

SCHOOL OF ADULT AND CONTINUING EDUCATION

GRADUATE DEGREES

MASTER OF ARTS IN ADMINISTRATION

MASTER OF PUBLIC ADMINISTRATION

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 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 and the ACE Student Bulletin 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. 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 (ACE) of Barry University, in collaboration with the Adrian Dominican School of Education (ADSOE) and the Andreas School of Business (ASB), offers a Master of Arts in Administration degree program. It is a graduate degree program designed with an emphasis on both the art and science of effectively leading and managing modern organizations. NOTE: This is not a Master of Business Administration (MBA) degree program. Students who are interested in a MBA should consult the section of this catalog on the D. Inez Andreas School of Business.

The program addresses the development of competencies in administration, leadership, applied research, managing change and projects, interpersonal relations, teamwork, and information technology which contribute to workplace success in all organizations - public, private, and not-for-profit - through both theoretical course content and also by application and practice throughout the curriculum. The degree program is a total of thirty semester credit hours. However, prior to enrolling in the degree program, applicants may be required to take one or more of the following prerequisite courses, if the subjects (or equivalent) have not been covered in previous coursework: ADM 303 Administrative Theory and Practice; ADM 353 Leadership Development; and ADM 464 Human Resource Administration. Students who complete the requirements for this degree and, if qualified, may add a post-graduate certificate in Business Management by completing an additional twelve semester credits of business courses through the School of Business

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

- Understand and apply the knowledge and skills critical to administrative effectiveness in today's organizations.
- Assess the various administrative and managerial theories/perspectives as they relate to problem solving within a wide range of organizational structures.
- Evaluate the various administrative theories, applications and

approaches within the broad social, economic, technological, and political environments of private, public or not-for-profit organizations.

- Synthesize the degree's knowledge and skills in order to develop administrative competencies and applications.
- Apply the degree program's knowledge and skills to their own organization.

THE CURRICULUM

REQUIRED COURSES.....30 Credits

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

MASTER OF PUBLIC ADMINISTRATION (MPA)

The Frank J. Rooney School of Adult and Continuing Education (ACE) at Barry University, in cooperation with the School of Arts and Sciences (A&S), offers a Master of Public Administration (MPA) degree program. The degree program is designed as a professional development program for adult learners with a focus on the administration of public, non-profit, and other organizations which serve a public purpose. The MPA is generally 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 this evolving environment through skills development in the context of a theoretical foundation. The degree program also incorporates adult learner principles and strategies.

The program places an emphasis on developing critical administrative competencies via course content which contains theory, application, and practice throughout the curriculum. Also, in addition to developing a core body of administrative knowledge and skills, the degree program will provide an effective grounding in applied public policy, policy analysis, and program evaluation. Upon completion of their course work, students will be able to:

- Understand and apply the knowledge and skills critical to public administrative effectiveness in today's public and non-profit organizations
- Assess the various administrative and managerial theories/perspectives as they relate to problem solving within a wide range of organizational structures
- Evaluate various public administration theories, applications, and

approaches within the broad social, economic, technological, and political environments of public and not-for-profit organizations

- Synthesize the degree's knowledge and skills in order to develop public administrative competencies and applications
- Apply the degree program's knowledge and skills to analyze competently and to evaluate effectively public policy as applied in the operations of public or non-profit organizations.

The program consists of a minimum of thirty semester credit hours of approved course work. The program is arranged in a common core of twenty-one semester credit hours (seven courses). In addition, nine semester credit hours of elective courses (three courses) may be taken from courses offered as public administration (PUB), general administration (ADM), or human resources development (HRD). Students may be required to take one or more of the following prerequisite courses, if the subjects (or equivalent) have not been covered in their previous coursework: POS 303 Public Policy and Administration, PUB 402 Values and Ethics in Public Administration, PUB 403 Public Budgeting and Finance, and PUB 406 Human Resources in the Public Sector.

THE CURRICULUM

REQUIRED COURSES.....18 Credits

ADM/PUB	521	Applied Administrative Concepts
ADM/PUB	535	Research Methodologies
PUB	605	Public Policy Analysis and Evaluation
PUB	635	Leadership in Public Purpose Organizations
PUB	647	Public Law and Administration
PUB	650	Public/Private Enterprise

ELECTIVE COURSES.....9 Credits

The additional required nine elective credits may be taken from the following courses:

ADM/PUB	545	Values and Ethics in Administration
ADM	568	Changing Environment of Administration
ADM	680	Project Management
HRD	646	Dynamics of Change and Planning
HRD	648	Group Behavior in Organizations
HRD	652	Diversity in the Workplace
ADM	515	Information Technology Concepts
PUB	623	Productivity Improvement in the Public Sector
PUB	660	Public Policy and the Administrative Process
PUB	662	Non-Profit Administration
PUB	670	Public Planning and Growth Management

CAPSTONE COURSE.....3 Credits

ADM/PUB	699	Capstone: Applied Project
---------	-----	---------------------------