

**Proposal for the Post-Master's  
Certificate Programs in Local Government Management and  
Nonprofit Organization and Management**

**Master of Public Administration Program  
Department of Political Science  
College of Arts and Sciences**

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## Abstract

The Post-Master's Certificate Programs to be offered by the Master of Public Administration program are designed to provide students who have already earned an MPA (or a similar degree, such as the MSA from CMU), with additional education and training in specialized areas of public management and administration. Students with a Master's degree will be admitted as a Certificate status graduate student. The student will be required to take at least 16 hours of graduate work beyond the Master's degree in a specified area as detailed below. The specialty areas are based on two of the concentration elective courses currently offered by the MPA program, Local Government Management and Nonprofit Organization and Management. Post-Master's Certificate students will be required to earn a grade of 3.0 or above in each course required for the certificate in order to earn the certificate. Students may repeat any course once if they earned under a 3.0 grade for that course.

## Self Study of the Academic Unit

The Oakland University MPA program Mission Statement reads as follows:

"To provide a high quality generalist and practitioner-oriented professional degree program that accommodates a diverse student body and prepares students for public and not-for-profit service."

The mission statement provides focus and direction for MPA program stakeholders, including students, faculty, the Oakland University Community and the public at large. Additionally, the mission statement fits well within the framework of the Oakland University Vision 2010 statement.

The following table outlines the academic capacity of the MPA program:

Academic Capacity	
Title of Degree	Master of Public Administration
Number of credits normally required for degree	40
Total credits in required courses	28
Total credits in elective courses	12
Specializations advertised as available	Human Resources Management Health Care Administration Nonprofit Organization and Management Local Government Management
Number in faculty nucleus	Six (one vacant)
Part-Time faculty	Two per semester – teaching elective courses
Number of students in degree program	45 (Per OIR)

Detailed Information on faculty, course syllabi, program facilities, enrollment, and other MPA program-related materials may be found in the 2001-02 Self-Study Report prepared for the most recent re-accreditation review by NASPAA, the national accrediting body of public administration programs. The Self-Study Report is available in the MPA program office. The

MPA Program earned a full 7-year re-accreditation during the last review. Additional information on program departmental capacity may be found on the Department of Political Science website located at <http://www.oakland.edu/polisci> and on the Master of Public Administration website located at <http://www.oakland.edu/mpa>.

## **Program Plan**

### **Post-Master's Certificate in Local Government Management:**

The purpose of the Post-Master's Certificate in Local Government Management is to provide specialized work in local government management. Students are required to complete at least 16 credits in the courses specified below. These courses must be beyond any local government courses earned in their master's program. Students who have completed any of the courses listed below will be required to take additional courses to produce a total of 16 credits beyond the credits earned in their master's program.

#### **Required Course**

PA 630 Local Government Management (4 credits)

#### **Elective Courses**

PA 503 Intergovernmental Relations (4 credits)  
PA 542 Administrative Law: Local Perspectives (2 credits)  
PA 548 Administrative Ethics (2 credits)  
PA 603 Contemporary Public Management Techniques (4 credits)  
PA 610 Strategic Planning (4 credits)  
PA 631 Grants: Politics and Administration (2 credits)  
PA 634 Risk Management (2 credits)  
PA 669 Community Planning and Zoning (4 credits)

A minimum of 16 credits must be earned for the Certificate in Local Government Management

### **Post-Master's Certificate Program in Nonprofit Organization & Management**

The purpose of the Post-Master's Certificate in Nonprofit Organization and Management is to provide specialized work in nonprofit organization and management. Students are required to complete at least 16 credits in the courses specified below. These courses must be beyond any nonprofit organization and management courses earned in their master's program. Students who have completed any of the courses listed below will be required to take additional courses to produce a total of 16 credits beyond the credits earned in their master's program.

#### **Required Courses**

PA 510 Nonprofit Organization and Management (4 credits)

PA 511 Fundraising and Philanthropy (4 credits)

### **Elective Courses**

PA 548 Administrative Ethics (2 credits)

PA 603 Contemporary Public Management Techniques (4 credits)

PA 610 Strategic Planning (4 credits)

PA 631 Grants: Politics and Administration (2 credits)

PA 634 Risk Management (2 credits)

A minimum of 16 credits must be earned for the Certificate in Nonprofit Organization and Management

### **Admission**

Applicants to the Post-Master's Certificate Program must hold an MPA or an MPA-type degree to be considered for admission. If the degree is not from a NASPAA accredited program, the MPA Director, in consultation with the MPA Faculty Group, would determine whether a specific degree provides an adequate background and training.

The applicant should have a cumulative GPA of 3.0 or better in the MPA or MPA-type degree. The applicant would be required to submit the following application materials:

- the Application for Graduate Study
- the application fee
- the MPA supplemental application form (essays)
- official transcripts of their MPA or equivalent degree

Applicants are not required to take the GRE or have obtained a certain minimum score to be admitted to the Post-Master's Certificate Program.

Applicants who have met all admission criteria would be admitted under the certificate status as outlined in the Oakland University Graduate Catalog.

### **General Program Policies**

1. Technology Skills: Students are required to demonstrate proficiency in the use of the Microsoft Office Professional Suite (or comparable package) and the use of the Internet. If a student is deemed to be deficient in these skills, the student must enroll in an approved technology course (but any credits would not apply to the 16 credits required by the Certificate program).
2. Academic Probation: Students admitted to a certificate program will be subject to the same policies governing academic progress as defined for regularly matriculated MPA students.

3. Completion GPA: To qualify for the certificate, a student must complete the designated set of courses with a minimum of a 3.0 grade or better in each course. Students may repeat any course once in order to achieve the minimum grade for that course.
4. Number of Certificates: A student may earn more than one certificate, but could not use (double count) any specific course to meet the requirements of two certificate programs.
5. Transfer Credit: Up to four (4) credits of graduate course work taken at another institution could be transferred in from that institution to meet part of the 16 credit requirement. The student could not use these transfer credits toward another certificate or degree program.

### **Student Course Offerings**

All courses identified in the Post-Master's Certificate Program have been approved by the MPA Faculty, the College Graduate Studies Committee, the Graduate Council and the Dean of Graduate Study. A tentative course schedule for the next two academic years (2005-06; 2006-07) is included in this document.

### **Enrollment**

It is expected that the enrollment for the Post-Master's Certificate programs would total approximately 15 students per year for the two certificate programs. These certificate programs would require some marketing. All of the MPA elective courses currently are running at about 50% capacity in terms of student enrollment, so the program could absorb up to a total of approximately 30 students per year in all of the certificate programs

### **Program Costs**

Since all of the courses offered for the Certificate programs are part of the MPA degree program, there are no additional costs associated with failing to achieve a minimum or projected level of certificate students. Minimal costs would be associated with marketing, and will be absorbed by the Department of Political Science.

**Proposed Calendar of Certificate Course Offerings:  
2005-06, 2006-07**

<b>FA 05</b>	<b>WI 06</b>	<b>SP 06</b>	<b>SU 06</b>	<b>FA 06</b>	<b>WI 07</b>	<b>SP 07</b>	<b>SU 07</b>
PA 630 Local Govt. Mgt. (4)	PA 511 Fundrsng & Phil. (4)	PA 634 Risk Mgt. (2)	PA 669 Comm. Planning & Zoning (4)	PA 510 Nonprf. Org. & Mgt. (4)	PA 610 Strat. Plnng. (4)	PA 548 Admin Ethics (2)	PA 603 Cont. Pub. Mgt. Tech. (4)
	PA 610 Strategic Planning (4)	PA 542 Admin. Law: Local (2)		PA 503 Inter. Govtal Relations (4)	PA 630 Local Govt. Mgt. (4)	PA 631 Grants (2)	

**Total Unduplicated Certificate Credits Offered in 2005-07**

Local Government Management:	28 credits (including required course)
Nonprofit Organization & Mgt.:	22 credits (including both required courses)