

To: MPA Students Interested in PA 8990, Capstone Project
From: Professor Richard Box
Subject: Enrollment Procedure for spring 2005 Capstone Project Course
Date: October 25, 2004

I will be the faculty member facilitating PA 8990, Capstone Project this coming spring semester. This message provides information about procedures for enrolling in the Capstone Project course. MPA students are required to obtain permission of the instructor to enroll in the Capstone Project course. To receive approval, students develop and submit the basic idea for their capstone project prior to enrollment in PA 8990.

As the instructor of record for the spring 2005 Capstone Project course, I will review the proposed projects and give enrollment approval for those that meet course requirements. The review process may involve revisions of the proposal in keeping with my comments. I will notify you of approval by e-mail, with a copy to Academic Program Coordinator Meagan Van Gelder. When you receive my e-mail notification, you need to contact Dr. Van Gelder at mvangelder@mail.unomaha.edu, or 402-554-3480, to have her authorize your enrollment through E-Bruno.

The syllabus for the spring 2005 Capstone Project course is also being sent with this note for your information. Please visit the MPA web page for current students to review additional background information on the capstone project requirement (<http://www.mpa.unomaha.edu/>). Click on "Comps vs. Capstone Project" and then click on "Learn More about the Capstone Project." Students must be in the last 9 hours of their MPA program. In addition, you must have completed PA 8120, Research Methods, to enroll in PA 8990.

Students who wish to enroll in PA 8990 for spring 2005 must prepare a brief statement of their proposed project and e-mail it to me (rcbox@cox.net) no later than December 1, 2004 at 5:00 pm. The statement must include the items listed below.

- Student Information: Name and e-mail address.
- Courses Completed: Number of MPA courses the student has completed, also noting completion of the required research methods course.
- Project Title: Tentative project title.
- Problem Statement: Clear description of the issue, problem, and/or program to be examined, analyzed, and studied, and dependent and independent variables, if relevant.
- Importance of Proposed Project: Description of the importance or significance of the proposed project.

- Theoretical Framework: Discussion of the major organizing framework or theoretical concepts and variables which might serve to organize and drive the project.
- Project Research Design: Discussion of the project's likely research design and feasibility within the time limits of one semester, including specific information addressing the following: What research design might be used? Is it expected the project will include quantitative or qualitative methods, or both? Will the proposed project require collection of new data, or will it use existing data? How many organizations and participants might be involved? Do you or will you have access to the persons or organizations you want to analyze or study? What approaches might be used to analyze the data?

Length of the statement of the proposed project must not exceed two single-spaced, typewritten pages (11 point Times New Roman font, with 1" maximum left and right margins). Use the section titles provided in the bullet points above for organizing your proposal. Proposals not meeting these guidelines will be returned.

PA 8990 will meet three times during the spring 2005 semester. There will be an introductory session, a milestone meeting, and a final session for presentation of projects. Students in the online MPA program will complete their work via distance, though they are encouraged to attend all class meetings if possible. Online MPA students residing in Nebraska and in states adjacent to Nebraska will be expected to attend the final presentation session. Alternative presentation arrangements will be used for online students who live outside the region.

If you have questions about PA 8990 or the enrollment process, please contact me by e-mail.

Sincerely,

Richard C. Box
Professor