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 5 core courses (15 credits)

   ___ PSCI 501 Public Administration
   ___ PSCI 503 Policy Analysis
   ___ PSCI 504 Organization Theory
   ___ PSCI 505 Budgeting and Finance
   ___ 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 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 Project ______

6. Graduation Application: date completed ________________