

# DISCOVER

## M.P.A. IN NONPROFIT ADMINISTRATION

Department of Public Policy and Administration



### Program of Study

The Master of Public Administration – Nonprofit Administration degree is designed for those who want to enhance their knowledge of nonprofit administration. It is appropriate for individuals pursuing careers in a wide range of nonprofit fields and is intended to provide a core set of skills and knowledge for people who desire to enhance their management and supervisory skills within the context of a nonprofit organization.

The occupational backgrounds of M.P.A. students cover a wide spectrum of career paths in the public, not-for-profit, and private sectors. The great array of career paths represented in this program is one of its invigorating aspects and contributes in important ways to the learning taking place both inside and outside the classroom.

This program is oriented, in its setting, structure, and culture, toward accommodating those who want to learn alongside other working professionals. A program strength is the caliber of the student body and, as a result, the quality of “peer learning.” For this reason class sizes are kept small, 20-25 students (on average).

### The Curriculum

Students can earn an M.P.A. – Nonprofit Administration degree by successfully completing six administration core courses (18 semester hours), three courses in the nonprofit administration core (nine semester hours), and an additional six semester hours of electives. This concentration requires an internship experience of three semester hours for students without sufficient work experience.

In-class courses generally meet one night a week during the fall and spring semesters and twice a week in our summer sessions. We also offer classes online. All of the administration core courses are available during the fall and spring semesters. WCU also offers two summer sessions, and some of the administration core courses are available during these times as well. The nonprofit administration concentration courses may be available during the fall, spring, or summer semesters.

### Degree Requirements

#### I. Public Administration Core (18 semester hours)

- **PPA 500** Foundations in Public Service
- **PPA 501** Research Methods in Public Administration
- **PPA 502** Policy Analysis and Program Evaluation
- **PPA 503** Public Budgeting and Finance
- **PPA 504** Public Human Resources Management
- **PPA 505** Public Sector Organization Theory

#### II. Nonprofit Administration Concentration (9 semester hours)

- **PPA 531** Foundations in Nonprofit Administration
- **PPA 533** Nonprofit Fundraising Essentials
- **PPA 535** Strategic Management for Nonprofit Organizations

#### III. Electives (6 semester hours)

Selected under advisement of M.P.A. director or faculty adviser

#### IV. Capstone Seminar (3 semester hours)

- **PPA 600** Capstone Seminar in Public Administration

#### V. Internship or Professional Seminar (3 semester hours) required for students without sufficient, professional public sector work experience

- **PPA 601** Public Policy and Administration Internship  
OR
- **PPA 602** Professional Seminar in Public Administration

### Admission Requirements

Applicants should submit the following materials to the Office of Graduate Studies:

- Completed graduate application, including statement of how the M.P.A. furthers the individual's professional goals (apply online at [www.wcupa.edu/grad](http://www.wcupa.edu/grad))
- Official academic transcript(s) from all colleges and universities attended at both the undergraduate and graduate levels
- Two letters of reference from current or former supervisors who can attest to the applicant's management potential
- Resume

### For More Information

Write: Program Coordinator  
Department of Public Policy and Administration  
1160 McDermott Drive  
West Chester University  
West Chester, PA 19383  
Call: 610-436-2438  
E-mail: [mpa@wcupa.edu](mailto:mpa@wcupa.edu)  
Web: [www.wcupa.edu/mpa](http://www.wcupa.edu/mpa)

#### Or contact the Office of Graduate Studies:

Write: Office of Graduate Studies  
McKelvie Hall  
102 West Rosedale Avenue  
West Chester University  
West Chester, PA 19383  
Call: 610-436-2943

Fax: 610-436-2763  
E-mail: [gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu)  
Web: [www.wcupa.edu/grad](http://www.wcupa.edu/grad)  
Visit: [www.facebook.com/wcugrad](http://www.facebook.com/wcugrad)

The Graduate Catalog is available online at  
<http://catalog.wcupa.edu/graduate/>.

### About Graduate Studies

West Chester University offers high-quality graduate degrees in more than 70 disciplines or areas of study, as well as certificate and certification programs. The graduate studies program has grown remarkably since its introduction in 1960. West Chester University's program is the largest within the 14 institutions in Pennsylvania's State System of Higher Education, enrolling more than 2,200 graduate students. Programs may be taken on a part-time basis, and most of the graduate classes are scheduled during late afternoons and evenings for the benefit of in-service teachers and other employed persons.

### About West Chester University

A comprehensive, public institution, West Chester University of Pennsylvania offers high-quality undergraduate and graduate degrees, as well as certification and certificate programs, in more than 100 subject areas. As the largest member of Pennsylvania's

State System of Higher Education, West Chester offers a full and rewarding educational experience as well as reasonable tuition.

With a rich heritage dating to the 19th century, West Chester University was founded in 1871 as West Chester Normal School for the purpose of training teachers for the Commonwealth's newly established public schools. In 1960, West Chester State Teachers College expanded its programs to include liberal arts and graduate degrees and, as a result, dropped "Teachers" from its name. In 1983, West Chester State College became one of the 14 institutions in the State System of Higher Education. Along with its university status, the school acquired a new system of governance and the opportunity to expand its degree programs. Today, more than 16,000 graduate and undergraduate students, as well as 1,900 faculty and staff, study and work on the 406-acre campus. Situated in the Borough of West Chester, the campus is a picturesque mix of Gothic, Victorian, and modern architecture with pleasant, tree-shaded walks. Strategically located at the center of the mid-Atlantic corridor, West Chester University is just 25 miles west of Philadelphia and 17 miles north of Wilmington, Delaware. The campus is convenient to major cultural institutions, recreational activities, and commercial businesses, many of which provide internship opportunities for WCU's students.

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## OFFICE OF GRADUATE STUDIES

McKelvie Hall | 102 West Rosedale Avenue | West Chester, Pennsylvania 19383  
Telephone: 610-436-2943 | Fax: 610-436-3277 | Email: [gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu) | Web: [www.wcupa.edu/grad](http://www.wcupa.edu/grad)  
Visit: [www.facebook.com/wcugrad](http://www.facebook.com/wcugrad) | Graduate Catalog: <http://catalog.wcupa.edu/graduate/>

## MPA IN NONPROFIT ADMINISTRATION

<b>Core Requirements (18 credits)</b>		<b>Term</b>	<b>Grade</b>	<b>Notes</b>
PPA 500	Foundations in Public Administration			
PPA 501	Research Methods in Public Administration			
PPA 502	Policy Analysis and Program Evaluation			
PPA 503	Public Budgeting and Finance			
PPA 504	Public Human Resources Management			
PPA 505	Public Sector Organization Theory			
<b>Concentration Requirements (9 credits)</b>				
PPA 531	Foundations in Nonprofit Administration			
PPA 533	Nonprofit Fundraising Essentials			
PPA 535	Strategic Management: Nonprofit			
<b>Electives (6 credits)</b>				
PPA 510	Topics in Public Administration			
PPA 512	Communications for Public Administrators			
PPA 513	Law for Public Administrators			
PPA 514	American Public Policy			
PPA 530	Topics in Nonprofit Administration			
PPA 532	Grant Writing			
PPA 534	Nonprofit Program Evaluation/Assessment			
PPA 550	Topics in Human Resource Management			
PPA 551	Staffing and Development			
PPA 552	Employee Relations			
PPA 553	Labor Relations			
PPA 554	Compensation Analysis & Benefits Planning			
<b>Capstone Seminar (3 credits):</b>				
PPA 600	Capstone Seminar in Public Administration			
<b>Internship (3 credits)*:</b>				
PPA 601	Public Policy and Administration Internship			
PPA 602	Professional Seminar in Public Admin			
<i>*Required for students without sufficient professional work experience</i>				

ADVISOR:

EXPECTED GRADUATION DATE: