

# Master of Administration FAQs

## APPLICATION PROCESS

### When can I apply?

You can apply for admission to the Graduate College at any time. Classes are usually offered in a format that allows students to start mid-term.

Completed program applications will be reviewed after the 16<sup>th</sup> of every month.

### What are the entrance requirements for the Program?

Minimum requirements for unconditional admittance include an earned bachelors degree (with a GPA of 3.0 or higher on a 4.0 scale) from an accredited college or university, three letters of recommendation, a resume clearly demonstrating five years professional experience, and an admissions essay.

### What is an “Admissions Essay”?

We ask all applicants to respond to a specific prompt relating to their professional goals and how the Master of Administration program will help them meet these goals. You can find the prompt at:

<http://distance.nau.edu/madmin/apply.aspx>

### What undergraduate major do I need for admittance to the program?

We accept applications from any major but please note that for some emphasis areas you may be required to complete additional coursework to provide you with the background necessary to help ensure your success in the Program. Please check with the appropriate Emphasis Coordinator for the specifics related to your case.

### Do I need to take the GRE or GMAT to apply to the Program?

No, the program requirement of five years professional experience replaces the need for taking either one of these tests and provides the admissions committee with a more in-depth understanding of where a student is in regard to their knowledge regarding their career and professional goals. This program was designed for mid-career professionals and coursework assumes some experience in the private, public, or non-governmental sectors in both discussions and class assignments.

### On the application, what constitutes “Five Years of Professional Experience” and how do I demonstrate my experience?

Parameters of the Five Year Professional Experience Requirement

- Total work experience must equal 60 months of FULL TIME equivalent work. So...if you have worked 50% time for 6 months, you would have the equivalent of 3 months of full time experience;
- Work should be beyond entry-level and involve responsibility for people or substantial resources (e.g. payroll)
- Work should involve a substantial component of independent decision-making

We are looking for individuals who have significant “real-world” experience, beyond any academic work they have completed. The experience could come before or after (or during) earning a degree and may not necessarily be in paid employment. For example if you worked part time, but also served as a volunteer for a community service organization, a commission, or a board and **if in this capacity**, you played a decision-making role, your volunteer experience **may** meet some of the 60 month full time requirement.

We ask students to make a clear and concise case that their experience meets these criteria, as in reading applications/resumes it is often very difficult to determine this. One component of such a case would be to indicate the exact months you held a particular position and the percentage of full time work this entailed.

### **Why this work experience requirement?**

An appropriate level of employment history provides a richer context for all course work including discussions. In addition to a deeper understanding of the material, students with appropriate experience bring a richness to the interactions that create incredible synergies in the learning process where the whole is greater than the sum of the parts.

### **Why letters of references?**

These documents provide us with the assessment of others who know you **professionally allowing for** a more complete understanding of who you are as we make our admissions decision.

### **Who should I have write letters of recommendation for me?**

Your recommenders will need to complete a form send to them when you apply to the Graduate College using the online application. Although someone can write a letter on your behalf they will also be required to complete the program recommendation form.

Recommendations should come from individuals who know you from a professional and/or academic setting especially those who know you in the “Professional Experience” requirement described above. We discourage letters from close friends, unless they have direct knowledge of your performance related to your professional experience. Please do not have family members submit letters of reference for you.

## **COURSE WORK**

### **May I take courses without being accepted into the program?**

No. Demand for Master of Administration courses is very high and priority for enrollment is given to Program students. If you are interested in taking Master of Administration courses, you will need to apply to the program so that you will have priority enrollment status.

### **May I take courses in person?**

Yes. The Leadership Emphasis offers courses in a face-to-face cohort format.

### **Where are the Leadership Emphasis area cohorts located and when will they be offered?**

The Leadership Emphasis area cohorts are located in the greater Phoenix and Tucson metropolitan areas. Please check the information on the Master of Administration website under the Leadership Emphasis for locations and contact information:

<http://distance.nau.edu/madmin/>.

### **May I take courses both on-line and face to face?**

No. The face-to-face courses are reserved for cohort students in the Leadership Emphasis area only.

### **May I take courses in any order?**

Each Emphasis has a program of study you are required to complete. Course selection is based on availability and any specific pre-requisites/co-requisites. You can find more details about these requirements in the online Graduate Catalog:

<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>

Your advisor can assist with course selection, and can also help you track your degree progress by updating your program check sheet. The program recommends starting with the ADM 515 class in the CORE of the program. This course will provide you with a solid background and is a pre-requisite for several other courses within the program.

Students in the Leadership Emphasis cohorts are required to follow the established course sequence.

### **How many course should I take?**

Graduate level course work is much more rigorous than at the undergraduate level. Many Master of Administration students take two course—six units—per semester. This is also true for the Leadership Emphasis cohort students. HOWEVER, for non-cohort students, the particular load for a given semester may vary depending on other obligations, such as family or work, and if you are receiving any type of funding. The program recommends starting with one class if you have been out of the academic structure for sometime or have not taken an online class. This will provide you with experience in time management and the rigor of the program so you can gauge your future workload on your own experience.

### **Who teaches these courses?**

We have a mix of regular full-time Northern Arizona University faculty and highly qualified part-time instructors. The vast majority of our faculty and part-time instructors have earned doctorate degrees.

### **Why part-time faculty?**

Most of our part-time instructors are practicing professionals in the public, private, and non-governmental sectors. They bring an incredible diversity of experience that adds to value of the courses. Our part-time instructors teach in the Program because they enjoy interacting with students and recognize the value of Program.

## **COSTS**

### **How much does the program cost?**

In addition to regular course tuition there is a \$2,500 program fee. **For an estimate of your tuition costs by term**, please go to: <http://distance.nau.edu/Finances/>

### **When do I pay the Program Fee?**

The program fee is distributed in payments of \$625 over the following four courses: ADM 515, ADM 540, POS 543, and ADM 689, and is assessed within a few days of enrolling in the class.

### **How is this Program Fee spent?**

We use the fee revenues to support a variety of program-related functions, including helping to ensure that faculty has the latest technology available to them, for faculty development, special program functions, and program scholarships.

### **Program Scholarships? How much money is available and how do I apply?**

Students can apply for the Master of Administration scholarship in the early spring. The amount distributed varies year to year depending on the number of students who apply and how much money is currently available in the scholarship fund. The award is usually enough to assist with tuition and fees for one class.