

Alfred University  
Downstate Programs

# **Graduate Degree in Public Administration**

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Practical, Affordable and  
Convenient Education for  
The Working Professional

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For complete program information, call CITE:

**1-877-922-2483**

**Center for Integrated Teacher Education**  
**James F. Dougherty, Ph.D.**  
**Director**



# What Is CITE?

Since 1983, CITE has provided professional development and inservice courses for teachers, principals and related school staff. We emphasize practical applications of concepts that make an immediate impact on your every day job. CITE is a professional service organization that manages the logistical operations of this Master's Degree Program.

## PROGRAM DESCRIPTION

The Masters degree in Public Administration leads to a Master's of Professional Studies (MPS) degree. The program is designed for persons interested in management, administration, design and implementation of services in public, quasi- public, and private agencies in law enforcement, probation, youth corrections, community planning and development, programs for the aging, housing, public health, hospital administration, county administration, social counseling and other social services. The program focuses on developing an understanding of social policy issues, an appreciation for organizational behavior and an ability to utilize effective management techniques.

## PROGRAM DESIGN

The program is designed to be a part-time program for working adults. All classes meet for full days on weekends, with each course consisting of five class sessions. Students will join cohorts that meet on Saturdays and remain with their cohort for the duration of the program. Core courses are designed to relate to the needs of those intending to serve in administrative and managerial roles in human services oriented agencies. Elective courses include policy analysis, counseling, management, aging, and social research. Students who follow the sequence outlined below can expect to complete the program in one full year.

## STUDENT EXPECTATIONS

The Alfred University Downstate Program is designed for working professionals and recent college graduates in the Metropolitan Area. Students in the program are expected to maintain Alfred University's standard of graduate study. Basic knowledge of computers and email is necessary in this program.

## TRANSFER CREDITS

Alfred will evaluate up to six credits for transfer. Courses must be graduate level and must have relevance to the established curriculum. Transfer credits are evaluated by Alfred faculty before acceptance into the program. Course transfer request forms are available at:

**[www.alfreddownstateeducation.com/applynow.htm](http://www.alfreddownstateeducation.com/applynow.htm)**

## **COST OF ATTENDANCE**

The cost of each three-credit graduate course is \$900. Financial aid is available through Alfred University. The cost for the 33-credit Master's Degree is \$9,900. An additional \$200 admissions deposit is due upon acceptance to the program. Costs for books and travel to Alfred are not included in cost of attendance. Payment plans are available.

## **FIELDWORK COMPONENT**

The PSA requires either 30 or 33 credits, depending on whether or not a student has agency or educational administrative experience. Students who have experience complete the 30-credit program; students who do not have experience are required to complete a fieldwork course, which adds an additional 3 credits to their program.

## **APPLICATION REQUIREMENTS**

### **Application Requirements**

Complete Application for Graduate Study  
Official Sealed Undergraduate Transcripts  
Official Sealed Graduate Transcripts (if applicable)  
Interview with Faculty Member  
\$60 Application Fee  
2 Letters of Recommendation  
Personal Statement  
**Submit the enclosed Green Card**

## **HOW TO APPLY**

Students may complete an application for Graduate Study: [www.alfred.edu/admissions/apply](http://www.alfred.edu/admissions/apply). In order for applications to be fully processed, The Office of Graduate Admissions must receive the \$60 application fee.

Please request Official Copies of Undergraduate (*and graduate if applicable*) Transcripts. In addition, please secure Letters of Recommendation from individuals who can attest to your ability in a professional setting. Please reference the applicant's name on all mailed material. This will ensure that all materials get credited to the appropriate applicant.

Please follow-up with the Office of Graduate Admissions to ensure that all materials have been received. **Please mail the Green Card as soon as you decide to apply.**

All application materials should be sent to:  
**Graduate Admissions Office**  
**Alfred University**  
**Saxon Drive**  
**Alfred, New York, 14802**  
**607-871-2115**

# NEXT PROGRAM Starts in Sept 2010

**For Specific Class Dates please visit  
[www.alfredownstateeducation.com](http://www.alfredownstateeducation.com)**

## PROGRAM SEQUENCE

- Semester 1** CSAD 511 Interpersonal & Group Processes  
CSAD 531 Political Environment of Public & Community Services  
*CSAD 535 Foundations of Health Care Management **or***  
*CSAD 536 Foundations of Criminal Justice Management **or***  
*CSAD 537 Foundations of Human Services Administration*  
(students will choose one of the above italicized courses)
- Semester 2** CSAD 571 Public Administration & Agency Management  
CSAD 561 Organizational Processes  
CSAD 526 Financing State & Local Government
- Semester 3** CSAD 581 Human Resources Administration  
CSAD 565 Computer Applications & Management Information Systems for  
Public Service Administration  
CSAD 541 Program Evaluation & Grantsmanship\*  
*CSAD 545 Administration of Mental Health Services\* **or***  
*CSAD 544 Healthcare Policy and Registration\* **or***  
*CSAD 543 Ethical & Legal Issues in Criminal Justice Management\**  
(students will choose one of the above italicized courses)

**\* (Course will take place on Alfred's Campus)  
Actual Courses and Sequence are subject to change.**

## ALFRED VISITS

Students are required to travel to Alfred University during the completion of this program. Each Cohort will visit the campus for one week (Sunday to Sunday) during the summer 2011. During campus visits, students will attend class and participate in a program orientation. Campus housing will be available to students. Alfred and CITE will help students make arrangements. Costs associated with these visits are not included in the cost of tuition. Information about housing and a chartered bus will be distributed to accepted students.

## IMMUNIZATIONS

All Students must complete the approved immunization form in order to register for classes. Students will receive a necessary form with their application packet.

# Graduate Program in Public Administration

## Fall 2010

**CSAD 511** Interpersonal & Group Processes\*  
Saturday- September 11; October 16, 17; November 6, 7

**CSAD 531** Political Environment of Public & Community Services\*  
Saturday- September 25; October 2, 9, 23, 30

**CSAD 535** *Foundations of Health Care Management* **or**  
**CSAD 536** *Foundations of Criminal Justice Management* **or**  
**CSAD 537** *Foundations of Human Services Administration*  
Saturday- November 13, 20; December 4, 11, 18

*(students will choose one of the above italicized courses)*

## Spring 2011

**CSAD 526** Financing State & Local Government  
Saturday- January 8, 15, 22, 29; February 5

**CSAD 571** Public Administration & Agency Management  
Saturday- February 27; March 5, 12, 19, 26

**CSAD 561** Organizational Processes  
Saturday- April 17, 24, 30; May 7, 14

## Summer 2011

**CSAD 581** Human Resources Administration  
Saturday- May 21; June 4, 11, 18, 25

**CSAD 565** Computer Applications & Management Information Systems for  
Public Service Administration  
Saturday- July 9, 30; August 6, 13, 20

**CSAD 541** Program Evaluation & Grantsmanship\*

**CSAD 543** *Ethical and Legal Issues in Criminal Justice Management\** **or**

**CSAD 536** *Healthcare Policy and Regulation\** **or**

**CSAD 537** *Administration of Mental Health Services\**

Alfred University - July 17-24

*(students will choose one of the above italicized courses)*

\*(Courses offered on Alfred's Campus - Attendance Mandatory)

\*(Students will take two courses in an 8-day cycle)

**CLASS SEQUENCE IS SUBJECT TO CHANGE**