IN-SERVICE PROGRAM OPTION

Credits: 30
CIP Code: 440401

Program Overview

The Public Administration Department provides a modified program for in-service students or for individuals with significant professional service that reduces the required graduate credits from thirty-six (36) credits to thirty-six (30) credits. Included in the reduced requirements is the elimination of one elective course consisting of three (3) credits, and one Capstone seminar consisting of three (3) credits. An Exit Paper based on a topic related to the in-service student's chosen area of specialization is required. The student's advisor must approve the topic of the Exit Paper.

Admission Requirements

General Admission for qualified students

Conditional Admission is approved on a case by case basis and with restrictions on general admission benefits. Conditionally admitted students must comply with assigned conditions by deadline documented in the department admissions letter. Failure to do so will result in dismissal from the program.

Students accepted under a conditional admission for GPA must earn a 3.00 or better GPA in the first 9 credit hours to convert to a general admission status with no academic holds. This means that the first and second semester courses must be completed in their entirety. Conditionally admitted students cannot withdraw temporarily or receive Incompletes during this time. Students that fail to meet these conditions will be dismissed from the program. Admission to the MPA program is strictly conditional and does not qualify for progressive consideration of the warning/probation system as the student has not yet achieved general admission status. The decision stands wholly upon the department.

Student Learning Outcomes

Students pursuing the **Master of Public Administration Degree** will:

1. Apply ethical standards and values in policy management and decision making for public service organizations to include human resources, budgeting and finance, information management, and technology application processes.
2. Utilize quantitative and qualitative techniques of analysis in areas of public administration to formulate, implement, and evaluate policies and programs, make decisions and solve problems. Apply theoretical organizational and management concepts of public policy and organizational environment including political, legal, economic and social institutions and processes to address in written and oral formats.
3. Apply theoretical knowledge, practical skills and professional disposition in a real world setting.

Degree Requirements

In addition to the General Degree Requirements as published in this Catalog, students pursuing the Master of Public Administration Degree – In-Service Program Option must complete a total of thirty-six (30) graduate credits. This program of study leading to the degree is developed around a group of core courses designed to provide the students with a general background in the field of public administration. The core group of courses consists of twenty-four (24) credits, and two specialty or concentration courses consisting of six (6) credits. Students may elect one of the four areas of specialization: *Human Resources Management, International Administration and Development Management, Nonprofit Leadership and Management, and Public Policy*.

Capstone Paper

All students are required to write and defend a Capstone Paper, which focuses on a problem area or issue identified during the job exposure, or in that specialized area. Students who opt out of the internship or mentoring program due to previous work experience or other conflicts may select topics within their chosen area of specialization in consultation with their advisors. The Guide for the Preparation of the Capstone Paper is available online and in the Department of Public Administration.

Four Concentrations Are Offered:

- Human Resources Management
- International Administration and Development Management
- Nonprofit Leadership and Management
- Public Policy Analysis

Public Administration, M.P.A., In-Service Program Option 1

Course	Title	Hours
First Year		
First Semester		
CPAD 501	Public Admin-Survey the Field	3
CPAD 502	Organ Theory & Burea. Behavior	3
CPAD 503	Res. Methods and Data Analyses	3
	Hours	**9**
Second Semester		
CPAD 504	Economics for Public Admin.	3
CPAD 508	Info. Mgnt. Sys. for Public Ad	3
CPAD 5XX	Concentration Required Course	3
	Hours	**9**
Second Year		
First Semester		
CPAD 505	Formulation of Public Policy	3
CPAD 506	Human Resources Management	3
CPAD 507	Public Budgeting and Finance	3
	Hours	**9**
Second Semester		
CPAD 5XX	Concentration Required Course	3
CPAD 5XX	Thesis Consultation (Optional 3 credits)	
	Hours	**3**
	Total Hours	**30**

Public Administration, M.P.A.,In-Service Program Option 2

Course	Title	Hours
First Year		
First Semester		
CPAD 501	Public Admin-Survey the Field	3

CPAD 502	Organ Theory & Burea. Behavior	3
CPAD 503	Res. Methods and Data Analyses	3
	Hours	**9**
Second Semester		
CPAD 506	Human Resources Management	3
CPAD 508	Info. Mgnt. Sys. for Public Ad	3
CPAD 5XX	Concentration Required Course	3
	Hours	**9**
Third Semester		
CPAD 504	Economics for Public Admin.	3
CPAD 5XX	Concentration Required Course	3
	Hours	**6**
Second Year		
First Semester		
CPAD 505	Formulation of Public Policy	3
CPAD 507	Public Budgeting and Finance	3
	Hours	**6**
	Total Hours	**30**