



Schar School of Policy and Government

# Master of Public Administration (MPA)

For Students admitted Fall 2016 - Present:

Student Name: \_\_\_\_\_ G#: \_\_\_\_\_

**Prerequisite:** Date Stats Screening Exam Passed: \_\_\_\_\_ **Concentration:** Optional: \_\_\_\_\_

### Core Coursework – 18 credits

Course # / Title	Semester	✓
PUAD 502 – Administration in Public & Nonprofit Organization		
PUAD 511 – Problem Solving & Data Analysis <i>(Prerequisite: Passing grade on statistical screening exam; For more information, please visit <a href="http://schar.gmu.edu/511">schar.gmu.edu/511</a>)</i>		
PUAD 520 – Organization Theory & Management Behavior		
PUAD 540 – Public Policy Process		

### Choose ONE of the following Methods Core courses:

*Prerequisite: PUAD 511 - Statistical Methods in Policy Analysis*

- PUAD 612 – Problem Solving & Data Analysis II
- PUAD 613 – Economic Analysis in Public Administration
- PUAD 645 – Policy Analysis
- PUAD 646 – Program Evaluation

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### Choose ONE of the following Finance/Budgeting/Accounting Core courses:

- PUAD 660 – Public & Nonprofit Accounting & Finance
- PUAD 662 – National Budgeting
- PUAD 663 – State & Local Budgeting
- PUAD 664 – Nonprofit Financial Management

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### Advanced Core Coursework – 6 credits

PUAD 700 – Ethics & Public Administration <i>(Prerequisite: 18 earned credits. Capstone course; should be completed in the last semester of the program)</i>		
PUAD 703 – Third Party Governance <i>(Prerequisites: PUAD 502/520, and 9 earned credits)</i>		

### Concentration or Elective courses – 12 credits

Course # / Title <i>(these may include Study Abroad programs, independent studies, internships, etc.)</i>	Semester	✓

### Advanced Seminar/Practicum Course – 3 credits

*(may be waived based on work experience, upon approval)*

Course # / Title	Semester	✓
PUAD792 - Advanced Seminar in Applied Public Administration Research	<b>Spring Only*</b>	

\*If you plan to graduate during the fall term, please contact your academic advisor. The practicum can only be taken during your final spring term.

**MPA PROGRAM CREDIT TOTAL: 36** (with approved advanced seminar/practicum waiver) **or 39** (with completed advanced seminar/practicum course)

## MPA Advising Notes

For registration assistance and PatriotWeb step-by-step instructions, consult the *Schar Students Guide to PatriotWeb*: <http://schar.gmu.edu/wp-content/uploads/Students-Guide-to-PatriotWeb.pdf>

### Full-time vs. Part-time:

- Full-time students must be enrolled in a minimum of nine credits (three courses) per semester and typically complete the program in two academic years.
- Part-time students typically enroll in six credits (two courses) per semester and complete the program in three academic years.

### Suggested Course Sequence:

- The MPA curriculum is arranged in a sequential manner. PUAD 500-level courses are foundation courses, 600-level courses are intermediate courses, and the 700-level courses are advanced courses. Students must take PUAD 500-level, or foundation courses, during the first two semesters, followed by 600-level classes. The PUAD 700-level courses should be taken during the last semester or two of enrollment in the MPA program.
- All students should plan to take PUAD 511 in their first two semesters in the program. To enroll in 511, students must complete a statistics screening exam. Exams can be taken during a scheduled exam date or completed at the conclusion of the Statistics Workshop (optional). The screening exam can be taken multiple times. If you do not pass the first time, you are welcome to retake it on another test date or register for the workshop. There is no cost associated with the screening exam. For more information, please visit: [schar.gmu.edu/511](http://schar.gmu.edu/511). PUAD 511 - Statistical Methods in Policy Analysis is a prerequisite for all Methods/Analytics core courses.
- PUAD 700 is considered the capstone course and as such, should be completed in the last semester of the MPA program.
- Elective courses should not be taken until a student has completed a minimum of nine credits of required coursework.
- Please note: A few core courses are typically offered in the summer term.
- Requests for taking a course out of sequence must be made in writing to the student's advisor and must be approved by the advisor and/or MPA Program Director before enrollment.

### Study Abroad Opportunities:

- Any Schar-sponsored study abroad course may count as an elective toward any area of concentration.
- Unless prior written permission is obtained, students may apply only one study abroad course (three credits) toward graduation. For more information, please visit: [abroad.gmu.edu](http://abroad.gmu.edu)

### Advanced Seminar/Practicum Course:

- Students with less than two years of public administration oriented work experience are required to complete PUAD 792: Advanced Seminar in Applied Public Administration Research. A waiver of this requirement must be explicitly requested and can be found on our website: [http://schar.gmu.edu/wp-content/uploads/2013/08/PUAD\\_792\\_Waiver\\_Packet.pdf](http://schar.gmu.edu/wp-content/uploads/2013/08/PUAD_792_Waiver_Packet.pdf).
- Students must complete PUAD 792 in their final spring term of the MPA program.

### Academic Requirements:

- Students must maintain a minimum 3.0 cumulative grade point average to graduate.
- Students may apply up to six credits of "C" toward graduation.
- A student is terminated from the Schar School if he/she receives a grade of "F" in a single course and/or a grade of "C" in nine or more credits.
- Students must complete all MPA requirements within six years of the date of initial enrollment as a degree-seeking student.

### Concentration Areas (Optional)/Elective Courses:

Students may take their elective courses within one of the concentrations listed below. Alternatively, with the approval of their advisor, students may create their own focus area, or they may select their elective courses from across fields. Students may declare only *one* concentration. PUAD/PUBP 796 Directed Reading and Research may be applied to any concentration area where content is appropriate and with prior written approval of the student's academic advisor. Other courses may also be applied to a concentration with prior written approval of the academic advisor.

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|--|--------------------------------|
| - Administration of Justice                  | - Policy Studies               |
| - Emergency Management and Homeland Security | - Public Management            |
| - Environmental Science and Public Policy    | - Public and Nonprofit Finance |
| - Human Resource Management                  | - State and Local Government   |
| - International Management                   | - Third Party Governance       |
| - Nonprofit Management                       |                                |

- **All non-Schar courses have to be pre-approved by your academic advisor before registering. Ph.D. level courses and/or foreign language courses are not permissible elective options. Students can enroll in up to two electives (including consortium courses) outside of the Schar School, with prior approval.**

**Administration of Justice**

- PUAD 781 - Information Management: Technology and Policy
- CONF 501 - Introduction to Conflict Analysis and Resolution
- CRIM 509 - Justice Organizations and Processes
- CRIM 510 - Policing in a Democratic Society
- CRIM 740 - Justice Organization and Administration
- CRIM 742 - Leadership in Justice and Security Organizations
- CRIM 743 - Changing Justice and Security Organizations
- CRIM 749 - Issues in Justice Administration
- CRIM 781 - Justice Program Evaluation
- SOCI 607 - Criminology
- SOCI 608 - Juvenile Delinquency
- ITRN 702 - Study Abroad
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research

**Emergency Management and Homeland Security**

- PUAD 630 - Emergency Planning and Preparedness
- PUAD 631 - Disaster Response Operations and Recovery
- PUAD 633 - Hazard Mitigation Policy
- PUAD 634 - Management of International Security
- PUAD 635 - Emergency Preparedness: Interagency Communication and Coordination
- PUAD 637 - Managing Homeland Security
- PUAD 727 - Seminar in Risk Assessment and Decision Making
- PUAD 731 - Homeland/Transportation Security Administration
- PUAD 738 - Issues in International Security
- PUAD 796 - Directed Readings and Research
- PUBP 710 - Topics in Public Policy
- PUBP 742 - Transportation Safety and Security
- PUBP 754 - Geographic Information Systems and Spatial Analysis for Public Policy
- PUBP 758 - Global Threats and Medical Policies
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Policy: Study Abroad

**Environmental Science and Public Policy****One required course: PUAD 642 - Environmental Policy**

- PUAD 645 - Policy Analysis
- PUAD 646 - Program Evaluation (if not already taken to meet core requirements)
- PUAD 649 - Advocacy and Lobbying
- PUAD 796 - Directed Readings and Research
- EVPP 524 - Introduction to Environmental and Resource Economics
- EVPP 607 - Fundamentals of Ecology
- EVPP 638 - Corporate Environmental Management and Policy
- EVPP 641 - Environmental Science and Public Policy
- EVPP 670 - Environmental Law
- CONF 695 - Selected Topics
- COMM 590 - Seminar in Communication
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 701 - Special Topics in International Commerce and Policy
- ITRN 702 - Study Abroad

**Human Resources Management****One required course: PUAD 670 - Human Resources Management in the Public Sector**

- PUAD 623 - Managing Government Contracting
- PUAD 652 - Nonprofit Leadership and Change
- PUAD 672 - Human Resources Reforms for Public Administration
- PUAD 729 - Issues in Public Management
- PUAD 796 - Directed Readings and Research
- PSYC 631 - Industrial and Personnel Testing and Evaluation
- PSYC 636 - Survey of Industrial Psychology
- PSYC 638 - Training: Psychological Contributions to Theory, Design, and Evaluation
- PSYC 639 - Survey of Organizational Processes
- PSYC 667 - Behavior in Small Groups and Teams
- PSYC 739 - Seminar in Industrial/Organizational Psychology
- ODKM 705 - Group Dynamics and Team Learning
- ODKM 715 - Creating Learning Organizations
- ODKM 731 - Consulting Skills for Organizational Change
- ODKM 735 - Organizational Development Practices
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Study Abroad
- MBA 713 - Managing Human Capital Credits

**International Management****One required course: PUAD 504 - Managing in the International Arena: Theory and Practice**

- PUAD 634 - Management of International Security
- PUAD 636 - The NGO: Policy and Management
- PUAD 738 - Issues in International Security
- PUAD 739 - Issues in International Management
- PUAD 796 - Directed Readings and Research
- GOVT 540 - International Relations
- GOVT 631 - Seminar in Comparative Politics and Institutions
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 701 - Special Topics in International Commerce and Policy
- ITRN 702 - Study Abroad

**Nonprofit Management****Two required courses: PUAD 505 - Introduction to Management of Nonprofits & PUAD 659 - Nonprofit Law, Governance, and Ethics**

- PUAD 636 - The NGO: Policy and Management
- PUAD 649 - Advocacy and Lobbying
- PUAD 652 - Nonprofit Leadership and Change
- PUAD 654 - The Community, Marketing, and Public Relations
- PUAD 655 - Philanthropy and Fund Raising
- PUAD 657 - Association Management
- PUAD 658 - Social Entrepreneurship and Nonprofit Enterprise
- PUAD 660 - Public and Nonprofit Accounting and Finance
- PUAD 664 - Nonprofit Financial Management
- PUAD 680 - Managing Information Resources
- PUAD 720 - Performance Measurement
- PUAD 796 - Directed Readings and Research
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Study Abroad

**Policy Studies**

- PUAD 615 - Administrative Law
- PUAD 622 - Program Planning and Implementation
- PUAD 645 - Policy Analysis
- PUAD 646 - Program Evaluation
- PUAD 649 - Advocacy and Lobbying
- PUAD 658 - Social Entrepreneurship and Nonprofit Enterprise
- PUAD 662 - National Budgeting
- PUAD 663 - State and Local Budgeting
- PUAD 680 - Managing Information Resources
- PUAD 727 - Seminar in Risk Assessment and Decision Making
- PUAD 749 - Issues in Public Policy
- PUAD 750 - Federalism and Intergovernmental Relations
- PUAD 781 - Information Management: Technology and Policy
- PUAD 796 - Directed Readings and Research
- GOVT 520 - Political Theory
- GOVT 605 - Seminar on the Presidency
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Study Abroad

#### **Public Management**

- PUAD 615 - Administrative Law
- PUAD 622 - Program Planning and Implementation
- PUAD 623 - Managing Government Contracting
- PUAD 646 - Program Evaluation
- PUAD 658 - Social Entrepreneurship and Nonprofit Enterprise
- PUAD 660 - Public and Nonprofit Accounting and Finance
- PUAD 662 - National Budgeting
- PUAD 663 - State and Local Budgeting
- PUAD 664 - Nonprofit Financial Management
- PUAD 670 - Human Resources Management in the Public Sector
- PUAD 672 - Human Resources Reforms for Public Administration
- PUAD 679 - Leadership Skills for the 21st Century
- PUAD 680 - Managing Information Resources
- PUAD 720 - Performance Measurement
- PUAD 729 - Issues in Public Management
- PUAD 731 - Homeland/Transportation Security Administration
- PUAD 750 - Federalism and Intergovernmental Relations
- PUAD 781 - Information Management: Technology and Policy
- PUAD 796 - Directed Readings and Research
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Study Abroad

#### **Public and Nonprofit Finance**

- PUAD 658 - Social Entrepreneurship and Nonprofit Enterprise
- PUAD 660 - Public and Nonprofit Accounting and Finance
- PUAD 662 - National Budgeting
- PUAD 663 - State and Local Budgeting
- PUAD 664 - Nonprofit Financial Management
- PUAD 729 - Issues in Public Management
- PUAD 769 - Issues in Public Financial Management
- PUAD 796 - Directed Readings and Research
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Study Abroad

#### **State and Local Government**

- PUAD 505 - Introduction to Management of Nonprofits
- PUAD 615 - Administrative Law
- PUAD 623 - Managing Government Contracting
- PUAD 630 - Emergency Planning and Preparedness
- PUAD 651 - Virginia Politics, Policy, and Administration
- PUAD 660 - Public and Nonprofit Accounting and Finance
- PUAD 662 - National Budgeting
- PUAD 663 - State and Local Budgeting
- PUAD 680 - Managing Information Resources
- PUAD 729 - Issues in Public Management
- PUAD 750 - Federalism and Intergovernmental Relations
- PUAD 759 - Issues in Local Government Administration
- PUAD 781 - Information Management: Technology and Policy
- PUAD 679 - Leadership Skills for the 21st Century
- PUAD 796 - Directed Readings and Research
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Policy: Study Abroad

#### **Third-Party Governance**

- PUAD 613 - Economic Analysis in Public Administration
- PUAD 622 - Program Planning and Implementation
- PUAD 623 - Managing Government Contracting
- PUAD 635 - Emergency Preparedness: Interagency Communication and Coordination
- PUAD 636 - The NGO: Policy and Management
- PUAD 658 - Social Entrepreneurship and Nonprofit Enterprise
- PUAD 659 - Nonprofit Law, Governance, and Ethics
- PUAD 750 - Federalism and Intergovernmental Relations
- PUAD 796 - Directed Readings and Research
- PUBP 710 - Topics in Public Policy
- PUBP 796 - Directed Readings and Research
- ITRN 702 - Study Abroad