



# FAIRFIELD UNIVERSITY GRADUATE PROGRAMS



## MASTER OF PUBLIC ADMINISTRATION

### PROGRAM DESCRIPTION

The Fairfield University Master of Public Administration (MPA) program is designed for those working in or interested in working in the public and non-profit sectors, as well as recent college graduates. Students will examine pressing social, ethical, and professional issues and develop strong leadership abilities for advancement in their chosen fields.

In Fairfield's program, students will study current theories, trends and issues related to the field of public administration and will engage in active learning, critical reflection and experiential practices, the hallmarks of a Jesuit education. Courses emphasize theory, research, and application to advance careers in the following areas:

- Nonprofit organizations
- State governments
- City governments
- Private research
- Public healthcare management

As a graduate student in this program, you'll work closely with faculty to tailor your curriculum to your personal, professional, and academic goals. The MPA program offers flexibility for students' busy schedules and provides the highest quality graduate educational experience.

### COURSE OF STUDY

The Master of Public Administration degree requires a total of 42 credits, including eleven courses, six credits from internships (may be waived with relevant experience), and a three-credit independent capstone project. Students choose from a range of courses that have been designed specifically for the MPA program and will also choose from a variety of classes in allied programs.

Students, in consultation with the program director, select courses to suit their academic, personal, and career goals.

#### REQUIRED COURSES (24 CREDIT HOURS)

- Introduction to Public Administration
- Research Methods
- Financial Management and Budgeting
- Human Resource Management
- Leadership
- Ethics
- Internship (may be waived with relevant experience)

#### AVAILABLE TRACKS (12 CREDIT HOURS)

- State and Local Government
- Nonprofit Management
- Public Healthcare

#### BREADTH COURSES (6 CREDIT HOURS)

- Four elective courses from the student's concentration area of choice, including two communication courses

### CAPSTONE EXPERIENCE

The Capstone Experience is intended to complement the student's coursework and complete the chosen program of study. It is undertaken with the close supervision of a faculty advisor and can take the form of an independent study, or a Master's Thesis.

### GRADUATE PROGRAM DIRECTOR

**Dr. Mark LeClair**

Phone: 203-254-4000, ext. 2295

E-mail: [mleclair@fairfield.edu](mailto:mleclair@fairfield.edu)

Dr. LeClair serves as the faculty advisor for students in the MPA program and is the appropriate person to contact with questions, or to learn more.

For a complete faculty listing, see [www.fairfield.edu/mpafaculty](http://www.fairfield.edu/mpafaculty).

### ADMISSION REQUIREMENTS

Students who hold a bachelor's degree in any field from a regionally accredited college or university (or the international equivalent) are encouraged to apply.

### FORMAL ADMISSION PROCESS

Applications to the graduate program are accepted on a rolling basis. Applications are reviewed by the Graduate Admission Committee. Students seeking admission must complete and submit the following online:

1. A completed application.  
(Apply online at [www.fairfield.edu/casapp](http://www.fairfield.edu/casapp).)
2. A non-refundable \$60 application fee.
3. A professional résumé.
4. Personal statement describing intent for studying in the program.
5. Official transcripts from all universities/colleges attended.  
(All foreign transcripts must be evaluated by an approved evaluating service. A list of approved evaluators is available at [www.fairfield.edu/eval](http://www.fairfield.edu/eval).)
6. Two letters of recommendation, one of which must be from a current supervisor or professor, completed online.

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Fairfield University

College of Arts and Sciences

7. All international students whose native language is not English must demonstrate proficiency in the English language by taking either TOEFL or IELTS exams. For admission to the graduate school, a TOEFL composite score of 550 for the paper test, 213 for the computer-based test, 80 on the internet-based test or an IELTS score of 6.5 is strongly recommended. Scores must be sent directly from the Educational Testing Service (TOEFL) or [www.IELTS.org](http://www.IELTS.org). Fairfield's ETS code is 3390.

Submit transcripts and any other documents that cannot be uploaded to:

Fairfield University  
Office of Graduate Admission  
Kelley Center  
1073 North Benson Road  
Fairfield, CT 06824

## **CERTIFICATE IN NONPROFIT MANAGEMENT (12 CREDITS)**

Fairfield University's certificate in nonprofit management provides an opportunity for professionals interested in or already working in the nonprofit sector to develop and refine the competencies needed to effectively manage and lead a financially stable, innovative, and impactful organization in today's challenging economy.

Whether you are assuming a nonprofit leadership role, aspiring to one, or hoping to gain a greater understanding of a nonprofit that you work in tandem with, our graduate certificate program is designed to sharpen your analytical and management skills so you can effectively evaluate and strengthen an organization's performance to help ensure long-term stability. In addition to gaining a deeper understanding of the foundation of public administration within a nonprofit organization, students will also learn important skills to enhance their role as a public administrator, including grant writing, project management, and financial management.

### **REQUIRED COURSES:**

- MPA 410 Introduction to Public Administration
- MPA 430 Economics of the Nonprofit Sector

### **ADDITIONAL COURSES (SELECT TWO):**

- MPA 400 Financial Management
- MPA 425 Grant Writing
- IS 520 Project Management

## **CERTIFICATE APPLICATION PROCESS**

Admission to a certificate program is based on the following criteria:

1. A completed online application.
2. A non-refundable \$60 application fee.
3. Official undergraduate college transcript.
4. A personal statement.

## **MANDATORY IMMUNIZATIONS**

Connecticut State law requires each full-time or matriculated student to provide proof of immunity or screening against measles, mumps, rubella, varicella (chicken pox), meningitis and tuberculosis. Certain exemptions based on age and housing status apply. Matriculating students are defined as those enrolled in a degree seeking program. More detailed information

and the required downloadable forms are available online at [www.fairfield.edu/immunization](http://www.fairfield.edu/immunization). Completed forms should be submitted directly to the Student Health Center. Although this is not required to complete an application, you must provide proof of immunity/screening prior to course registration. Please consult your private health care provider to obtain the necessary immunizations. Questions may be directed to the Student Health Center: 203-254-4000 ext. 2241 or e-mail [health@fairfield.edu](mailto:health@fairfield.edu).

## **TUITION/FINANCIAL AID**

Academic Year 2018-19  
Tuition: \$775 per credit hour

A graduate education can provide countless professional and personal rewards in the future. However, the costs associated with earning a master's degree may be challenging. Many students need to look beyond their own financial resources or the resources of their employer for assistance. There are many ways to finance a graduate education, including graduate assistantships, federal direct loan programs and our Veterans Pride Program which are discussed at [www.fairfield.edu/gradfa](http://www.fairfield.edu/gradfa).

## **OFFICE OF FINANCIAL AID**

Advisors from the Office of Financial Aid are committed to helping students find the options that best suit each of their needs. We encourage all Fairfield University graduate students to contact the Financial Aid office with any questions or to make an appointment to speak with a counselor.

### **FINANCIAL AID CONTACT INFORMATION**

Phone: 203-254-4125  
Fax: 203-254-4008  
E-mail: [finaid@fairfield.edu](mailto:finaid@fairfield.edu)

### **FINANCIAL AID OFFICE OPERATIONS**

Days: Monday-Friday  
Hours: 8:30 a.m.-4:30 p.m.  
Location: Aloysius P. Kelley, S.J. Center

## **MORE INFORMATION**

### **ADMISSION QUESTIONS**

Questions about the application process should be directed to the **Office of Graduate Admission**.  
Phone: 203-254-4184  
Fax: 203-254-4073  
E-mail: [gradadmis@fairfield.edu](mailto:gradadmis@fairfield.edu)

### **OFFICE OPERATIONS**

Days: Monday-Friday  
Hours: 8:30 a.m.-4:30 p.m.  
Location: Aloysius P. Kelley, S.J. Center

## **COLLEGE OF ARTS AND SCIENCES WEBSITE**

[www.fairfield.edu/cas](http://www.fairfield.edu/cas)

## **MASTER OF PUBLIC ADMINISTRATION WEBSITE**

[www.fairfield.edu/mpa](http://www.fairfield.edu/mpa)

## **ONLINE CATALOG**

For detailed course descriptions, schedules and other University information, please refer to our online catalog [www.fairfield.edu/catalogs](http://www.fairfield.edu/catalogs).