

MPA ADVISING/PROGRESS WORKSHEET

NAME: _____

Intended Date of Graduation: _____

This self-advising worksheet is designed to permit students to plan their MPA degree and track their progress. The MPA requires a minimum of 42 credits. Each course is 3 credits. Core cluster requirements are shown, and spaces for elective courses are provided. Electives may be taken anywhere in the Rutgers University system with permission of the deans or may be transferred from another graduate program or awarded for professional experience. Transfer credits require an official transcript and professional credits require a current resume and statement of applicability to the MPA curriculum. Students may request evaluation for transfer or professional credits at any time, but they are not granted until a student is matriculated and has completed 12 credits. Transfer or Professional credits generally are applied to electives. Professional or transfer credits may *not* be used for the capstone course.

CORE CLUSTER I (FOUNDATIONS-MUST TAKE ALL FOUR COURSES)

20:834:501 Introduction to Public Administration (3)				20:834:541 Political Economy & Public Administration (3)			
Semester		Grade		Semester		Grade	
20:834:521 Technology & Public Administration (3)				20:834:515 Morality in Administration			
Semester		Grade		Semester		Grade	

CORE CLUSTER II (ANALYSIS): MUST TAKE BOTH COURSES

20:834:561 Analytical Methods				26:834: 563 Research Design			
Semester		Grade		Semester		Grade	

CORE CLUSTER III (MANAGEMENT): MUST TAKE TWO COURSES

20:834:522 Public Organizations (3) (All)				20:834:523 Human Resources Administration (3) 20:834:577 Non-Profit Human Resources (3) (NP Students)			
Semester		Grade		Semester		Grade	

CORE CLUSTER IV (FINANCIAL MANAGEMENT): MUST TAKE ONE COURSE

20:834:543 Public Financial Management (All except as noted)				20:834:559 Public School Finance (3) (Urban Ed) 22:390:659 Health Care Finance (3) (Public Health)			
Semester		Grade					

CORE CLUSTER V (APPLICATIONS): MUST TAKE ONE

20:834:563 Capstone OR Comprehensive Examination and ONE additional elective course.							
Semester		Grade					

ELECTIVES (12 CREDIT HOURS REQUIRED)

Course Number/Name _____				Course Number/Name: _____			
Semester		Grade		Semester		Grade	
Course Number/Name _____				Course Number/Name: _____			
Semester		Grade		Semester		Grade	

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Instructions for completing Worksheet:

Core Cluster courses are available in every semester, elective courses are scheduled every third semester at a minimum.

You may use the Worksheet as a planning document by filling in which courses you wish to take in which semester for your degree completion plan. If you need to change the plan, simply re-schedule the courses. By filling in the grades as you receive them, you will be able to track your progress, always knowing which courses you still must complete.

Please note that Internships are available and usually count as electives, but might be legitimate substitutes for core classes depending upon the assignment developed with an instructor. Independent studies are also used as electives, and they also may fit a core cluster requirement in rare circumstances. Both internships and independent studies require permission of the MPA director. Internships and independent studies should not be taken until Clusters I and II are completed. Exceptions must be approved by the MPA director.

Completion times will depend on how many courses you take each semester. Some courses are offered on-line during Winter Session and there are two full sessions each summer. Many students go year round to accelerate completion of their degree. Here are some sample completion scenarios. We do **not** recommend that anyone working full-time take more than 6 credits per semester.

Pace	Fall	Winter Session	Spring	Summer I	Summer II	Years to Complete
Part Time (6)	6	0	6	3	3	2.5
Part-Time (mix)	6	3	6	6	3	2.0
Full-Time (9)	9		9			2.5
Full-Time (mix)	9	3	9	3	3	2.0
Intense	9	3	9	6	6	1.5