**Public Administration**

**Master of Public Administration (M.P.A.) Degree**

**DEGREE INFORMATION**

**Priority Admission Application Deadlines:**

**Fall:** June 1

**Spring:** October 15

**Summer:** February 15

International applicant deadlines:

<http://www.grad.usf.edu/majors>

**Minimum Total Hours:** 42

**Level:** Masters

**CIP Code:** 44.0401

**Dept. Code:** SPF

**Major/College Codes:** PAD AS

**Approved:** 1977

**CONTACT INFORMATION**

**College:** Arts and Sciences

**Department:** School of Public Affairs

**Contact Information:** <http://www.grad.usf.edu>

**Other Resources:**

<http://www.spa.usf.edu/graduate/mpa>

**MAJOR INFORMATION**

The Public Administration major offers a multi-disciplinary course of study leading to the Master of Public Administration (M.P.A.). The M.P.A. degree is designed primarily to prepare students for successful leadership roles and management careers in the public (i.e., governmental and quasi-governmental organizations) and non-profit sectors. Students enrolled in the M.P.A. pursue careers in local, state, or federal agencies of government, non-profit organizations, and special service districts. Additionally, the M.P.A. degree prepares individuals for further academic study leading to a doctorate in Public Administration, a Ph.D. in Public Policy and Administration, as well as a variety of other disciplines. Those employed in public management positions may wish to pursue the M.P.A. in order to broaden educational backgrounds to prepare for increased job responsibilities, or to change career paths. Such in-service students currently make up the majority of the M.P.A. student body.

The Public Administration major also offers courses of study leading to a Graduate Certificate in Public Management (GCPM) or a Graduate Certificate in Nonprofit Management (GCNM). These options are designed for individuals who wish to acquire knowledge of public and nonprofit management theory and practices, but who do not find it necessary or feasible to pursue the M.P.A. degree program. The M.P.A. degree program also serves pre-service students who have recently completed a bachelor’s degree and wish to gain entry to a professional career track.

**Accreditation:**

Accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).

**ADMISSION INFORMATION**

Must meet University requirements (see Graduate Admissions), as well as requirements for admission to the major, listed below.

Admission decisions to the M.P.A. degree program are based on an overall assessment of the applicant's potential for successfully completing the M.P.A. degree program. General admission criteria include scores obtained on the Graduate Record Examination (GRE) and performance as an undergraduate. Specific criteria includes:

* Two letters of recommendation, one from a faculty member familiar with the applicant's academic performance and potential. Should the applicant be unable to provide the letter from a former professor, with the M.P.A. Director's approval, letters from other sources will be accepted.
* The submission of a career statement detailing the applicant's career goals and aspirations, including ways in which the applicant believes the M.P.A. degree can help to facilitate the stated goals.
* The submission of a resume showing work experience.
* Approval by the M.P.A. Admissions Committee and, if deemed necessary, an admissions interview.
* GRE is recommended with preferred scores of 60% in verbal, 25% in quantitative, and 4.0 in analytical writing. This provision applies to all applicants, including those who have already completed courses in the M.P.A. curriculum. Regardless of GPA, those who score below the 20 percentile on either the verbal or quantitative sections of the GRE are required to retake the exam. However, at the discretion of the M.P.A. faculty, it may be waived under certain conditions. Examples where GRE requirements may be waived include:
  + Applicant already possesses a graduate degree from a regionally accredited university;Applicant has a 3.25, or higher, undergraduate GPA;
  + Five years or more of practical, professional experience at a senior level (to be determined upon review of documentation by the admissions committee);
  + Documentation of past experience through letters of recommendation from senior management; or
  + Completion of the Graduate Certificate in Public Management or Graduate Certificate in Nonprofit Management with a grade point average of 3.0/4.0 or better in the certificate and no certificate course grade less than a B‐.

**CURRICULUM REQUIREMENTS**

**Total Minimum Hours: 42 credit hours**

Core – 24 credit hours

Electives – 15 credit hours

Capstone – 3 credit hours

Internship (if required) – 3 credit hours

**Core Requirements – 24 credit hours**

PAD 6041 3 Ethics and Public Service

PAD 6227 3 Public Budgeting

PAD 6307 3 Policy Analysis, Implementation, and Program Evaluation

PAD 6417 3 Human Resources Management

PAD 6703 3 Quantitative Aids for Public Managers

PAD 6710 3 Public Information Management

*Performance in core courses: Students will only be allowed to have a maximum of two “C” letter grades in their core courses. Any student who obtains a third “C” letter grade will be required to retake one of the applicable courses.*

**Electives - 15 credit hours**

Each student must take 15 elective credit hours. Students should refer to the M.P.A website <http://www.spa.usf.edu/graduate/mpa> for courses approved by the department. Students wishing to take courses from outside this list must obtain approval from the M.P.A. Director before registering. Students must maintain an overall GPA of 3.0/4.0 or better in all of their coursework during their time in the degree program.

**Internship (if required) – 3 credit hours**

PAD 6946 3 Internship in Public Administration

*Pre-service students are required to complete a supervised internship in a governmental or nonprofit organization. Internships provide students the opportunity to gain valuable experience in the public sector, thereby enhancing the academic course of study. Credit must be earned while the student is in residence and before the student has completed all coursework requirements. Exceptions to this rule can only be made by* the M.P.A. *Director and must be made in advance. In-service students, who have appropriate managerial/work experience commensurate with their career goals, may not be required to complete an internship. After consultation with the student,* the M.P.A. *Director may choose to waive the internship requirement.*

**Comprehensive Exam**

**Capstone (exit requirement) – 3 credit hours**

PAD 6056 3 Practice of Public Management

*This is the final step before graduation. The course is designed to provide students with the opportunity to apply their knowledge, leadership, communication, and decision-making skills acquired throughout the M.P.A. degree program. This course is designed to challenge students to demonstrate their capability in synthesizing and integrating conceptual frameworks, and relate these skills to managerial or administrative situations. To be eligible for the Capstone course, students must have already completed all of their core course requirements prior to enrolling in this course. A minimum grade of “B-” must be earned in the Capstone to pass. No other course can substitute this requirement.*

**COURSES**

See <https://www.systemacademics.usf.edu/course-inventory/>