

PUBLIC ADMINISTRATION IN PUBLIC AND NONPROFIT MANAGEMENT (M.P.A.)

Master of Public Administration

Program Code: MPA-AS

Major Code: PNM

Political Science, Public Administration and Planning

Cassety Hall 202

(716) 878-6116

politicalscience.buffalostate.edu/ ([https://](https://politicalscience.buffalostate.edu/)

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This program prepares individuals for positions of leadership and management in public and nonprofit organizations. The program provides students with an advanced course of graduate study concentrating on the conceptual, technical, and professional education and skills required for administrative and leadership positions in governmental offices and nonprofit organizations. The program blends three essential components of training to prepare graduates for a career in the public or nonprofit sector:

1. In-depth knowledge of the public and nonprofit sectors.
2. Professional or craft knowledge in the administration of government and nonprofit organizations.
3. Exposure of students to the world of practice by means of an MPA project (PAD 690).

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Admission Requirements

1. A bachelor's degree from an accredited college or university with a minimum cumulative GPA of 3.00 (4.0 scale), or a master's degree from an accredited institution with a minimum cumulative GPA of 3.0 (4.0 scale).

Applicants who hold a bachelor's degree, but do not meet either of the above criteria may be considered for admission upon a successful interview with the academic intake coordinator or if they attain a minimum quantitative and verbal score of 152 on the Graduate Record Exam (GRE) or complete 6 credit hours of 500-level PAD courses (courses must be pre-approved by the academic intake coordinator) at SUNY Buffalo State as an accepted MPA pre-major student with a minimum cumulative GPA of 3.5.

2. Two letters of reference on the MPA admission form that attest to the applicant's academic performance or potential. Please note that at least one reference must be from a college professor or instructor. Those individuals who graduated from college more than five years ago can ask colleagues, supervisors, and individuals with whom

they work on community or nonprofit endeavors (boards, etc.) to write on their behalf. The public administration admissions committee particularly seeks answers to the following questions: a. how long, and in what capacity have you known the applicant? b. Does the applicant have any special talents, abilities, or attributes that deserve mention? c. Do you have any concerns about this applicant that would impede success in graduate studies?

3. A letter of intent should describe: why the applicant wishes to pursue the MPA; how the applicant's academic training and job experience, if applicable, are linked; why the applicant is prepared for study in the MPA program; a list of the applicant's educational objectives; background in statistics and/or methodology, if any; interest and future career goals; and, the choice of track (nonprofit or public administration) in which to concentrate. The letter of intent will be evaluated as a writing sample according to organization conventions of language and content. *With respect to experience in statistics and research methods, the MPA Admission Committee has been receiving a number of queries regarding their statistics/research methods background. A wide variety of majors are represented in the MPA program, many from the arts and humanities without either coursework or job experience in either of these fields. We ask students to explain their experience in their letter of intent to assist us in tailoring our PAD 680 Research Methods in Public Administration to the incoming class in Fall.*

Please indicate in the Letter of Intent if you are applying to the 17-month Cohort MPA Program.

4. A resume.
5. Applicants for whom English is a second language must submit a score of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as documentation of English language proficiency. Applicants with a minimum TOEFL score of 550 or higher on the paper exam or 79 on the Internet exam, or with an IELTS score of 6.0 or higher will be considered for admission. Information on the TOEFL can be found at <http://www.toefl.org>. Information on the IELTS can be found at <http://www.ielts.org/>. English as a Second Language Program International students who do not meet the language requirement can be admitted to Buffalo State's Intensive English Language Institute (IELI); students must complete required coursework in English as a Second Language (ESL) program and take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as documentation of English

language proficiency. The ESL program is a non-degree, non-credit bearing program designed to help students with varying levels of English proficiency through coursework, interaction with native speakers of English, and individualized language practice. Contact the department for more information.

6. In addition, all applicants should review the Admission to a Graduate Program (<http://ecatalog.buffalostate.edu/graduate/admission-graduate-program/>) section in the Graduate Catalog.

SUNY BUFFALO STATE UNDERGRADUATES - PLEASE NOTE - students who have earned a GPA of 3.0 or above in Buffalo State's Public Administration and Nonprofit Minor are guaranteed admission into the MPA program. Students satisfying this requirement must: 1) fill out the Graduate Studies Application, 2) pay the application fee, and 3) follow instructions for official transcripts. Reference letters and the letter of intent are waived. PLEASE NOTE IF A BUFFALO STATE STUDENT IS ADMITTED TO THE 4 + 1 PROGRAM, the application fee is waived.

Program Requirements

Code	Title	Credit Hours
Required Courses (21 credit hours)		
PAD 500	PUBLIC ADMINISTRATION AND POLICY	3
PAD 601	PUBLIC BUDGETING	3
PAD 640	HUMAN RESOURCE MANAGEMENT FOR PUBLIC AND NONPROFIT ORGANIZATIONS	3
PAD 646	STRATEGIC PLANNING FOR PUBLIC AND NONPROFIT ORGANIZATIONS	3
PAD 680	RESEARCH METHODS IN PUBLIC ADMINISTRATION	3
PAD 681	DATA ANALYSIS AND PRESENTATION	3
PAD 735	PUBLIC ORGANIZATIONS	3
Select one of the following tracks:		12
Public Administration Track (p. 2)		
Nonprofit Management Track (p. 2)		
International Public Management Track (p. 3)		
Master's Project (3 credit hours)		
PAD 690	MASTER'S PROJECT (by advisement)	3
Total Credit Hours		36

Public Administration Track

Code	Title	Credit Hours
<i>Required Course (3 credit hours)</i>		
PAD/ECO 515	NYS GOVERNMENT AND BUDGET	
or		
PAD 607	CITY AND COUNTY MANAGEMENT	

or

PAD 608	INTERGOVERNMENTAL RELATIONS	
Select three from the following:		9
PAD 501	COMPARATIVE PUBLIC ADMINISTRATION	
PAD 502	ADMINISTRATIVE LAW	
PAD 505	INTRODUCTION TO DISASTER AND EMERGENCY MANAGEMENT	
PAD 540	U.S. PUBLIC POLICY	
PAD 587	TOPICS COURSE	
PAD 588	GRADUATE INTERNSHIP	
PAD 590	INDEPENDENT STUDY	
PAD 606	DISASTER RESPONSE AND RECOVERY MANAGEMENT	
PAD 609	DISASTER AND EMERGENCY MANAGEMENT PLANNING	
PAD 688	LEADERSHIP IN PUBLIC AND NONPROFIT ORGANIZATIONS	
PAD 700	IMMIGRATION AND REFUGEE POLICY	
PAD 701	ADMINISTRATIVE ETHICS	
PAD 704	HUMAN RIGHTS AND HUMANITARIAN POLICY	
PAD 712	MANAGING PROGRAM EVALUATION	
PAD 715	SURVEY METHODS AND DESIGN	
Total Credit Hours		9

Nonprofit Management Track

Code	Title	Credit Hours
<i>Required Course (3 credit hours)</i>		
PAD 604	NONPROFIT MANAGEMENT AND GOVERNANCE	3
Select three from the following:		9
PAD/ECO 515	NYS GOVERNMENT AND BUDGET	
PAD 505	INTRODUCTION TO DISASTER AND EMERGENCY MANAGEMENT	
PAD 540	U.S. PUBLIC POLICY	
PAD 587	TOPICS COURSE	
PAD 588	GRADUATE INTERNSHIP	
PAD 590	INDEPENDENT STUDY	
PAD 603	NGO MANAGEMENT & INTERNATIONAL DEVELOPMENT	
PAD 606	DISASTER RESPONSE AND RECOVERY MANAGEMENT	
PAD 609	DISASTER AND EMERGENCY MANAGEMENT PLANNING	
PAD 647	THE NONPROFIT AND VOLUNTARY SECTOR	
PAD 648	NONPROFIT GRANTS MANAGEMENT AND FUND DEVELOPMENT	

PAD 688	LEADERSHIP IN PUBLIC AND NONPROFIT ORGANIZATIONS
PAD 701	ADMINISTRATIVE ETHICS
PAD 712	MANAGING PROGRAM EVALUATION
PAD 715	SURVEY METHODS AND DESIGN
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Total Credit Hours	12

International Public Management Track

Code	Title	Credit Hours
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Required Course:

PAD 605	INTERNATIONAL PUBLIC MANAGEMENT AND SERVICE	3
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Track Electives - Select three courses from the following list (9 Credit Hours)

PAD 501	COMPARATIVE PUBLIC ADMINISTRATION
PAD 505	INTRODUCTION TO DISASTER AND EMERGENCY MANAGEMENT
PAD 587	TOPICS COURSE
PAD 588	GRADUATE INTERNSHIP
PAD 590	INDEPENDENT STUDY
PAD 603	NGO MANAGEMENT & INTERNATIONAL DEVELOPMENT
PAD 606	DISASTER RESPONSE AND RECOVERY MANAGEMENT
PAD 609	DISASTER AND EMERGENCY MANAGEMENT PLANNING
PAD 700	IMMIGRATION AND REFUGEE POLICY
PAD 704	HUMAN RIGHTS AND HUMANITARIAN POLICY
PAD 712	MANAGING PROGRAM EVALUATION
PAD 715	SURVEY METHODS AND DESIGN

Total Credit Hours	12
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Students will:

1. Lead and manage in public governance
2. Participate in and contribute to the policy process
3. Analyze, synthesize, think critically, solve problems and make decision
4. Articulate and apply a public service perspective
5. Communicate and interact productively with a diverse and changing workforce and citizenry