

# GRADUATE CERTIFICATE IN NONPROFIT ADMINISTRATION

- beginning Fall 2015 at Boise State University

The new Boise State University Graduate Certificate in Nonprofit Administration draws upon interdisciplinary coursework to assist working professionals and students hone management and leadership skills and policy development expertise.

## Application and Admission

Students interested in the nonprofit certificate should submit a graduate application to Graduate Admission and Degree Services. During the application process for the online Graduate College system, applicants will be prompted to:

1. Submit official transcripts from all previous academic institutions.
2. Submit names and contact information for three references.  
(References will be asked to upload reference letters evaluating the applicant's academic potential.)
3. Upload a formal statement of at least 300 words explaining the applicant's educational and career objectives.
4. Upload a recent resume.

Applicants, by February 1 for summer/fall admission or October 1 for spring admission, will be considered for admission to the nonprofit administration certificate.

Admitted students with substantive management experience in the nonprofit sector may petition to have the internship/service learning 3-credit requirement waived. Students may also apply up to six credits of previously completed graduate coursework toward their degree requirement with the approval of the Director of the Certificate.

Course Number and Title	Credits
<b>Required Core</b> PubAdm 514 -Introduction to Nonprofit Management and Collaboration 3-credits PubAdm 517 Resource Management in Nonprofit Organizations 3-credits	<b>6</b>
<b>Elective Courses</b> Students must select nine credits from the electives listed below. Electives not included in this list must be pre-approved by the Certificate Coordinator before a student can apply them toward their degree progress.  DISPUT 500 Basic Mediation Skills MHLTHSCI 522 Management for Health Professionals MHLTHSCI 525 Leadership for Health Professionals PubAdm 500 Administration in the Public Sector Pubadm 511 Decision-Making in Public and Nonprofit Management Pubadm 513 Economics of Public Policy Pubadm 515 Policy Implementation and Practice Pubadm 516 City-County Governance and Administration Pubadm 518 Introduction to Contract Management Pubadm 532 Grant Writing Pubadm 550 The Executive and the Administrative Process Pubadm 560 State and Local Government Administration Pubadm 570 Public Management Skills and Techniques Pubadm 571 Ethics In the Public Sector	<b>9</b>
Internship/Service Learning	<b>3</b>
<b>Total Credit Hours</b>	<b>18</b>

For more information about this new graduate certificate, please visit <http://sspa.boisestate.edu/publicpolicy/>, contact Dr. Elizabeth Fredericksen at [elizabethfredericksen@boisestate.edu](mailto:elizabethfredericksen@boisestate.edu) or call 208.426.1078.