

**Manual for the
Master of
Public Administration
Degree**

**College for Design and Social
Inquiry**

Florida Atlantic University

www.fau.edu/spa/mpa

Make a difference through public service.

THE MASTER OF PUBLIC ADMINISTRATION DEGREE

The School of Public Administration at Florida Atlantic University offers a graduate program leading to the Master of Public Administration (MPA) degree. The MPA was originally accredited in 1986 and re-accredited in 1993, 2000, and 2007 by the National Association of Schools of Public Affairs and Administration. The MPA is housed in the School of Public Administration, which is part of the College for Design and Social Inquiry (CDSI).

I. ADMISSION REQUIREMENTS

Applicants to the Master of Public Administration program must possess a bachelor's degree from an accredited institution. They should have a minimum average grade of "B" (3.0 on a 4.0 scale). Meeting minimal standards does not guarantee admission.

Applicants who do not meet the minimal criterion of 3.0 or better in their undergraduate degrees are required to take the GRE. These applicants are also invited to supplement their applications with additional information that will be taken into account by the M.P.A. committee. These items may include a 500-word personal statement detailing why earning the M.P.A. is important; samples of academic writing, letters of recommendation preferably from full-time, tenured or tenure-track faculty, evidence of an earned master's or law degree, and descriptions of challenging life, cultural and/or career circumstances that have been overcome.

Applicants whose native language is not English must complete the Test of English as a Foreign Language (TOEFL) and earn a score of at least 550.

II. APPLICATION PROCEDURE FOR POTENTIAL STUDENTS

The following documents should be submitted to the Graduate College:

- A. Graduate application for admission, to be completed on-line.
- B. Official transcripts of all college and university level work. The Graduate College must receive official transcripts directly from the Registrar of each college or university attended.
- C. A non-refundable admission fee.
- D. GRE scores, required only for applicants whose undergraduate grade point average is below 3.0.
- F. TOEFL scores for international applicants from non-English speaking countries.

All applicants must send a resume to the College for Design and Social Inquiry advising office. Applicants whose undergraduate grade point average is below 3.0 should submit the following to the College advising office.

- A. A 500-word personal statement detailing why earning the M.P.A. is important.
- B. Samples of academic writing, if available.
- C. Letters of recommendation preferably from full-time, tenured or tenure-track faculty.
- D. Evidence of an earned master's or law degree, if applicable.
- E. Descriptions of challenging life, cultural and/or career circumstances that have been overcome.

A prospective student should apply by March 31 for fall admission and November 1 for spring admission.

III. TRANSFER CREDITS

Acceptance of credits from approved institutions is dependent on the approval of the MPA Committee. Transfer of credit (graduate courses completed at another university) is limited to 15 semester hours subject to the following restrictions:

- A. The transfer course(s) must be pertinent to the student's work in the MPA program.
- B. The grade earned in all transfer courses must be B or better.
- C. If the graduate-level course(s) that was completed at another university was used toward a degree that was obtained, the credit for that course can't be used toward the MPA degree.

Should these conditions be met, approval will be granted if the course work is judged to be equivalent in context and rigor to that of the FAU MPA program. Students must provide an official transcript, and in some cases a course outline, for the credits in question.

IV. ACADEMIC STANDING

Continuation in the MPA program requires satisfactory progress toward the graduate degree. Evidence of such progress includes maintenance of a 3.0 (B) cumulative grade point average (GPA) throughout the student's academic study. In addition, only grades of C (not C-) or better are acceptable in fulfilling MPA requirements.

Any student who receives more than two grades of C, or whose GPA falls below a 3.0, will be contacted College concerning the academic deficiency. Failure to attain a 3.0 cumulative GPA within two successive semesters following the semester in which the deficiency first occurred will result in dismissal. Students may also be dismissed for other academic irregularities, such as plagiarism.

V. GRADUATION REQUIREMENTS

In order to qualify for the MPA degree, each candidate must meet the following requirements:

- A. Complete the 42 semester hours of core and elective course work with a minimum GPA of 3.0 (B).
- B. Students who expect to graduate at the end of any given semester must file an "Application for Degree" with the College, which will, in turn, will file this form with the Office of the Registrar. Students should return the completed form to the Office Academic Programs no later than the date specified in the University's Academic Calendar for the semester in which they expect to graduate.
- C. Candidates for the MPA must complete all work within a seven-year period after initial registration in the graduate program.

VI. COURSE OF STUDY

A. Core Requirements

All MPA degree students must complete 42 semester hours of course work earning no grade

below C (C- is not acceptable) with a minimum GPA of 3.0 to be awarded the MPA degree. The 30-semester-hour core course curriculum, which is listed below, must be completed by all MPA students.

Introduction to Public Administration (PAD 6053)

Organizations and Administrative Behavior (PAD 6106) OR Organizational Change and Public Management (PAD 6152)

Seminar in Public Budgeting Techniques (PAD 6227) OR Seminar in Public Financial Administration (PAD 6207)

Seminar in Public Personnel Administration (PAD 6417) OR Labor Relations in Government (PAD 6427)

Public Administration and Public Policy (PAD 6036) OR Seminar in Administrative Policy Making (PAD 6035)

Applied Methods I (PAD 6701) Applied Methods II (PAD 6706) OR Program Review and Analysis (PAD 6327)

Administrative Law and Procedures (PAD 6605) OR Regulation (PAD 6612)

Administrative Ethics (PAD 6471) OR Democratic Values and Public Administration (PAD 6042)

Capstone Seminar in Public Administration (PAD 6139)

The remaining 12 hours may be completed either as electives. As part of the 12 hours, pre-service students must complete an internship while registered for the accompanying Government Internship course, PAD 6941. Students may complete a 20 hour-per-week internship for 3 hours of credit or a 40 hour-per week internship for 6 hours of credit.

B. Certificates

Electives may be selected in consultation with the MPA Coordinator to reflect the student's professional and career interests. MPA students can pursue a certificate in Non-profit Management or Public Procurement, as offered by the School of Public Administration.

- *Nonprofit Management*

This group of elective courses is designed to prepare students who are interested in the management of nonprofit organizations. These courses focus on the skills necessary to anticipate challenges that are unique to nonprofit organizations. Students who take four of the five elective nonprofit management courses listed below are eligible to receive an Executive Certificate in Nonprofit Management. Students who want to pursue the Executive Certificate should contact the Office of Academic Programs to complete the necessary paperwork.

PAD 6144 Introduction to Nonprofit Management

PAD 6143 Public Policy and Nonprofit Organizations

PAD 6206 Resource Development and Capital Campaigns

PAD 6258 Seminar in Grants Writing for Public and Nonprofit Administration

PAD 6260 Accounting for Government and Nonprofit Managers

- *Public Procurement*

This group of elective courses is designed to prepare students who are interested in public procurement. These courses focus on the skills necessary to work in the area of public procurement. Students who take the five courses listed below are eligible to receive an Executive Certificate in Public Procurement. Students who pursue this certificate will be allowed to substitute Public Procurement Law and Ethics for the Administrative Ethics core course.

PAD 6855 Introduction to Public Sector Procurement

PAD 6856 Public Procurement Project Management

PAD 6858 Public Sector Contract Formulation

PAD 6859 Public Sector Contract Administration

PAD 6856 Public Procurement Law and Ethics