

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 (18 credits)

____ PSCI 501 Public Administration
____ PSCI 503 Policy Analysis
____ PSCI 504 Organization Theory
____ PSCI 505 Budgeting and Finance
____ PSCI 506 MPA Applied Research Methods (required for students who begin the program in Fall 2018)
____ PSCI 522 Human Resource Management

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

____ PSCI 529 Introduction to Nonprofit Organizations (3 cr.) **REQUIRED**
____ PSCI 405 Advocacy and Public Policy (2 cr.) **REQUIRED**

____ 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.)
____ PSCI 460 Nonprofit Marketing and Social Media (2 cr.)

3. In consultation with the Program Director, students in the Nonprofit Administration track may complete their degree requirements with 6 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 Project and Exit Interview _____

6. Graduation Application: date completed _____