

# University of Colorado Colorado Springs College of Public Service MPA Degree Plan

**REQUIRES COMPLETION OF 36 CREDIT HOURS**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Beginning Term \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

### Core Courses (18 HOURS)

Course	Title	Hours	Semester	Grade
PADM 5001*	Intro to Public Administration and Public Service	3		
PADM 5002	Organizational Management and Behavior	3		
PADM 5003**	Research and Analytic Methods	3		
PADM 5004	Budgeting and Finance	3		
PADM 5005	The Policy Process and Democracy	3		
PADM 5006	Ethics and Leadership	3		

\*PADM 5001 should be taken within the first 2 semesters. \*PADM 5003 should not be taken in the first semester of study.

### Elective Courses (12-15 HOURS DEPENDING ON CHOICE OF CAPSTONE OR THESIS)

Course	Title	Hours	Semester	Grade
		3		
		3		
		3		
		3		
		3		

ANY courses applied to the degree outside of UCCS PADM courses MUST receive prior written approval from the Program Director.

### Internship (3 HOURS)

Course	Title	Hours	Semester	Grade
PADM 6910*	Internship	3		

\*Required of those students lacking significant public or nonprofit administrative experience.

### Capstone OR Thesis (3-6 HOURS)

Course	Title	Hours	Semester	Grade
PADM 5361* OR PADM 6950	Capstone Seminar or Master's Thesis	3-6		

\*This should be your final course and should be taken alone, if possible. All core courses must be complete before enrolling in Capstone. Contact your faculty advisor for more information.

## IMPORTANT INFORMATION

### ACCEPTABLE GRADES

Grades of B- or better are required in all courses applied to the program for those students beginning in Fall 2016 catalog or later. In order to remain in good academic standing and to receive his/her degree, a student is required to maintain at least a B (3.0) GPA, which includes all work required for the MPA degree while taken at UCCS (classified and unclassified) and may differ from the University GPA.

### REPEATING COURSES

A student who receives a grade below B in a course may repeat that course once, with the approval of the MPA program director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the student's MPA GPA for graduation; however, all grades received during the student graduate school experience will appear on the student's transcript and will be used in calculating the student's UCCS GPA.

### CERTIFICATES

Students may choose to focus electives so as to earn one or more graduate certificates concurrently with the MPA degree. Graduate certificates available for MPA students through UCCS include: Nonprofit Management; Criminal Justice; Homeland Security and Emergency Management Leadership; National Security Intelligence; and Grant Writing, Management, and Program Evaluation. You must submit a Certificate Declaration form to the Graduate Student Services Specialist in the College of Public Service in order to pursue a certificate(s).

### INTERNSHIPS

Pre-service students—those without at least one year of professional experience in a public administration-related field (e.g., government, nonprofit, national security, homeland security, or emergency management)—are also required to complete a 3-credit-hour internship course (PADM 6910), bringing the total hours required for the degree to 39. Student employment is not eligible to count as relevant work experience. Student employment is not eligible to count as relevant work experience. Students are notified upon admission whether an internship is required for completion of program requirements. Students who believe vital experiences have been overlooked may ask the MPA program director to reconsider the decision by submitting a written request.

Students must have completed at least 9 credit hours of coursework to enroll in Internship. A minimum of 240 hours of supervised work is required to earn 3 hours of credit. The internship is graded as Pass/Fail. Internship guidelines are set forth in the [MPA Student Internship Information Handbook](#).

Should a student gain at least one year of professional experience during their tenure in the program, they may submit a [Graduate Internship Waiver Request Form](#) that will be reviewed by the MPA Program Director.

In-service students who are interested in professional development opportunities can request to take an Independent Study (PADM 9500); the internship course is not available for in-service students. Using this option, a plan can be tailored to best meet their needs.

### CAPSTONE VS THESIS

Please discuss your options with your faculty advisor early in your program. A Capstone/Thesis orientation is held in both the fall and spring and is open to all College of Public graduate students. All core courses must be completed before enrolling in Capstone or Thesis.

### GRADUATION

Students should meet with their faculty advisor or the Graduate Recruitment and Retention Specialist periodically to ensure they are meeting the requirements for graduation. Please apply for graduation at the beginning of the semester in which you intend to graduate. Deadlines and forms are found on the [Graduate School website](#).