

# CERTIFICATE IN PUBLIC ADMINISTRATION

## Overview

The Certificate in Public Administration is available for students wishing to earn just a certificate, or those who want to earn a spot in the Master of Public Administration program but may not have the academic preparation.

The Certificate requires the completion of five MPA courses with a grade of B or higher. Students who successfully earn a B or higher in all certificate courses are then eligible to enroll in the Masters in Public Administration program.

Credits in the Certificate of Public Administration program may apply towards the Master of Public Administration or Master of Public Policy degrees. Any graduate student at the University of Miami may add on the certificate, although they must apply separately to the Certificate of Public Administration program.

## Admissions Requirements

- Bachelor's degree from an accredited institution
- Online Application
  - Please complete the online application by clicking here.
- Application Fee
  - An \$85.00 non-refundable application fee is paid online upon submission of the application.
- Statement of Purpose
  - The statement of purpose is the most important element of your application packet. This letter needs to reflect who you are, your goals and why you would be an asset to the MAIA program. It is very important to ensure it is grammatically correct and as detailed as possible. The statement of purpose should be no more than two pages in length. Please review before your submit.
- Letters of Recommendation
  - Three letters of recommendation must be provided. Two letters should be from a faculty member. One letter may be from an employer, colleague, or other professional source.
- Official Transcripts
  - You must provide official transcripts from each post-secondary institution attended. Official transcripts in languages other than English must also be submitted with a certified English translation.
- Resume
  - Please provide a copy of your resume if it is available.
- Grade Point Average (GPA)
  - A minimum overall undergraduate grade point average (GPA) of 3.0 on a 4.0 scale.
- Graduate Record Examination (GRE) scores are preferred but not required.
- Official TOEFL (or IELTS) Score
  - All international students are required to take this exam in order to demonstrate sufficient English competency. The "Test Of English As A Foreign Language (TOEFL)" exam is offered as a paper-based test (PBT) or an internet-based test (IBT). A score of 550 is required for the PBT; a score of 80 is required for the IBT.
  - Students may also take the "International English Language Testing System (IELTS)" exam to demonstrate sufficient competency in English. A score of 6.5 or higher is required.
  - All international students must provide a copy of their results on either exam.

## Curriculum Requirements

Code	Title	Credit Hours
<b>Curriculum Requirement</b>		
POL 601	Budget and Financial Management and Administration	3
POL 622	Introduction to Graduate Public Administration	3
Select 3 of the following courses:		
POL 606	Organizational Dynamics and Management	9
POL 608	Equity and Diversity in Public Administration	
POL 610	Statistics for Politics and Public Administration <sup>1</sup>	
or POL 617	Introductory Statistical Methods in Political Science	

POL 647	Human Resource Management in Public Service
POL 657	Ethical and Managerial Issues in Government, Business, and Non-Profit Organizations
POL 660	Public Program Evaluation
<b>Total Credit Hours</b>	<b>15</b>

<sup>1</sup> In order to substitute POL 610 with POL 617, students must have advisor approval.

## Mission

The Certificate in Public Administration program seeks to provide students with ~~courses designed to develop and enhance the management skills essential to working in public and nonprofit organizations.~~

## Goals

- to provide students with opportunities for critical analysis related to public policy and administration.

## Student Learning Outcomes

- Students will be prepared to articulate, apply, and advance a public service perspective.