

PUBLIC ADMINISTRATION, MPA

Program Description

The Master of Public Administration (MPA) program seeks to be recognized as the primary source for public sector leadership training for the governmental and non-profit entities in South Texas. We will achieve this by offering the opportunity for the historically underserved Hispanic population of our region the opportunity to obtain a Master of Public Administration degree that is recognized as meeting or exceeding national professional standards and competencies. Additionally, we will attract high quality students from our region, the state, the nation, and the world by offering public sector based curriculum opportunities that utilize the natural laboratory and educational opportunities that our unique geographic location provides.

The MPA has been designed to meet the needs of full-time employees wishing to earn their degree through part-time study. Students in the program will take a core of seven courses in order to increase their understanding of administrative theory, policy making, data analysis, public budgeting and finance, and human resource management.

Additionally, each student will select one of three program tracks, which specify the remaining course work in their program. The student may choose from specialized tracks in public management, healthcare administration, public safety, and non-profit management.

MPA degree program is available in a hybrid format.

Student Learning Outcomes

As a member of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), students must demonstrate five universal required competencies related to the current needs and status of the public service. Student learning outcomes mirror those five domains below:

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 decisions.
4. Articulate and apply a public service perspective to administrative and policy decisions and actions.
5. Communicate and interact productively with a diverse and changing workforce and citizenry.

Certificates in Public Administration

Graduate Academic Certificate Programs In Public Administration

1. Role of Academic Certificate Programs in Public Administration at Texas A&M University – Corpus Christi

The Public Administration Program at Texas A&M-Corpus Christi offers academic certificate programs for graduate credit. The graduate academic certificates enhance existing bachelor's or master's degrees in ways that will make Texas A&M University-Corpus Christi a life-long center of graduate education for the citizens of Texas, the nation, and the world.

The Public Administration graduate credit certificate programs are an option for individuals who do not need a master's degree, or who wish to combine a specialization in public administration with master's

degree they have already earned or will earn. Students may want to earn certificates in public administration in order to enhance their careers with government and/or non-profit organizations.

2. Application Process

Students applying for graduate certificate programs in public administration must submit the following:

- A Texas Uniform Application for Graduate School for Texas A&M-Corpus Christi
- Official undergraduate and/or graduate transcripts
- Two letters of evaluation attesting to the applicant's potential for success in this program of study.
- A 300-500 word essay describing work experience, educational goals, professional goals, languages spoken and any other material that would be relevant. The essay should also address the reasons and motivations for seeking a graduate certificate.

3. Admission Standards

Students applying to Certificate programs have the same admissions requirements as for those applying for admission to the MPA Degree. This includes those that have been accepted into another regionally accredited graduate studies program or have received a graduate degree. Texas A&M-Corpus Christi graduate students outside the MPA program may apply for admission into the certificate program if they have a GPA of 3.0 or higher and if they submit the following:

- Current graduate transcripts
- Application for Admission Form for Certificate Program
- Brief essay outlining reason for seeking admission into the program

4. General Prerequisites for the Graduate Certificate

- a. **Writing Competency:** Students must demonstrate a minimum writing ability suitable to graduate work early in their course work toward the graduate certificate in. Students must have completed ENGL 3301 Technical and Professional Writing (3 sch) or ENGL 5376 Professional Writing (3 sch) or equivalent course before being admitted into the program. Writing competency will be assessed by the student essay submitted during the application process and by a review of the student transcripts. Students judged deficient in writing skills can meet this requirement through successful ("B" or better) completion of an approved composition course. This basic writing requirement is *in addition* to the 15 hour program of graduate courses leading to the certificate.
- b. **Political Science Competency:** Students must have a basic understanding of U.S. government and politics. Thus, students must have completed POLS 2305 U.S. Government and Politics (3 sch) or its equivalent in the past five years before being admitted into this program.

At the discretion of the Program Coordinator, applicants lacking the basic proficiencies described above may be required to complete up to 9 semester hours of upper-level undergraduate credit before being admitted to the program.

After earning the Certificate, if students wish to continue taking credit hours they must change their status to seeking an MPA degree so they can continue registering in graduate public administration courses.

For Additional Information

Website:

http://cla.tamucc.edu/socialsciences/public_administration/master_in_public_administration.html

Campus Address:

Bay Hall 349
phone: (361) 825-2696

Mailing Address:

Department of Social Sciences, College of Liberal Arts
Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, Texas 78412-5826

E-mail:

mpa@tamucc.edu

Admission Requirements

In addition to the admission requirements outlined for graduate programs, the MPA program requires the following:

- Transcripts of all undergraduate and graduate work undertaken from regionally accredited universities.
- Two letters of evaluation from individuals such as professors and employers attesting to the applicant's potential for success in a graduate program of study. Letters of evaluation should specifically address the applicant's potential for a successful career and motivation for graduate study.
- A 300-500 word essay describing work experience, educational goals, professional goals, languages spoken and any other material that would be relevant. The essay should also address the reasons and motivations for seeking an MPA degree.
- A full resume.

Applicants accepted into the program must develop an initial degree plan that is approved by the MPA Coordinator. The student is assigned an Academic Advisor.

The Admission Decision

Basing their decision on the information contained in all items listed above, the MPA Admissions Committee will unconditionally admit, conditionally admit, or deny admission to the MPA program. Only complete applications are evaluated. For full consideration of admission and scholarships, a completed admissions packet must be received by April 15th for Fall semester admissions; by October 15th for Spring admissions. For unconditional admission, applicants must be a graduate of a regionally accredited university or, if an international student, have the equivalent of a U.S. accredited degree as determined by the Dean of Graduate Studies. Applicants must have an overall grade point average (GPA) of no less than 3.0 on 4-point scale. Applicants with less than a 3.0 GPA may be conditionally admitted to the program if the graduate admissions committee determines that the student's other application materials compensate for the deficient GPA.

Conditional Admission

Applicants who lack certain requirements for unconditional admission may be accepted in the conditional admission category. Those approved for conditional admission are required, during their first nine semester hours of work toward the degree, to earn a "B" or better in PADM 5301 Theory and Practice of Public Administration (3 sch); PADM 5302 Policy Making and Public Administration (3 sch); and PADM 5311 Research Methods in Public Administration (3 sch). To earn unconditional admission in the MPA program, the student must earn a grade of at least "B" in each of the three courses without earning a grade of "C" or lower. Failure to attain a grade of "B" or higher in each of these courses, or to successfully complete all program basic proficiency requirements, will

result in enforced withdrawal from the program. In special circumstances, the Admissions Subcommittee may also make conditional admission contingent on other additional requirements as it sees fit. Any additional requirements will be specified in writing to the student.

Certificate Seeking

This category includes students who may enroll in graduate coursework to meet personal or career goals and seek a Graduate Certificate in a specialized field of Public Administration. These admission criteria are addressed in the Graduate Certificate in Public Administration section.

Non-Degree Seeking

This category includes students who may enroll in graduate coursework to meet personal or career goals. For the MPA program, students in this category will be restricted to enrolling only in the MPA core courses.

Degree Plan

During the first semester after qualifying for acceptance into the MPA program, a degree plan should be developed for approval by the Graduate Coordinator. The degree plan should be prepared by the student in consultation with the advisor and indicate the course work required for conferral of the MPA degree, including any basic proficiencies (see below) and internship hours where appropriate.

Prerequisites

At the discretion of the MPA Graduate Coordinator, applicants lacking the basic proficiencies described above or public sector experience may be required to complete up to 12 semester hours of upper-level undergraduate credit before being admitted to the program.

Basic Proficiencies

1. **Statistics:** Students who have not successfully completed a college statistics course must do so in their first semester in the MPA program. Students lacking an undergraduate statistics course can meet this requirement through successful ("B" or better) completion of an approved course in statistics. See your advisor to determine an appropriate course to meet your needs. This basic statistics requirement is *in addition* to the 36 semester hour program of graduate courses leading to the MPA.
2. **Writing Competency:** Students must demonstrate a minimum writing ability suitable to graduate work early in their course work toward the MPA. Competency will be assessed through a brief composition test. Students judged deficient in writing skills can meet this requirement through successful ("B" or better) completion of an approved composition course. See your advisor to determine an appropriate course to meet your needs. This basic writing requirement is *in addition* to the 36 hour program of graduate courses leading to the MPA.
3. **Computer Literacy:** Students must provide evidence of computer literacy during their first semester in the MPA program. This can be done through evidence of successful ("B" or better) completion of a basic undergraduate computer skills course, or through documentation of significant practical work experience with computer software packages. See your advisor to determine an appropriate course to meet your needs. This basic computer literacy requirement is *in addition* to the 36 hour program of graduate courses leading to the MPA.

Program Requirements

The Master of Public Administration degree requires a minimum of 36 hours of graduate academic course work.

Code	Title	Hours
MPA Core Courses		
PADM 5301	Theory and Practice of Public Administration [^]	3
PADM 5302	Policy Making and Public Administration [^]	3
PADM 5304	Human Resource Management [^]	3
PADM 5305	Public Budgeting and Finance	3
PADM 5310	Public Organizations [^]	3
PADM 5311	Research Methods in Public Administration	3
PADM 5365	Seminar in Public Administration - Capstone ^{1,^}	3
Program Tracks		
Select one of the following tracks:		15
<i>Health Care Administration Track</i>		
Focus on health care administration		
HCAD 5312	The Health Care System ^{2,*}	
HCAD 5320	Health Economics and Policy [*]	
HCAD 5325	Health Care Financial Management [*]	
HCAD 5330	Health Law and Ethics [*]	
HCAD 5390	Health Care Selected Topics [*]	
<i>Public Management Track</i>		
Broad and general preparation		
Select five public management courses from the following:		
PADM 5300	U.S. Government Institutions ^{*,^}	
PADM 5303	Administrative Ethics [^]	
PADM 5306	Public Sector Fiscal Management and Analysis [^]	
PADM 5308	Administrative Law	
PADM 5313	Survey Research for Public and Non-Profit Managers	
PADM 5320	Diversity in Public Administration	
PADM 5331	Public and Non-Profit Management [^]	
PADM 5335	Program Evaluation	
PADM 5360	Strategic Planning	
PADM 5370	Topics in Public Administration (with coordinator approval)	
PADM 5377	Grant Writing	
PADM 5382	Emergency Management and Disaster Planning Practicum ^{*,^}	
PADM 5396	Individual Study (with coordinator approval)	
PADM 5399	Internship/Practicum ^{*,^}	
<i>Public Safety Track</i>		
Focus on public safety		
Select five public safety courses from the following:		
COSC 6374	Computer Forensics [^]	
COSC 6376	Network Security [^]	
PADM 5313	Survey Research for Public and Non-Profit Managers	
PADM 5320	Diversity in Public Administration	
PADM 5331	Public and Non-Profit Management [^]	
PADM 5335	Program Evaluation	

PADM 5370	Topics in Public Administration (with coordinator approval)
PADM 5377	Grant Writing
PADM 5380	Homeland Security and Public Administration ^{*,^}
PADM 5381	Modern Terrorism and Counter Terrorism ^{*,^}
PADM 5382	Emergency Management and Disaster Planning Practicum ^{*,^}
PADM 5396	Individual Study (with coordinator approval)
PADM 5399	Internship/Practicum ^{*,^}
<i>Non-Profit Management Track</i>	
Focus on non-profit management	
Select five non-profit management courses from the following:	
PADM 5313	Survey Research for Public and Non-Profit Managers
PADM 5320	Diversity in Public Administration
PADM 5331	Public and Non-Profit Management [^]
PADM 5335	Program Evaluation
PADM 5360	Strategic Planning
PADM 5370	Topics in Public Administration (with coordinator approval)
PADM 5377	Grant Writing
PADM 5396	Individual Study
PADM 5399	Internship/Practicum ^{*,^}
Total Hours	36

1

All MPA core courses must have been completed before the capstone course is taken.

Course is to be taken in the last term prior to graduation.

2

It is strongly recommended that this course be taken before the others in HCAD track if at all possible.

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Online offering

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Blended offering

Completion Requirements

Successful completion of the MPA degree involves the following conditions:

1. Completion of all 36 semester hours for graduation within a seven-year time period. The 36 semester hours must be those specified in an approved degree plan.
2. Completion of 24 of the required 36 semester hours in residence at this university. Only 12 semester hours may be transferred from accredited institutions. No grade of "C" or lower may be transferred. No correspondence courses may be transferred at the graduate level. Credit from a degree earned at another institution will not be applied to a second master's degree at Texas A&M University-Corpus Christi.
3. The student must maintain a graduate grade point average of 3.0 in all courses in the approved MPA degree plan or accepted by approved waiver, and in all graduate work taken at this university. Students receiving more than two grades of "C" in their coursework will be terminated from the program.

4. The student is making satisfactory academic progress if courses identified on the degree plan are being completed and a grade point average of 3.0 is maintained. Satisfactory progress is also reflected by a return to a grade point average of 3.0 or higher for students who had been placed on scholastic probation.
5. Students should apply for graduation early in the term in which they intend to complete their final semester credits.
6. Successful completion of the capstone course, PADM 5365 Seminar in Public Administration - Capstone (3 sch), in the last term prior to graduation. All MPA core courses must have been completed before the capstone course is taken.

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Courses

Health Care Administration Courses

HCAD 5312 The Health Care System

3 Semester Credit Hours (3 Lecture Hours)

Focus on the major components of the American health care system and related issues in the administration of care delivery. Policy information and political issues are discussed.

HCAD 5320 Health Economics and Policy

3 Semester Credit Hours (3 Lecture Hours)

Analysis and evaluation of classical and modern economic theory, principles and procedures applicable to the health care delivery system and their implications for public policy.

HCAD 5325 Health Care Financial Management

3 Semester Credit Hours (3 Lecture Hours)

Overview of concepts, principles and uses of basic accounting and budgeting information for the health care manager. Focuses on providing the nurse administrator with a basis for understanding the fiscal status of a health care organization; Includes 45 hours of laboratory time to strengthen financial skills including ROI, budget development, FTEs and financial statement analysis. This course is cross-listed with NURS 5360. This course is delivered through online technology.

HCAD 5330 Health Law and Ethics

3 Semester Credit Hours (3 Lecture Hours)

A study of the legal and related ethical aspects of the health care delivery system including governing boards, liabilities, consent and malpractice as well as other related topics. Current governmental, state and other regulating bodies are presented.

HCAD 5390 Health Care Selected Topics

3 Semester Credit Hours (3 Lecture Hours)

In-depth study and discussion of various topics relevant to health care administration. May be repeated when topics vary.

HCAD 5396 Directed Independent Study

1-3 Semester Credit Hours

See College Description.

Public Administration Courses

PADM 5300 U.S. Government Institutions

3 Semester Credit Hours (3 Lecture Hours)

A survey of the major institutions of the U.S. national government, with special attention to the presidency, Congress, and the U.S. Supreme Court. Some comparative discussion of federalism, parliamentary systems of government, and proportional representation. Brief review of the U.S. Constitution, the federal court structure, and the role of Federal Reserve System. (Credit may not be given for both this course and POLS 5300.)

PADM 5301 Theory and Practice of Public Administration

3 Semester Credit Hours (3 Lecture Hours)

An introduction to the concepts, theories, literature, legal aspects, and practices of public administration and management. Topics include administrative behavior; program planning, management and evaluation; decision-making; structure and processes of organizations; and ethics.

PADM 5302 Policy Making and Public Administration

3 Semester Credit Hours (3 Lecture Hours)

Relationship of politics and administration with reference to the influence of administration and bureaucracy, legislative bodies, parties, political leadership, interest groups and other forces in the formation and execution of public policy in various levels of, primarily, American government.

PADM 5303 Administrative Ethics

3 Semester Credit Hours (3 Lecture Hours)

A survey of ethical issues faced by public administrators. The course will provide a general grounding in the philosophical and theoretical foundations of ethical inquiry. Special attention will be given to ethical problems arising within hierarchical organizations and to the ethical implications of particular public policies.

PADM 5304 Human Resource Management

3 Semester Credit Hours (3 Lecture Hours)

Analysis of the major personnel management problems and issues in the public sector. The functions of recruitment, selection, development, compensation, and employee relations will be studied. Special attention will be given to the legal environment of personnel.

Prerequisite: PADM 5301.

PADM 5305 Public Budgeting and Finance

3 Semester Credit Hours (3 Lecture Hours)

An analysis of the formation, management, and administration of fiscal policies at all levels of government in the United States. Basic financial management planning, preparation, presentation, and resource allocation analysis.

PADM 5306 Public Sector Fiscal Management and Analysis

3 Semester Credit Hours (3 Lecture Hours)

This course takes an in-depth look at finance and focuses on budget and reform techniques, revenue sources, structure and control, the administration of debt and cash management; including strategies for reducing borrowing costs and increasing the interest earnings of government.

Prerequisite: PADM 5305.

PADM 5308 Administrative Law**3 Semester Credit Hours (3 Lecture Hours)**

Analysis of the nature of law, especially the law of administrative procedure. The course examines the separation and delegation of powers, the meaning and functioning of the Administrative Procedures Act, the scope of judicial review, and other remedies against administrative actions. (Credit may not be given for both this course and POLS 5308.)

PADM 5310 Public Organizations**3 Semester Credit Hours (3 Lecture Hours)**

A course designed to develop an understanding about public sector organizations, their environments, and the political subsystems in which they exist. The course explores organization theory and administrative behavior to understand and diagnose organizational problems and dynamics in the public sector. Emphasis is placed on organization-environment relationships.

PADM 5311 Research Methods in Public Administration**3 Semester Credit Hours (3 Lecture Hours)**

Examination of analytical methods, research techniques, and models of inquiry in the social and administrative sciences. Topics may include problem definition; needs assessment; data gathering, processing and interpretation; survey research; secondary analysis; and demographics. Assumes computer literacy and completion of an introductory statistics course, or equivalent, prior to student's entry in to the class.

PADM 5312 Statistics for Public Administrators**3 Semester Credit Hours (3 Lecture Hours)**

Examination of the statistical techniques used by public administrators to include descriptive and inferential statistics. Use of SPSS for analysis of empirical and secondary data sources. Interpretation, analysis and presentation is emphasized. Integration of research design and statistical techniques.

Prerequisite: PADM 5311.

PADM 5313 Survey Research for Public and Non-Profit Managers**3 Semester Credit Hours (3 Lecture Hours)**

The ability to conduct and interpret survey research is becoming an integral part of public management. This course provides students with the knowledge and skills needed to direct, understand, and make effective use of administrative and policy information from survey research data.

PADM 5320 Diversity in Public Administration**3 Semester Credit Hours (3 Lecture Hours)**

This course examines the importance of diversity, including race/ethnicity, gender and other demographics in public administration at the local, state and federal level and in various types of public agencies.

PADM 5331 Public and Non-Profit Management**3 Semester Credit Hours (3 Lecture Hours)**

An examination of theories, processes, and skills in managing the public and non-profit sectors. Topics of study include how to successfully implement policies, administer services and provide public goods, and collaborate with agencies in various sections.

PADM 5332 Resource Development for Non-profit Organizations**3 Semester Credit Hours (3 Lecture Hours)**

Examination of the theoretical and practical applications of fundraising. A study of government or non-profit agency grant and contract administration. Applications for responding to funding assistance and solicitations and grants. Contract preparation, evaluation, and presentation.

PADM 5335 Program Evaluation**3 Semester Credit Hours (3 Lecture Hours)**

This course is designed to help the pre- and in-service professional public manager conceptualize the program evaluation effort as a meaningful and understandable set of tasks. The course will examine various means of evaluating programs and enable students to develop program evaluation skills, so that they become better contributors and consumers of evaluation and research reports.

PADM 5360 Strategic Planning**3 Semester Credit Hours**

A seminar course that gives pre- or in-service managers the tools necessary to consider the long-term mission and direction of the agency and craft strategy and operations from both internal and external stakeholders to achieve those goals. Consideration of strategic planning as a process for implementing strategic management.

PADM 5363 Leadership in the Public Sector**3 Semester Credit Hours (3 Lecture Hours)**

This course deals with various perspectives on leadership in the public sector and evaluates different leadership styles in different contexts. Students are expected to analyze administrative, organizational, and political circumstances which affect the performance of leaders. Through various case studies, students discuss issues, challenges, and opportunities leaders face.

PADM 5365 Seminar in Public Administration - Capstone**3 Semester Credit Hours (3 Lecture Hours)**

The capstone course for the MPA program is an integrative approach applying the skills, knowledge and values considered, discussed and acquired throughout the core courses to selected public and administrative problems through analytical exercises and case studies. All other core courses must be completed prior to enrollment in the capstone. This is the exit requirement for the MPA program. This course must be taken during the last semester prior to graduation.

PADM 5370 Topics in Public Administration**3 Semester Credit Hours (3 Lecture Hours)**

Seminar in identified topics in Public Administration. May be repeated when topics vary. Offered on sufficient demand.

PADM 5377 Grant Writing**3 Semester Credit Hours (3 Lecture Hours)**

An advanced workshop on the grant proposal writing process, including identifying sources of funding, conducting research to support funding applications, data analysis, tailoring each proposal to a specific funding agency, and the requirements of electronic submission. Students will receive experience writing actual proposals on behalf of local organizations and agencies.

PADM 5380 Homeland Security and Public Administration**3 Semester Credit Hours (3 Lecture Hours)**

This course will provide an overview of the essential ideas that constitute the emerging discipline of homeland security. The course is designed for students interested in a broad overview of homeland security policies including topics related to emergency management, intelligence gathering and analysis, infrastructure security, protection of civil liberties, and counter terrorism strategies.

PADM 5381 Modern Terrorism and Counter Terrorism

3 Semester Credit Hours (3 Lecture Hours)

This course will provide an introduction to the operational and organizational dynamics of modern terrorism from the Cold War to the present. This course will study terrorist organizations to understand the ideologies, cultures, structures and causative factors behind major movements. This course will also focus on U.S. Efforts to counter terrorism from the Cold War to the Global War on Terrorism.

PADM 5382 Emergency Management and Disaster Planning Practicum

3 Semester Credit Hours (3 Lecture Hours)

This course will examine the public policies, procedures and programs for the management of hazards, emergencies and disasters through the use of case studies. It focuses on providing students hands-on experience in emergency management planning and response through the use of tabletop and field exercises. Students will be required to take this course last in the graduate certificate program.

PADM 5396 Individual Study

3 Semester Credit Hours (3 Lecture Hours)

A carefully planned special study on an academic topic, Directed Individual Study (DIS) is a tutorial, directed and evaluated by a member of the graduate public administration faculty. Enrollment is restricted to graduate students who have demonstrated both academic ability and the capacity for independent work. Complete applications must be filed and approved by the MPA coordinator and the Dean of Liberal Arts in advance of registration.

PADM 5399 Internship/Practicum

3 Semester Credit Hours

Practical experience with a government or not-for-profit agency arranged in advance by the supervising professor. Periodic visits, consultations, and a final paper.