Masters of Arts in Urban Leadership

Program Guide

About UNLV

In its 50-year history, UNLV has undergone an amazing transformation from a small branch college into a thriving urban research institution of 30,000 students and 3,300 faculty and staff. Along the way, the urban land-grant university has become a dynamic resource for one of the country's fastest-growing and most enterprising cities. UNLV's 350-acre main campus, located on the Southern tip of Nevada in a desert valley surrounded by mountains, is home to more than 76 majors and 70 minors for undergrads, and 175master's, and doctoral degree programs, all accredited by the Northwest Commission on Colleges and Universities.

About the School of Public Policy and Leadership

Insight. Excellence. Leadership.

History

In September 2009, the UNLV Regents created the new School of Environmental and Public Affairs, combining the energies of two former units, the departments of Environmental Studies and Public Administration. The new School provides an umbrella for exciting, interdisciplinary research and teaching in public administration and governance, environmental science and studies, nonprofit management, urban studies, and natural resources management. Our faculty's strong record and interest in these areas offer students and practitioners a variety of possibilities in cutting-edge and relevant knowledge, research, and projects. In 2016, the name of the school was changed to School of Public Policy and Leadership.

Mission

The School of Public Policy and Leadership employs an interdisciplinary approach to create knowledge and understanding to support effective policy and governance through collaborations of faculty, students, and the greater community.

Vision

At the School of Public Policy and Leadership, our vision is a community that continuously engages important decision-making processes in order to facilitate effective, long-term, problem-solving capacity for society in the areas of public administration, environmental science and management, and other policy arenas. This will require new levels of cooperation among citizens and experts across the public, non-profit, civic, and private sectors.

Values

At the School of Public Policy and Leadership, we cherish the following

values: • Using our expertise to serve others;

- Dedication to excellence in teaching and research;
- Scientific rigor and academic integrity;
- Collaborative teamwork;
- Inclusiveness and diversity; and,
- Compassion, respect, and dignified regard for people in society.

Goals

Our school has three main goals:

- Deliver value as teachers who educate and empower future leaders;
- Advance knowledge, using our expertise in meaningful ways that allow communities to better understand, manage, and resolve complex public and environmental issues; and,
- Serve those in society and government faced with challenging decisions and educational needs specific to our areas of expertise.

All of this is done with an emphasis on insight, excellence, and leadership for the present and future.

Join us as we address the urgent needs of our nation and community. Explore our several undergraduate and graduate degree and certificate options in Environmental Science, Public Administration, Public Affairs, Urban Leadership and Emergency Management.

About the Masters of Arts in Urban Leadership

The mission of the UNLV Master of Arts in Urban Leadership program is to provide high quality education to prepare mid-level professionals from Nevada and around the nation to:

1. *Shape* and communicate their vision for urban change
2. *Create* innovative solutions to pressing urban issues
3. *Collaborate* with stakeholders and,
4. *Implement* strategic plans, programs, and policies

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College:valarie.burke@unlv.eduorGradAssociateDean@unlv.edu.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the Graduate Faculty status web page.

Program Information

Information about specific degree requirements can be found in the [graduate catalog](#). **Contact Information**

[SchoolofPublicPolicyandLeadership](#)

Director of the School of Public Policy and Leadership
Dr. Christopher Stream, Office: Greenspun Hall Room 3107 Email:
Chris.Stream@unlv.edu
Phone: 702-895-5120
Graduate Coordinator
Dr.Jessica Word,Office : GreenspunHallRoom3162 Email:
Jessica.Word@unlv.edu
Phone:702-895-2684

Shauna Guillen

Visiting Instructor and Professional
Programs Manager
Office: GUA 3166
Mail Code: 4030
Phone: 702-895-5120
Email: Shauna.guillen@unlv.edu

Department Main Office Greenspun
Hall, Room 3108 Phone:702-895-4440

Program Requirements

Program requirements regarding [admission, coursework and culminating experience](#) are found in the [graduate catalog.](#)

Tuition Cost

- An estimate of the tuition and fees you can expect to pay for the upcoming semester can be
calculated at: http://tuition.cashiering.unlv.edu/Home/Calculator. Flexible payment plans may
be available for ULD students. [UNLV Finaid](#)

- The Urban Leadership Program is a differential tuition program. Students pay an additional
$150 per unit for specialized programming and support.

- Currently enrolled students may receive an exact, up-to-date account balance from
MyUNLV.

Advising

Initially, advising will be done by the Program Manager. ULD students are required to obtain
advising by the end of their first semester in the program. Advising allows students to understand the
course sequencing requirements and plan out their academic schedule in advance.

Student contact hours

The ULD Program uses several approaches to providing the student the curricula needed to complete

their degree. These include our annual the program orientation, industry expert panels, group capstone dialogue, frequent faculty feedback, and leadership series courses and weekend intensive online class sessions.

Students should use APA or MLA style in their scientific writing throughout the Urban Leadership program.

Student Expectations

This program has been developed to meet the growing need of city and community leaders to address many of the country's most daunting social, economic and political issues. As the first program in the country, however, students have a unique opportunity to become "thought leaders" in the emerging field of urban leadership. Thus, students will be expected to be active and enthusiastic participants in the subject matter and their courses.

Program Duration

The program is 36-credit hours and is designed to be completed in 15 months. Students are admitted in the fall and spring semesters into cohort tracks. This gives students the opportunity to build strong connections and powerful networks both during the program and after graduation.

Each semester students enroll in three courses, unlike traditional programs, courses are offered in 6-week sessions, allowing students to focus on one course at a time. This 36-credit program is composed of twelve 3-credit courses. Students complete coursework over four consecutive semesters including summer term.

The program is encapsulated with a year-long capstone Legacy Project. This project gives students the opportunity to work alongside organizational and community leaders to develop and create high-impact and sustainable community change.

Requirements to complete the ULD Program

Requires completion of a minimum of 33 credit hours with minimum GPA of 3.00.

Required Courses - 27 credit hours. Capstone Course - 9 credit hours.

Please see the Graduate Catalog for official program and graduation requirements.

Suggested Timeline for Key Actions Steps

Semester	Steps	Forms
First Semester	Attend Program Orientation and Meet with Program Manager	Submit all Graduate Application forms & Read program handbook
Last Semester	Apply for Graduation early in the semester (check dates) Complete the Legacy course wrap-up	Submit all the required forms to the Graduate College

Culminating Experience: ULD 780: Legacy Project

The program requires 9 credits of a Legacy Project. The Legacy Project bridges theory and practice, providing students with opportunities to apply the skills learned from the program through the creation or support of real-world programs or civic projects happening in their community.

ULD 780, is a 3, 3-credit sequence (total of 9 credit hours). It is taken over 3 semesters. The sequence is designed for students to synthesize and further develop core coursework. Throughout the sequence, students will work in small teams and partner with a community organization to use their leadership skills, innovative problem-solving skills, strategic planning, and collaborative management to help address an important community issue.

The project's final deliverables include A high-quality written report which will correlate to the nature of the project selected and an executive-level presentation that relates the need for the program/project in the community

Annual Mandatory Individual Development Plan (IDP)

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner.

Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

University Resources

The Graduate Academy: Innovative Leadership, Professional, and Career Development
The goal of the Graduate Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Alumni Engagement
With an alumni base 150,000+ strong, the UNLV Alumni Engagement offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office
Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team.

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars Services

International Students and Scholars (ISSS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

The Care Center

The Care Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Rights and Responsibilities

The Office of Student Rights & Responsibilities is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites: • Academic Integrity

- Activation for Military Service

- Change of Address

- FERPA/Privacy Rights

- Health Insurance - Mandatory

- Jean Clery Campus Safety and Security Report

- Proof of Immunization

- Policies and Procedures on the Protection of Research Subjects

- Rebelmail Policy

- Student Conduct Code

- Student Computer Use Policy

- Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
3/28/23	Shauna Guillen		