



# GRADUATE CERTIFICATE IN PUBLIC MANAGEMENT

Applicants interested in pursuing graduate training in Public Management should submit proof of the following to the Graduate School at least 20 days prior to the beginning of the semester in which you plan to enroll:

SPRING SEMESTER 2011	CLASSES BEGIN JANUARY 5, 2011
SUMMER SEMESTER 2011	CLASSES BEGIN MAY 16, 2011 (SESSION I), JUNE 6, 2011 (SESSION II & SESSION III), and JULY 1, 2011 (SESSION IV)
FALL SEMESTER 2011	CLASSES BEGING AUGUST 22, 2011

- ✓ Completed [application](#) for admission to the UWG Graduate School
- ✓ Non-refundable \$30.00 application fee (one time only)
- ✓ 2.5 cumulative undergraduate GPA (4.0 scale)
- ✓ One official transcript from each college or university attended
- ✓ Satisfactory [Certificate of Immunization](#) (if you are a new student)
- ✓ [Academic Honor Form](#)

**IMPORTANT:** Twelve (12) graduate semester hours are required to complete the Graduate Certificate Program in Public Management (please see page 2 for more information). Should a student decide to apply to the Masters in Public Administration program after successfully completing the certificate program, nine (9) graduate semester hours may be applied toward the MPA degree within six (6) years of completion and award of the certificate. However, students must apply and be accepted to the MPA program before completion of their ninth (9) graduate semester hour toward the certificate. Applicants admitted to the Graduate Certificate in Public Management program must complete their studies within four (4) years from the date of admission and receive no less than a 3.0 GPA.

Students deciding to apply for admission to the Masters in Public Administration program after completing the graduate certificate program must take the Graduate Record Examination (GRE) and meet all other admission requirements for the MPA degree (please see <http://www.westga.edu/~gradsch/forms/printable/POLISCI.pdf> for more information). For more information, please contact Dr. Stanley Caress at 678-839-6504 or [scaress@westga.edu](mailto:scaress@westga.edu).

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions) directly to the Graduate School, University of West Georgia, Carrollton, GA 30118-4160. Please allow 7-10 business days for processing your application. Check your APPLICATION STATUS online at [www.westga.edu/~gradsch/](http://www.westga.edu/~gradsch/) by clicking on [HOW TO APPLY](#) (item #9).

### IMPORTANT PHONE NUMBERS

Department of Political Science/Planning (MPA & MS in Rural & Small Town Planning)	678-839-6504	<a href="http://www.westga.edu/polisci/">www.westga.edu/polisci/</a>
Graduate School	678-839-6419    678-839-5949 (FAX)	<a href="mailto:gradsch@westga.edu">gradsch@westga.edu</a>
Financial Aid	678-839-6421	<a href="http://www.westga.edu/finaid/">www.westga.edu/finaid/</a>
Registrar	678-839-6438	<a href="http://www.westga.edu/registrar/">www.westga.edu/registrar/</a>

For more information about the College of Social Sciences, please visit online at [www.westga.edu/coss/](http://www.westga.edu/coss/). The Graduate School's web page ([www.westga.edu/~gradsch/](http://www.westga.edu/~gradsch/)) has links to all graduate programs.

# Certificate Requirements

Students may earn the Graduate Certificate in Public Management after completing 12 graduate semester credit hours as specified below:

<b>CORE: 3 – 6 Credit Hours</b>
POLS 5210 – Modern Public Management POLS 6203 – Theories of Public Organization
<b>SKILLS: 3 – 6 Credit Hours</b>
POLS 6206 – Public Personnel Administration POLS 6200 – Public Budgeting POLS 6204 – Public Policy Analysis & Program Evaluation
<b>SPECIALIZATION: 0 – 3 Credit Hours</b>
In consultation with the MPA Program Director, choose one of the following graduate level courses to fulfill this requirement.  POLS 5202 – Interorganizational Behavior POLS 5204 – Public Finance POLS 5207 – Technology Policy POLS 5208 – Health Policy POLS 5209 – Environmental Policy POLS 5211 – State & Local Politics and Administration POLS 5212 – State & Local Government Finance POLS 6205 – Administrative Law and Procedures POLS 6208 – Scope of Public Policy POLS 6209 – Management of Nonprofit Organizations PLAN 5701 – Technology & Sustainable Economic Development PLAN 5704 – Planning Theory & Practice CISM 6331 – Strategic Management of Information Technology ACCT 6264 – Nonprofit Accounting & Auditing MGNT 5630 – Dispute Resolution in Contemporary Organizations
<b>PROBLEM SOLVING/CAPSTONE EXPERIENCE: 3 Credit Hours</b>
POLS 6290 – Practicum/Assessment Center

## **Practicum and Assessment Center**

Inherent in the Graduate Certificate in Public Management program is both an underlying theme and a concerted effort to prepare students to apply the theoretical knowledge gained in the program to “real-world” issues and problems faced in public sector management. The achievement of this goal is finalized through successful completion of the Practicum (application) and Assessment Center (evaluation).

The Practicum and Assessment Center process ensures that the student gains practical knowledge and skill in program and policy administration by applying the latest and most effective theory and practice in their operations.