



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 (spring & summer semesters) or Washington, DC (fall semesters) (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 a one-week residency week on campus that must be taken the first semester offered after being admitted)</i> <i>*Residency Week: Summer and Spring will be held in College Station TX and Fall will be held in Washington DC for PSAA 601 students</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 residency week on campus the semester prior to graduation term.)</i> <i>*Residency Week: Summer and Spring will be held in College Station TX, and Fall Washington DC</i>	3

PSAA 676	Public Service and Administration Capstone Seminar II <i>Note: Capstone II must be taken after Capstone I. PSAA 675 and 676 must be taken back-to-back at the end of your degree.</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 617	U.S. State and Local Government: Institutions and Policy	3
PSAA 636	Grant and Project Management in the Public and Nonprofit Sectors	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**

- **[TAMU GraduateCAS Application](#)**

Summer '24, Fall '24, & Spring '25- <https://texasam2024.liaisoncas.com/applicant-ux/#>

- Fill in all required fields for Personal Information, Academic History, and Supporting Information
- Under Program Materials, select Add Program.
 - Under Bush School of Government & Public Service, scroll down to your desired term and program, or used the search bar to narrow the search:
 - *i.e.* **Summer 2021 Executive Master of Public Service and Administration**
 - Click the + to the left to select the program
- Choose Continue
- Non-refundable Application Fee
 - \$89 for US applicants
 - \$114 for International Applicants

- **Official Transcripts**

Submit official transcripts from all 4-year colleges or universities attended for undergraduate and graduate coursework. Official transcripts from junior colleges are not needed. An official statement of the award of a degree or diploma is required for each degree completed.

Official transcripts must be sent directly from the registrar of the university to the Office of Graduate Admissions at Texas A&M University. **DO NOT send your official transcripts to the Bush School.** Please order your official transcripts as soon as you apply to the program to allow time to be received and processed by the Office of Graduate Admissions.

Graduate Admissions Processing

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

All New Students: You will not be able to register for classes until your official transcripts are received by the Office of Graduate Admissions at Texas A&M University.

****Note to TAMU students/alumni:** You do not need to submit an official transcript from Texas A&M University; we will download your transcript as we process your application.

Electronic transcripts can be processed much faster than paper transcripts. Texas A&M will accept transcripts sent electronically through SPEEDE, eScrip-SAFE or National Clearing House to admissions-admin@tamu.edu. **Transcripts from any other vendor will NOT be accepted.**

- **Unofficial Transcripts:** The online application, GraduateCAS, will require that copies of transcripts are uploaded from all colleges you have attended before you can submit your application. Transcripts uploaded to GraduateCAS will be considered unofficial transcripts.
 - **Domestic Transcripts:** Unofficial transcripts from U.S. institutions uploaded to the online application can be used to review your application.
 - **International Transcripts:** Unofficial transcripts from international institutions cannot be accepted for review. Official international transcripts must be sent to the Office of Graduate Admissions to begin applicant review.

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

Resume must be uploaded to the online GraduateCAS application in order to submit your application. Resume 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**

Statement of Purpose must be uploaded to the online GraduateCAS application in order to submit your application.

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 via GraduateCAS Application:** The online GraduateCAS application will have a section for Letters of Recommendation. If you would like to use this portal to request your letters of recommendation, click “Request Letter of Reference and Likert Scale Recommendation” and fill out the information required. You can add up to 6 people.
 - If you would prefer to mail or email letters of recommendation, then choose “I am Not Adding Any Recommendations.” In this section of the application.
- **Hard copy:** *Letters should be written on letterhead and signed.* Mailed or dropped off to the Bush School Extended Education Admissions Office (address below):

**Bush School Extended Education
Admission Texas A&M University
4220 TAMU
College Station, TX 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-no older than five years)

GRE/GMAT scores are no longer required for admission to the EMPSA program. They are **recommended** if your undergraduate GPA was below 3.2 or if it will strengthen your overall application package. If you choose to submit GRE/GMAT scores, they 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 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,
- 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.

TOEFL scores should be sent directly from the testing service to Texas A&M University (Code 6003); there is no institutional code for the IELTS, but tests should be mailed to the address below and be from a test date within two years of the date the application is submitted. You may verify receipt of your official scores by e-mailing the contact below. Include your name (as given on the test), date of birth, UIN, type of test, date of test, and date you requested scores to be sent.

Data and Research Services
Texas A&M University
4239 TAMU
College Station, TX 77843-
4239 E-mail:
dars@tamu.edu

Incomplete applications will not be reviewed for admission.

Questions? Contact an Enrollment Advisor at
bushschoolonline@tamu.edu or call at 1-866-988-2874.