

## Master of Public Administration (MPA) – Nonprofit Management Track Advisement/Degree Completeness Worksheet

Name \_\_\_\_\_ RUID# \_\_\_\_\_ Date of Admission \_\_\_\_\_  
 Phone \_\_\_\_\_ RU email \_\_\_\_\_  
 Anticipated Date of Graduation \_\_\_\_\_ Certificates \_\_\_\_\_

Course #	Course Title	Cr.	Term /Year	Grade
20:834:501	Principles of Public Administration & Democratic Governance <i>(previously Introduction to Public Administration) (Must be taken in first semester)</i>	3		
20:834:515	Ethical Challenges in Public Affairs <i>(Previously Administrative Ethics)</i>	3		
20:834:541	Economics for Public Administration	3		
20:834:561	Data Analysis for Decision Making	3		
20:834:570	Principles of Nonprofit Leadership and Management	3		
20:834:523	Human Resource Management <i>(Previously Human Resources Administration)</i>	3		
20:834:571	Nonprofit Budgeting and Financial Management <i>((previously Nonprofit Budgeting)</i>	3		
20:834:563	Capstone Project <i>(Prerequisite 20:834:561 &amp; taken in final semester; offered in Fall and Spring semester)</i>	3		
<b>Elective Courses</b> <ul style="list-style-type: none"> <li>▪ Complete a total of 6 elective courses (18 credits)</li> <li>▪ See page 2 -3 for MPA elective course options and certificate areas</li> <li>▪ See page 4 for Graduate Certificate Program Partners</li> <li>▪ Speak with your advisor about transfer credits</li> </ul>				
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**PLEASE NOTE: The MPA curriculum consists of a total of 42 credits/14 courses. Students need to complete all required courses and obtain a cumulative GPA of a 3.0 or higher to graduate.**

## MPA Degree Specializations and Electives

- To earn a certificate, complete the coursework required by the certificate (up to 2 certificates can be earned). Certificate/s will be awarded after successful completion of the degree.
- Elective courses **cannot** double count towards certificates.
- If you do not want to pursue a certificate, then complete any six MPA elective courses.
- The MPA Director will determine the specialization area to which an Independent Study or Internship can be applied.

### **Budgeting and Financial Management** (complete three courses to earn a certificate)

1. 20:834:543 Public Financial Management
2. 20:834:568 Government Revenue Theory and Administration
3. 20:834:548 Public Finance and Public Policy
4. 20:834:584 Health Care Finance
5. 20:834:542 Government Budgeting (Nonprofit Mgmt. track students only)
6. 20:834:549 Advanced Special Topics in Budgeting (cross-listed-PhD course)
7. 20:834:569 Special Topics in Budgeting
8. 20:834:590 Internship
9. 20:834:598 Independent Study

### **Healthcare Administration** (complete three courses to earn a certificate)

1. 20:834:581 Health Systems and Policy
2. 20:834:582 Healthcare Management
3. 20:834:584 Health Care Finance
4. 20:834:552 Advanced Special Topics in Healthcare (cross-listed-PhD course)
5. 20:834:586 Special Topics in Healthcare
6. 20:834:590 Internship
7. 20:834:598 Independent Study

### **Leadership of Public Organizations** (complete three courses to earn a certificate)

1. 20:834:505 Collaborative Governance (*previously Intergovernmental and Intersectoral Mgmt.*)
2. 20:834:507 Leadership and Diversity
3. 20:834:527 Labor-Management Relations in the Public Sector
4. 20:834:529 Performance Measurement & Reporting for Public & Nonprofit Organizations
5. 20:834:514 Unlocking Open Government
6. 20:834:521 Technology and Public Administration
7. 20:834:524 The Public Policy Process
8. 20:834:522 Managing Public Organizations (Nonprofit Mgmt. track students only)
9. 20:834:550 Advanced Special Topics in Leadership (cross-listed-PhD course)
10. 20:834:510 Special Topics in Leadership
11. 20:834:590 Internship
12. 20:834:598 Independent Study

**Nonprofit Management** (complete three courses to earn a certificate)

1. 20:834:575 Grant Writing and Grants Management
2. 20:834:576 Resource Development for Nonprofit Orgs.
3. 20:834:526 Program Evaluation
4. 20:834:505 Collaborative Governance (*previously Intergovernmental and Intersectoral Mgmt.*)
5. 20:834:551 Advanced Special Topics in Nonprofit Leadership (cross-listed-PhD course)
6. 20:834:572 Special Topics in Nonprofit Leadership
7. 20:834:590 Internship
8. 20:834:598 Independent Study

## Graduate Certificate Program Partners

- A maximum of 9 credits can be transferred towards the elective credit requirement with MPA Director approval. A transfer credit form must be submitted to the MPA Director for review.
- Elective courses **cannot** double count towards certificates.
- Only one of the following partnership certificates can be earned.
- Important: For a course to be eligible for transfer, a final grade of a B or higher must be earned.
- See the transfer credit policy in the MPA handbook for details and requirements.

### Social Entrepreneurship - partnership w/ Rutgers Business School

**1. Take one of the following SPAA courses:**

20:834:575 Grant Writing and Grants Management (SPAA)

20:834:505 Collaborative Governance (*previously Intergovernmental and Intersectoral Mgmt.*) (SPAA)

**2. Take RBS course:** 22:620:590 Introduction to Corporate Social Innovation (RBS)

**3. Take RBS course:** 22:620:674 Social Entrepreneurship and Innovation (RBS)

### Public Sector Labor Management Relations - partnership w/ School of Mgmt. & Labor Relations

**1. Take the following SPAA course:**

20:834:527 Labor-Management Relations in the Public Sector

**2. Take at least one (or both) SMLR courses:**

38:578:525 Public Sector Employment Issues (SMLR)

38:578:565 Public Sector Collective Bargaining (SMLR)

**3. If you have taken only one of the above SMLR courses, then take one of the following SMLR courses:**

38:578:515 Conflict Resolution in the Workplace (SMLR)

38:578:550 Labor Law (SMLR)

38:578:560 Collective Bargaining (SMLR)

38:578:520 Benefits and Social Insurance (SMLR)

38:578:505 Negotiation (SMLR)

38:578:556 Organizational Design and Structure (SMLR)

### Diversity and Inclusion in the Workplace - partnership w/ School of Mgmt. & Labor Relations

**1. Take the following SPAA course:**

20:834:507 Leadership and Diversity (SPAA)

**2. Take SMLR course:** 38:533:566 Employment Law (SMLR)

**3. Take one of the following SMLR courses:**

38:578:510 The Inclusive Workplace (SMLR)

38:578: 551 Identity and Discrimination at Work and in the US Labor Market (SMLR)

38:533:648 Diversity, Equity, and Inclusion for the HR Professional (SMLR)