

### What is this Program?

The public and nonprofit administration program at Grand Valley State University focuses on the management processes of public and nonprofit organizations that serve and improve our communities. It is an interdisciplinary program designed to provide students with the skills and knowledge necessary for success in public, private, and nonprofit organizations. The curriculum emphasizes general public administration knowledge but also allows students to concentrate in selected specialties. Our graduates find employment in government, health administration, criminal justice, and nonprofit and private organizations. Advancement into executive-level positions usually requires previous experience and/or a master's degree.

### Step One: Choosing Your Degree & Declaring Your Major and Emphasis

- The *only* difference between the two choices is the three course requirements as described below. The other required courses are exactly the same!
- One choice is not *better* than another, each is just *different*. Consider your own personal interests and skills as well as the skills you may wish to develop for the professional field.

#### Bachelor of Science (BS)

Requires a three course sequence in statistics and research methods

- STA 215 Introductory Applied Statistics (Prerequisite: MTH 110)
- PA 300 Research Methods (Prerequisite: STA 215 & Jr. Standing)
- PA 449 Policy Research and Evaluation

#### Bachelor of Arts (BA)

Requires third semester proficiency of a foreign language of your choice. You should take the language placement exam during orientation to determine the appropriate starting point for your skill level. You may also consider starting a new language. You should begin your language sequence as soon as possible. Replace one of the recommended general

education category courses on the plan. Depending on your placement you will move through the sequence of courses as follows:

101 → 102 → 201  
150 → 201

The Public and Nonprofit Administration major also requires you to select a professional emphasis to direct and further refine your curriculum.

If you are not yet sure of your focus area, you can select just the degree and major today and select the emphasis at a later time. Select **Public & Nonprofit Admin—BS** or **Public & Nonprofit Admin—BA** in myBanner

If you already know what area you would like to concentrate your course work in then you may declare that interest today. Don't worry, you can always change it as you learn more about the field or if your interests change over the next year or two. Select from the following emphasis options in myBanner:

#### **Public & Nonprofit Admin—(BA or BS)**

- Community Development and Planning
  - Public Personnel Management
  - Local Economic Development
    - Budgeting and Finance
    - Community Health

### Step Two: Choosing Your Classes

#### **Focus on the General Education Foundation**

- Take some time to explore the general education and choose courses that interest you. It may help you to identify another interest area that you can pursue as a minor or even second major. There is room in your degree plan to study another discipline if you choose.
- PLS102 is a required pre-requisite for this major and satisfies one of the FND/S&BS
- See the schedule suggestions on the back of this guide for more information and recommendations for what to schedule in your first year.

### MTH097 Math Placement\*

MTH097 (fall or winter depending on availability)	4	MTH110 (if MTH097 in fall) or General Education Category	3-4
WRT Track (if selected) or General Education Category	3-4	WRT Track or General Education Category	3-4
Natural Science with a lab	4	Natural Science without a lab	3
PLS102 (satisfies F-SBS)	3	PA270 (satisfies F-SBS)	3
General Education Category (if space in schedule)	3	General Education Category (if space in schedule)	3

### MTH110 Math Placement\*

PLS102 (satisfies F-SBS)	3	PA270 (satisfies F-SBS)	3
WRT Track (if selected) or General Education Category	3-4	WRT Track or General Education Category	3-4
Natural Science with a lab	4	General Education Category	3
General Education Category	3	MTH110 or General Education Category	3-4
General Education Category (if space in schedule)	3	General Education Category (if space in schedule)	3

### MTH110 Waived/Advanced Waiver Math Placement

WRT Track (if selected) or General Education Category	3-4	WRT Track or General Education Category	3-4
General Education Category	3	General Education Category	3
Natural Science with a lab	4	Natural Science without a lab	3
PLS102 (satisfies F-SBS)	3	PA270 (satisfies F-SBS)	3
General Education Category (if space in schedule)	3	Minor or Open Elective Choice	3

## Public & Nonprofit Administration

### Honors Program Participants

You will complete your 6 credit honors sequence each semester in place of the suggested general education and writing requirements. Any other spaces you have left open should be filled with a second major or minor course or an exploratory elective choice to help find a second major or minor.

Honors students normally have approximately 40 credits of degree electives to satisfy. You should consider a double major or a minor to pursue in addition to PA. You should *not* plan to move ahead into LS core requirements this year.

### AP/Dual Enrollment

- If you have satisfied both PLS102 and PA270 AND will have 40+ credits than you may consider one course from this list for the winter semester *only*, if available PA307, PA360, or an emphasis course.
- If you don't meet the above criteria, focus instead on general education or electives to fill any open spaces you have in your schedule. You can expect to have about 36 credits of degree electives in your degree plan. Consider a minor or even second major to help you with these requirements.

### \*A Note about Math Placement

MTH 110 does not need to be completed in the first year. If there is no space available, it can be completed in the second year. You should complete MTH097 in the first year if required by placement.

### Writing Track

You may select your writing track. You can choose to complete WRT120 (3cr) in the fall and WRT130 (3cr) in the winter, or you can choose to complete WRT150 (4cr) in either semester.