Master of Arts Management
Accelerated Masters Program

Eligibility

<table>
<thead>
<tr>
<th>Academic requirement</th>
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<tr>
<td>• CMU undergraduate students from ANY major</td>
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<tr>
<td>• Strong academic background</td>
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<td>• Most undergraduate requirements completed</td>
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<tr>
<td>• Preference is given to applicants with significant background, experience and/or education in a particular arts discipline, with an arts organization or in combination with humanities disciplines such as communications, marketing, public relations, development, cultural anthropology.</td>
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</table>

Apply Junior Year

To be eligible for the AMP Program, candidates must apply their junior year and will enroll their senior year.

Standard Application Materials

1. Application Deadline
   January 10th, 11:55pm

2. Application
   Apply online: https://app.applyyourself.com/?id=cmu-spp

3. 2 Letters of Recommendation
   At least one (1) of your recommenders should know you in a professional setting (full-time employment, internship, part-time employment, research, non-academic extracurricular activity, etc.) You may opt to have up to three (3) recommendations submitted in support of your application.

4. Official Transcript(s)
   Your official CMU transcript must be requested through the HUB and delivered to the Heinz College. If applicable, official transcript from all colleges or universities attended, regardless of whether credit or degree was obtained.

5. Statement of Purpose
   An essay describing your interest in this field and how your experience and proposed study will help you reach your career goals

6. Resume
   A current resume with your education information, work experience (including internships and hourly positions) and extracurricular information

7. GRE/GMAT
   Either the GRE or GMAT exam is required of all CMU AMP applicants

Additional AMP Application Requirements

8. Signed AMP Form
   Completed Undergraduate Course Requirements form (AMP form) with advisor’s signature

9. Required Interview
   Interviews are required. You must Contact the Admissions Office by phone to schedule your interview. Schedule as soon as possible. (Please plan to have your interview completed before winter break – schedule ahead!) Call 412.268.2164

10. Bachelor’s Degree Requirement
    The completed bachelor’s degree requirement is waived for AMP applicants

Financial Aid Information

Financial aid for your senior year (first year at Heinz) will continue as it has in prior years

Undergraduate students do not qualify for Heinz MAM financial aid

Students will qualify for aid in the final two semesters of the MAM - AMP (after having completed a Bachelor’s degree)

Financial Aid contact: Catherine Demchak, cdemchak@andrew.cmu.edu

MAM Degree Requirements

<table>
<thead>
<tr>
<th>Units required</th>
<th>198 units are required to complete the MAM program</th>
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<tbody>
<tr>
<td>Undergrad units toward the MAM degree</td>
<td>Up to 48 units of undergraduate classes completed while enrolled in the MAM program may be transferred and counted toward the required 198 units. Courses should be upper division and relevant to the content of the MAM degree. A grade of B or better must be earned in order to count the units toward the MAM degree.</td>
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Units remaining

Students able to transfer the total 48 units will complete the remaining 150 MAM units

Some MAM courses may fulfill undergraduate requirements. You should discuss this with your undergraduate advisor.

Prerequisite Coursework

Prerequisite coursework in pre-calculus and statistics must be successfully completed prior to enrolling in the program. Prerequisite course grades should be a “B” or higher. Students who do not meet these prerequisites will be required to complete the Quantitative Skills Summer Program (QSSP) the summer before your senior year, prior to enrolling in the MAM program

Internship

Successful completion of an approved summer internship
**Sample Schedule**

<table>
<thead>
<tr>
<th>MAM</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Year 1 (Senior Year)</td>
<td>Undergraduate course (Stats)* 9</td>
<td>Undergraduate Course (Economics)* 9</td>
<td>Internship</td>
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<td>Undergraduate course (Bus. Comm.)* 9</td>
<td>Undergraduate Course* 9</td>
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<td>Undergraduate Course * 6</td>
<td>Undergraduate Course* 6</td>
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<td></td>
<td>Creative Enterprises:</td>
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<tr>
<td></td>
<td>Structures &amp; Gov / Mgmt Systems &amp; Practices 12</td>
<td>Strategic Presentation Skills 6</td>
<td></td>
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<tr>
<td></td>
<td>Organizational Design &amp; Implementation 6</td>
<td>Fundraising Fundamentals &amp; Grants/Sponsorships/Gifts 12</td>
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<td></td>
<td>Database Mgmt for the Arts 6</td>
<td>Technology Planning in the Arts 6</td>
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<td>Total 48</td>
<td>Total 48</td>
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| Year 2 (Grad Year) | Exhibitions Management OR Performing Arts Orgs: Business Models & Mgmt Issues 6 | Museum Operations OR Planning/Mging Perf Arts Orgs 6 |
|                  | Principles of Marketing 6           |                |
|                  | Law and the Arts 12                | Financial Analysis 12                   |
|                  | MAM/Heinz Electives 18             | MAM/Heinz Electives 12                  |
|                  | HR Mgmt for Creative Enterprises 6 | Arts Marketing 6                        |
|                  | Total 48                           | Total 48                               |

* Some MAM courses may fulfill undergraduate requirements. You should discuss this with your undergraduate advisor.

**Benefits**

- You will complete two semesters of coursework as an integrated undergraduate-graduate student before graduating with a Bachelor’s degree in May.
- You will be able to complete an internship in the summer following your senior year.
- Completing your internship prior to starting the final two semesters will allow you to have more work experience to discuss with recruiters visiting campus during the fall semester.
- You will be eligible for MAM financial aid in the final two semesters of the program (after having completed a Bachelor’s degree).
- You may be able to exempt certain Heinz courses with units earned in undergraduate coursework which would give you more flexibility in course selection. The undergraduate courses that qualify you to exempt a Heinz course are reviewed each academic year.

**Contact Information:**

Amy Seymour (aseymour@andrew.cmu.edu)  
Assistant Director of Admissions  
Hamburg Hall, Room 1102

Kathryn Heidemann (heidemann@cmu.edu)  
Director of MAM Program  
Hamburg Hall, Room 1118

David Danenberg (davidbd@andrew.cmu.edu)  
Assistant Director of Admissions  
Hamburg Hall, Room 1102

Admissions Office – To Schedule Interviews:

Please call (412) 268 – 2164  
hnzadmit@andrew.cmu.edu

Bridget Jakub (jakub@andrew.cmu.edu)  
Assistant Director of Admissions  
Hamburg Hall, Room 1102

David Eber (deber@andrew.cmu.edu)  
Director of Admissions  
Hamburg Hall, Room 1102
Accelerated Master’s Program (AMP) Undergraduate Course Requirements Form

This form is required as part of the Application for admission. Return completed form to:
Heinz College
Office of Admission
Hamburg Hall, Room 1102

All students applying to the AMP must complete this form (with their advisor’s signature), listing their undergraduate degree requirements (specific courses that are required, electives AND any other units required to complete their bachelor’s degree) that will be remaining prior to enrolling at Heinz College (at the start of the fall semester of their senior year).

Carnegie Mellon undergraduate students are eligible to apply for admission to the AMP only if the student will have the ability to enroll in the necessary number of graduate courses during their senior year:
- MAM: 48 UNITS OR MORE MUST BE TAKEN IN THE FIRST YEAR

Carnegie Mellon undergraduate students are eligible to “double count” certain undergraduate coursework towards their master’s degree requirements. The following applies to courses taken during their senior year, while enrolled in the AMP, with their master’s program director’s approval, and assuming an upper division course of grade B or higher:
- MAM: 48 UNITS OR LESS

Student Name: ___________________________________________________________  
Student Undergraduate Major: ________________________________________________

Please check one: Carnegie Mellon Undergraduate ___   Chatham University Undergraduate ___

# of units/credits required to complete bachelor’s degree= ________________

# of units/credits remaining (at the start of senior year) to graduate= ________________

Please legibly list the remaining required courses you need to take in order to complete your undergraduate degree, what semester you plan to take them during your senior year, and how many units/credits you will earn for each course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title (semester to be taken)</th>
<th># of Units/Credits</th>
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Advisor Name: ____________________________________________________________

Advisor Signature: ___________________________________________ Date: __________