Bachelor of Public Administration (BPA) Degree Program Checklist

_____ **Foundational and Internship Requirements (7 credit hours)** – All students pursuing a Bachelor of Public Administration (BPA) degree must complete the following foundational and internship courses: PADM 1110, Public Service as a Profession (1 credit hour) and PADM 4610, Internship in Public Administration (6 credit hours) or PADM 4310, Internship in Public Administration (two 3-credit hour courses).

_____ **Major in Public Administration (36 credit hours)** – Students pursing a BPA degree with a major in Public Administration must complete a total of thirty-six [36] credit hours, including the Core Requirements (21 credit hours) and Issue Area Requirements (15 credit hours). See checklist on next page for the major in Public Administration.

_____ **Minor or Additional Elective Courses** – Students pursing a BPA with a major in Public Administration may choose to complete a minor in another academic program or work with the Director of the BPA Program to choose elective courses, including courses in other academic programs, to meet their career interests and to fulfill the university's 120-credit hour requirement (including at least 40 credit hours in upper-division courses).

_____ **UCA Lower-Division Core Requirement (38 credit hours)** – All students must complete the UCA Lower-Division (LD) Core. The UCA LD Core requires 38 credit hours at the lower division (1000- and 2000-level courses). These courses include the 35-credit hour required state minimum core and one additional three credit hour course to satisfy the responsible living element in the UCA Core mission. The remaining 35 hours from the state minimum are distributed in the other knowledge and skills areas of critical inquiry, effective communication, and diversity. See LD Core courses at https://uca.edu/core/checksheet/.

_____ **UCA Upper-Division Core Requirement** – All students must complete the UCA Upper-Division (UD) Core using major, minor, and other elective courses. In order to satisfy this requirement, students must complete upper-division courses that address outcomes in each of the four areas of the UCA Core: Diversity [D], Critical Inquiry [I], Effective Communication [C], and Responsible Living [R]. In addition, all students must take a course designated as a Capstone Experience (Z). One course may satisfy up to two UD Core requirements, except for the Capstone Experience (Z). See UD Core courses at https://uca.edu/academicbulletins/ud-uca-core/.

_____ **Total Credit Hour Requirement (120 credit hours)** – All students must complete at least 120 credit hours, and at least 40 credit hours must be upper-division courses at the 3000- and 4000-levels. For some students, this will mean that additional elective courses (lower-division and upper-division) will be required to meet the minimum 120 credit hours and 40 upper-division credit hours. A grade point average (GPA) of 2.0 or higher is required in both the major and the minor programs, and an overall (cumulative) GPA of 2.0 or higher is also required. All course work attempted in the major and the minor will be included in determining the major and minor GPAs.

Major in Public Administration (36 credit hours)

Core Requirements (21 credit hours):

Communication Skills (3 credit hours) – Choose one of the following courses.

_____ WRTG 3310, Technical Writing [UD UCA Core: C]
_____ COMM 2311, Business and Professional Speaking
_____ COMM 3310, Advanced Public Speaking

Data Analysis Skills (3 credit hours) – Choose one of the following courses.

_____ PSCI 2312, Statistical Methods
_____ PSCI 2322, Political Science Applications in GIS
_____ GEOG 2475, Cartography

Substantive Knowledge (15 credit hours) – Complete each of the following courses.

_____ PADM 2310, Introduction to Public Administration and Policy
_____ PSCI 3300, State Government and Politics
_____ PADM 3310, Public Management
_____ PADM 3320, Public Policy Analysis [UD UCA Core: Z]
_____ PADM 4320, Government Budgeting

Issue Area Requirements (15 credit hours):

Public and Non-Profit Management (9 credit hours) – Choose three of the following courses.

Choose at least two of the courses listed below:
_____ PSCI 3336, Local Government and Politics
_____ PADM 4340, Non-Profit Management
_____ PADM 4350, Intergovernmental Relations [UD UCA Core: C]
_____ PADM 4370, Special Topics in Public and Non-Profit Management
_____ PADM 4V89, Studies in Public and Non-Profit Management (independent study, variable credit).

Additional course options:
_____ PSCI 4334, The American Presidency [UD UCA Core: C, I]
_____ GEOG 3325, Urban and Regional Planning [UD UCA Core: R]
_____ GEOG 3371, Urban Geography [UD UCA Core: I]
_____ GEOG 3381, Political Geography [UD UCA Core: I]
_____ GEOG 4313, Recreation and Tourism [UD UCA Core: I, R]
_____ COMM 4315, Communication and Leadership
_____ HLTH 4370, Administration of Health Programs [UD UCA Core: C]
_____ PRLS 4310, Non-Profit Public Relations

Policy Analysis and Advocacy (6 credit hours) – Choose two of the following courses.

Choose at least one of the courses listed below:
_____ PADM 4330, Public Policy and Program Evaluation
_____ PADM 4360, Education Policy
_____ PADM 4380, Special Topics in Public Policy
_____ PADM 4V99, Studies in Public Policy (independent study, variable credit)

Additional course options:
_____ PSCI 3316, Cybersecurity Law and Policy [UD UCA Core: C]
_____ PSCI 3320, Environmental Policy [UD UCA Core: I, R]
_____ PSCI 4335, The American Congress
_____ CRIM 3370, Criminology
_____ SOC 4301, Social Movements and Social Change
_____ HLTH 4300, Community Health Problems
_____ GEOG 3301, Conservation of Natural Resources [UD UCA Core: R
_____ COMM 3308, Argumentation and Advocacy
_____ WRTG 4308, Writing for Change: Advocacy Writing [UD UCA Core: Z]