

## Master of Public Administration (MPA)

For students admitted **Fall 2014 to Present:**

Student name: \_\_\_\_\_

G#: \_\_\_\_\_

### Prerequisite:

Date Stats Screening Exam Passed: \_\_\_\_\_

### Concentration:

Optional: \_\_\_\_\_

### Foundation Courses – 12 credits

Course #/ Title	Semester	Credits	Grade
PUAD 502 – Administration in Public and Nonprofit Organizations		3	
PUAD 511 – Problem Solving and Data Analysis ( <i>Prerequisite: Passing grade on statistical screening exam</i> )		3	
PUAD 520 – Organization Theory and Management Behavior		3	
PUAD 540 – Public Policy Process		3	

### Methods Core Options – 3 credits – Choose 1 of the following courses:

Course #/ Title	Semester	Credits	Grade
<i>*PUAD 511: Problem Solving and Data Analysis is a prerequisite for all Methods core options</i>			
PUAD 612 – Problem Solving and Data Analysis II		3	
OR			
PUAD 613 – Economic Analysis in Public Administration		3	
OR			
PUAD 645 - Policy Analysis		3	
OR			
PUAD 646 – Program Evaluation		3	

### Finance/Budgeting Core Options – 3 credits – Choose 1 of the following courses:

Course #/ Title	Semester	Credits	Grade
PUAD 660 - Public and Nonprofit Accounting and Finance		3	
OR			
PUAD 662 - National Budgeting		3	
OR			
PUAD 663 - State and Local Budgeting		3	
OR			
PUAD 664 - Nonprofit Financial Management		3	

### Advanced Core Courses – 6 credits

Course #/ Title	Semester	Credits	Grade
PUAD 700 – Ethics and Public Administration ( <i>Prerequisite: 18 earned credits</i> )		3	
PUAD 703 – Third Party Governance ( <i>Prerequisites: PUAD 502/520, and 9 earned credits</i> )		3	

### Concentration or Elective courses – 12 credits

Course #/ Title	Semester	Credits	Grade
		3	
		3	
		3	
		3	

## MPA Advising Notes

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

- Full-time students must be enrolled in a minimum of 9 credits (3 courses) per semester. Full-time MPA students typically complete the program in two academic years.
- Part-time students typically enroll in two courses per semester and complete the MPA 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.
- Elective courses should not be taken until a student has completed a minimum of 11-12 credits of required coursework.
- 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 before enrollment.

### Study Abroad Opportunities:

- *Any* SPGIA-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 (3 credits) toward graduation.

### Professional Internship:

- Students must complete at least 11-12 credits of core courses prior to participating in an internship.
- International students should not wait until their last term to complete an internship for academic credit. Obtaining an internship is not guaranteed.

### 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 SPGIA 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.

### Master's International

- The Master's International (MI), a joint program between Mason and the Peace Corps, enables participants to prepare for Peace Corps volunteer service while earning the MPA.
- Students apply separately, but at the same time, to the Peace Corps and to Mason.
- Students must complete a minimum of 18 credits prior to their Peace Corps service; this will give the student a foundation to enhance their value as a Peace Corps volunteer.
- Six credits are earned as internship credits for the Peace Corps service. The internship requires a project, agreed upon by the student and his/her advisor, and includes a presentation delivered to faculty and students after the student returns to the U.S. Upon completion of the two years of service, the student will receive a tuition grant for the six internship credits.
- Students return to Mason after their two years of service to complete the remaining coursework required for the 36-credit MPA.

### 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 emphasis, or they may select their elective courses from across fields. Students may declare only *one* concentration. PUAD 794 Internship and PUAD 796 Directed Reading and Research may be applied to a concentration 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.

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

- Third Party Governance

With prior written approval from an advisor, students may design their own area of concentration. All *non-SPGIA* courses have to be pre-approved by your academic advisor before registering. PhD level courses and/or foreign language courses are *not* permissible elective options.

#### **Concentration in Administration of Justice**

- PUAD 730 - Professional Development Workshop
- 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 691 - Justice Program Planning and Implementation
- CRIM 740 - Justice Organization and Administration
- CRIM 741 - Conduct of Justice Organizations at the Street Level
- 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
- SOCI 609 - Sociology of Punishment and Corrections

#### **Concentration in Emergency Management and Homeland Security**

- BIOD 723 Legal Dimensions of Homeland Security
- BIOD 752 Role of the Military in Homeland Security
- COMM 637 Risk Communication
- PUAD 630 Emergency Planning and Preparedness
- PUAD 631 Disaster Response Operations and Recovery
- PUAD 632 Terrorism: Theory and Practice
- PUAD 633 Hazard Mitigation Policy
- PUAD 634 Management of International Security
- PUAD 635 Emergency Management: Interagency Communication and Coordination
- PUAD 637 Managing Homeland Security
- PUAD 727 Seminar in Risk Assessment and Decision Making
- PUAD 731 Homeland Security: Transportation Security Administration
- PUAD 738 Issues in International Security
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research
- PUBP 742 Transportation Safety and Security
- PUBP 754 Geographic Information Systems and Spatial Analysis for Public Policy
- PUBP 758 Global Threats and Medical Policies

#### **Concentration in Environmental Science and Public Policy**

*\*One required concentration course: PUAD 642 Environmental Policy*

- 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
- CONF 695 Selected Topics
- PUAD 645 Policy Analysis (if not already taken to meet core requirements)
- PUAD 646 Program Evaluation (if not already taken to meet core requirements)
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research

*Note: CONF 695 – Selected Topics and COMM 590 Seminar in Communication, when topic is the environment, may be used to fulfill this requirement with the prior written approval of the MPA Director.*

#### **Concentration in Human Resource Management**

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

- PUAD 623 Managing Government Contracting
- PUAD 652 Nonprofit Leadership and Change
- PUAD 671 Public Employee Labor Relations
- PUAD 672 Human Resources Reforms for Public Administration
- PUAD 729 Issues in Public Management

- PUAD 730 Professional Development Workshop
- 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
- MBA 713 Human Resource Management
- ODKM 705 Group Dynamics and Team Learning
- ODKM 715 Creating Learning Organizations
- ODKM 731 Consulting Skills for Organizational Change
- ODKM 735 Organizational Development Practices
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research

### **Concentration in International Management**

*\*One required concentration course: PUAD 504 Managing in the International Arena*

- PUAD 634 Management of International Security
- PUAD 636 NGO Policy and Management
- PUAD 730 Professional Development Workshop
- PUAD 738 Issues in International Security
- PUAD 739 Issues in International Management
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research
- GOVT 540 International Politics
- GOVT 631 Seminar in comparative Politics and Institutions

*CONF and ITRN courses with written prior approval of advisor.*

### **Concentration in Nonprofit Management**

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

- PUAD 636 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 Fundraising
- 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 Systems
- PUAD 720 Performance Measurement
- PUAD 730 Professional Development Workshop
- PUAD 794 Internship (3 credits only)
- PUAD 796 Directed Readings and Research

### **Concentration in 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 661 Public Budgeting Systems
- 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 730 Professional Development Workshop
- PUAD 749 Issues in Public Policy
- PUAD 750 Federalism and Changing Patterns of Governance
- PUAD 781 Information Management: Technology and Policy
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research
- GOVT 520 Political Theory

- GOVT 605 Seminar in Congress and the Presidency

### **Concentration in 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 661 Public Budgeting Systems
- 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 21<sup>st</sup> Century
- PUAD 680 Managing Information Resources
- PUAD 720 Performance Measurement
- PUAD 729 Issues in Public Management
- PUAD 730 Professional Development Workshop
- PUAD 731 Homeland Security: Transportation Security Administration
- PUAD 750 Federalism and Intergovernmental Relations
- PUAD 781 Information Management: Technology and Policy
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research

### **Concentration in Public and Nonprofit Finance**

- PUAD 658 Social Entrepreneurship and Nonprofit Enterprise
- PUAD 660 Public and Nonprofit Accounting and Finance
- PUAD 661 Public Budgeting Systems
- PUAD 662 National Budgeting
- PUAD 663 State and Local Budgeting
- PUAD 664 Nonprofit Financial Management
- PUAD 729 Issues in Public Management
- PUAD 730 Professional Development Workshop
- PUAD 769 Issues in Public Financial Management
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research

### **Concentration in 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 661 Public Budgeting Systems
- PUAD 662 National Budgeting
- PUAD 663 State and Local Budgeting
- PUAD 679 Leadership Skills for the 21<sup>st</sup> Century
- PUAD 680 Managing Information Resources
- PUAD 729 Issues in Public Management
- PUAD 730 Professional Development Workshop
- PUAD 750 Federalism and Intergovernmental Relations
- PUAD 759 Issues in Local Government Administration
- PUAD 781 Information Management: Technology and Policy
- PUAD 794 Internship
- PUAD 796 Directed Readings and Research

### **Concentration in Third Party Governance**

- PUAD 613 Economic Analysis for 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 794 Internship
- PUAD 796 Directed Readings and Research