

# Graduate Certificate in Public Management


v 2 Graduate Program Change 2019-20


## I. General Information


Select *Program* below.


**Type of Program\***  Program  
 Shared Core


### \*\*Read before you begin\*\*

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading. You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

IMPORT curriculum data from the Catalog by clicking  in the top left corner. **Do not make any changes to any information until the proposal has been launched in Step 4.** Changes will only be tracked after proposal is launched. FILL IN ONLY fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.

LAUNCH proposal by clicking  in the top left corner. After launching the proposal, make all changes and fill in all additional fields.

Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

**College/ Department\*** School of Public Policy and Leadership

**Degree Type\*** Graduate and Advanced Graduate Certificate

**Program Type\*** Certificate

**Program Title\*** Graduate Certificate in Public Management

Program Code\* PBMCERTG

## II. Program Changes

Are you changing admission requirements?\*  Yes  No

Are you changing course requirements?\*  Yes  No

Are you changing degree completion requirements?\*  Yes  No

Are you changing the primary instructional mode?\*  Yes  No

Are you changing program learning objectives?\*  Yes  No


If yes, describe changes to learning objectives:

**Provide a Brief Summary of Proposed Changes\*** This proposal seeks to remove the writing intensive requirement for this program. Currently students must take 6 credit hours of required course, of which one must be a writing intensive course. This change will remove the writing intensive requirement and only require 6 credit hours for the required courses.


**Provide a rationale for each proposed change\*** This proposal seeks to reduce administrative redundancy. All 700 level courses within this program adhere to the requirements of the full MPA and require a specific degree of writing intensity and rigor. Therefore, this precludes the need for a student to declare a course as a writing intensive course. Additionally, the program does not specifically designate which courses are considered writing intensive, neither does it designate which courses have less writing intensity than others, making this an arbitrary process.

Follow these steps to build the new program curriculum:



### Step1

Click on  "View Curriculum Schema." Edit existing cores or click 'Add Core' and name your core (please use a comparable degree program in the current graduate catalog as a template). Edit or add any descriptive text (do not add courses until Step 2). Descriptive text is generally used in the following cores: Plan Description, Plan Admission Requirements, Plan Requirements, Plan Graduation Requirements.

**Step 2**

 There are two options for adding courses (see Step 3 to remove courses): "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

**Step 3**

Click on  "View Curriculum Schema." Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the  and proceed.

**Do not make any changes to any information until the proposal has been launched in Step 4.**

**Prospective Curriculum\*****Plan Description**

The School of Public Policy and Leadership offers a Graduate Certificate in Public Management. The certificate is designed for individuals with a baccalaureate degree and who are currently employed in a public (national, state, or local) or nonprofit agency. The certificate is designed to provide individuals the basic intellectual foundation necessary to function as a manager in the public sector. The Public Management Certificate Program begins once a year in January of the Spring Semester. Students earning the certificate may apply for admission into the Master of Public Administration degree program. If accepted, the fifteen credits earned in the certificate program may be applied to the M.P.A. Additional information about admissions to the M.P.A. can be found on the School of Public Policy and Leadership web page. For more information about your program, including your graduate program handbook and learning outcomes, please visit the Degree Directory.

**Plan Admission Requirements**

Application deadlines Applications available on the UNLV Graduate College website. To be admitted to the program, you must: Have earned an undergraduate degree from a regionally accredited college or university. Be currently employed in a public agency at the national, state, or local level or at a nonprofit. Enter a cohort that is being sponsored by a government or nonprofit agency. Be accepted by the Graduate College and the School of Public Policy and Leadership. Provide two letters of recommendation from professors, employers and/or professional colleagues. Submit a current resume with your application. All applicants must review and follow the Graduate College

**Admission and Registration Requirements. Application Process:** Apply to the Graduate College through the online application system. Be sure to select the certificate in Public Management (rather than the MPA degree) from the list. You are required to send official transcripts for all college-level work to the Graduate College. Note: Unofficial transcripts can be uploaded and submitted to the Graduate Coordinator in the School of Public Policy and Leadership for initial evaluation. Identify the two people sending letters of recommendation on your behalf. They will, in turn, upload their letters to the Graduate College's On-line application site. To get this process started, go to the Graduate College's Application process web page and click on the RECOMMENDATIONS link at the left side of the page immediately below the Application process links. Then make sure you check "yes" when it asks you about submitting your letters electronically (These can be submitted electronically by the letter writers). After the School and Graduate College obligations have been met, the file then goes to the School's Admission Committee. The Graduate College will then send you an email confirmation with the status of the admission decision. Note: If you complete the required 15 credits with a 3.5 GPA or higher, then you will be able to apply for the MPA program and possibly be accepted without taking the GRE the following spring. Refer to the Graduate College website for current deadlines. Students are accepted into a certificate program as described in the Graduate Catalog. The faculty and corresponding sub-disciplines and sub-plans within the described programs are subject to change at any time.

## **Plan Requirements**

Total Credits Required: 15

## **Course Requirements**

### **Core Courses – Credits: 6**

**PUA 701 Governance and the Urban Community**

**PUA 703 Seminar In Organization Theory**

### **Required Courses – Credits: 6**

**Required Courses**

Complete two of the following three credit courses:

**PUA 705 Public Goods and Public Finance**

**PUA 708 Organizations and Organizational Behavior**

**PUA 715 Administrative Law**

**PUA 740 Urban Administration**

**PUA 741 Leading and Assessing Change in Organizations**

**PUA 745 Administration in a Federal and Intergovernmental Perspective**

**PUA 749 Ethics in Public Administration**

**Elective Courses – Credits: 3**

Complete three of the following one-credit courses (three hours)

**PUA 610 Grant Writing for Public and Nonprofit Managers**

**PUA 611 Policy Advocacy and Lobbying**

**PUA 612 Performance Measurement for Public and Nonprofit Organizations**

**PUA 613 Leadership and Ethics for Public and Nonprofit Managers**

**[After] PUA 614 - Facilitation**

**Certificate Requirements**

Completion of a minimum of 15 credit hours with a minimum GPA of 3.00. Students are required to submit a final project paper that uses knowledge and skills obtained from the course work and apply this information to an organization of their choice. Specific guidelines for the paper may be obtained from the Public Administration Graduate Coordinator.

**Plan Certificate Completion Requirements**

The student must submit all required forms to the Graduate College and then apply for graduation in MyUNLV by the appropriate deadline. Complete the capstone experience.

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form

indicates acknowledgment and understanding that every department is responsible creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

If the changes included on this form impact the program handbook attach the updated handbook before submitting this form. If you need a Word version of the most recent handbook please email [GradCurriculum@unlv.edu](mailto:GradCurriculum@unlv.edu).

**Degrees Directory Program Entry\***  Check this box to acknowledge the above statement.

**Changes will be applicable to\***  Current students  
 New students  
 Both current and new students

**If applicable to current students, changes are**  Mandatory  Optional

**Effective Date\***

### III. Department Vote Information

**Date faculty voted on proposal** 4/5/2019

**Result of vote** 12/0/0

**Manner of vote** Face to face

### IV. Unit Vote Information

**Date faculty voted on proposal** 5/10/19

**Result of vote** 5-0 in favor

**Manner of vote** Online

### V. Graduate College Use Only

**Program Alerts  
(E.g. This program  
is no longer  
accepting  
applications)**

**Processing Notes**

**Aalog Processing  
Date**

**Initials**

**VI. Registrar Use Only**

**Processing Notes**

**PS Processing  
Date**

**Initials**