MPA Check Sheet - Nonprofit Administration Track

Student: _______________________________  ID #: ____________________________

Full Admission/Date: _________________  Provisional Admission/Date: _______________

Hours transferred into MPA program __________

IMPORTANT: All MPA students must file a Graduation Application with the Graduate School during the semester prior to the semester in which they plan to graduate. The application is available on the Graduate School’s website.

The MPA program requires satisfactory completion of 36 semester credits.

1. Students in the MPA Nonprofit Administration track must complete the following 6 core courses (17 credits)

   - PSCI 595 Introduction to Nonprofit Organizations (3 cr.)
   - PSCI 405 Advocacy and Public Policy (2 cr.)
   - PSCI 504 Organization and Management Theory (3 cr.)
   - PSCI 525 Strategic Planning and Leadership (3 cr.)
   - PSCI 527 Performance Measurement (3 cr)
   - PSCI 563 Improving Work Culture (3 cr.)

2. Students must take 12 credits (6 courses) from among the following Nonprofit Administration track courses:

   - PSCI 401 Nonprofit Human Resource Management (2 cr.)
   - PSCI 402 Nonprofit Volunteer Management (2 cr.)
   - PSCI 403 Nonprofit Program Planning and Evaluation (2 cr.)
   - PSCI 406 Nonprofit Board Management (2 cr.)
   - PSCI 411 Nonprofit Grantwriting (2 cr.)
   - PSCI 412 Nonprofit Fundraising (2 cr.)
   - PSCI 413 Nonprofit Financial Management (2 cr.)

3. In consultation with the Program Director, students in the Nonprofit Administration track may complete their degree requirements with 7 credits in any of the follows:

   - Approved electives in political science
   - Approved electives in other departments
   - Approved transfer credits
   - Approved Independent Study or Internship credits

4. Optional Nonprofit Internship PSCI 598 (online only) 4 credits ______

   The internship component includes at least 300 hours of volunteer or paid hours working directly with a nonprofit organization. If the student works at a nonprofit organization, professional work that is aligned with the program focus will qualify as internship credit. Students will complete various reflection activities, including a formal, 10-page paper documenting their learning through the internship experience.

5. Portfolio __________

6. Graduation Application: date completed ___________________

NOTE: The MPA program has four formal tracks. Refer to the website for details http://www.cas.umt.edu/polsci/graduate/mpaPublicAdministration.php