mailboxes are located in SRH 3.118, the mailroom on the ground floor. You can find a list of mailbox assignments in a binder on the table in the mailroom. **LBJ School student mailboxes are for internal school use only. The School does not accept personal or business mail on behalf of students.**

You are encouraged to write your mailbox number next to your name on the cover of all academic documents submitted to faculty members. This makes it easy for them and/or their assistants to return your graded work to you.

## Electronic Communication

Email is the official form of communication at UT Austin. Students are required to provide the LBJ School and The University of Texas with current and accurate contact information at all times, including email address, local and permanent physical addresses, and telephone number. **If your contact information changes during your enrollment, you need to update your UT Direct profile.** *You will also need to notify your GAPC of the change so that we can update the LBJ School's internal records.*

Two LBJ School listservs constitute the official communication venue for MPAff students. Entering MPAff students will be subscribed to both listservs at the beginning of the semester:

***lbjstudents*** ([lbjstudents@utlists.utexas.edu](mailto:lbjstudents@utlists.utexas.edu)) listserv is a platform for the School to communicate announcements, events, news and activities pertinent to the entire student body. This list is moderated by staff in OSAA and the Dean's Office who are responsible for posting submissions and messages. There may be times when you have information to share with this listserv (i.e. official student organization meetings, ways to get involved at LBJ, etc.). Announcements that are not related to attending UT will not be posted (i.e. housing ads, party invites, concert tickets or other items for sale). As a state-agency resource, the ***lbjstudents*** list may not be used for partisan and electoral politics or for proprietary activities.

***lbjmpaff*** ([lbjmpaff@utlists.utexas.edu](mailto:lbjmpaff@utlists.utexas.edu)) listserv is for academic information specific to MPAff students. This list is moderated by the MPAff Graduate Advisor, staff in OSAA and the Dean's Office who are responsible for posting submissions and messages.

### **How to get your information out to the student body:**

- The primary way to distribute a message to the listserv is by using the following link to have your information added to the OSAA newsletter. The OSAA newsletter goes out



weekly, so please submit your information well in advance to:  
[https://docs.google.com/forms/d/e/1FAIpQLSc\\_D8OZGjnRMv\\_12DHLStiDre8XcD0XuWMT9CMxZ0zQULxIXg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc_D8OZGjnRMv_12DHLStiDre8XcD0XuWMT9CMxZ0zQULxIXg/viewform).

- For any job/internship or other professional development postings, email [lbjcareers@austin.utexas.edu](mailto:lbjcareers@austin.utexas.edu). Your opportunity will be reviewed and posted to LBJCareers, which is the primary mechanism for communicating this information to students. If the opportunity has a short timeframe or only accepts the first x number of applications, these opportunities will be forwarded to the list by Career Management.
- For any other message that cannot be distributed via weekly newsletter, please email [lbjosaa@austin.utexas.edu](mailto:lbjosaa@austin.utexas.edu).
- To request a room or to add an event to the School's calendar, use: <http://lbj.utexas.edu/calendar/room-use-policies>. Complete the form at the bottom of the first paragraph and submit the request for review.
- The list moderators shall determine whether a submission is appropriate for the list based on the aforementioned criteria.
- Requests for reconsideration of rejected submissions shall be made first to the list moderators by e-mail. Upon request, a review of the List Moderator's second rejection may be made to the Director of OSAA and the Associate Dean for Academic Strategies, whose determination is final.

We appreciate your compliance with guidelines provided by the University's Acceptable Use Policy, code of conduct and <https://security.utexas.edu> standards when requesting material to be distributed via the listserv. More details on the Acceptable Use Policy and electronic communications are available here: <https://security.utexas.edu/policies/aup>.

The LBJ School and the University of Texas at Austin own both listservs and therefore reserve the right to monitor all messages and to unsubscribe any participant (without notice) who uses these communication sites in an improper, inappropriate, or illegal manner. Only subscribed utexas.edu email addresses can send messages to either of the listservs. By remaining subscribed to either or both listservs (i.e., by not unsubscribing), you have indicated your agreement to comply with the LBJ School's and the University's guidelines for use of the LBJ School listservs.

## Section II. MPAff Degree: Curriculum Overview

### MPAff Degree Requirements

LBJ School curriculum and academic policies are set by the LBJ School Graduate Studies Committee (GSC), which consists of all tenured and tenure-track LBJ School faculty members. Completion of the regular MPAff program requires a total of 48 graduate credit hours, divided into three sets of requirements:

#### **1. Core Course Requirements** **27**

##### **Common Core**

PA 397, Introduction to Empirical Methods	IEM 3
PA 393K, Applied Microeconomics for Policy Analysis	AMP 3
PA 391, Public Financial Management	PFM 3

##### **Flexible Core**

PA 383C, Policy Development	PD 3
PA 384C, Public Management	PM 3
PA 397C, Advanced Empirical Methods <sup>1</sup>	AEM 3
PA 393L, Advanced Policy Economics <sup>1</sup>	APE 3

##### **Policy Research Project**

PA 680 PA (fall), PA 680 PB (spring)	PRP 6
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#### **2. Elective Course Requirements** **21**

Elective 1	(Seminar)	3
Elective 2	(Seminar)	3
Elective 3	(Seminar)	3
Elective 4	(Seminar)	3
Elective 5	(Seminar)	3
Elective 6	(Seminar or Internship course)	3
Elective 7	(Seminar or Professional Report)	3

#### **3. Internship Requirement**

PA 396K	0-3
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The methods core courses (PA 397/IEM and PA 397C/AEM) and the economics core courses (PA 393K/AMPA and PA 393L/APE) are sequentially based; students are expected to take the first course in each sequence before taking the second course. There is no inherent sequencing for the other core courses. Feel free to take them in any order you want, though you are encouraged to take as many core courses in your first year as possible. *Note that some core courses are only offered in fall or spring semesters (ie, only rarely in the summer).*

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<sup>1</sup> May be repeated for elective credit, as long as topics are sufficiently different.

## MPAff Dual-Degree Programs

MPAff Dual-Degree Program requirements vary, but most MPAff dual-degree requirements are identical to the list above minus twelve elective credit hours (Electives 2 to 5).

The LBJ School MPAff program offers a total of 17 dual-degree programs with the following UT Austin academic units. (The LBJ Faculty Coordinator for each dual-degree program is also listed below.) Master of Public Affairs dual-degree programs are described in detail online at <http://www.lbj.utexas.edu/dual-degrees-public-affairs>

<u>Department of Asian Studies (MA)</u>	<u>David Eaton</u>
<u>McCombs School of Business (MBA)</u>	<u>Paul Kinscherff</u>
<u>Moody College of Communication (MA)</u>	<u>Jacqui Angel</u>
<u>School of Architecture – Community and Regional Planning (MA)</u>	<u>Martin Luby</u>
<u>Jackson School of Geosciences – Energy and Earth Resources (MA)</u>	<u>Varun Rai</u>
<u>College of Engineering (MSE)</u>	<u>David Eaton</u>
<u>School of Information (MS)</u>	<u>Chandler Stolp</u>
<u>Lozano Long Institute of Latin American Studies (MA)</u>	<u>Chandler Stolp</u>
<u>Law School (JD)</u>	<u>Michele Deitch</u>
<u>Center for Middle Eastern Studies (MA)</u>	<u>David Eaton</u>
<u>School of Public Health (MPH)</u>	<u>Pat Wong</u>
<u>Center for Russian, East European, and Eurasian Studies (MA)</u>	<u>David Eaton</u>
<u>School of Social Work (MSSW)</u>	<u>David Springer</u>
<u>Center for Women’s and Gender Studies (MA)</u>	<u>Victoria Rodriguez</u>

- The LBJ School encourages concurrent enrollment for dual-degree seekers—we do not require that students take courses in a singular department in any given semester. Some of our partner programs may have such stipulations, however; check with your non-LBJ School program to learn about their enrollment requirements.
- Academic fellowships may require certain minimum credit hours and the LBJ Endowment and Fellowship Specialist enrollment in one program or another. Check with the appropriate Graduate Coordinator and the LBJ Endowment and Fellowship Specialist at [lbjfellows@atx.utexas.edu](mailto:lbjfellows@atx.utexas.edu) about any such fellowship requirements before registering for courses in any given semester.

- Entering students considering applying to a dual-degree program need to apply during the first year of study at the LBJ School. UT rules do not honor any dual-degree applications made after the completion of the first semester.

## MPAff Dual-Degree Programs

This table summarizes the general features of the dual-degree programs offered as part of the MPAff degree at the LBJ School.

<b>Program</b>	<b>Total Hours</b>	<b>LBJ Hours</b>	<b>LBJ Electives</b>	<b>LBJ Faculty Coordinator</b>	<b>Internship</b>	<b>PR/Thesis</b>
Asian Studies	69	36	9	Eaton	LBJ	Asian St
Business	80	33	6	Kinscherff	LBJ	LBJ
Communication <sup>1</sup>	69	36	9	Angel	LBJ	Comm.
CRP <sup>2</sup>	69	36	15	Stolp	LBJ	CRP or LBJ
EER (Jackson)	66	36	9	Rai	LBJ	EER Thesis
Engineering	66	36	9	Eaton	LBJ	Engrg Th.
Info Study	70	39	9	Stolp	LBJ	LBJ
Latin Am St	66	36	9	Stolp	LBJ	LAS
Law	103	33	3	Deitch	LBJ	LBJ
MES	69	36	9	Eaton	LBJ	MES
Public Health <sup>3</sup>	69	36	9	Wong	SPH	SPH
REEES	66	36	9	Eaton	LBJ	REEES Th.
Social Work	75	33	3	Springer	LBJ	LBJ
WGS	66	36	9	Rodriguez	LBJ	WGS Th.

Individual program details are available at: <http://www.utexas.edu/lbj/degreeprograms/mpaff/dual>.

<sup>1</sup> There are four dual-degree programs with the Moody College of Communication: with the Departments of Advertising; Communication Studies; Radio, Television and Film; and Journalism. They all share the same general features summarized here.

<sup>2</sup> The total number of electives is 15 in the LBJ/CRP dual-degree program. It does not matter how those 15 hours are allocated between the two departments as long as total credits exceed 30 in each department.

<sup>3</sup> The School of Public Health is part of UT Health Science Center at Houston. While courses are offered at their Austin campus, SPH is not part of UT Austin. There are administrative details that do not apply to other dual-degree programs, the most important of which is: For any semester with no courses taken at UT, one should register for "PA 098J" for zero credit to maintain student status at The University of Texas at Austin.

## MPAff Specializations

Specializations are focused areas of study within the MPAff program that are offered and managed within the LBJ School. Specializations offer students the opportunity to gain expertise in a specific policy area and to publish a research report, both of which offer advantages in the job market after graduation.

Completion of a Specialization is optional in the MPAff program. It is not a requirement for graduation. Each specialization requires 15 credit hours, including 12 hours of MPAff flexible core and/or elective courses approved by the Specialization Faculty Coordinator, and the 3-hour Professional Report. Students should inform their Graduate Advisor of their intention to complete a specialization by the time they plan their first-year Spring schedule. This information should also be shared with the GAPC.

Students officially declare a specialization by submitting the MPAff Specialization Declaration Form to the GAPC in the final semester of study. The Specialization will not appear on the student's transcript or UT Austin diploma, however. Details about MPAff Specializations are available at <https://lbj.utexas.edu/specializations-mpaff>

### MPAff Specializations and Specialization Faculty Coordinators

- International Affairs [Kenneth Flamm](#)
- Natural Resources and the Environment [Varun Rai](#)
- Nonprofit and Philanthropic Studies [Francie Ostrower](#)
- Public Management and Leadership [Kevin Bacon](#)
- Social and Economic Policy [Cynthia Osborne](#)
- Technology, Innovation and Information Policy [Kenneth Flamm](#)
- Urban and State Affairs [Sherri Greenberg](#)

## Graduate Portfolio Programs

**Portfolio Programs** are interdisciplinary “certificate programs” offered and managed by the Graduate School of The University of Texas. Portfolio Programs offer students the opportunity to develop expertise in a cross-disciplinary academic area of inquiry while completing requirements for a Master's degree in a particular discipline. This expertise may help students distinguish themselves when seeking post-graduation employment. The Portfolio Program certification will appear on the student's transcript after graduation. A complete list of Portfolio Programs, with links to program descriptions, program contacts, and application procedures, is available online at <https://lbj.utexas.edu/graduate-portfolio-programs>.

## Core Course Waivers

Waivers may be requested for any of the common core courses (PA397/IEM, PA393K/AMP, PA391/PFM) and for two of the flexible core courses (384C/PM and 383C/PD), provided that sufficient prior academic training and professional experience is evident. Students may initiate waiver petition during the week of New Student Orientation. Please note the following policies:

- **A waiver is an exemption from a requirement, not a conferring of credits** (students must substitute additional elective credits for any core or flexible core courses waived).
- **Eligibility to request a core or flexible core course waiver expires at the end of the first semester of enrollment.**

MPAff Core Course Waiver forms should be submitted to the core course coordinator for review:

- PA 397/Introduction to Empirical Methods [Chandler Stolp](#)
- PA 393K/Applied Microeconomics for Policy Analysis [Sheila Olmstead](#)
- PA 391/Public Financial Management [Martin Luby](#)
- PA 383C/Policy Development [Angela Evans](#)
- PA 384C/Public Management [Angela Evans](#)

Waivers are not available for the other two flexible core courses (PA 397C/AEM and PA 393L/APE) on the grounds that, even if one has done advanced work in empirical methods or in policy economics, there are always additional topics and courses to explore both at the LBJ School and across campus for further knowledge development.

## **The MPAff Policy Research Project (PRP) Requirement**

The PRP, the signature of the MPAff curriculum, is a yearlong course in which a group of students, under the supervision of a faculty member, work together on a project for a client agency. The learning objectives are to gain understanding of the substantive issues and research processes including problem structuring, policy formulation, project management, group dynamics, ethics, and report presentation.

PRP directors introduce students to the PRP options as part of Orientation Week. Students complete an online form to indicate their preferences. The Graduate Advisor then assigns students to PRPs based on expressed preferences, subject to space availability. Students are expected to remain with the same PRP for the entire academic year.

## **MPAff Elective Course Requirements**

All LBJ School seminars, labeled PA 188S, PA 188G, PA 280L, PA 380L, PA 387K, PA 388D, PA 388K, and PA 388L, are electives. Four core courses may be repeated for elective credit, *when the topics differ*: PRP, PD, APE, and AEM. However, due to space constraints, repetition of PD and AEM sections are sometimes subject to Graduate Advisor approval and/or reduction in registration priority. Core courses that may NOT be repeated for credits include IEM, PFM, AMP, and PM.

MPAff students are encouraged to take graduate courses outside of the LBJ School. (Please note that foreign language courses may not be applied toward completion of an MPAff degree unless they fulfill the following three conditions: (1) are offered at the graduate level, (2) contain significant policy-relevant content, and (3) receive preapproval from your Graduate Advisor.) Classes that are included on the MPAff Pre-approved Non-LBJ School Elective List do not require special registration approval. The Pre-approved Elective List does not signal Graduate Advisor endorsement, and classes listed there are not offered every semester. Always check with your Graduate Advisor for approval before registering.

Students may request Graduate Advisor registration approval for a non-LBJ School course that is not included on the Pre-approved Elective List by submitting a “Request to Enroll in a Non-LBJ School Course” Form to the Graduate Advisor for consideration. In practice, approval is

routinely granted as long as the non-LBJ School course contains policy or management content, or is a relevant research method course. Law courses may not be taken during a student's final semester, students may, however, enroll in the **PA section** of the course if that option is available (Law courses are sometimes crosslisted with PA). Enrolling in a Law course during the final semester will delay graduation to the following semester.

Some UT departments restrict their courses to departmental majors. Such restrictions are visible from the Registrar's course schedule online. In cases where a non-LBJ course is restricted to departmental majors, you must contact the department offering the course to inquire about the registration procedure for students outside of the home department. UT Graduate Program Department Contacts are available at <https://gradschool.utexas.edu/academics/programs>.

## Conference Courses

Students may opt to register for a Conference Course (PA 189C or PA389), an individualized learning experience that satisfies either a one-hour or three-hour elective requirement. The Conference Course agreement is a contract between a student and an LBJ School faculty member that defines the content of the learning experience and a resulting academic product. MPAff students are allowed to count up to three Conference Courses toward the program of study, but may enroll in no more than one Conference Course per semester. Students must submit a Conference Course Registration Form, signed by the supervising faculty member, to your GAPC to receive registration authorization for the PA 189C or PA 389 Conference Course. Conference courses supervised by faculty members outside the LBJ School should be registered with the supervisor's home department, but the internal filing requirement at the LBJ School still applies.

## The MPAff Internship Requirement

To satisfy the LBJ School internship requirement for graduation, students are expected to complete one School-approved internship, consisting of 400-hours in a policy-related placement. To request internship approval, students must submit a completed MPAff Internship Approval Request Form, along with an offer letter from the placement agency, to the Graduate Advisor for approval and then submit it for approval to the Career Resource Specialists. **Students must receive formal Graduate Advisor approval prior to starting an internship placement that is intended to satisfy the LBJ School internship requirement. After approval, student may not change their internship credit type.**

Students may complete the internship requirement for either academic or administrative credit:

- **Academic Credit:** Students may earn academic credit for completion of the LBJ School internship requirement by enrolling in the three-hour PA 396K internship credit, which counts as an Elective toward completion of the MPAff degree. The student registers for the PA 396K internship course upon receiving internship and internship course registration approval and pays tuition (*students must register for the internship course during the semester in which the internship is completed*). The student earns three hours of elective credit upon completion of the pre-approved internship and submission of the required student and agency internship evaluations. **Though students may voluntarily complete more than one internship while enrolled at the LBJ School, the PA 396K internship course may not be repeated for credit.**
- **Administrative Credit:** Students may fulfill the LBJ School internship requirement without registering for an internship elective course or paying tuition. Upon completion of the pre-approved internship and submission of the required student and agency internship



evaluations, the student's record notes completion of the internship requirement, but the student does not earn academic credit hours toward the degree.

Upon fulfillment of the internship prerequisites, the MPAff student may complete the School required internship in any semester, although the vast majority of students fulfill the internship requirement in the summer between the first and second years of study. Dual-degree students may opt to complete the internship between the second and third years of study. The student earns credit upon completion of the pre-approved internship and submission of the required student and agency evaluation.

## **MPAff Internship Prerequisites**

Before requesting internship approval, an MPAff student must first meet the following internship prerequisites:

- Successful completion of all three Common Core Courses; and
- Successful completion of one year of Policy Research Project; and
- Successful completion of at least one of the Flexible Core Courses; and
- A minimum GPA of 3.0; and
- Securing a full-time, 400-hour, policy-related internship that does not require a skill set based on a core course not already completed; and
- Approval by the Graduate Advisor.

## **Internship Waiver Policy**

In exceptional circumstances, students with certain national service experience or substantial professional public policy experience may request a waiver of the internship requirement by submitting a completed waiver request form, along with a current resume, to OSAA. Upon approval by the Academic Policies Committee, the internship requirement is considered fulfilled and the waiver cannot be rescinded. Because the internship experience is a valuable learning, resume-building, and professional networking opportunity, students with less than executive level professional experience are encouraged to complete an internship, even if eligible for waiver.

## **The Professional Report**

The Professional Report (PR) is a single-authored, written policy analysis project completed in the final semester of a student's course of study. PR course registration is required only in the semester of graduation. However, to complete it in a timely manner, students are expected to work on the PR over two semesters. Each student selects his or her own topic and asks two faculty members to serve on a supervising committee. **Completion of a Professional Report is required for MPAff dual-degree students and MPAff students completing a Specialization.** The PR is optional for all other MPAff students. Detailed information about the Professional Report is available online at <https://lbj.utexas.edu/masters-professional-report>.

There is no need to worry about the PR until the summer before your final year of study, but if you plan on completing a PR, please keep the following points in mind:

- The Graduate School requires that students completing a PR register for the Professional Report course (or "Thesis," as appropriate) in the semester of graduation.



- To receive registration approval for the LBJ School PR course, students must submit a completed “Professional Report Committee Selection and Registration Approval Form” to the GAPC *prior* to registration.
- The LBJ School provides a timeline with milestones for completing the PR. Faculty members have the right to refuse to sign off on a PR if these milestones are not met to their satisfaction.
- Grades of incomplete are not given for the PR course. In the event that a student does not successfully complete the PR (or thesis) in the intended final semester of study, the student must re-enroll in the PR class in the subsequent semester, thus delaying graduation.

## **Section III. Academic Policy and Procedure**

Registration at UT Austin encompasses academic advising, registering for classes online, and paying your tuition bill (or confirming your attendance in classes if financial aid or a third party has paid your bill). **UT Austin registration access periods are pre-determined by the Office of the Registrar**; *students may not register outside of the Registrar’s pre-determined access periods. Your RIS (Registration Information Sheet) will note your specific registration access periods, as well as any registration bars that have posted to your student record.* Registration in preferred courses is not guaranteed. We encourage you to plan ahead and consider alternative course options prior to each registration period.

While your Graduate Advisor and GAPC will do their best to help you with registration problems, registration periods are peak periods for University staff and student services offices. You may need to wait longer for a response to your email, phone call, or paperwork request. Please have patience with the School.

### **Registration Procedure**

An overview of the nine steps required in this process is offered in the Registration Information session during Orientation. This is a summary of those steps:

- 1) Degree Planning and Academic Advising
- 2) Consult Your Registration Information Sheet (RIS) Online
- 3) Clear Your Registration Bars
- 4) Course Schedule Consultation and Review
- 5) Submit Relevant Registration Paperwork Prior to Registration
- 6) Register for Classes
- 7) Use the Online Course Waitlist System
- 8) Fine-Tune Your Schedule During Add/Drop Periods
- 9) Pay Your Tuition Bill and/or Confirm Your Attendance to Class

### **Course Numbers**

Courses at UT are given a three-digit number. The first digit in a course number indicates the number of credit hours the student will receive for completing the course. For example:

- PA 188G= ONE credit hour course
- PA 387G= THREE credit hour course

Exceptions include graduate-level courses that end with the letter A or B. These letters indicate two-part, sequentially based courses to be taken over the course of two semesters:

- PA 680PA (PRP course, Part I) and PA 680PB (PRP, Part II) are three credit hours each, but credits are not conferred until the sequence of six hours has been completed.

The second digit in a UT course number indicates whether it is graduate-level or not. Graduate courses are coded with a second digit of 8 or 9. For example:

- PA 397 and PA 383C are graduate courses, but PA 325 is at the undergraduate level.

**Only graduate-level courses offered by the University may count toward MPAff degree requirements.** Graduate students may enroll in undergraduate classes for enrichment, but such credits may NOT be applied toward completion of LBJ School degrees, nor will they count towards fellowship enrollment requirements. Grades in upper-division undergraduate courses (those with a middle digit of 2 or greater, for example: ARA 325) are included in the graduate GPA, however. Additionally, graduate students enrolled in undergraduate courses are subject to undergraduate deadlines, which differ from deadlines for graduate students.

## Course Enrollment Limits and Restrictions

To ensure the quality of the learning experience, each LBJ School course has an enrollment limit determined by the Associate Dean for Academic Strategies. Additionally, some courses may be restricted to students in particular degree programs based on program needs. Registration is on a first-come, first-served basis until the enrollment limit is reached. Once the official limit is reached, additional registration for the course is at the instructor's discretion, based on the course waitlist (and subject to classroom seating capacity set to meet public safety requirements).

## Maximum Credit Hour Enrollment Policy

At the Graduate School the maximum course load for a graduate student in fall and spring semesters is 15 hours. The maximum course load for a graduate student in summer semesters is 12 hours. At UT, each summer is divided into 2 5-week sessions, but some courses meet the whole summer. So, you would take 6 hours in the first summer session, 6 hours in the second summer session, and/or 12 hours in the whole summer session. At the LBJ School, students are strongly encouraged not to take more than 12 credit hours per long semester. Participation in extra-curricular learning should be considered a priority.

## CR/NC (Credit/No Credit) Registration Policy

**MPAff core classes must be taken for a letter grade.** Outside of the core curriculum, students may take up to nine elective credit hours (three regular courses) on a CR/NC (Credit/No Credit) basis, not counting the Internship or PR. A maximum of three elective credit hours may be taken on the CR/NC basis per semester. Courses taken on a Credit/No Credit basis are not included in the calculation of graduate student GPA.

Students may register for an elective class on a CR/NC basis during the registration period. After the registration system closes, students may change a class to CR/NC status (or vice versa) one time, until the mid-semester deadline published in the UT academic calendar.

**To change the grade status of a course after the registration system closes, obtain a “Grade Change Status Form” from your GACP. (This form is not available online.)** You must obtain your Graduate Advisor's signature before submitting the form to the Office of Graduate Studies (in Main 101) by the mid-semester CR/NC deadline.

## **Transfer Credit Policy**

UT Graduate School policy stipulates that a maximum of six graduate credit hours may be transferred into a Master's degree program at The University of Texas, provided that the student has Graduate Advisor approval and the credits have not been applied toward completion of another degree.

Students who plan to request to transfer credits for application to the LBJ School degree should initiate the process as soon as possible. The Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit> contains detailed information regarding credit transfer policies and procedures.

## **Grades of Incomplete**

In cases where a graduate student receives a grade of incomplete for a course (denoted by the symbol "X" on the student record), the student must complete the course requirements by the last class day of the next long (fall or spring) semester enrolled or the incomplete grade will become permanent (denoted by the symbol "I"). A course in which the student receives an incomplete grade will not affect the student's GPA, but may not be applied toward a degree.

## **Add/Drops**

Students can add and drop courses on their own via the web through the 4<sup>th</sup> class day (2<sup>nd</sup> class day during the summer sessions), but will need to submit paper forms with Graduate Advisor approval through the 12<sup>th</sup> class day (4<sup>th</sup> class day during the summer sessions). After the 12<sup>th</sup> class day for a long session or the fourth class day for a summer session, students may not add a course, except for rare and extenuating circumstances as approved by the Graduate Dean of Office of Graduate Studies (OGS). Requests to add a course under these circumstances require a letter of petition from the Graduate Advisor to the Graduate Dean of OGS and a completed Add/Drop form with all required signatures. For more information, please see <https://gradschool.utexas.edu/academics/policies/adding-and-dropping-courses>.

## **Refunds for Course Drops and Academic Withdrawals**

The University will refund partial tuition for classes that a student drops during the first twelve class days in a long semester (first four class days of a summer session), provided that the student maintains enrollment and the drop results in a tuition decrease. Refunds are not given for classes dropped after these dates.

A student who drops a class after receiving any cash payment from the Office of Financial Aid (OFA) may be required to make partial repayment. Please contact OFA directly for information regarding repayment obligations. The Student Accounts Receivable Office issues most refunds the week after the twelfth (or fourth) class day. Refunds are mailed to the student's local address or deposited into the account the student has designated, if an electronic funds transfer authorization is in effect. Students with questions regarding refunds should contact Student Accounts Receivable directly at (512) 475-7777.

A withdrawal from all courses constitutes cancellation of registration. A student may cancel registration for all courses and receive a full refund by notifying the Graduate School in writing *prior* to the first class day in any given semester. Students who withdraw from the University after the first class day but before the 20<sup>th</sup> class day in any long semester (6<sup>th</sup> class day in summer

semesters) may receive a partial refund of their tuition. The refund percentage varies according to the student's effective withdrawal date and is based on the student's schedule on the effective date of withdrawal, as noted in the University's General Information Catalog.

In addition to Graduate School approval, withdrawals for international students also require the consent of the International Office and withdrawals for students receiving federal financial aid require the consent of the Office of Financial Aid. Detailed information about the withdraw procedure for graduate students is available online at <https://gradschool.utexas.edu/academics/policies/withdrawals>.

Medical withdrawals and course load reductions are handled by University Health Services: <https://www.healthyhorns.utexas.edu/medicalwithdrawals.html>.

## **Leave of Absence Policy**

Graduate students may apply for a leave of absence for no more than two long semesters. The benefits of filing a formal leave of absence through the Graduate School include guaranteed readmission and a waiver of the readmission application fee upon return to the program. To request a formal leave of absence, a student must submit a Leave of Absence Authorization Form, signed by your Graduate Advisor, to the Office of Graduate Studies in Main 101 *prior* to the semester for which a leave is requested. Please be sure to notify the GAPC of your plans to take a leave and provide a copy of your leave form. Leaves of absence are not automatically renewed semester to semester, and students returning from leaves of absence must formally request readmission before they can register for courses. Student fellowships are forfeited during semesters students are on leave of absence. Applications to the fellowship committee to defer fellowships for one semester may be submitted to the Endowment and Fellowship Specialist for submission to the fellowship committee. There is no guarantee that an approval will be given to defer. More information about leaves of absence is available online at: <https://gradschool.utexas.edu/academics/policies/leaves-of-absence>.

Medical withdrawals are not considered leaves of absence and are handled by University Health Services: <https://www.healthyhorns.utexas.edu/medicalwithdrawals.html>.

## **Probationary Status and Academic Dismissal**

Students admitted with conditions should meet with the Graduate Advisor for advising as soon as possible to work toward removal of the conditions. Similarly, any Master's student whose cumulative GPA falls below 3.0 in a given semester will be placed on academic probation the following semester. Students on academic probation should see the Graduate Advisor for academic advising and to have the subsequent semester registration bar cleared. Two consecutive semesters on academic probation is cause for dismissal from the University. LBJ School fellowship recipients must maintain a 3.0 or higher GPA to receive fellowship awards. More information is available at this link: <https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>. Students on probationary status or admitted with conditions are not allowed to work at the University.

## **UT Academically Related Travel Policy**

The [University of Texas at Austin travel policy](#) and LBJ School policy promote safe travel by students, faculty, and staff who conduct research and/or University business away from the Austin campus. **Students must receive prior authorization for travel to an international destination that is any way related to academic degree programs, courses, research,**

**internships or professional development activities.** More information on international travel policy, required forms, and procedures is available at <http://world.utexas.edu/abroad/itr>. If you have specific questions about travel paperwork and processes, please contact LBJ Travel at [lbjtravel@austin.utexas.edu](mailto:lbjtravel@austin.utexas.edu).

## **Full-Time Enrollment**

Graduate students must enroll in at least 9 credit hours per long semester (3 credit hours in the summer) to be considered full-time by The University. Most LBJ School students enroll in 12 hours per long semester to complete the program in two years (or three years, if enrolled in a dual-degree program).

The Office of Financial Aid requires financial aid recipients to enroll in a minimum of five credit hours per long semester to receive financial aid. International students must enroll in a minimum of 9 credit hours per long semester to meet student visa requirements, but exceptions may be made for graduate students in the last semester before graduation and for doctoral students already in candidacy. The University requires that students who gain employment as Teaching Assistants (TAs) or Graduate Research Assistants (GRAs) be registered for 9 credit hours. UT and LBJ School Fellowships require the student to register for a minimum of 9 hours in long semesters (Fall and Spring) and a minimum of 3 hours when required to register for the Summer semester.

## **Texas Residency**

Each person who applies for admission to a Texas public college or university is classified as a Texas resident, a nonresident, or a foreign (international) student. How students are classified determines whether they pay non-resident tuition rates or in-state rates. In general, one cannot become a resident solely by going to school in Texas. Detailed information about establishing Texas residency is available at <https://admissions.utexas.edu/residency>. Questions about establishing Texas residency should be directed to the University Residency Office. Please notify the GAPC and the Endowment and Fellowship Specialist (if you are the recipient of a Fellowship) of any change in your residency status.

## **Academic Employment at UT Austin**

Academic employment at UT Austin encompasses the following positions: Teaching Assistant (TA), Assistant Instructor (AI), Graduate Research Assistant (GRA), and Graduate Assistant (GA). To qualify for academic employment, candidates must be degree-seeking graduate students enrolled full-time with a minimum GPA of 3.0. Detailed information about academic employment requirements for graduate students is available at <https://gradschool.utexas.edu/academic-employment>.

As a professional graduate school with no associated undergraduate program, the LBJ School offers a very limited number of TA positions, with priority given to our PhD students. Available TA/GRA positions are advertised on the [LBJ Careers website](https://lbj-utexas-csm.symphlicity.com/students) at <https://lbj-utexas-csm.symphlicity.com/students>.

You might also want to seek employment in a department that offers undergraduate coursework in a discipline with which you have expertise. A list of UT Austin Graduate Program Department Contacts is available online at <https://gradschool.utexas.edu/academics/programs>.

## Benefits by Reason of Academic Employment

Campus employment in a qualifying academic title at or above the 20 hour per week threshold enables non-resident students to pay in-state tuition rate during the semester of employment. Qualifying academic titles include TA, AI, and GRA/RA positions. A complete list of qualifying titles is available at [https://hr.utexas.edu/student/student\\_acad\\_employment.html](https://hr.utexas.edu/student/student_acad_employment.html).

The resident tuition entitlement benefit is not automatically applied to the student's tuition bill. **Non-resident students with a qualifying academic appointment must apply for the resident tuition benefit at <https://utdirect.utexas.edu/acct/fb/waivers/index.WBX> no later than the 12<sup>th</sup> class day, even if you were awarded a fellowship containing a reduction in tuition to in-state rates.** Non-resident LBJ School fellows who received an out-of-state tuition waiver award at the time of admission should notify the LBJ School Endowment and Fellowship Specialist immediately if you are appointed to a qualifying academic employment position.

The Tuition Reduction Benefit entitles Teaching Assistants to a reduction of in-state tuition. Detailed information about Tuition Reduction Benefit is available online at: <https://gradschool.utexas.edu/finances/student-employment/resident-tuition-entitlement>.

Depending on the nature of the research grant, Graduate Research Assistants (GRAs) may also receive in-state tuition coverage, but it is not guaranteed. Please check with the faculty member in charge of the research project for details.

Graduate students assigned to work in a student academic title for at least 20 hours a week for at least 4.5 months (135 calendar days) are eligible for the university's employee group insurance benefits: <http://www.utexas.edu/hr/student/insurance.html>. Fellowship recipients are required to notify the Endowment & Fellowship Specialist with the details of your student employment assignment.

Detailed information about student employment benefits can be found on the UT Austin Human Resources' Student Employment Page online at: [http://www.utexas.edu/hr/student/student\\_empl\\_benefits.html](http://www.utexas.edu/hr/student/student_empl_benefits.html).

## Six-Year Limit on Master's Coursework

Regardless of enrollment status (full-time/part-time) or major (single degree/dual-degree), the UT Graduate School requires Master's students to complete the degree within six academic years from the initial date of matriculation.

## Graduation

**Graduate students must be registered during the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar.** There are no exceptions to this policy. A student who fails to complete all degree requirements or misses the Professional Report/Thesis submission deadline must register, pay tuition, and apply to graduate the following semester in order to receive the degree.

## Diplomas

UT diplomas are mailed to the permanent address on file 4-6 weeks after degrees are certified, provided that all financial bars have been cleared. To ensure diploma receipt, students should pay off any/all financial bars and, if necessary, review and update the permanent address on file with UT at [https://utdirect.utexas.edu/utdirect/bio/address\\_change.WBX](https://utdirect.utexas.edu/utdirect/bio/address_change.WBX). Questions regarding diplomas should be directed to UT's Diploma Services Office by phone at (512) 475-7619 or by email at [diplomas@austin.utexas.edu](mailto:diplomas@austin.utexas.edu).

## Section IV. LBJ School Student Resources

### LBJ School Student Fellowships

#### Current Student Fellowships

LBJ School students are encouraged to review the LBJ School website for fellowships and awards made available to assist in funding professional development and public policy related opportunities. The fellowships, along with their criteria, eligibility and requirements can be found at: <https://lbj.utexas.edu/lbj-school-fellowships>.

#### Internship Fellowships

LBJ School students pursuing full-time internships or policy apprenticeships to meet their degree requirement are eligible to apply for fellowships. Fellowship information, including criteria and eligibility, along with application deadlines, vary by endowment/fellowship and can be found on the LBJ School website: <https://lbj.utexas.edu/internship-fellowships>. The Internship Fellowship Committee reviews all applications, and awards are granted until the funds are exhausted. A student is eligible to receive only one LBJ School internship fellowship during the course of his/her studies at the LBJ School. **Students who have been approved to waive the internship or have already completed the LBJ School internship requirement are not eligible for an LBJ School internship fellowship.**

**Contact the Endowment & Fellowship Specialist in SRH 3.104 or at [LBJFellowships@austin.utexas.edu](mailto:LBJFellowships@austin.utexas.edu) and 512-471-9623 with questions, or submission of all fellowship/award applications.**

### LBJ Professional Development Requirements & Options

As an LBJ School student, you have the opportunity to work with the School's career resources specialist, writing lab director, and peer writing fellows to develop and refine your writing, career skills, and job search.

To ensure you have a solid foundation upon which to build, the School requires incoming students to complete a writing assessment, resume review, career assessment, and several writing workshops. Most students will complete these requirements by the end of Orientation.

In addition, the Office of Student Affairs offers a range of seminars and workshops to help you



fully customize your career exploration and professional development process. All students are invited to participate in the **enhanced professional development program**, offering additional workshops and coaching and culminating in additional networking events. Students with less than five years of career experience or who plan to change their career direction are especially encouraged to participate in the enhanced program.

### **Professional Development Requirements**

All full-time, first year students will complete the following by the end of the first academic year. Most will take place over the summer or during Orientation:

- **Take the LBJ School writing assessment**  
You will receive individualized feedback and recommendations to develop your writing.
- **Attend writing workshops during Orientation**  
During Orientation, each student should attend four hours of a “writing intensive” workshop dedicated to the School’s expectations regarding writing about research, including citation formats, and an introduction to policy memos and policy briefs. You will also have the opportunity to attend the required collaborative writing workshop, which will be repeated early in the Fall semester.
- **Complete the Career Management assessment**  
You should complete the career management assessment by the beginning of your first year at LBJ (this is found on the Summer Transitions Canvas site). This, along with your resume and writing assessment gives the career management office a good starting point from which to advise you.
- **Upload your resume to LBJ Careers**  
<https://lbj-utexas-csm.symplicity.com/students/> You will receive individualized feedback on your resume as you begin your education at LBJ to ensure that your early resume serves as a good platform upon which you can build.

### **Enhanced Professional Development Program**

All students are encouraged to participate in an enhanced professional development program to build on the basics outlined above. While you may attend any of the workshops offered by OSAA during your tenure at the School, the enhanced program offers additional networking opportunities to students who choose to take advantage of the full program.

You will receive program information during Orientation. Students who enroll in the enhanced program will:

- Attend an introductory workshop in goal-setting and career planning.
- Develop a career search action plan.
- Select a set of professional development workshops to attend, in accordance with your goals and needs.

See the Career Management & Writing Lab pages for tentative workshop lists and keep an eye on Canvas and the School’s events calendar.

Those interested in the enhanced program should enroll in the program through OSAA by emailing [lbjwriting@austin.utexas.edu](mailto:lbjwriting@austin.utexas.edu).



## **LBJ Writing Lab**

The LBJ Writing Lab is staffed with 2-3 part-time peer Writing Fellows and one full-time Director. The Lab offers LBJ students individualized assistance at any stage of the writing process and hosts a series of seminars on specialized topics.

Typical Writing Lab offerings include:

- Writing and communications workshops with topics based on student need.
- Guest speakers with professional expertise in policy communications topics, such as data communications, writing for decision makers, grant writing, and legislative advocacy.
- Individual writing consultations for class assignments and career search documents.

### **Writing Lab Hours**

The Writing Lab has appointments available 7:00 a.m. – 6:00 p.m. Monday – Friday. You may meet with a peer Writing Fellow or with the Director, depending on availability.

You can also drop in between 8:00 a.m. – 5:00 p.m. and a consultant will work with you on a space available basis.

### **What to Expect During Your Visit**

*What can I expect during a drop-in visit?*

You can ask questions about documentation, grammar, word choice conundrums, and writing process best practices. If you need help getting started or revising a tricky paragraph, or simply want to brainstorm writing strategies, come on by! A drop-in is not the time to get substantive feedback on your writing. Please make an appointment for a consultation.

*What can I expect during a consultation?*

If you send your document at least 24 hours in advance, you can expect a review of structure, content, and use of language. Documents longer than five pages require more time. If available, please send the corresponding assignment prompt or job posting as soon as possible after you make your appointment.

### **Contact the Writing Lab**

Director  
OSAA Office, SRH 3.104G  
(512) 471-3620  
[lbjwriting@austin.utexas.edu](mailto:lbjwriting@austin.utexas.edu)

### **Tentative List of Writing Workshops**

<i>Fall 2017</i>	<i>Spring 2018</i>
<ul style="list-style-type: none"><li>• Library Resources</li><li>• Collaborative Writing</li><li>• Thank You Letters</li><li>• Communicating Data</li><li>• Writing in the Field (Workshop with alumni)</li></ul>	<ul style="list-style-type: none"><li>• Professional Report series (design, draft, copyedit, and present the professional report or thesis)</li><li>• Writing in the Field (workshop with alumni)</li><li>• Professional Report (PR) Panel</li></ul>

## **LBJ Career Resources**

Securing a strategically placed internship and establishing a proactive job search plan are important aspects of the LBJ School experience. New students are encouraged to begin using the LBJ School Office of Career Management as soon as possible. This is particularly important for entering students seeking jobs and internships that require a security clearance because of the time it takes to complete a clearance package and obtain approval. Processing applications for a security clearance can take anywhere from six to eight months.

Services provided by your Career Resources Specialist include personalized career advising, resume development counseling, job search assistance, mock interviews, alumni networking, mentor pairing, employer information sessions, career fairs, and a set of career and professional development related workshops to assist you with enhancing your professional skills.

### **Jobs and Internships**

All jobs and internships are posted on our online job board -- LBJ Careers (<https://lbj-utexas-csm.symplicity.com/students>). Your student account will be created for you during the first week of classes and you will receive an email which will assist you with establishing your login password. You will have access to all external jobs and internship postings with the ability to view employer profiles and access additional resources by policy area. All internal academic positions at the LBJ School will be maintained on LBJ Careers. You can access LBJ Careers by visiting the Career Management website at <http://lbj.utexas.edu/careers>.

Within LBJ Careers, you will be expected to manage your Career ePortfolio which will host your resume, cover letter, writing sample and thank you letters.

### **Career Management Office Hours**

The Career Management Office has appointments available 7:00 a.m. – 6:00 p.m. Monday – Friday. You can also drop in between 8:00 a.m. – 5:00 p.m. but you may have to wait if the Career Resources Specialist is in an appointment or offsite. Skype appointments are also available using the handle @mjacksonLBJ. Appointments can be made through <https://lbjosaa.acuityscheduling.com>.

### **Career Management Seminars**

You can find a description of each seminar on the LBJ Career Management website. All students are encouraged to attend as many career management workshops as possible. Invites with request for RSVP will go out one week prior to the workshop through the student listserv.

### **Contact the Career Resources Specialist**

OSAA Office, SRH 3.104E  
(512) 471-3290

[lbjcareers@austin.utexas.edu](mailto:lbjcareers@austin.utexas.edu)

## Section V. University Resources

### Important Online Resources

- **The UT Austin Student Homepage** provides a direct portal to all online student services and student services office websites. You are encouraged to bookmark the Current Student Homepage, available at <http://www.utexas.edu/students/>.
- **The LBJ School's Current Student Homepage** at <https://lbj.utexas.edu/students> provides a direct portal to information and forms pertinent to LBJ School students.
- **The University Directory** provides contact information for University students, faculty, and staff and is available at <https://directory.utexas.edu/>.
- **The Directory of University Offices** contains contact information for every campus office and is available at <https://www.utexas.edu/offices>.
- **LBJ School Faculty Information Pages** on the LBJ School website at <http://lbj.utexas.edu/faculty-lbj-school-public-affairs> provide faculty bios and contact information.

### Important Campus Offices

A number of campus offices provide important student services, some of which are listed below. A complete list of University services for graduate students is available on the Office of Graduate Studies' website at <https://gradschool.utexas.edu/services-and-resources>.

- **Student Accounts Receivable (SAR)** is responsible for preparing tuition statements, issuing student account bills, collecting outstanding tuition and/or loan balances, generating 1098-T Tax forms, and addressing students' questions related to their student account activity and can be found at <http://www.utexas.edu/business/accounting/sar/>
  - Graduate Tuition Rates: <https://tuition.utexas.edu/rates/graduate>
  - Tuition Loan Information: <https://tuition.utexas.edu/loan-information>
  - Installment Pay Plan Information: <https://tuition.utexas.edu/pay#installment>
  - Emergency Cash Loans: <http://finaid.utexas.edu/financialaid/resources/ut-loans.html>
- **Office of Financial Aid**, located at <http://finaid.utexas.edu/>, can help you learn more about available financial aid, important dates, processes and requirements related to financial aid.
- **Information Technology Services (ITS)**, <https://it.utexas.edu/students>, can assist with questions regarding your UT EID, email, Canvas support, campus Wi-Fi, computer labs and Bevo Bucks.
  - UT Email: <http://utmail.utexas.edu/>
  - Bevo Bucks: <http://bevobucks.utexas.edu/>
- **International Student Scholar Services (ISSS)**, <http://world.utexas.edu/iss/>, provides international students with information on Visa requirements, tax filing, emergency support, insurance information and much more to help international students feel comfortable in Austin.
  - English as a Second Language Services (ESL): <http://world.utexas.edu/esl>

- **Course Instructor Surveys** are administered at the end of each semester and are collected to provide the instructor with feedback, permit statistical analyses concerning instruction and provide students with information about specific instructors. More information can be found here: <https://facultyinnovate.utexas.edu/services/CIS>
- **Office of Graduate Studies (OGS):** <https://gradschool.utexas.edu/>  
OGS provides access to resources, services and funding to support the more than 11,500 graduate students enrolled in the University's graduate programs. The Graduate School's Student Services Office assists graduate students with navigating University policies, procedures, and deadlines.
- **UT Library System:** <http://www.lib.utexas.edu/>  
Students can search the UT Libraries website for books, articles, journals, databases, and CD's and DVD's.
  - A section geared specifically to graduate students is available at <http://www.lib.utexas.edu/scholarscommons>.
  - A Public Affairs field-specific research guide is available at <http://guides.lib.utexas.edu/publicaffairs>, courtesy of Public Affairs librarian PG Moreno.
  - Legal research can be done at The Tarlton Law library - <http://tarlton.law.utexas.edu/>
  - Students can take free library classes to aid with research here <http://www.lib.utexas.edu/services/instruction/classes/>
  - Library items can be placed on hold or renewed online at <https://catalog.lib.utexas.edu/patroninfo~S29/>
  - Students may request that materials be transferred from the central library (PCL) to the Benson Library located in SRH 1.108 for pickup.
- **University Health Services (UHS):** <http://healthyhorns.utexas.edu/>  
UHS provides basic general and urgent medical care services to all University students. The Forty Acres Pharmacy (<http://www.utexas.edu/pharmacy/fortyacres/index.html>) fills prescriptions for students at competitive rates.
- **Counseling and Mental Health Center (CMHC):** <http://cmhc.utexas.edu/>.  
Psychologists, psychiatrists, and social workers at the CMHC provide students with individual and group counseling services, psychiatric consultation and diagnosis, and prevention services to help you adjust to the demands of student life.
- **Behavior Concerns Advice Line (BCAL):** <http://www.utexas.edu/safety/bcal/>.  
The BCAL hotline [(512) 232-5050] provides students, faculty, and staff with an anonymous forum for discussing concerns about another individual's worrisome or potentially threatening behavior. Trained counselors assist callers in exploring available options and strategies, and will provide appropriate guidance and resource referrals.
- **Emergency Information Web Site:** <http://www.utexas.edu/emergency/>.  
This site provides information about campus alerts, closures, and openings during emergencies or unfavorable weather situations. Students can also sign up to receive campus text alerts by phone at <https://utdirect.utexas.edu/apps/csas/text/main/>.
- The **Multicultural Engagement Center (MEC)** is a student resource office that educates and empowers students to be leaders and agents of social change. As part of the Division of Diversity and Community Engagement, the MEC supports a culturally

diverse campus and helps cultivate a positive campus climate.

<http://diversity.utexas.edu/multiculturalengagement/>

- The mission of the **Gender and Sexuality Center (GSC)** is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy. <http://diversity.utexas.edu/genderandsexuality/>
- The **UT Police Department Community Outreach Unit** provides tips on crime prevention and hosts valuable information regarding personal safety. <https://police.utexas.edu/prevention/>
- **The Office of the Dean of Students** provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming and specialized resources. <http://deanofstudents.utexas.edu/>

This office includes eight specialized service areas, including:

- **Legal Services for Students** provides free legal advice to currently enrolled UT Austin students. This office provides consultations on legal issues such as: landlord/tenant and renting, criminal charges, traffic tickets, consumer issues, car wrecks, and employment law. <http://deanofstudents.utexas.edu/lss/>
- An online listing of hundreds of registered **Student Organizations** to help you connect with other students. <https://utexas.campuslabs.com/engage/organizations>
- **Student Veteran Services** helps all students using federal and state veterans education benefits. This office walks current and prospective students through the benefits application and certification process, provides veteran-centered academic support, career services, health care and wellness resources and supports the ongoing success of veterans on campus. <http://deanofstudents.utexas.edu/veterans/>
- **The Office of the Student Ombuds** can help, whether it's listening, finding the right university office to assist you, identifying your options, or coaching you to prepare for a difficult conversation. <https://ombuds.utexas.edu/student>

## Fall 2017 Academic Calendar

- August 28**      **Late registration begins for students not yet registered; \$25 late registration fee in effect.**
- August 30**      **FIRST CLASS DAY**
- September 4**    **Labor Day Holiday** University closed, classes cancelled.
- September 5**    **FOURTH CLASS DAY**  
**Fall 2017 payment deadline, 5:00 PM**  
**Last day students may drop a Fall 2017 course online;** hereafter, all adds and drops must be done by the department offering the course (through Sept. 15).
- September 6**    **Late registration fee increases to \$50 and late registration procedure required for students not yet registered.**
- September 15**   **TWELFTH CLASS DAY**  
Last day to drop a class for a possible refund; last day to add a class without Graduate Advisor and Graduate School approval.  
Payment for added classes due by 5:00 PM.
- September 18**   **Late registration fee increases to \$200; Grad Advisor appeal and Grad School approval required for students requesting to late register.**
- September 27**   **Q Drop Deadline**  
Last day to drop a Fall 2017 class without instructor consent.  
(*Paperwork required – see your Graduate Admissions & Program Coordinator in OSAA.*)
- October 26 –  
November 1**      **Spring 2018 Academic advising period for continuing and readmitted students** (in preparation for Spring 2018 registration on October 24).
- October 30 –  
November 10**    **SPRING 2018 REGISTRATION**
- November 7**      **CR/NC DEADLINE**  
Last day to change registration in a 3-hour class to or from the CR/NC basis  
(*Paperwork required – see your Graduate Admissions & Program Coordinator in OSAA.*)
- November 14**    **Spring 2018 semester tuition bills distributed electronically** (to the email address on students' official records).
- November 22-  
25**                **Thanksgiving Holiday Break**  
University closed; classes cancelled.
- December 11**    **LAST CLASS DAY FALL 2017 Graduate course drop deadline, 5:00 PM**  
(*Paperwork required – see your GAPC in OSAA.*)

## Section VI. Student Organizations

Student organizations are a great way to get involved in the LBJ School and broader UT community.

### **The Alexander Hamilton Society**

The Alexander Hamilton Society is an independent, non-partisan, not-for-profit organization dedicated to promoting constructive debate on basic principles and contemporary issues in foreign, economic and national security policy. Each semester, AHS brings in numerous highly respected policy experts to discuss and debate foreign policy and global issues with UT professors. <https://utexas.collegiatelink.net/organization/alexanderhamiltonsociety>

### **Alliance for Energy Policy (AEP)**

The Alliance for Energy Policy (AEP) seeks a multidisciplinary approach to meeting our energy needs. Energy presents one of the biggest policy challenges facing the United States, and an all-out effort is required to secure the future. Across the UT campus, AEP hosts and sponsors events to help all students plug into the energy revolution. Be it oil and gas exploration, nuclear energy, renewable energy research, energy efficiency, or distributed generation, AEP seeks input from all important stakeholders in the energy field.

<https://utexas.collegiatelink.net/organization/allianceforenergypolicy>

### **The Baines Report**

The Baines Report is an approved LBJ student organization composed of and governed by students of the LBJ School of Public Affairs. The Report is dedicated to publishing student op-eds, blogs and media related to current policy. <http://www.bainesreport.org/>

### **Feminist Policy Alliance (FPA)**

The Feminist Policy Alliance is an inclusive community for LBJ School students focusing on policy issues affecting women. FPA brings education and advocacy to the LBJ School, the University and the Austin community. <https://www.facebook.com/FeministPolicyAlliance>

### **Graduate Public Affairs Council (GPAC)**

The Graduate Public Affairs Council (GPAC) is the university-recognized student government body of the LBJ School. GPAC's purpose is to serve the students of the LBJ community. GPAC facilitates student initiatives; fosters discussion and decision-making; and represents and engages in advocacy on behalf of students and their concerns. <http://www.lbjgpac.org/>

### **Pride Policy Alliance**

The Pride Policy Alliance is an inclusive LGBTQA (Lesbian, Gay, Bisexual, Transgender, Queer and Ally) organization that aims to increase the visibility of LGBTQ issues at the LBJ School of Public Affairs, educate and advocate for policies that advance equality at the LBJ School, UT and the greater Austin community. PPA is a part of the UT Austin Gender and Sexuality Center Affiliate Program and organizes social, advocacy and educational events throughout the semester. <https://www.facebook.com/groups/pridepolicyalliance/>

### **Public Affairs Alliance for Communities of Color (PAACC)**

The mission of the Public Affairs Alliance for Communities of Color (PAACC) is to promote awareness and understanding of policy issues affecting communities of color by initiating dialogue, activities and programs within the LBJ School community. PAACC's programming endeavors to reach out to the LBJ student body, the greater UT campus and the community of Austin. <https://www.facebook.com/groups/lbjpaacc/>

### **Social Policy Network of Students and Alumni (SPN)**

Reducing poverty and social and health inequities is a big reason many students enter public affairs, and why they specifically come to the LBJ School. The LBJ Social Policy Network (SPN) encourages all students and alumni whose interests and work intersect with the myriad of interconnected social policy issues to be a part of SPN and their sponsoring research center, the Center for Health and Social Policy (CHASP). Social policy includes issues related to: social mobility, public education, criminal justice, early childhood, child welfare, food insecurity, mental health, healthcare, aging and more. <http://chasp.lbj.utexas.edu/spn/>

### **Technology and Innovation Policy Society (TIPS)**

Austin is a hub for technology, and UT has a history of supporting tech innovation. The Technology and Innovation Policy Society (TIPS) is for students interested in exploring how technology can be applied to public policy issues. TIPS works to connect students with faculty and professionals in tech policy through professional networking, speaker series and events in Austin. Activities include: dinner with tech policy professionals, technical workshops, campus/company visits, publishing of student work, and interactive panels. <https://utexas.campuslabs.com/engage/organization/tips>

### **Veterans in Public Policy**

Veterans in Public Policy assists former service members' transition to civilian life. The group values all types of military service, no matter the occupational specialty or length of commitment. The community bolsters togetherness and belonging by helping each other navigate new professional spheres through counseling, academic assistance and networking. Via monthly get-togethers and activities, the group will develop friendship, familial togetherness and social inclusivity—traits common in the military but uncommon elsewhere. <https://utexas.campuslabs.com/engage/organization/vetsinpolicy/>