

Carnegie Mellon University Australia

Program Handbook

2019 - 2020

Master of Science in Public Policy and Management – Global Program

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CARNEGIE MELLON UNIVERSITY IN AUSTRALIA
MASTER OF SCIENCE IN PUBLIC POLICY AND MANAGEMENT (GLOBAL)

POLICIES AND GUIDELINES

1. INTRODUCTION

It is the student's responsibility to know, understand and abide by the policies contained in both the Heinz MSPPM Program Handbook and the General Student Handbook as they include information that is critical for your success.

This handbook provides specific information on the curriculum and program requirements for the Master of Science in Public Policy and Management (Global) Program. CMU-A also publishes a separate handbook which details campus-wide policies and procedures pertaining to educational planning, program committee, teaching, scheduling and course credit, performance standards, academic standing, ethics and discipline, student privacy rights and major forms and deadlines. Therefore, students should familiarize themselves with both handbooks, which are available on the [CMU-A website](#) or upon request from the CMU-A Director of Programs, Pixie Yeap, 08-8110 9953, pyeap@australia.cmu.edu.

2. LEARNING OUTCOMES

The Global Master of Science in Public Policy and Management (Global MSPPM) program is designed to educate innovative, ethical leaders who create and implement policy, manage organisations effectively, transform organisations, and develop new solutions to important social issues.

You will gain strong problem solving skills – both quantitative and qualitative, that will allow you to develop effective policies and you'll have opportunities to gain experience in leadership and real-world applications of your public affairs management coursework.

At completion of the Global MSPPM program, you will be able to competently:

- Assume positions in policy development, implementation and evaluation, and manage these functions in government, non-profit organisations, international organisations and the private sector
- Implement skills in all aspects of management, including general management, leadership, organisation management, strategic planning, financial management, human resource management, and IT management
- Utilise training grounded in theory and practical application of theory Work in organisations in developed countries and countries with emerging economies
- Understand how to analyse data and make effective management decisions
- Look beyond traditional paradigms, looking instead to non-traditional path-breaking solutions
- Advance the public interest by utilising exceptional analytical, quantitative and technical skills

3. CURRICULUM

3.1 Required Courses

The Global MSPPM program provides a unique educational and life experience for students as the program is taught across Carnegie Mellon's Australia and Pittsburgh campuses.

The Global MSPPM is a program that gives you an international perspective by learning in the United States and Australia with a strong focus on the Asia Pacific region. You will spend your 1st and 2nd semesters in Australia, a 3rd semester undertaking a 300-hour full time internship in either Australia or internationally and your 4th and 5th semesters in Pittsburgh.

The Global MSPPM program features a unique interdisciplinary curriculum of analytical and quantitative studies. Students are empowered to customise their degree by selecting from a variety of course electives carried out via coursework and independent study. We are widely recognised for our unique interdisciplinary environment, encouraging work across departmental lines. As a result, our MSPPM graduates enter the world with the ability to solve complex problems.

The Global MSPPM program requires you to study 198 units in total comprising 144 units of core courses (including a 12 unit capstone project) and 54 units of elective courses. This combination of courses allows you to tailor the program to your career and interest needs by selecting relevant elective course whilst studying core courses which provide a core foundation of skills and knowledge.

Full-time students complete the program over five study periods. Students commence in the August (Fall) intake. Each study period is the equivalent to 12-13 weeks of study and usually comprises a total of approximately 48 units. Each course is awarded either 6 or 12 unit weighting. Therefore, you can study a combination of 6 and 12 unit courses to meet your program requirements.

For successful completion of the Global MSPPM program, students must complete

- A total of 198 units, comprising:
 - 144 units of core requirements (including a 12 unit Systems Synthesis project)
 - 54 units of electives
- A 300-hour full time internship
- achieve a minimum cumulative quality point average (QPA) of 3.0

Course requirements:

Semester	Course Code	Course Title	Units
Fall 2019 (Australia campus)	90-705	Policy Analysis I	12
	90-707	Statistical Reasoning	12
	91-820	Strategic Planning	12
	90-717	Writing for Public Policy	6
	90-728	Introduction to Database Management	6
	Total		48 units
Spring 2020 (Australia campus)	90-710	Applied Economic Analysis	12
	90-724	Financial Analysis	12
	94-700	Organizational Design & Implementation	6
	94-718	Strategic Presentation Skills	6
	94-728	Business Intelligence and Analytics	6
	95-760	Decision Making Under Uncertainty	6
	Total		48 units
Summer 2020	90-900	Internship (minimum 300 hours)	0
	Total		0 units
Fall 2020 and Spring 2021 (Pittsburgh campus)	90-747	Cost Benefit Analysis	6
	90-, 91-or 94-xxx	Advanced Management (your choice of 6 units among many courses)	6
	90-, 91-or 94-xxx	Advanced Policy (your choice of 12 units among many courses)	12
	90-, 91-or 94-xxx	Advanced Methods (your choice of 12 units among many courses)	12
	90-7xx	Systems Synthesis (<i>spring semester of second year; your choice of several</i>)	12
		Electives	54
	Total core		144 units
	Electives		54 units
	TOTAL UNITS		198 units

Note: students must ensure all required pre-requisites are met prior to enrolment.

For information and requirement for concentrations, please refer to the MSPPM Program handbook posted on Heinz College website

3.2 Sample Elective courses offered at CMU-A

Code	Course Title	Units
90-814	Public Private Partnerships	6 units
90-823	Program Evaluation	12 units
90-827	Economics of Development	12 units
90-847	Grand Corruption and Rule of Law	6 units
90-859	Understanding and Preventing Corruption	6 units
90-868	Contemporary Public Management	6 units
91-843	Power and Influence	6 units
91-855	Financial Management	12 units
94-800	Negotiation	6 units
94-802	Geographic Information Systems	12 units
94-803	Consulting Lab	6 units
94-854	Developing as a Leader	6 units
94-866	Design Thinking	6 units
94-869	Economics of the Digital Age	12 units
95-886	Enterprise for Innovators	6 units

The electives listed above represent only of a selection of electives previously offered at CMU-A. Elective courses will be offered in a variety of areas related to the technology of business information and communication technology. These courses will be offered by CMU-A faculty as well as by faculty from other CMU campuses through video (synchronous) or asynchronous.

Notes:

Students must ensure all required pre-requisites are met prior to enrolment.

Students are advised to refer to the relevant class schedules for course offerings.

4. SYSTEMS SYNTHESIS

Systems Synthesis projects allow students to apply the diverse skills developed in the classroom to a “real world” problem with a “real world client” in the design of a specific functioning public or non-profit sector system. The term “system” refers to the fact that the particular entity studied has an identifiable objective or function and consists of several interacting components, and the word “synthesis” refers to the fact that the desired output is an integrated design, drawing on multiple disciplines, for improved operation of that system.

In a Systems Synthesis project, you will work in a group to structure a problem, do appropriate analysis using quantitative and analytical tools, generate recommendations to solve or ameliorate the problem, and present the analysis and recommendations to the client in both written and oral form. Increasingly, the written form consists of websites with summaries for stakeholders as well as downloadable materials such as reports. The experience will be designed to sharpen your problem-solving skills and skills in working effectively in groups.

The Systems Synthesis Project Course Guide provides more detailed information. It is distributed at the start of your systems project.

5. INTERNSHIP REQUIREMENT

5.1 Internship Standards

The completion of an internship is a graduation requirement for the Global MSPPM program. Minimally, this requires 300 hours of full-time employment that has formal supervision, is professional in nature, includes work that is of importance to the organization, and has significant educational value.

All Global MSPPM students are required to spend the summer following their first year in the program gaining professional experience in management and analysis by working in a public agency, non-profit organization, or private firm.

The internship duties must have significant educational value that directly relates to the program. The internship will train students in ways significantly different from classroom instruction. By working in a professional environment, students will solidify mastery of knowledge gained in coursework, refine career interests, and establish personal networks which might lead to later career opportunities. The internship also provides the faculty with feedback about the relevance of the curriculum and the effectiveness of the teaching program.

Students will not receive academic credit for the internship, but it will be reflected on their transcript as a course with Pass/Fail grade.

5.2 Securing an Internship

Students are responsible for securing a suitable internship. The Career Services team provides assistance through counseling, workshops on resume preparation and interview skills, and listings of potential internships. Students can discuss their situation on a one to one basis and are encouraged to attend workshops that cover the essential skills for finding the right internship.

Students will not be permitted to graduate if they accept or begin work at an internship which does not meet the required internship standards. Students are reminded to adhere to the [Students Code of Ethics](#)

5.3 Process for Internship

Before a student begins their internship, they must lodge an [Internship Reporting Form](#) and receive approval for the internship by the Add/Drop deadline. Once the internship has been approved, students will be registered for the internship on SIO. Students must notify the Career Services team of any significant changes to the internship prior to commencement, such as length, location, hours of work.

During the course of the internship, the Career Services team will contact the supervisor to discuss students' progress. The Career Services team will also get in touch with a student during their internship to discuss their progress and any problems that arise.

At the end of your internship, your Career Services Advisor will request that your supervisor complete an evaluation form about your internship performance. You are also required to complete a [Student Internship Evaluation](#) survey. If you do not successfully complete an eligible internship along with your survey and self-evaluation, you will not fulfill your internship requirement necessary for graduation.

Based on the supervisor's evaluation, the contact between the supervisor and the student, and the self-evaluation, the Career Services team will advise the Faculty Committee if a student has satisfactorily completed the internship requirement. If a student does not successfully complete an eligible internship, they will have to complete one before they will be eligible to graduate.

The Career Services team encourages students to advise any job opportunities within the internship organization which might be available for future graduates or interns. These descriptions will be maintained for reference by both first and second year students.

6. ACADEMIC INTEGRITY

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

Policy Statement

In any manner of presentation, it is the responsibility of each student to produce her/his own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q) unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s) or when a student utilizes the services provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q), the acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

Policy Violations

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

- Text, either written or spoken, quoted directly or paraphrased.
- Graphic elements.
- Passages of music, existing either as sound or as notation.
- Mathematical proofs.
- Scientific data.
- Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.

Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of Faculty Senate. Additional guidelines and procedures for graduate students may exist at the college/department/program level, in which case they are communicated in the college/department/program graduate student handbook.

If a student fails a course because of an academic integrity violation and then retakes the course, both the failing grade and the new grade will be used in evaluations of academic standing and the calculation of the student's QPA.

Any student who violates the academic integrity policy may not be a Student Representative, Teaching Assistant, Research Assistant, Officer of a student club/organization and cannot graduate from the college with highest distinction or distinction or serve as commencement speaker. All academic integrity violations will be reported to the Heinz College Associate Dean and Carnegie Mellon's Dean of Student Affairs or designee, as well as the Heinz College Office of Academic Services.

Cases of academic integrity violations will be reviewed by the Dean or designee, who may impose additional penalties. Students should understand clearly that such offenses are not tolerated at Carnegie Mellon. A first offense could result in being dropped from your program. In the event of a second offense, you will be dropped from your program.

Students who want to appeal an academic disciplinary action must state in writing to the College Dean their intention to do so within one week of the penalty date in question, and then must present their appeal to the College Dean no later than two weeks after said penalty date. Appeals must be in writing, with appropriate documentation. In cases where an appeal is filed, disciplinary actions will be held until the 2-week moratorium is complete.

If you dispute that your actions violated the University Policy on Academic Integrity or believe that your department did not follow the proper procedure for investigating or reporting a violation, the university has a formal appeal process in place that provides you with the ability to have your case heard before an Academic Review Board. The initial step of that process is writing a letter to the Provost requesting an appeal and you can find more information in the Student Appeals section of the Graduate Academic Disciplinary Actions Overview. Please note that requests for appeal are not granted automatically and the Provost will determine whether the appeal will move forward to a second-level review.

The University policy on Cheating and Plagiarism is posted on Carnegie Mellon's website at: http://www.cmu.edu/student-affairs/theword/acad_standards/integrity.html.

6.1 Additional requirement at Carnegie Mellon University Australia campus

All students enrolling for programs at the campus in Adelaide are required to attend a mandatory Academic Integrity session. At the end of that session, students will be asked to sign two documents. The first is an acknowledgement that they have attended the session. The second is an acknowledgement that they have understood the information presented on both the definitions of violations of academic integrity and the consequences of those violations.

Questions regarding the graduate policies and/or procedures pertaining to Academic Integrity violations should be directed to the following staff:

Pixie Yeap, CMU-A Director of Programs at 08-8110 9953 or pyeap@australia.cmu.edu
Lourdes Almeda, Manager of Graduate Programs at 08-8110 9908 or lalmeda@australia.cmu.edu

6.2 Summary of practical actions

The actions students should take are:

- Make sure you understand the definitions of cheating, plagiarism and unauthorized assistance as set out in this document
- Study carefully the specific requirements of each course instructor as set out in the outline for each course. If in any doubt, raise queries with the instructor at the earliest opportunity
- Familiarize yourself with the consequences of breaches of academic integrity
- Refer any questions of the general policies referred to in this document to staff member from the Programs team.

7. STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the Vice President for Campus Affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone +1 412-268-2056.

Obtain general information about Carnegie Mellon University by calling +1 412-268-2000.

The Statement of Assurance can also be found online at: <https://www.cmu.edu/policies/administrative-and-governance/statement-ofassurance.html>.