PUBLIC ADMINISTRATION

The University of Michigan-Dearborn offers the Master of Public Administration (MPA) degree under the authority of the Horace H. Rackham School of Graduate Studies.

The program is designed to serve a diverse student body representative of a variety of human service organizations. MPA students are mainly mid-career administrators committed to learning and developing as individuals and professionals. Seminars are conveniently offered in evenings or online to accommodate working administrators. The seminars are designed to promote extensive sharing of professional experiences and the examination of issues important to contemporary administration.

The MPA curriculum emphasizes practical skills and information from a range of governmental, nonprofit and educational organizations. The classes are designed to develop technical administrative skills and competencies in leadership, finance, personnel, planning and evaluation. Given the diversity of candidate backgrounds and the agencies represented, MPA candidates are encouraged to develop their ability to work in a variety of organizational settings and with a diverse group of individuals.

The Program

The MPA program requires successful completion of: 36 credit hours, including (1) a 15-credit hour core; (2) specialty courses approved by the candidate’s program advisor; and (3) an Assessment Seminar at the conclusion of the degree.

Several areas of specialization are offered, each with specific requirements. Some require additional credit hours. Students with insufficient public or nonprofit administrative experience must also complete an internship. A minimum cumulative GPA of B (3.0) must be maintained to continue in the program.

Please see the MPA program (https://umdearborn.edu/casl/graduate-programs/programs/master-public-administration) website for additional information.

Admission

Eligibility for entrance into the MPA program includes a clear interest in the service sector, a bachelor’s degree from an accredited school, an undergraduate 3.0 GPA (on a 4-point scale) or better, and an ability to write on an acceptable level. Individuals with less than a 3.0 average, but no lower than 2.75, may be considered for conditional admission status. Meeting these minimum requirements does not guarantee admission.

Advising

The full-time faculty of the Master of Public Administration (MPA) program provide academic advising regarding program requirements, the student’s coursework, and educational interests. They ensure that the student experiences a smooth transition to the university, and the opportunity to have a productive graduate experience.

Upon admission, each student is assigned to a specific advisor. Students are encouraged to meet with their advisor after admission to discuss sequencing of courses, and other matters that will help ensure success in the MPA program. Students are encouraged to meet with their advisor regularly and consult with him or her in the planning of coursework and career plans.

Application Procedures

Individuals who wish to apply for the Master of Public Administration degree program should follow the application instructions found at: umdearborn.edu/gradapplynow. If you have any questions, please call 313-593-1183.

Regulations

Master of Public Administration Program students are fully responsible for following both the program and Rackham requirements. Rackham School of Graduate Studies academic policies can be found at: rackham.umich.edu/policies/academic_policies/ (http://www.rackham.umich.edu/policies/academic_policies)

Registration Information

Students who wish to enroll in a directed/ independent study or a course other than those listed in the program curriculum must obtain permission from the program director prior to registering. No courses are to be elected on a pass-fail basis. Students whose grade point average falls below a 3.0 (B) will be placed on probation (D+ and lower grades do not count toward graduation but are calculated as 0 for GPA). Continued deficiencies will result in a required withdrawal from the University. Students who have been absent for one calendar year must apply for readmission before registering for classes.

All newly admitted students must meet with their advisor to develop an official plan of study. Advising may be obtained by phone or appointment at the discretion of the advisor.

Residency Requirements and Time Limits

Students seeking a MPA degree must fulfill the residency requirement by completing at least one-half of their degree in courses offered by the UM-Dearborn. All coursework toward the MPA degree must be completed within five consecutive years from the date of first enrollment.

Graduation

Students who plan to graduate in a specific semester must submit a diploma application found online at umdearborn.edu/rr_apply-graduate/. MPA students may participate in graduation exercises (if desired) with the Dearborn and/or Ann Arbor student body.

Specific Course Requirement

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 505</td>
<td>Intro to Pub &amp; Non-Prof Admin</td>
<td></td>
</tr>
<tr>
<td>PADM 520</td>
<td>Leadership and Administration</td>
<td></td>
</tr>
<tr>
<td>PADM 540</td>
<td>Admin of Financial Resources</td>
<td></td>
</tr>
<tr>
<td>PADM 560</td>
<td>Admin of Human Resources</td>
<td></td>
</tr>
<tr>
<td>PADM 580</td>
<td>Info Sys and Stats for Admin</td>
<td></td>
</tr>
</tbody>
</table>

Electives

Select 18 credit hours approved by advisor:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 507</td>
<td>Strategic Comm for Admin</td>
</tr>
<tr>
<td>PADM 523</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>PADM 525</td>
<td>Consulting and Staff Dev</td>
</tr>
<tr>
<td>PADM 527</td>
<td>PR for Nonprofit/Public Sector</td>
</tr>
<tr>
<td>PADM 548</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>PADM 561</td>
<td>Organization Dev and Theory</td>
</tr>
<tr>
<td>PADM 562</td>
<td>Labr Relations in Serv Setting</td>
</tr>
<tr>
<td>PADM 564</td>
<td>Performance Appraisal</td>
</tr>
<tr>
<td>PADM 581</td>
<td>Strat Planning/Needs Assessmnt</td>
</tr>
<tr>
<td>PADM 582</td>
<td>Policy Analysis &amp; Development</td>
</tr>
<tr>
<td>PADM 583</td>
<td>Program Evaluation</td>
</tr>
<tr>
<td>PADM 585</td>
<td>Technology for Administrators</td>
</tr>
<tr>
<td>PADM 586</td>
<td>Ethics in Public Pol &amp; Admin</td>
</tr>
<tr>
<td>POL 584</td>
<td>Revitalizing Cities</td>
</tr>
<tr>
<td>Assessment Seminar</td>
<td></td>
</tr>
<tr>
<td>PADM 650</td>
<td>Assessment Seminar</td>
</tr>
<tr>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>PADM 720</td>
<td>Internship</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
</tr>
</tbody>
</table>

1. An internship (additive credit only; they do not satisfy the 36 credits for core, elective, or assessment courses) is required unless specifically waived by the student’s adviser or director of the MPA program.

PADM 500  Topics in Public Admin  1 to 3 Credit Hours
A major topic or set of related topics in public administration will be examined in the course. For example, the topic one semester might be the “Classics of Public Administration.” The topics may change and, therefore, it is possible to take the course more than once.
Restriction(s):
Can enroll if Class is Graduate

PADM 505  Intro to Pub & Non-Prof Admin  3 Credit Hours
This introductory course provides an overview of topics encountered in government or nonprofit administrator positions. Topics emphasized in the seminar include decision-making, finance, human resources, leadership, performance, accountability, organizational responsiveness, and strategic management.
Restriction(s):
Can enroll if Class is Graduate

PADM 507  Strategic Comm for Admin  3 Credit Hours
This Internet course addresses three levels of administrative communications - individual, group and organization - and examines the concepts and skills needed to be an effective communicator. Students will develop applications emphasizing goal-oriented communications and making strategic choices in content, structure, style and delivery. An emphasis is given to the design and best use of computer technologies such as Word and PowerPoint applications. The course also covers basic ethical and legal issues of work-place communications.
Restriction(s):
Can enroll if Class is Graduate

PADM 520  Leadership and Administration  3 Credit Hours
An overview and examination of the background and current practices and applications associated with substantive leadership and futures-oriented management of a variety of public service and nonprofit organizations.
Restriction(s):
Can enroll if Class is Graduate

PADM 522  Qlty and Prod in Serv Org  2 Credit Hours
Contemporary service organizations are concerned with improving their quality and productivity. What are the different approaches to accomplishing these ends? Subjects such as Total Quality Management and other approaches will be examined and utilized to suggest techniques to improve educational, public, and nonprofit organizations.
Restriction(s):
Can enroll if Class is Graduate

PADM 523  Administrative Law  3 Credit Hours
This class will focus on important legal and regulatory issues as they relate to public, education, and nonprofit organizations. It will consider the various court and administrative decisions which affect these. Numerous case situations will be used to facilitate the students’ learning.
Restriction(s):
Can enroll if Class is Graduate

PADM 525  Consulting and Staff Dev  3 Credit Hours
This two-pronged program aligns the planning, design, and implementation of pre-service and in-service staff development programs for individuals and groups with an analysis and study of internal and external consultant roles and practices that help ensure proper development of personnel, processes and programs to enhance the organizational mission and desired outcomes.
Restriction(s):
Can enroll if Class is Graduate

PADM 527  PR for Nonprofit/Public Sector  3 Credit Hours
The seminar examines the interaction of bureaucracies and their communities. It is particularly concerned with citizen roles and involvement in governance and communications in education, public and nonprofit organizations. Concepts used include community power, pressure groups and organization culture and climate.
Restriction(s):
Can enroll if Class is Graduate

PADM 530  Loc Govt for Teach/Admin  1 to 3 Credit Hours
At the seminar, teachers participate in interactive learning activities with local government staff members. Officials serve as resource people, not lecturers. Teachers experience each lesson through the eyes of their students. All participants provide complete lesson plans for each activity, making it easy to share favorites from the course/academy with colleagues. Teachers work on developing coordinated learning experiences in local government including field trips, case studies and class visitations drawn from both school district and local government resource-bases.
Restriction(s):
Can enroll if Class is Post-baccalaureate Cert only or Post-baccalaureate NCFD or Graduate

PADM 540  Admin of Financial Resources  3 Credit Hours
Basic principles and actual practices of financial administration and accounting for state/local governments, public school systems and nonprofit organizations, particularly budgeting and financial reporting within the context of other organizational processes and political demands and/or requirements. As one of the MPA core seminars, the case method will be employed to illustrate issues and problems of financial administration.
Restriction(s):
Can enroll if Class is Graduate
PADM 541 Fund Accounting 3 Credit Hours
This seminar focuses on the goals, methods and issues associated with accounting for funds used in public agencies, school districts and nonprofit organizations. Included in the course is consideration of the preparation and use of financial statements, and Comprehensive Annual Financial Reports. A variety of other related topics will be covered such as managing debt, investments, and cash management practices.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 548 Fundraising 3 Credit Hours
The course will analyze the role of fundraising and philanthropy for nonprofits. The class will examine issues such as the cultural, political and economic supports and constraints within which nonprofit organizations operate. Students will be able to enhance their fundraising skills and their knowledge of the fundraising practices of nonprofits.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 560 Admin of Human Resources 3 Credit Hours
This seminar will examine human resource administration activities in public, educational and nonprofit settings. Issues such as recruiting, selection, planning, performance appraisal, contracting and collective bargaining will be related to the overall administrative activities. Emphasis will be placed on the connections between human resource issues in public, education, and nonprofit organizations.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 561 Organization Dev and Theory 3 Credit Hours
Students will learn how organizations are structured and shaped, know what features of organizations vary and the parameters on which they vary, and be able to analyze, synthesize, and apply concepts to reduce organizational uncertainty, and to improve and regulate organization behaviors and outcomes. Attention will also focus on top down and participatory administration in organizations, and change in public, educational, and nonprofit organizations and agencies.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 562 Labr Relations in Serv Setting 3 Credit Hours
The seminar will consider the impact of collective bargaining on traditional human resource administration in public, education and nonprofit settings. It also will focus on developing an initial competency in the various activities associated with collective bargained situations.  
**Prerequisite(s):** PADM 560 or EDB 560  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 564 Performance Appraisal 3 Credit Hours
Evaluating the performance of individuals in an organization is crucial to the motivation of the individual and the success of the organization. This class will consider the available methods for assessing performance of personnel in different public, educational and nonprofit settings. The different methodologies and concepts in the field will be utilized in the class.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 580 Info Sys and Stats for Admin 3 Credit Hours
This course will introduce MPA students to descriptive and basic inferential statistics. Participants will use microcomputers and software to perform elementary statistical analyses and to prepare presentation quality reports and graphics, making use of statistical information.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 581 Strat Planning/Needs Assessmnt 3 Credit Hours
This course develops the strategic planning and needs assessment competencies of the participants. Emphasized in the course is the "cascade" process of information gathering involving interviewing, focus groups, and surveys as applied in strategic planning.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 582 Policy Analysis & Development 3 Credit Hours
Policy formulation involves two different activities: 1) identifying and assessing alternative courses of action, i.e., deciding what, if anything, needs to be done about a problem; and 2) developing the policy, regulation or law that will carry an agreement in principle into effect. Both aspects of policy development will be covered in the course.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 583 Program Evaluation 3 Credit Hours
This class will examine procedures for evaluating programs in public, education and nonprofit settings. The concern will be to examine the various techniques available to determine whether a program is doing what it was intended to do. Students will utilize various techniques in examining a variety of case situations.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 585 Technology for Administrators 3 Credit Hours
This course will focus on the role of organizational administrators in the applications of technology within an organization, including policy development, personnel management, financial planning and budgeting, program planning and evaluation, training, and strategic planning.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 650 Assessment Seminar 1 to 3 Credit Hours
This "capstone" seminar involves the assessment of public administration degree candidates' knowledge, skills and abilities in core program areas. These core areas include administration of programs, finance and human resource administration, and leadership. Students will prepare and present portfolios of their work.  
**Restriction(s):**
Can enroll if Class is Graduate

PADM 690 Directed Studies in Pub Admin 1 to 3 Credit Hours
This course will permit students to take subjects not currently offered in regular courses but within the capacity of existing or adjunct faculty. To be elected only with the permission of the program director and an instructor.  
**Restriction(s):**
Can enroll if Class is Graduate
PADM 720  Internship  1 to 3 Credit Hours
Students who lack the necessary experience in responsible administration will be afforded the opportunity to gain the experience in the internship. The class and the number of hours will be arranged to fit the needs of the students the program coordinator believes are necessary.

Restriction(s):
Can enroll if Class is Graduate
Can enroll if Major is Public Administration

* An asterisk denotes that a course may be taken concurrently.

Frequency of Offering

The following abbreviations are used to denote the frequency of offering:
(F) fall term; (W) winter term; (S) summer term; (F, W) fall and winter terms; (YR) once a year; (AY) alternating years; (OC) offered occasionally