



TEXAS A&M UNIVERSITY

The Bush School

of Government & Public Service

Online Executive Master of Public Service and Administration (EMPSA)

Overview

The Executive Master of Public Service and Administration (EMPSA) degree is a 39 graduate credit hour, non-thesis, executive degree program offered online with a total of two required weeks in residence at Texas A&M University in College Station, Texas (one week, two separate times during the program).

The executive program delivers high quality and high impact coursework for individuals who continue to pursue their full-time professional careers while further developing in-depth, advanced skills in public service leadership, critical investigative and evaluative proficiencies, and decision making expertise within the public sector context.

Students must have at least five years of cumulative experience in public service, preferably in one of the three curricular track areas of Homeland Security, Nonprofit Management, or Public Management. At least three years of experience at the middle-to-upper level is required.

- 39 Credit Hours, Non-thesis Master's Program.
- Completely Online with Two Separate One-Week Residency Weeks.
- Culminating Applied Capstone Project to Analyze a Current Problem.
- Three Tracks to Choose From: Homeland Security, Nonprofit Management, or Public Management.
- Five Full-Time Years of Experience in Public Service Required.
- Three Years of Experience at the Middle-to-Upper Level Required.

Curriculum Overview

Important: Some courses may be offered only once a year.

Required Courses for All EMPSA Majors

Course Category	Credit Hours
Required Core Courses for all EMPSA Majors <i>Includes Two Separate One Week Residency Weeks for PSAA 601 and PSAA 675.</i>	21
Required Track Courses <i>Select one track of homeland security, nonprofit management, or public management.</i>	9
Elective Courses for Selected Track	9
TOTAL	39

Course Prefix and Number	Required Core Courses for All EMPSA Majors <i>Complete all seven courses.</i>	Credit Hours
PSAA 601	Foundations of Public Service <i>(Mostly online and includes one week in-residence, scheduled during the first summer session.)</i>	3
PSAA 611	Public Policy Formation	3
PSAA 621	Economic Analysis	3
PSAA 630	Program Evaluation in Public and Nonprofit Organizations	3
BUSH 631	Quantitative Methods in Public Management I	3
PSAA 675	Public Service and Administration Capstone Seminar <i>(Mostly online and includes one week in-residence, typically in the summer or fall session prior to graduation.)</i>	3
PSAA 676	Public Service and Administration Capstone Seminar II <i>Note: Capstone II is only scheduled in fall or spring sessions. PSAA 675 and 676 must be taken back-to-back.</i>	3
Total		21

Required Courses for Homeland Security Track Students

Homeland Security Track students complete all of these required track courses.

Course Prefix and Number	Required Track Courses <i>Complete all three courses.</i>	Credit Hours
PSAA 623	Budgeting in Public Service	3
PSAA 634	Public Management	3
PSAA 656	Fundamentals of Homeland Security	3
Total		9

Elective Course Choices for Homeland Security Track Students

Homeland Security Track students select three of the following electives.

Course Prefix and Number	Elective Courses <i>Select and complete three courses.</i>	Credit Hours
PSAA 604	Emergency Management and Homeland Security	3
PSAA 605	Homeland Security Policies, Strategies, and Operations	3
PSAA 608	Cybersecurity Policy, Issues and Operations – A Manager’s Guide	3
PSAA 620	Safeguarding the Nation’s Maritime Gateways	3
PSAA 643	Foundations of the Nonprofit Sector	3
PSAA 651	Homeland Security and Homeland Defense	3
PSAA 652	Protection of the Nation’s Critical Infrastructure	3
PSAA 653	Weapons of Mass Destruction	3
PSAA 654	U.S. Border Security: Policies, Strategies and Issues	3
PSAA 655	Domestic Intelligence Operations: Legalities, Policies, and Procedures	3
PSAA 657	Terrorism in Today’s World	3
PSAA 658	Disaster Recovery and Business Continuity	3
PSAA 668	U.S. Law and Homeland Security	3
INTA 659	Transnational Security Issues	3

Required Courses for Nonprofit Management Track Students

Nonprofit Management Track students complete all of these courses.

Course Prefix and Number	Required Track Courses <i>Complete all three courses.</i>	Credit Hours
PSAA 632	Fiscal Management for Nonprofits	3
PSAA 643	Foundations of the Nonprofit Sector	3
PSAA 644	Management and Leadership of Nonprofit Organizations	3
Total		9

Elective Course Choices for Nonprofit Management Track Students

Nonprofit Management Track students select three of the following electives.

Course Prefix and Number	Elective Courses <i>Select and complete three courses.</i>	Credit Hours
PSAA 602	Tools of Leadership in Public Service Organizations	3
PSAA 603	Nongovernmental Organization Management in International Settings	3
PSAA 616	Managing Workplace Diversity in Public and Nonprofit Organizations	3
PSAA 631	Marketing for Nonprofit Organizations	3
PSAA 633	Philanthropy: Fundraising in Nonprofit Organizations	3
PSAA 636	Grant and Project Management in the Public and Nonprofit Sectors	3
PSAA 648	Performance Management in the Public and Nonprofit Sectors	3
PSAA 649	Volunteer and Human Resources in Nonprofit Organizations	3
PSAA 669	Legal Environment of Nonprofit Management	3

Required Courses for Public Management Track Students

Public Management Track students complete all of these courses.

Course Prefix and Number	Required Track Courses <i>Complete all three courses.</i>	Credit Hours
PSAA 623	Budgeting in Public Service	3
PSAA 634	Public Management	3
PSAA 643	Foundations of the Nonprofit Sector	3
Total		9

Elective Course Choices for Public Management Track Students

Public Management Track students select three of the following electives.

Course Prefix and Number	Elective Courses <i>Select and complete three courses.</i>	Credit Hours
PSAA 602	Tools of Leadership in Public Service Organizations	3
PSAA 604	Emergency Management and Homeland Security	3
PSAA 608	Cybersecurity Policy, Issues, and Operations – A Manager’s Guide	3
PSAA 616	Managing Workplace Diversity in Public and Nonprofit Organizations	3
PSAA 636	Grant and Project Management in the Public and Nonprofit Sectors	3
PSAA 617	U.S. State and Local Government: Institutions and Policy	3
PSAA 644	Management and Leadership of Nonprofit Organizations	3
PSAA 648	Performance Management in the Public and Nonprofit Sectors	3
INTA 659	Transnational Security Issues	3

Contact an Enrollment Advisor for upcoming semester course offerings:
bushschoolonline@tamu.edu or 1-866-988-2874

Federal Financial Aid Opportunities

Students admitted to the Bush School Executive Master in Public Service and Administration program are eligible to receive federal financial aid only for courses that apply towards the master's degree. Students may take additional courses while in the program. However, additional courses are not financial aid eligible.

How to Apply

Visit <http://bush.tamu.edu/empsa/admissions/> for detailed application instructions.

Applicants must have a Bachelor's degree and at least five years of experience in public service, preferably in one of the three curricular track areas of Homeland Security, Nonprofit Management, or Public Management. At least three years of experience at the middle- to-upper level is required.

Required items:

- **Online Application.**
 - Texas Common Application www.applytexas.org
 - Select Texas A&M University (College Station) for the university. In the "Select your major," drop-down menu, select "Executive Bush School – Public Service and Admin, M.P.S.A"
 - Application Fee. A nonrefundable \$65 application fee. International students: application fee is \$90.
- **Official Transcripts and Records.**
 - Official transcripts for all 4-year colleges or universities attended must be sent to Texas A&M University's Office of Graduate Admissions.

Graduate Admissions Processing
Office of Admissions
Texas A&M University
P.O. Box 40001
College Station, TX 77842-4001

- Transcripts can also be sent electronically through AVOW, SPEEDE, eSCRIPT-SAFE, or National Clearing House to admissions@tamu.edu
- Do NOT submit official transcripts to bushschoolonline@tamu.edu.

- **Professional Resume** (professional experience must be included.)

Provide a current résumé with the following sections. Résumé can be longer than one page.

- Name and contact information
- Education:
 - Undergraduate institution; include month/year completed (or to be completed)
 - Degree earned (with major, minor)
 - Current overall GPA (you can also add a last 60 hour or major GPA)
 - List additional undergraduate or graduate degrees and certificates, as necessary
 - Optional:
 - Relevant/highlighted courses you would like to list
 - Academic honors and awards
- Relevant work/internship experience:
 - List work, volunteer, or internship experiences related to public service, to include government, nonprofits, educational institutions, military service, and other relevant areas.
 - Include any track related work or volunteer experience you may have in the master's track you will pursue of homeland security, nonprofit management, or public management.
 - ****Note:** Internship and volunteer experience may count toward the 5 years of public service experience. The combined experience must be 5 years full-time. At least 3 years' experience at the middle-to-upper level is required.
 - Include dates (at the very least month and year).
 - Include full-time or part-time (number of hours worked per week).
 - Include duties and responsibilities.
- Leadership, service, organizational memberships, and honors:
 - List your involvement in any related activities YOU want to highlight. Indicate the organization, position/role you assumed, the duration/dates involved, and the time involved per week/month/semester.
 - Include dates (at the very least month and year).
- Other (optional)

- **Statement of Purpose**

Email your statement of purpose to bushschoolonline@tamu.edu with the subject "EMPSA Application – Statement for [your name]."

In 750 words or less, tell us your goals for obtaining an EMPSA degree. Also, describe your public service experience. Include the number of years of your public service experience and describe the range of your experiences. Include any management or supervisory experience you may have. Address questions such as the following:

- What did you do?
- What were your duties and responsibilities?
- What were some of your achievements?
- Describe the unique value you will bring to the program.
- Include your complete name on each page of your statement.

- **Letters of Recommendation (3)**

Three recommendations are required for the EMPSA application. It is strongly recommended that at least one be from someone who is familiar with your capacity for academic work and/or speak to your potential to advance in your career (typically supervisors, faculty, or advisor) and another recommendation be from someone familiar with your leadership, public service, and middle to upper level work experience. Both the demonstrated capability to complete graduate academic work and significant public service work experience are integral in your recommendation letters and application. One letter may be from a peer.

Letters of Recommendation can be submitted in these ways:

- **Online:** Sent directly to Texas A&M via the Letter of Recommendation (LOR) system.
 - Once you submit your ApplyTexas application, you will receive your Universal Identification Number (UIN) via email from Texas A&M University within 48-72 hours. The UIN is used in place of Social Security numbers to identify permanent records. Next, access the Howdy portal to log into the Applicant Information System (AIS). There you will find the LOR system. Follow the instructions for entering contact information for up to three recommenders (or four if you need a backup). You can log into AIS daily to monitor recommendation letter submission (and send reminders).
- **Hard copy:** Mailed or dropped off to the Bush School Extended Education Admissions Office (address below)
 - Letters should be written on letterhead
 - Bush School Extended Education Admissions
Texas A&M University
4220 TAMU
College Station, Texas 77843

- **Emailed:** Sent to bushschoolonline@tamu.edu by your recommender
 - Letters should be written on letterhead, signed, and scanned as a pdf.

- **GRE or GMAT scores (Optional)**

GRE test scores are not required. However, in order to be as competitive as possible in this application process, we recommend you submit a GRE score if your bachelor's GPA was below 3.2 or to strengthen your application package overall.

Test scores (GRE preferred) should be sent directly from the Educational Testing Service (ETS) to the Bush School of Government and Public Service or Texas A&M University (GRE Code 6003 or 6005/GMAT Code 7B7-K9-57) and be from a test date within five years of the date the Apply Texas application is submitted.

We recommend tests be completed at least six weeks in advance of the application deadline.

- **TOEFL/IELTS Scores** (if required)

Applicants whose native language is not English are required to submit proof of English proficiency, which may be satisfied by the following:

- a minimum TOEFL score (from a test date within two years) of 550 for paper-based testing (p-BT) or 80 for Internet-based testing (i-BT), or
- a minimum IELTS score of 6.0 overall band, or completion of all years of a bachelor's degree or higher at a US accredited university.
- a minimum IELTS score of 6.0 overall band,
- a minimum PTE Academic score of 53,
- a GRE Verbal Reasoning score of at least 146 (Subject to departmental approval),
- a GMAT Verbal Score of at least 22 (Subject to departmental approval),
- Completing all years of a Bachelor's degree or higher at a U.S. accredited university. (Subject to departmental approval), or
- Acquiring alternative verification from the Office of Graduate and Professional Studies via departmental request. An international graduate student holding a master's degree from a U.S. accredited university qualifies for alternative verification.
- See <http://admissions.tamu.edu/international/graduate> for more detailed information.

Questions? Contact an Enrollment Advisor at bushschoolonline@tamu.edu

Or call 1-866-988-2874

<http://bush.tamu.edu/empsa>