Master of Arts Management
Accelerated Master’s Program

Eligibility

| Academic requirement | • Chatham undergraduate students from ANY major
|                      | • Strong academic background and most undergraduate requirements completed
|                      | • 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.

Apply Junior Year
To be eligible for the AMP Program, candidates must apply their junior year and will begin their senior year. (Chatham students will cross register for coursework their senior year – 24 units each semester, and will become a fully enrolled CMU student the following 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 be from Chatham faculty and one (1) 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 Chatham transcript must be 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 Chatham 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

MAM Degree Requirements

| Units required | 198 units are required to complete the MAM program
| Undergrad units toward the MAM degree | 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.
| Units remaining | At least 150 MAM units of coursework would remain to be completed
| Prerequisite Coursework | Some MAM courses may fulfill undergraduate requirements. You should discuss this with your Chatham undergraduate advisor.
| Internship | Successful completion of an approved summer internship between first and second year of the program
Financial Aid Information
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).

Sample Schedule

<table>
<thead>
<tr>
<th>MAM</th>
<th>Fall Semester</th>
<th>Units</th>
<th>Spring Semester</th>
<th>Units</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Year 1 (Senior Year)</td>
<td>Undergraduate course (Stats)*</td>
<td>9</td>
<td>Undergraduate Course (Economics)*</td>
<td>9</td>
<td>Internship</td>
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<td>Undergraduate course (Bus. Comm.)*</td>
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<td>Undergraduate Course*</td>
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<td>Undergraduate Course *</td>
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<td>Arts Enterprises</td>
<td>12</td>
<td>Strategic Presentation Skills</td>
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<td></td>
<td>Organizational Design &amp; Implementation</td>
<td>6</td>
<td>Grants/Sponsorships/Gifts</td>
<td>12</td>
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<td></td>
<td>Database Management for the Arts</td>
<td>6</td>
<td>Fundraising Fundamentals &amp; Additional Data Analysis Requirement</td>
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| Year 2 (Grad Year) | Exhibitions Management OR                         | 6     | Museum Operations OR Planning/Mging        | 6     |
|                   | Producing a Performing Arts Season                 | 6     | Perf Arts Orgs                             | 12    |
|                   | Principles of Marketing                            | 6     | Financial Analysis                         | 12    |
|                   | Law and the Arts                                   | 12    | MAM/Heinz Electives                        | 12    |
|                   | MAM/Heinz Electives                                | 24    | Arts Marketing                             | 6     |
|                   |                                                     |       | Systems Synthesis                          | 12    |
| 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:

To Schedule Required Interviews: Kathryn Heidemann heidemann@cmu.edu
Please call (412) 268 – 2164
hnzadmit@andrew.cmu.edu

David Eber debe@andrew.cmu.edu
Director of Admissions and Financial Aid
Hamburg Hall, Room 1101
Accelerated Master’s Program (AMP) Undergraduate Course Requirements Form

This form is required as part of the Application for admission. Please upload the completed form to your online application

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).

Chatham 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 MUST BE TAKEN IN THE FIRST YEAR (24 units per semester)

Chatham 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: _______________________________________________________________

# of credits required to complete bachelor’s degree= _________________

# of 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>Course Title</th>
<th>Semester</th>
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Advisor Name: __________________________________________________

Advisor Signature: __________________________________________ Date: ____________