MPA Check Sheet - Nonprofit Administration Track

Student: _______________________________ ID #: _______________________________

Full Admission/Date: _______________ Provisional Admission/Date: _______________

Hours transferred into MPA program __________

IMPORTANT: All MPA students must file a Graduation Application with the Graduate School during the semester prior to the semester in which they plan to graduate. The application is available on the Graduate School’s website.

The MPA program requires satisfactory completion of 36 semester credits.

1. Students in the MPA Nonprofit Administration track must complete the following 8 core courses (23 credits)
   _______ PUAD 501 Public Administration
   _______ PUAD 503 Policy Analysis
   _______ PUAD 504 Organization Theory
   _______ PUAD 505 Budgeting and Finance
   _______ PUAD 522 Human Resource Management
   _______ PUAD 506 MPA Applied Research Methods
   _______ PUAD 529 Introduction to Nonprofit Organizations
   _______ NPAD 405 Advocacy and Public Policy (2 cr)

2. Students must take 8 or more credits (4 courses) from among the following Nonprofit Administration track courses (these are only offered online and students register for these courses separate from Cyberbear at www.umt.edu/nonprofit):
   _______ NPAD 401 Nonprofit Human Resource Management (2 cr.)
   _______ NPAD 402 Nonprofit Volunteer Management (2 cr.)
   _______ NPAD 403 Nonprofit Program Planning and Evaluation (2 cr.)
   _______ NPAD 406 Nonprofit Board Management (2 cr.)
   _______ NPAD 410 Nonprofit Strategic Planning (2 cr.)
   _______ NPAD 411 Nonprofit Grantwriting (2 cr.)
   _______ NPAD 412 Nonprofit Fundraising (2 cr.)
   _______ NPAD 413 Nonprofit Financial Management (2 cr.)
   _______ NPAD 460 Nonprofit Marketing and Social Media (2 cr.)

3. In consultation with the Program Director, students in the Nonprofit Administration track may complete their degree requirements with 5 credits in any of the follows:
   _______ Approved electives in other departments
   _______ Approved transfer credits
   _______ Approved Independent Study or Internship credits
   _______ Optional Nonprofit Internship PUAD 598

   The internship component includes at least 300 hours of volunteer or paid hours working directly with a nonprofit organization. If the student works at a nonprofit organization, professional work that is aligned with the program focus will qualify as internship credit. Students will complete various reflection activities, including a formal, 10-page paper documenting their learning through the internship experience.

4. Portfolio Project and Exit Interview ______

5. Graduation Application: date completed __________________________