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<b>Master of Administration</b>	P.O. Box 4117 Flagstaff, AZ 86011-4117 email: M.Admin@nau.edu	928-523-4212 800-426-8315 928-523-1169 fax <a href="http://www.extended.nau.edu/MAdmin">www.extended.nau.edu/MAdmin</a>
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### Master of Administration Program Expectations

The following are guidelines to help you understand the policies of the Master of Administration program and to have a better understanding of what to expect as a student in the program.

- Graduate study is time consuming. For every 3 credit course enrolled, it is expected that you will spend at least 150 hours of study, reading, research, writing, and class participation. For example, if the class is 15 weeks long, the expectation is at least 10 hours per week. If the class is 7 weeks long, the expectation is at least 21 hours per week. Please take these demands seriously as you plan your class schedule. If you are working fulltime it is recommended that you take no more than two classes at a time.
- Most graduate courses will have a research component. If your library skills are not current, you will need to reacquaint yourself with modern library practice. Becoming familiar with computerized library systems, how to access current periodicals and other basic research methods will be important to your success as a student. The NAU library is an excellent resource to assist you. <http://www.nau.edu/library>.
- Writing is a critical aspect of graduate study. Every course will contain some writing aspect. Research papers, article critiques, book reviews, position papers and essays are commonly required. You are also required to complete a written capstone project at the end of your program that will encompass the knowledge and skills you have acquired in your program coursework. It is expected that you will write well. Faculty may not accept poorly written work or may lower the grade.

You are responsible to be ready to become involved in the class on the first day of instruction.

- The Master of Administration program has a program fee of \$2500 that is split into payments of \$625 and attached to the four CORE classes all students in the program are required to take. Please take some time to familiarize yourself with the program website at [www.nau.edu/madin](http://www.nau.edu/madin).