

OFFICE OF THE EXECUTIVE VICE  
PRESIDENT AND PROVOST OF  
THE UNIVERSITY

## **PROPOSAL FOR ESTABLISHING A MINOR IN PUBLIC SERVICE AND PUBLIC POLICY AS PART OF THE BS IN PUBLIC SERVICE AND PUBLIC POLICY**

*These are the minimum requirements for approval. Individual undergraduate minors may have additional requirements.*

A minor is an approved, coherent focus of academic study in a single discipline, other than the student's major, involving substantially fewer hours of credit than a corresponding major. Certain major and minor combinations may be deemed inappropriate either by the college or department of the major or minor. Inappropriate combinations include (but would not be limited to) ones in which an excessive number of courses in the minor are simultaneously being used to fulfill requirements of the student's major. (2002-03 General Catalog)

A minor:

- Requires a minimum of 15 semester hours of which at least 9 semester hours must be upper division
- Is not intended for students pursuing a major in the department which offers the minor

### **PROPOSAL PROCEDURES CHECKLIST**

Before academic units can advertise minors or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Curriculum and Academic Programs Committee and approved by the appropriate Vice Provost.

A complete proposal should include:

- X 1. A supporting letter from the chair of the academic units verifying that:
  - A. The proposed minor has been reviewed and has received faculty approval through appropriate governance procedures in the unit.
  - B. The unit has the resources to support the minor as presented in the proposal, without impacting core course resources.
- X 2. A supporting letter from the office of the supervising dean verifying that the minor has been reviewed and has received approval through appropriate governance procedures in the college.
- X 3. A statement concerning demand for the program (student/community/market).
- X 4. A description of the requirements for this minor. Be specific in listing required courses and specify the total minimum number of hours required for the minor.
  - Are any new courses required? If so, provide course syllabi and Proposal for Curriculum Action forms.
- X 5. A description of advising procedures as well as measures for verification of completion of the minor.
- X 6. A minimum residency requirement: How many hours of the minor must be ASU credit?
- X 7. A completed Appendix document. This information is to be used during the implementation phase to ensure this program appears correctly and completely on Degree Search.
- X 8. Attach other information that will be useful to the review committees and the Office of the Provost.

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1. A supporting letter from the chair of the academic units verifying that:
  - A. The proposed minor has been reviewed and has received faculty approval through appropriate governance procedures in the unit.
  - B. The unit has the resources to support the minor as presented in the proposal, without impacting core course resources.

*Please see attached*

2. A supporting letter from the office of the supervising dean verifying that the minor has been reviewed and has received approval through appropriate governance procedures in the college.

*Please see attached*

3. A statement concerning demand for the program (student/community/market).

Increasing demand for public services and retiring baby boomers has created an increase in job opportunities for graduates in the public sector. The federal government is the nation's largest employer with nearly 2 million people employed by the federal government across the country, and 84.6% of those jobs exist outside the Washington, D.C. area. The Partnership for Public Service estimates that the federal government alone will hire nearly 273,000 new employees by 2012 for mission-critical positions. Students with a preparation in academic areas related to public service will have an advantage in that market.

The Bachelor of Science in Public Service and Public Policy (PSPP) prepares students for work in government at all levels and nonprofit organizations through comprehensive coverage of topics in public policy, public leadership and management and urban studies. Students discover the challenges of management and learn how to lead a public organization and understand the process of policy development. The minor will similarly introduce students to the policy process.

The minor in Public Service & Public Policy is likely to appeal to students from across several academic disciplines at ASU. The school expects students in majors such as Political Science, Business, Nonprofit Management, Global Studies, Social Work, Criminology, Sociology, Sustainability, and Justice Studies to be interested in the PSPP minor. The minor has an applied and professional focus which can enhance many other majors. Therefore, the minor will make students more competitive in securing public sector jobs.

4. A description of the requirements for this minor. Be specific in listing required courses and specify the total minimum number of hours required for the minor.

- Are any new courses required? If so, provide course syllabi and Proposal for Curriculum Action forms.

No new courses are required.

18 credit hours are required to complete the minor in Public Service and Public Policy.

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Students must take 12 credits – 4 courses of required courses in PSPP:

- PAF 200 – Public Service & Policy in the 21st Century
- PAF 300 – Public management and administration
- PAF 340 – Contemporary Policy Challenges
- PAF 400 – Senior Capstone Project

They further must select from 6 credits – 2 courses from the following electives:

- PAF 201 – Economics & Public Policy
- PAF 410 – Building Leadership skills
- PAF 420 – Public leadership
- PAF 470 – Topics in public economics and financial management
- PAF 471 – Public policy analysis
- URB 300 – Urban & metropolitan studies
- URB 305 – Urban governance
- Other related elective may be selected with advisor approval

5. A description of advising procedures as well as measures for verification of completion of the minor.

The School of Public Affairs has two staff members who address the advising needs of undergraduate students. The senior specialist in the school is in charge of all undergraduate advising for the approximately 50 Urban Metropolitan Studies and Public Service and Public Policy majors. He will also advise students who select the PSPP minor. Additionally, the College of Public programs has a full-time advising staff that is cross trained for all the college majors and minors and is available to assist in advising needs when necessary. Completion of the requirements for the minor will be verified by the advising staff in cooperation with the faculty Undergraduate program director.

6. A minimum residency requirement: How many hours of the minor must be ASU credit?

A total of 12 credits must be taken in the School of Public Affairs at ASU. These include three of the required courses (PAF 300, 340, and 400) – and one of the upper division electives.

7. A completed Appendix document. This information is to be used during the implementation phase to ensure this program appears correctly and completely on Degree Search.

*Please see attached.*

8. Attach other information that will be useful to the review committees and the Office of the Provost.

No other information is included.

**APPENDIX - PROPOSAL TO ESTABLISH A NEW UNDERGRADUATE MINOR IN PUBLIC SERVICE  
AND PUBLIC POLICY**

(This information is used to populate the [Degree Search](#)/catalog website.  
Please consider the student audience in creating your text.)

**1. Program Description (150 word maximum)**

The public service sector offers sustainable, exciting, and fulfilling career options. With a minor in Public Service and Public Policy students use their knowledge of the public sector as a catalyst to change the world. By understanding the challenges that government faces and being well-versed in the development of multiple, useful, and realistic solutions, they can contribute to the development of our local, national, and global communities.

The minor in Public Service and Public Policy (PSPP) is designed for students from across the university with an interest in public service and public policy issues. Coursework provides basic knowledge of the field and enrich their major with an applied policy focus. Examples include students in journalism, sociology, criminology, the arts, engineering, the sciences, and business. The minor has a strong professional and applied focus intended to enhance students' education and ability to seek jobs in the public sector.

**2. Contact and Support Information**

Office Location (Building & Room): Ucent Suite 400

Campus Telephone Number: 602-496-0450

Program email address: 411 N Central Avenue, Suite 400 | Phoenix AZ 85004-0687

Program website address: <http://spa.asu.edu/new/explore.htm>

**3. Program Requirements** Provide applicable information regarding the degree such as curricular restrictions or requirements, specific course lists, or academic retention requirements. (450 word maximum)

18 credit hours are required to complete the minor in Public Service and Public Policy. Please see attached check sheet.

Students must take 12 credits – 4 courses of required courses in PSPP:

- PAF 200 – Public Service & Policy in the 21st Century
- PAF 300 – Public management and administration
- PAF 340 – Contemporary Policy Challenges
- PAF 400 – Senior Capstone Project

They further must select from 6 credits – 2 courses from the following electives:

- PAF 201 – Economics & Public Policy
- PAF 410 – Building Leadership skills
- PAF 420 – Public leadership
- PAF 470 – Topics in public economics and financial management

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PAF 471 – Public policy analysis  
URB 300 – Urban & metropolitan studies  
URB 305 – Urban governance  
Other related elective may be selected with advisor approval

**4. Additional Enrollment Requirements** If applicable list any additional enrollment students must complete

A total of 12 credits must be taken in the School of Public Affairs at ASU. These include three of the required courses (PAF 300, 340, and 400) – and one of the upper division electives.

To earn the minor, student must complete all course work in the in minor with a minimum grade of “C” (2.00) or higher.

A student wishing to pursue a minor should consult with an academic advisor in the unit offering the minor to ensure that the appropriate courses are taken. Students should also consult with an academic advisor in the college or department of his/her major to make sure the college or department of the major allow recognition of the minor.