**Public Administration program**

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

**DEGREE INFORMATION**

**Program Admission Deadlines:**

**Fall:** February 15

**Spring:** October 15

**Summer:** February 15

**Minimum Total Hours:** 36

**Program Level:** Masters

**CIP Code:** 44.0401

**Dept. Code:**  SPF

**Program (Major/College):** PAD AS

**Approved:** 1977

**Concentrations:**

Executive MPA Concentration (EPA)

**Also offered as:**

A Doctoral Minor in Public Administration

**CONTACT INFORMATION**

**College:** Arts and Sciences

**Department:** School of Public Affairs

**Contact Information:** [www.grad.usf.edu](http://www.grad.usf.edu/)

**Other Resources:**

[www.spa.usf.edu](http://www.spa.usf.edu) Traditional Program

<http://onlinempa.usf.edu/> Exec. MPA Concentration

**PROGRAM INFORMATION**

The Public Administration Program 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. Program 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 Program also offers courses of study leading to a Graduate Certificate in Public Management (G.C.P.M.), and Graduate Certificate in Nonprofit Management (G.C.N.M.). These programs 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. The M.P.A. Program also serves pre-service students who have recently completed a bachelor’s degree, who wish to gain entry to a professional career track. Students admitted to the M.P.A. are not eligible for the Graduate Certificate in Public Management.

**Accreditation:**

Accredited by the Commission on Colleges of the Southern Association of College and Schools; the National Association of Schools of Public Affairs and Administration (NASPAA).

**ADMISSION INFORMATION**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

**Program Admission Requirements**

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

Specific criteria are:

 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 director's approval, letters from other sources will be accepted.

 The submission of a one‐page 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.
* Students **entering the Executive Public Administration Concentration** must have at least five years of cumulative experience in public service, including at least three years at the middle to upper level.

 Approval by the M.P.A. Admissions Committee and, if deemed necessary, an admissions interview.

 GRE is recommended with preferred scores of 60% V, 25% Quantitative and 4.0 AW. This provision applies to all applicants, including those who have already completed courses in the MPA curriculum. Regardless of GPA, those who score below 20 percentile on either the verbal or quantitative sections on the GRE are required to retake the exam. However, at the discretion of the MPA program, it may be waived under certain conditions. Examples where GRE requirements may be waived include:

O Applicant already possesses a graduate degree from a regionally accredited university

* Applicant has a 3.25, or higher, undergraduate GPA

o Five years or more of practical, professional experience at a senior level (to be determined upon review of documentation by the admissions committee)

o Documentation of past experience through letters of recommendation from senior management, and

o Completion of the Graduate Certificate in Public Management, or Graduate Certificate in Non-profit Management) with a grade point average of 3.5/4.0 or better in the Certificate and no certificate course grade less than a B‐.

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**DEGREE PROGRAM REQUIREMENTS**

Total Minimum Program Hours: 36 hours

There are two options for the M.P.A. Students are in either the Traditional M.P.A. track or the online Concentration in Executive Public Administration (EPA). Students in the Concentration complete a minimum total of 36 hours; students in the traditional M.P.A. complete a minimum of 42 hours.

Traditional MPA - 42 hours minimum

Core – 21 hours

Course requirement – 3 hours

Electives – 15 hours

Capstone – 3 hours

Internship (if required) – 3 hours

MPA Program with the Executive Public Administration Concentration - 36 hours minimum

Core – 21 hours

Concentration requirements - 12

Capstone – 3 hours

**Program Core Requirements - 21 hours**

PAD 6060 3 Public Administration Theory and Practice

PAD 6041 3 Ethics and Public Service

PAD 6227 3 Public Budgeting

PAD 6307 3 Policy Analysis, Implementation, and Program Evaluation

PAD 6703 3 Quantitative Aids for Public Managers

PAD 6710 3 Public Information Management

PAD 6275 3 Political Economy for Public Managers

**Traditional M.P.A. Requirements**

In addition to the 21 hours of Program Core requirements, students in the traditional path are required to complete:

**Course requirements** - 3 hours

PAD 6417 3 Human Resources Management

**Electives - 15 credit hours**

Each student must take 15 elective credit hours depending on the exit option chosen. Students should refer to the MPA website <http://www.cas.usf.edu/pad/index.html> <http://www.spa.usf.edu> for courses approved by the Program. Students wishing to take courses from outside this list must obtain approval before registering. Students must maintain an overall GPA of 3.00 or better in all of their coursework during the program.

**Internship – 3 credit hours minimum**

PAD 6946 Internship in Public Administration

Pre-service students are required to complete a supervised internship in a governmental or non-profit organization. Internships provide students the opportunity to gain valuable experience in the public sector, thereby enhancing the academic course of study. Internship credits must be earned while the student is in residence and before the student has completed regular course work 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**

**Exit Requirements**

**Capstone Course (3 credit hours)**

PAD6056, The Practice of Public Management, is a 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 during the MPA 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 be in their last semester or have completed a minimum of 13 courses and must have completed PAD 6060. A minimum grade of “B-“must be earned in the Capstone Course.  Students who transfer before completing all of the requirements for the MPA at USF will need to enroll into a capstone class at another NASPAA accredited institution with prior approval provided by the Director of Public Administration. An Independent Research class cannot be substituted for PAD 6056 The Practice of Public Administration.

**Concentration in Executive Public Administration (EPA) -**

Contact information: <http://onlinempa.usf.edu/>

The Concentration in Executive Public Administration is available to students with significant executive level experiences and substantial future leadership potential. This option is only offered on an on-line basis. Students admitted to the M.P.A. in Public Administration with a Concentration in Executive Public Administration are admitted only on a cohort basis. Admitted students are expected to remain in their cohort throughout their graduate matriculation. Executive Public Administration students, once admitted, may not transfer into the Traditional Master of Public Administration degree program or take coursework across these two tracks.

Total Program Hours with this Concentration – 36 hours minimum

In addition to the 21 hours of Program Core requirements, students in the Executive Public Administration Concentration are required to complete a minimum of 12 hours selected from the following:

**Concentration Requirements – 12 hours minimum:**

PAD 6134 3 Project Management

PAD 5836 3 Comparative Public Administration

PAD 6934 3 Seminar in Collaborative Governance

PAD 6934 3 Seminar in Executive Leadership

**Capstone Course - 3 hours**

PAD 6056 3 The Practice of Public Management

The Concentration in Executive Public Administration also requires the completion of an exit capstone course requirement (that is, the cohort’s PAD 6056: The Practice of Public Management).

**Doctoral Minor in Public Administration**

Students enrolled in doctoral level courses of study in other programs (e.g., Anthropology, Psychology, Education) can, with their program’s approval, complete a doctoral minor in Public Administration. Students should complete a minimum of four graduate public administration courses to be determined with the advice and consent of an M.P.A. faculty member or M.P.A. Director.

**COURSES**

See <http://www.ugs.usf.edu/course-inventory/>