

## College of Business, Public Policy & Health

### Contact

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### Admission Requirements

(In years as established by the college)

A high school diploma with the following specific courses:

- 4 English
- 2 Algebra I & II
- 1 Geometry
- 1 Lab Science
- 2 History/Social Studies
- 2 Foreign Language (*same language* or two years of American Sign Language-ASL)
- Academic electives (*to equal at least 17 total credits*)

*To ensure current mathematical skills, students should take a mathematics course during their senior year of high school.*

### Major Requirements

(see reverse for detailed listing)

39 credits    Public Management

\*Optional course concentrations are available in criminal justice administration, local government administration, as well as other areas related to student preferences.

*120 Minimum total credit hours required for graduation*

### Program Description

The Public Management curriculum is designed to educate individuals about governmental service, not-for-profit organizations and the field of public administration—its environment, problems and opportunities as well as its principles and techniques. It is a multidisciplinary approach to public sector problem-solving, rather than a training program for any one skill. However, individual program design may lead to a degree of specialization in a student's career preference.

In addition to fulfilling the Public Management requirements established by the department, students are required to take courses to fulfill the general education requirements. Within the major, a wide range of coursework is available in public policy, management, budgeting and finance, personnel, law, state and local government, health care, environmental policy, law enforcement and internships. Opportunities in the past have included the following internships: Intern, St. Joseph Hospital; Intern, Acadia Hospital; Intern, Bangor Mental Health Institute; Intern, Parks and Recreation, City of Keene, New Hampshire; Research Assistant, Bureau of Human Resources; Solid Waste Management Intern, Department of Environmental Protection; Intern, Bureau of Employee Relations; Medical Policy and Program Intern, Department of Human Services; Intern, Maine Department of Labor; Intern, City Manager's Office, Bangor, Maine; Intern, Town Manager's Office, Freeport, Maine; Intern, Police Departments of Kittery, Kennebunkport and Bar Harbor, Maine; Intern, U.S. Marshall's Office, Philadelphia; Intern, Sheriff's Office, Chemung County, New York; Intern, Winding River Land Conservancy.

### Career Opportunities

Opportunities exist in all levels of government such as local, sub-state, regional, state and federal; and with not-for-profit organizations. Graduates in Public Management may be employed in such capacities as general management; staff functions such as personnel, budgeting, planning, public relations; or line department capacities such as health and human services, environmental protection. Public Management students have also found rewarding careers in the private sector, working in small businesses and large companies, and for special interest groups. Examples of self-reported career positions entered are: Reimbursement Analyst, Eastern Maine Medical Center; Strategic Planning Coordinator, State Planning Office; Town Manager, Town of York; Town Manager, Town of Brunswick; Agent, U.S. Customs Service; Mortgage Loan Closing Reviewer, U.S. Credit Mortgage Corporation; Administrator, Colorado Arts Council; Research Assistant, Training and Development Corporation; Marketing Representative, U.S. Health Care; Marketing Specialist, American Red Cross; Maine State Court Administrator; Commissioner, Maine Department of Transportation; Management Analyst, Office of Management and Budget; Director, Industrial Relations, Georgia Pacific Corporation; City Manager, Corning, New York; Town Manager, Veazie, Maine; Town Manager, Cape Elizabeth, Maine; Town Manager, Kennebunkport, Maine; City Manager, Two Rivers, Wisconsin; Assistant County Manager, Miami Dade County, Florida.

### General Education Requirements\*

- ENG 101    College Composition
- 18 credits    Human Values & Social Context area (*a single course may satisfy more than 1 sub-category, but a total of 18 credits must be completed*)
  - Western Cultural Tradition
  - Social Context & Institutions
  - Cultural Diversity & International Perspectives
  - Population & the Environment
  - Artistic & Creative Expression

## General Education Requirements\* (continued)

- 2 courses Designated Writing Intensive (*1 must be within the major*)
- 2 courses Biological or Physical Sciences (*must include at least 1 laboratory course*)
- 1 course Ethics (*emphasis on discussion of ethical issues in 1 course or series of courses*)
- 6 credits Mathematics (*including statistics & some computer science, only 3 credits in computer science can count toward this requirement*)
- 1 capstone An approved experience in which the student integrates the components of his or her undergraduate training to perform at a professional level. The capstone experience is usually completed during the senior year in consultation with the student's academic advisor.

*\*All UMaine students must complete these general education requirements, which are counted in the total credit hours required for graduation and may be contained in the Major Requirements previously listed.*

## Specialized Information

Under the New England Regional Student Program, administered through the New England Board of Higher Education, the Bachelor of Arts degree in Public Management is open to applicants who reside in Connecticut, Massachusetts, Rhode Island or Vermont for reduced tuition (in-state tuition plus 50 percent).

The department also offers a minor in Public Management. The minor is open to all undergraduate, degree-seeking University of Maine students and requires the completion of 18 credit hours in Public Management courses.

The department enjoys a long history and an excellent reputation among town and city managers and offers two concentrations, one in *local government* and one in *criminal justice administration*.

## Graduate Study

Opportunities exist for pursuing a graduate degree such as the Master of Public Administration (M.P.A.), the Master of City Planning (M.C.P.), the Master of Business Administration (M.B.A.), the Master of Hospital Administration (M.H.A.), the Master of Public Health (M.P.H.) or a degree in Law (J.D.). Recent graduates have been accepted into such graduate schools as: the University of Maine, Harvard, Syracuse, Cornell, the University of Pennsylvania, the University of Kansas, Suffolk, Yale, Youngstown, Virginia Commonwealth University, Tulane, and Northeastern. The University of Maine's Department of Public Administration also offers a nationally-accredited Masters degree in Public Administration (M.P.A.).

## Major Requirements

- 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
  - 3. PAA 340 Public Financial Management
  - 4. PAA 350 Human Resources in Public Service **OR** ECO 372 State & Local Government Finance
  - 5. PAA 390 Technical Writing and Communication in Public Service
- C. **Required Areas:**
  - 1. **State and Local Government** Choose at least two courses from the following:
    - a. PAA 233 American City
    - b. PAA 370 Local Government Administration
    - c. POS 203 American State and Local Government
  - 2. **Public Policy** Choose at least two courses from the following:
    - a. PAA 220 Introduction to Public Policy
    - b. PAA 327 Environmental Policy, Management and Reg.
    - c. PAA 425 Health Care System Management
- 3. **Law and the Public Service** Choose at least one course from the following:
  - a. PAA 405 Administrative Law
  - b. PAA 410 Local Government Law
  - c. POS 282 Introduction to American Law
  - d. POS 383 American Constitutional Law
- D. **Capstone:** *Choose at least one course from the following:*
  - a. PAA 493 Public Administration Internship
  - b. PAA 495 Municipal Government Internship
  - c. INT 494 Field Experience
- E. **Electives:** Choose at least two courses from the following:  
Any PAA courses from C- D above that were not used to meet the major's requirements **OR**
  - a. PAA 380 Police and Community
  - b. PAA 400 Issues in Public Administration
  - c. PAA 409 Accounting for Government and Not-For-Profit Entities
  - d. PAA 430 Organizational Change in Public Service
  - e. PAA 455 Nonprofit Management
  - f. PAA 500 level courses are available to PMG seniors with at least a 3.2 GPA and permission.

### Academic Programs 2008-2009

Please refer to the web site (<http://factsheets.umaine.edu/>) for the most updated version of the fact sheets.

This fact sheet is intended for informational purposes only and is subject to change.