

# **SCHOOL OF ADULT AND CONTINUING EDUCATION**

## **GRADUATE DEGREES**

### **MASTER OF ARTS IN ADMINISTRATION**

### **MASTER OF PUBLIC ADMINISTRATION**

Graduate education in the School of Adult and Continuing Education (ACE) is grounded in the mission of Barry University. Students' educational experience contributes to their development as career professionals who have or will have leadership roles in their professions, communities, and society. Moreover, this experience promotes and supports the intellectual life and emphasizes life-long learning and growth and development. In this context, students are charged with carrying out the University's mission through contributions to their professions, communities, and society at large, especially in the pursuit of knowledge and truth, the conduct of informed action, and a commitment to social justice through collaborative service.

#### **ADMISSION REQUIREMENTS**

- A baccalaureate degree from a regionally accredited or internationally recognized college or university with a cumulative grade average of B or higher (an overall GPA of 3.00 or higher on a four-point scale). Official transcripts of all previous college or university studies must be submitted.
- Submission of a completed application form with a \$30.00 non-refundable fee. The fee is waived for Barry University alumni.
- An acceptable score on one of the three entrance exams: Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT). The entrance exam (GMAT, GRE, or MAT) may be waived if the applicant has accumulated a minimum of five years of full-time professional work experience in administration, executive decision making, training and development, leadership, or comparable fields. The applicant must provide original and verifiable evidence of work experience supplemented by the applicant's resume or vitae and professional references (see below - Professional Work Experience). Upon review of the documented evidence, the applicant will be notified if the entrance exam requirement is waived.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- An essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program. Moreover, applicants should include

information about how they work, think, and interact with people, as well as on any other potentially relevant topics.

- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 213 on the computer-based or 80 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. In this situation, full admission to the degree program is neither implied nor guaranteed.

### **Professional Work Experience**

Applicants seeking to have the entrance exam waived must provide original and verifiable documentation of a minimum of five years of full-time professional work experiences on letterhead stationary written by their supervisors. They must also include the names of references from the organization(s) where they have worked. An applicant's detailed resume or vitae must include the following items:

- Complete employment history in reverse chronological order, with name of organization, titles, dates, and whether worked part-time or full-time.
- Educational history in reverse chronological order, indicating dates of attendance and degree(s) earned.
- A complete list all training or workshop activities attended or participated in.
- A complete list all publications and presentations authored or co-authored.
- A complete list of projects actively participated in, including responsibilities, positions held, and dates of the project duration, including contact names(s) and contact information for each project.
- A complete list of academic and/or professional awards received, including the basis for selection and the date(s) of the honor(s).
- A list of hobbies, interests, and activities, including any significant accomplishments related to them.

NOTE: Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work. Refer to the University Graduate Catalog for more details on these policies and measures.

## **TRANSFER COURSES**

The transferability of credits from another institution to Barry University is at the discretion of the Dean, who has the final word on how many credits and which courses may transfer, subject to an upper limit of six semester credit hours. Potential transfer courses/credits must be graduate level, must have been completed at a regionally accredited college or university, and must show on an official transcript with a grade of B or higher. Only credits will be transferred, not grades or grade point averages, and any credits, which are accepted, will be counted as having been taken in year one of the time limitation to complete the degree program.

## **PROBATION AND DISMISSAL**

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above. Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. A graduate student on academic probation may not register for more than three (3) credits per session. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed. If a student receives a third "C" or below, then s/he must repeat a course, in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits. A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

## **GRADUATION REQUIREMENTS**

Candidates for a Master degree must:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two C's). No more than three courses may be repeated and a course may only be repeated once;
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for degree completion with the University

Registrar on the appropriate form signed by the relevant (site) advisor in the School of Adult and Continuing Education. A \$150 fee applies.

## **MASTER OF ARTS IN ADMINISTRATION (MAA)**

The Frank J. Rooney School of Adult and Continuing Education of Barry University, in collaboration with the Adrian Dominican School of Education (ADSOE), offers a Master of Arts in Administration (MAA) degree program. It is a thirty credit hour graduate degree program designed to address both the art and science of effectively leading and managing modern organizations. The program focuses on the development of competencies in administration, applied research, values and ethics, managing change and projects, interpersonal relations, communication, teamwork, diversity, and information technology. There is an emphasis on application to students' workplaces throughout the curriculum. *NOTE:* This is not a Master of Business Administration (MBA) degree program. Students who are interested in an MBA should consult the section of the Barry University Graduate Catalog on the Andreas School of Business.

Prior to enrolling in the program, applicants may be required to take one or more of the following prerequisite courses, if the subjects (or their equivalent) have not been covered in previous coursework:

ADM 303 Administrative Theory and Practice  
ADM 353 Leadership Development  
ADM 464 Human Resource Administration

Upon completion of the degree program, students will be able to

- Develop a knowledge base of administrative theories and perspectives so that they can be applied to a range of organizational and institutional issues.
- Apply the knowledge and skills that are necessary for administrative effectiveness in a modern, dynamic and, at times, turbulent environment.
- Assess the application of research methods to address the vast array of new information in administration and effectively managing knowledge in the workplace.
- Apply administrative theories and research findings related to work group behaviors to create and manage change within an organization.
- Synthesize the applied concepts and competencies of various administrative theories and models within broad social, economic, technical, and political environments.
- Evaluate ethical issues faced in the global marketplace coupled with administrative circumstances and resources available to solve some of the many challenges of today's highly competitive administrative environment.

- Apply the knowledge of administration to the ever-changing environment of a diverse modern society and one's own organization.

## **THE CURRICULUM**

### **REQUIRED COURSES (30 Credits)**

ADM	521	Applied Administrative Concepts
ADM	535	Applied Research Methodologies
ADM	545	Values and Ethics in Administration
ADM	568	Changing Environment of Administration
ADM	515	Information Technology Concepts
ADM	680	Project Management
HRD	646	Dynamics of Change and Planning
HRD	648	Group Behavior in Organizations
HRD	652	Diversity in the Workplace
ADM	699	Administration Capstone Project

NOTE: HRD courses are offered in collaboration with the Adrian Dominican School of Education.

## **MASTER OF PUBLIC ADMINISTRATION (MPA)**

The Frank J. Rooney School of Adult and Continuing Education (ACE) of Barry University offers a Master of Public Administration (MPA) degree program. Consistent with the mission of Barry University, the faculty in the MPA degree program is committed to the highest academic standards in graduate and professional education. The MPA degree program is designed as a degree program for career professionals with a focus on the administration of public, non-profit, and other organizations which serve a public purpose. The MPA is considered to be the terminal professional degree for practitioners in public service. Its philosophical background and explicit content are grounded in an assessment of how the modern public sector workplace has evolved and the factors responsible for this evolution. The curriculum is designed to address the critical administrative competencies in the public and non-profit sectors through skills development and enhancement in the context of a theoretical foundation. It is the mission of the MPA to provide students with knowledge of the theory, principles and practice of service to the public; to instill in students a commitment to ethical public service for the protection of the public interest and public trust; and to graduate students who promote service and social justice plus solutions to human, social, economic and environment problems.

Prior to enrolling in the program, applicants may be required to take one or more of the following prerequisite courses, if the subjects (or their equivalent) have not been covered in previous coursework:

- POS 303 Public Policy and Administration
- PUB 403 Public Budgeting and Finance
- PUB 406 Human Resources in the Public Sector

PUB 410 Methods and Techniques for Public Administration.

Upon completion of the program, students will be able to

- Apply graduate research methods and techniques to analyze and to evaluate the effectiveness of public programs and the outcomes of policy alternatives.
- Synthesize the concepts associated with ethical behavior and social responsibility that will engage students in a meaningful effort to affect social change and to promote social justice.
- Analyze the rule of law in administrative procedures.
- Evaluate leadership qualities and analyze the diverse roles in effective administrative decision making.
- Evaluate the various means of production in the public sector, leading to ways to maximize efficiency and productivity.
- Synthesize and assess the processes for discerning, measuring, and planning for change in public purpose organizations.
- Synthesize, analyze and apply theories and principles of public administration.

## **THE CURRICULUM**

### **REQUIRED COURSES (30 Credits)**

PUB 503 Theories, Principles and Practice of Public Administration  
PUB 535 Applied Research Methodologies  
PUB 545 Values and Ethics in Public Administration  
PUB 605 Public Program Analysis and Evaluation  
PUB 623 Productivity Improvement in the Public Sector  
PUB 635 Leadership in Public Purpose Organizations  
PUB 647 Public Law and Administration  
PUB 650 Public/Private Enterprise  
PUB 670 Public Planning and Change Management  
PUB 699 Capstone: Applied Project