

DEPARTMENT OF PUBLIC ADMINISTRATION UNDERGRADUATE MAJOR

The undergraduate major is intended to prepare students for a broad range of potential career paths and future educational opportunities. For a majority of students, the major will prepare them for graduate training in public administration, other social sciences, or interdisciplinary professional degrees (e.g. public policy, environmental management, or city and regional planning). Our major is consistent with the guidelines of the National Association of Schools of Public Affairs and Administration. These guidelines state that:

Undergraduate education in Public Affairs/Public Administration should be focused upon the process and substance of public policy and the knowledge and skills needed for effective implementation of public policy.

Specific goals of the program are as follows:

1. To provide sufficient course work to ensure that students develop capacities in such skill areas as critical thinking, policy analysis, and communication.
2. To allow students an opportunity to pursue related courses in other departments and to develop areas of substantive expertise.
3. To help prepare students for potential careers in public service and to be effective participants in democratic society.

Specific requirements for a Major in Public Management:

1. Must have a minimum grade point average of 2.0 in order to declare a PAA major.
 2. Must have a minimum of 33 credit hours in courses designated "PAA" with a grade of "C" or better.
 3. Must have a minimum grade point average of 2.5 in all PAA courses.
- A. **PREREQUISITES:** The following foundation courses are required, and students are encouraged to take them as soon as possible.
1. PAA 100 Introduction to Public Administration **OR** POS 100 American Government
 2. ECO 120 Microeconomics **OR** ECO 121 Macroeconomics
- B. **CORE COURSES:** The following five core courses are required by all majors.
1. PAA 200 Public Management
 2. PAA 315 Statistics in Public Administration (offered spring semester only)
 3. PAA 340 Public Financial Management (offered fall semester only)
 4. PAA 350 Human Resources in Public Service (offered fall semester only)
 5. PAA 390 Technical Writing and Communication in Public Service (offered spring semester only)
- C. **REQUIRED AREAS:**
1. State and Local Government Choose at least two courses from the following:
PAA 233 American City
PAA 370 Local Government Administration
POS 203 American State and Local Government
 2. Public Policy Choose at least two courses from the following:
PAA 220 Introduction to Public Policy
PAA 327 Environmental Policy, Management and Regulation
PAA 425 Health Care System Management

3. Law and the Public Service Choose at least one course from the following:

PAA 405 Administrative Law
PAA 410 Local Government Law
POS 282 Introduction to American Law
POS 383 American Constitutional Law

D. **CAPSTONE:** Choose at least one course from the following:

PAA 493 Public Administration Internship (offered summer only)
PAA 495 Municipal Government Internship (offered summer only)
INT 494 Field Experience (offered fall and spring semesters only)

E. **ELECTIVES:** Choose at least two courses from the following:

Any PAA courses from section C - D above that were not used to meet the major's requirements OR
PAA 380 Police and Community
PAA 400 Issues in Public Administration
PAA 409 Accounting for Government and Not-For-Profit Entities
PAA 430 Organizational Change in Public Service
PAA 455 Nonprofit Management
PAA 500 level courses are available to PMG seniors with at least a 3.2 gpa and permission of the instructor.

F. **CONCENTRATIONS:** Students are encouraged to develop optional concentrations in specific topic areas -- for example, in local or state government, health policy, environmental policy, economic development policy, etc. In addition to enriching your undergraduate experience, such concentrations will improve your opportunities for public sector careers and graduate school. Discuss with your advisor the possibility of a concentration that fits your needs.

In addition, the Department enjoys a long history and excellent reputation related to local government and offers two concentrations, one in local government and one in criminal justice. Information on courses meeting the optional concentration in **local government administration** or **criminal justice administration** can be found at the Department Office.

Further information may be obtained by contacting:

Stephanie Welcomer, Interim Chair
Department of Public Administration
5754 North Stevens Hall, Room 239
University of Maine
Orono, ME 04469-5754
Phone: (207) 581-1872
E-mail: umpubadm@umit.maine.edu