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, 2007, and 2014 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 grade point average of 3.2 on a 4.0 scale. Meeting minimal standards does not guarantee admission. All applicants must send a résumé to the College advising office.

Applicants who do not meet the minimal criterion of 3.2 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.

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Applicants with an undergraduate GPA 3.2 or higher may be admitted via fast track.

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 3.2.
E. 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 3.2 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. Erase the word available here
C. Two 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.
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 April 15 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) - a first semester must course.

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) - an early must course

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) - a last semester must course

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. Certificate

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 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

C. MPA Elective Courses

Visionary and Creative Management (PAD 6061) 3 credits
Integration of imagination and rationality, technique, and humanities, in the context of business, public administration, and education.

Managerial Leadership in State and Local Government (PAD 6063) 3 credits
Covers fundamental managerial and leadership aspects of state and local governments. Explores personal, ethical, organizational, political, and legal dimensions of governance in state and local governments.

Images of Public Administration in Literature, Popular Culture, and Film (PAD 6065) 3 credits
Prerequisite: PAD 6053 or permission of instructor
Introduction to theory in public administration through the use of film, popular culture images, literature, and other media.

Decision Making in the Public Sector (PAD 6135) 3 credits
Course focuses on decision-making tools used in the public and nonprofit sectors. The tools are applied using case studies and projects.

Governance in Nonprofit Organizations (PAD 6149) 3 credits
Nonprofits are controlled by boards of directors. This course discusses the legal foundations for boards, their conventional roles and responsibilities, and the strategic planning processes to strengthen board leadership.

Legal and Ethical Issues in Nonprofit Organizations (PAD 6165) 3 credits
Course is designed to examine in detail the legal issues confronting nonprofit corporations. Emphasis is on a review of the laws pertaining to nonprofits, focusing on structure, management, behavior, and accountability.

Human Resource Management for Nonprofits (PAD 6166) 3 credits
The course examines both theoretical and practical issues and problems faced by managers of
nonprofit organizations. It provides an overview of human resource management and legal strategies and practices necessary for the effective functioning of nonprofit organizations.

**Public Finance and Policy Analysis (PAD 6205) 3 credits**
This course uses the theoretical and empirical tools of public finance to analyze public policy. The course is designed to show the strengths and weaknesses of government in the financing and operation of programs in major public policy areas.

**Financial Environment of the Public Sector (PAD 6230) 3 credits**  
*Prerequisite: PAD 6227 or permission of instructor*
This course examines the fundamental techniques of the financial analysis of public sector organizations.

**Grants Writing (PAD 6233) 3 credits**
Practical considerations in obtaining funds for delivery of services to client groups, covering local, national, foundation, corporate, and state funding environments. Students will be required to explore funding in the social, human, and justice services.

**Strategic Planning in the Public Sector (PAD 6333) 3 credits**
Study of strategic planning and how to apply that knowledge to real world organizations.

**Seminar in Policy Implementation (PAD 6365) 3 credits**
This course examines the political and bureaucratic setting in which public policies are implemented and the political problems in implementation. Emphasis on political constraints of administrative agencies.

**Public Policy Process (PAD 6385) 3 credits**  
*Prerequisite: PAD 6036*
This course covers the public policy process, including policy formation and adoption, policy implementation, and evaluation. The course aims to add to the student's knowledge and understanding of policy theory, substantive policy areas, and the role of administrators in the policy process.

**Seminar in Public, Private, and Nonprofit Enterprise (PAD 6506) 3 credits**
Analysis of the interactions between and among public, private, and nonprofit sectors of the economy with special emphasis on local government.

**Seminar in Computer Systems in Public Administration (PAD 6714) 3 credits**
Analysis of the role of computer systems in public agencies. Emphasis is placed on systems studies, design, development, implementation, and maintenance.

**Survey Research in the Public Sector (PAD 6727) 3 credits**
Within the public and nonprofit sectors, survey research skills have become essential due to the necessity of gathering primary data. Course focus here is on students learning a set of skills to assist them in completing survey research in their professional fields.

**Local Government Administration (PAD 6807) 3 credits**
Analysis of the performance of urban agencies, alternative strategies for improving service delivery and management, and strategies for effective change in the public sector.
Intergovernmental Administration (PAD 6826) 3 credits
Studies both theoretical and practical aspects of administration of federalism, including distribution and use of shared revenue funds. Review practices as well as principles pursued in both competitive and cooperative inter-jurisdictional patterns.

Directed Independent Study (PAD 6907) 1-3 credits
Prerequisite: Permission of instructor
Reading and research in a field of public administration; a course to be selected with the consultation of and approved by the MPA Coordinator.

Executive Leadership (PAD 6931) 3 credits
It has been offered in summer session of 2014 and will be offered during the summer 2015. Later it will become a regular elective course.