

# Master of Public Administration Public Administration with a Concentration in Nonprofit Management and Governance (MPA)

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The mission of the Master of Public Administration (MPA) program in the School of Public Service at Old Dominion University is to develop professionals with the knowledge, skills, and abilities to lead and advance public service in a diverse, multi-sector environment. We expect our graduates to be capable of critical problem solving, effective communication, skillful implementation of policy and programs, and ethical application of management and leadership concepts. The MPA program serves the region, state, and nation; supports the professions of public administration and public service; and advances the state of knowledge through applied and scholarly research. *This program is available on-campus and online.*

## The Application Package

The Old Dominion University Graduate Application is done online at <https://odu.edu/admission/graduate> (<https://odu.edu/admission/graduate/>). Questions about the online process should be directed to [gradadmit@odu.edu](mailto:gradadmit@odu.edu) or by calling (757) 683-3685. The application system will prompt the applicant to complete all components needed to apply to the Master of Public Administration program. Applications are accepted on a rolling basis in the Fall, Spring, and Summer semesters, though it is recommended that prospective students submit their applications at least three months prior to the start of their intended semester. To be considered for admission, applicants must submit the following:

1. Transcripts of **all** previous college work. During the admissions process, you may submit unofficial transcripts, but you will be required to provide official transcripts after admission;
2. A written statement describing how your experience in work and other settings and your choice of graduate study in public administration will lead to achieving your career goals. The statement must be cogent and have a good demonstration of writing ability; this should be considered a writing sample (1000 word maximum length);
3. A resume that includes your education and any/all work experience (the GRE is no longer required);
4. Minimum of **two** letters of recommendation from academic sources and/or employment supervisors. Please do not provide letters from friends, co-workers, or family; and
5. For students whose native language is not English, a minimum score of 550 on the paper-based TOEFL, 79 on the internet-based TOEFL, or 6.5 on the IELTS.; conditional admission is not offered for applicants who have not confirmed successful completion of the University requirements for English language proficiency.

## Linked Master of Public Administration Program

The School of Public Service offers a linked program to high-performing Old Dominion University students from a variety of undergraduate majors. Interested students can complete up to 12 graduate-level credit hours in their senior year, and continue in the Master of Public Administration program upon receiving their bachelor's degree. These 12 credits may be applied to both the undergraduate degree as well as the MPA degree, pending admission. Students who wish to pursue this linked program should submit their application to the MPA program prior to beginning their last academic year of undergraduate study, and should apply for the semester immediately

following their expected undergraduate graduation. Undergraduate students enrolling in the linked program must have completed all general education requirements and possess a cumulative GPA of at least 3.0 at the end of their junior year. Students from all majors are welcome to apply, but some undergraduate majors that relate best to this program include Criminal Justice, Human Services, Management, Political Science, and Sociology.

## MPH/MPA Dual Degree Path

To pursue the Dual Master's degree path in Public Health and Public Administration, students must be admitted to both programs separately. Interested applicants should review the Master of Public Health program webpage (<https://www.odu.edu/academics/programs/masters/public-health/>) for more information about the MPH application requirements and degree curriculum. Dual degree students who enroll full-time will complete both programs simultaneously in no less than 5 semesters, and will receive two separate degrees. Part-time and Online enrollment options are available. Please contact the MPA and MPH Graduate Program Directors with any questions: [mpa@odu.edu](mailto:mpa@odu.edu) and [mph@odu.edu](mailto:mph@odu.edu).

## Financial Assistance

Financial aid is available to graduate students at Old Dominion University. Financial aid may be available in the form of University fellowships, tuition grants, and research assistantships. The School of Public Service offers a limited number of graduate assistantship positions each semester. In addition to the financial aid offered by the University, graduate students may be eligible for aid and student loans administered by other agencies. For information about Work-Study programs, scholarships, and student loans, please contact the Office of Financial Aid.

### For information and forms concerning application, contact:

Office of Graduate Admissions  
Old Dominion University  
Norfolk, VA 23529  
Phone: (757) 683-3685  
Email: [gradadmit@odu.edu](mailto:gradadmit@odu.edu)

### For information concerning financial aid, contact:

Office of Financial Aid  
Old Dominion University  
Norfolk, VA 23529  
Phone: (757) 683-3683

<https://www1.odu.edu/tuition-aid> (<https://www1.odu.edu/tuition-aid/>)

## Curriculum Requirements

The MPA curriculum consists of 39 credit hours (13 courses). Courses are required in two categories:

1. **Core Concentration** (eight required courses)
2. **Electives** (five courses)

## Core Curriculum

The following courses are required of all public administration students.

PADM 651	Administrative Theory I: The Context of Public Administration	3
PADM 671	Public Budgeting and Financial Management	3
PADM 701	Public Policy and Evaluation	3
PADM 723	Ethics in Public Administration	3
PADM 736	Diversity, Equity, & Inclusion: A Public Administration and Public Policy Perspective	3
PADM 753	Research Methods in Public Administration	3
<b>Data Analysis</b>		
Select one of the following:		3
FOUN 722	Introduction to Applied Statistics and Data Analysis	
PADM 752	Introduction to Data Analysis	
MPHO 605	Introduction to Biostatistics for Public Health	

PADM 746	Capstone Seminar in Public Administration	3
<b>Core Requirements</b>		<b>24</b>
<b>Concentration Courses</b>		<b>15</b>
<b>Total Credit Hours</b>		<b>39</b>

## Electives

Students choose their elective courses in the general area of public administration. With the approval of the MPA Program Director, students may take graduate-level courses outside of the Department. If a student elects to do an MPA-approved concentration or certificate program, those would count as elective hours.

### MPA Elective courses

Select 5 of the following:		15
PADM 634	Regional Planning	
PADM 652	Administrative Theory II: The Process of Public Administration	
PADM 653	Wicked Problems in Public Administration	
PADM 668	Internship/Field Experience *	
PADM 695	Advanced Topics **	
PADM/PPCM 704	Methods of Public Program Evaluation	
PADM 708	Urban and Regional Economic Development	
PADM 711	Tools of Government	
PADM 712	Emergency Management and Policy	
PADM 713	Fundraising for Nonprofit Organizations	
PADM/PPCM 714	Public-Private Partnerships	
PADM 715	Management and Governance of Nonprofit Organizations	
PADM 716	Introduction to Nonprofit Sector	
PADM 717	Nonprofit Financial Management	
PADM 718	Public Sector Contract Administration	
PADM/PPCM 719	Leadership	
PADM 720	Public Human Resources Management	
PADM 721	Transportation Policy	
PADM 724	Administration of Human Services	
PADM 725	Government, Society, and Business	
PADM 726	Introduction to Public Procurement	
PADM 727	Public Procurement and Project Management	
PADM 728	Public Sector Contract Planning and Formation	
PADM 731	Public Sector Procurement Law and Ethics	
PADM/PPCM 734	Negotiation and Dispute Resolution	
PADM 735	History of Race and Government Institutions	
PADM 739	Cultural Competency	
PADM 740	Community Participation and Civic Engagement	
PADM 745	Managing Development and Change in Organizations	
PADM 750	Performance Measurement and Management	
PADM 760	Collaboration in Public Administration	
PADM 772	Public Financial Management	
PADM 780	Local Government Management	
PADM/PPCM 781	Intergovernmental Management	
PADM 785	Social Marketing in the Public Sector	
PPCM/PADM 718	Public Sector Contract Administration	
PPCM/PADM 726	Introduction to Public Procurement	
PPCM/PADM 728	Public Sector Contract Planning and Formation	
PPCM/PADM 731	Public Sector Procurement Law and Ethics	
<b>Total Credit Hours</b>		<b>15</b>

\* Students are required to consult the MPA Graduate Program Director to confirm that a specific internship position or field experience role is eligible for PADM 668 course credit, and to determine if any additional requirements are necessary.

\*\* From time to time, courses under the heading of PADM 695 "Advanced Topics" will be offered that students may choose to take as electives. Students may take more than one PADM 695, as long as the course is different.

## Recommended Core Course Sequence

Students are required to enroll in Administrative Theory I: The Context of Public Administration (PADM 651) as early as possible in their program of study. The remaining core courses are not required to be taken in a specific order. However, the Capstone Seminar (PADM 746) must be taken after the other core courses have been completed (or in the same semester as the last of the core courses are being completed). Students should note that course offerings are limited during the summer term and should plan accordingly.

## Nonprofit Management and Governance Concentration

Marina Saitgalina, Program Director

The Nonprofit Management and Governance concentration will consist of 12-credit hours, covering the theory underpinning the nonprofit sector, critical issues in the nonprofit sector, the management and governance of nonprofit organizations, budgeting and financial management, and fundraising.

Students will develop knowledge and skills relevant to analysis, synthesis, and critical thinking necessary to solve problems and make recommendations regarding issues faces by nonprofit organizations. Students will be able to articulate current issues and challenges of the nonprofit sector, develop recommendations rooted in theory and research evidence, and contribute to policy and practices of nonprofit organizations by actively and effectively engaging with its administrative processes.

The required courses are:

PADM 716	Introduction to Nonprofit Sector	3
PADM 715	Management and Governance of Nonprofit Organizations	3
PADM 717	Nonprofit Financial Management	3
PADM 713	Fundraising for Nonprofit Organizations	3
Total Credit Hours for Concentration		12
<b>Elective</b>		<b>3</b>
<b>Total Credit Hours</b>		<b>15</b>

## Additional Requirements

### Internship/Field Experience

Practical professional experience in a public or nonprofit agency setting is an important component of the MPA curriculum. A formal internship is highly recommended for students who lack significant experience in a public or nonprofit agency. Internships give students the opportunity to gain professional level experience and provide government or nonprofit agencies with the services of graduate students with high potential for future achievement. MPA students have the opportunity to earn up to three credits for an internship position, which will count as an elective course. PADM 668 Internship/Field Experience is the course students register for to earn credit for their public service experiences. Because the School of Public Service does not offer a comprehensive internship program within our department, these positions are most often acquired externally, though they must be approved by the MPA Graduate Program Director in order to count for course credit. Please contact the MPA Graduate Program Director with

any questions you may have about internships or field experience projects:  
mpa@odu.edu.

For assistance in searching for and obtaining an internship position, contact the Old Dominion University Career Development Services office.

Phone: (757) 683-4388

Email: cds@odu.edu

**For information about on-campus housing, contact:**

Housing & Residence Life

Old Dominion University

Norfolk, VA 23529

Phone: (757) 683-4283

Email: housing@odu.edu

For more information relating to this program and its requirements, please visit <http://www.odu.edu/mpa> (<http://www.odu.edu/mpa/>)