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 8 core courses (23 credits)
   - PUAD 501 Public Administration
   - PUAD 503 Policy Analysis
   - PUAD 504 Organization Theory
   - PUAD 505 Budgeting and Finance
   - PUAD 522 Human Resource Management
   - PUAD 506 MPA Applied Research Methods
   - PUAD 529 Introduction to Nonprofit Organizations
   - PUAD 405 Advocacy and Public Policy (2 cr)

2. Students must take 8 or more credits (4 courses) from among the following Nonprofit Administration track courses (these are only offered online and students register for these courses separate from Cyberbear at www.umt.edu/nonprofit):
   - PUAD 401 Nonprofit Human Resource Management (2 cr.)
   - PUAD 402 Nonprofit Volunteer Management (2 cr.)
   - PUAD 403 Nonprofit Program Planning and Evaluation (2 cr.)
   - PUAD 406 Nonprofit Board Management (2 cr.)
   - PUAD 410 Nonprofit Strategic Planning (2 cr.)
   - PUAD 411 Nonprofit Grantwriting (2 cr.)
   - PUAD 412 Nonprofit Fundraising (2 cr.)
   - PUAD 413 Nonprofit Financial Management (2 cr.)
   - PUAD 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 5 credits in any of the follows:
   - Approved electives in other departments
   - Approved transfer credits
   - Approved Independent Study or Internship credits
   - Optional Nonprofit Internship PUAD 598

   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.

4. Portfolio Project and Exit Interview _____

5. Graduation Application: date completed ___________________________