WELCOME TO SIPA: AN OVERVIEW
2015 -2016
OSA Deans
Advising on MIA/MPA core requirements as well as other academic and personal matters, and referrals to other related campus services related to student success.

Specialization Director
Faculty advisement on specialization requirements and mentoring and support on specialization specific topics/concerns.

Concentration Directors
Faculty and staff advisement on concentration requirements and mentoring on specific academic issues.

STUDENT
2 Year MPA and MIA Candidates

Advising Model
https://sipacolumbia.edu/academic-advising
OSA DEANS ROLE

- Provide guidance on completing Core Requirements
- Serve as a liaison to Concentration and Specialization Staff
- Support advisees with academic and personal challenges
- Make referrals to SIPA and Columbia resources as appropriate
Office of Student Affairs and OSA Dean Office Hours

- The OSA is located on the 6th floor, IAB, Room 610.
- Advisors in the Office of Student Affairs are available throughout the registration period (the next three weeks) on a walk-in basis.
- You do not need to see an advisor BEFORE you register.
- The OSA Deans have posted office hours. You may also email your dean to set up an individual appointment if necessary.

https://sipa.columbia.edu/students/courses-registration/academic-advising/academic-advising-staff
MIA/MPA Core Curriculum Requirements 2015-2016

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DEGREE REQUIREMENTS

• 54 Credits
• 4 full-time residency units (flat tuition rate for 4 semesters covers 72 credits)
• Core Curriculum – includes Workshop
• Concentration
• Specialization
• Foreign Language Proficiency (MIA and MPA – EPD Concentrators)
• Cumulative 3.0 GPA to graduate
Academic Requirements

- Conceptual Foundations (MIA) or Politics of Policymaking (MPA)
- Interstate Relations Course (MIA only)
- Economics for IPA (U4200/4201) or Economic Analysis for IPA (U6400/6401)
- Quantitative Analysis (U6500)
- Management – 1 of 6 options
- Financial Management – 1 of 4 options
- Capstone workshop (2nd year)
- Foreign Language (MIA and MPA-EPD Concentrators)
- Professional Development
- Internship
Economics Requirement

U6400 is more quantitative and theoretical, requires more advanced calculus skills and will use case studies that are designed to challenge students’ analytical skills. Required for IFEP & APEA.

U4200 is less quantitative, with an emphasis on application, requires some calculus skills and uses case studies to reinforce student understanding of key economic concepts.
CORE CURRICULUM

ACADEMIC REQUIREMENTS

• WHICH ONE SHOULD I DO FIRST?

U6401 (Macroeconomic Analysis)
U6400 (Microeconomics Analysis)

FAQ on link:
https://sipa.columbia.edu/students/courses-registration/academic-advising/faq
Quantitative Analysis requirement (U6500)

Students who pursue concentrations or specializations in:


Students who intend to pursue upper level (3rd semester of Stats) should take U6500 Quantitative Analysis in their first semester to ensure you have the pre-requisites for these courses.
Management Requirement (choose 1 of 6)

- SIPA U6002 Governance & Public Mgmt in Developing Countries (F)
- SIPA U6003 Analysis of Public Sector Orgs (F)
- SIPA U6005 Effective Mgmt in Public Service (F/S)
- SIPA U6011 Management and Administration of Nonprofit Organizations (F/S)
- SIPA U6013 Strategy, Law & Competitiveness
- SUMA K4100 Sustainability Management (F/S)
Financial Management Requirement (choose 1 of 4)

- SIPA U6200 Accounting (F/S)
- INAF U6022 Economics of Finance (S)
- SIPA U6310 Non-Profit Financial Management (F/S)
- SIPA U6320 Budgeting and Financial Management for Governments (S)
CORE CURRICULUM

Capstone Workshop

- Applied consulting assignment in final semester with external organization/agency
- Teams of (usually) 6 students under faculty supervision
- EPD student complete the Workshop in Applied Development
You should fulfill this requirement during your first year of studies to ensure you will graduate on time.

Proficiency in a language other than English is a degree requirement for MIA and MPA students concentrating in EPD. This requirement can be met in one of three ways:
1. Native Speaker

Native Speaker means: You are fluent in a language other than English. You speak, read, and write this language at an advanced level. This is proven by:

1. TOEFL, IELTS or ALP scores for admission because number 2 below applies to you
2. An official college transcript showing academic instruction in your non-English language

Note: If you are a native speaker who does not meet either of these qualifications, you will need to take a proficiency exam or complete coursework at Columbia.
2. Language Proficiency Exams

- Tests your ability to read, write, and speak at an Intermediate II level.
- Spanish, French, German, Italian and Portuguese proficiency exams are offered at the beginning of every semester through the Office of Student Affairs.
- For all other languages, you must arrange an exam by contacting the specific language department.
- Proficiency exams can only be taken once.
- Taking a placement exam will help determine if you are ready for the proficiency exam.
3. Language Coursework

- Satisfy requirement by achieving a grade of B (3.0) or better in an Intermediate or Comprehensive Intermediate Level II (4th Semester) language course taken while matriculated at SIPA.

- Intermediate Level courses will count towards your degree as electives.

- Students may register for any language course they wish, but Elementary I or II will not fulfill the language requirement, or be counted toward the 54 degree credits.
Professional Development and Internship Requirements

- **U4040 Professional Development** (0.5 credits)
  - Students should complete this in their first semester

- **U9013 Internship** (1.5 - 3 credits or not registered)
  - Most students complete this requirement during the summer and register for credit during your second year.
Electives

- Beyond satisfying the core, concentration and specialization requirements, students may choose to take other relevant graduate courses to meet the degree requirements of 54 credits and beyond the 54 credits.

- Students may be able to register for other courses, but these will not be counted. Eg. Elementary language, undergrad courses, non-relevant disciplines. Questions should be directed to their OSA Dean.
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You may travel internationally for capstones, internships, or other for professional reasons (Eg. Conferences, research).

Emergencies or natural disasters can happen at any time.

SIPA needs to know where you are when you are abroad in case you need medical assistance or need to be evacuated.
INTERNATIONAL REQUIREMENTS

- Register with ISOS Travel Assistance Program: provides 24-hour, worldwide emergency medical care and security evacuation services when traveling abroad. Personal travel, including vacations or travel home to visit family is not covered. (ISOS is NOT health insurance)

- Columbia Student Medical Insurance Plan: covers your travel insurance benefits, including medical evacuation. If you are enrolled in another health insurance plan you should become familiar with its policies on overseas coverage and payment requirements. We highly recommend that you use Columbia Medical Insurance to ensure that you are covered internationally.

- More information on required documents and procedures prior to departure will be provided by SIPA staff
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MATRICULATION REQUIREMENTS

54 points to complete degree

4 full-time residency units required

2 year program or 4 semesters

Cumulative 3.0 GPA required for academic good standing and to graduate
MAINTAINING STUDENT STATUS

Full-time enrollment for 4 successive semesters

Maintain a minimum 3.0 GPA

Changes of status (leave of absence, withdrawal) must be discussed with a Student Affairs advisor
Check your fulfillment of core requirements by using the Degree Audit Report (DAR) available on Student Services Online (SSOL) – if you find an error, speak with your advisor.

Two advising contexts:
- Student Affairs Advisors: will advise you on core curriculum requirements, academic policies
- Concentration and Specialization Director/PAs: will advise you on your concentration/specialization requirements
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» Proficiency Exams and Advanced Standing

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Proficiency exams allow students to demonstrate competence in a subject so they may be exempted from a course requirement.

Exams are offered regularly in the following subjects:

- Languages: Spanish, French, German, Italian, and Portuguese (students can arrange exams in other languages through the appropriate language department)
- Quantitative Analysis: U6500
- Accounting: U6200
- Economics for International Affairs: U4200 & U4201*
- Economics Analysis for International Affairs: U6400 & U6401*
  * Students who pass this exam are still required to take 6 credits of other Economic courses to satisfy the Economics core requirement.
You may take the exam only once.

To study for exams, review recent course syllabi online.

Passing a proficiency exam exempts you from the requirement, but **No Credit** will be awarded.

Exam results may take up to two weeks. You should register and attend the course you are trying to waive until you are notified of the results.

For more detailed information and to sign up for exams on-line:
https://sipa.columbia.edu/students/courses-registration/academic-advising/exam-policies-and-procedures
ADVANCED STANDING

Must hold advanced degree in relevant discipline from non-CU institution

Or have graduate credits at CU that will not count towards another degree

Anyone who has another graduate degree should attend the advanced standing session On Thursday

12 credits/1 residency unit maximum
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Basic Expectations –

- Participate fully in Academic Life.
- Effectively manage academic and non-academic commitments.
- Interact with professionally and civilly with peers and SIPA faculty and staff.
- Always keep in mind your role as an ambassador of SIPA.
- Submit original academic work that is properly cited.
- Contribute fully when working on group projects.
- Refrain from lying, deceiving, stealing, copying from other students, and unauthorized usage of books, data, study aids, or other sources.
ACADEMIC & PROFESSIONAL CONDUCT

PLAGIARISM DEFINED

- Submitting written work of any kind (e.g., reports, essays, exercises, papers) or portions of such written work that is not my own, but rather the written work of another author;

- Failing to acknowledge, through proper footnotes and bibliographic entries, the source of ideas not my own;

- Failing to indicate through proper use of quotations and footnotes whenever my work includes ideas or verbatim expressions not my own;

- Submitting written work prepared for one course to meet the requirements of a second course without having received in writing prior permission from both instructors;

- Collaborating with other students or outside sources on an assignment or examination without specific permission from the faculty member to do so;

- Using another person’s or institution’s research or data without attribution.
Violations of the code are reported to the Associate Dean for Student Affairs.

Students are afforded an opportunity to discuss possible violation in either a meeting or hearing.

Sanctions, if found responsible for violating the code, are determined by the Associate Dean or in consultation with a panel of faculty, students and administrators.
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Important Questions
✓ What is my Concentration?

✓ What is my Specialization?

✓ Which Economics Course do I take?
  • U4200/U4201 or U6400/U6401

✓ Which Politics of Policymaking course do I take?
  • PUAF U6110 Politics of Policymaking or PUAF U6120 Politics of Policymaking: Comparative Perspectives

✓ Will I take upper level Statistics courses?
  • Students wishing to take advanced statistics should take U6500 first semester.
  • Students pursuing IFEP: Economic Policy Track and APEA Specialization are required to take U6500 in the fall and U6501 in the Spring of their first year.

✓ How will I fulfill the foreign language requirement?
  Note: MIA and MPA students pursuing EPD concentrations must fulfill foreign language requirements.
  • If you must start at an elementary level you must start your first semester.
MONITORING YOUR ACADEMIC PROGRESS

- Utilize resources: Courseworks, TA’s, PA’s, faculty office hours, tutors, advisors, online resources
- Self-monitor, adjust course load and seek help when needed
- Communicate with faculty and advisors