

Master of Arts Management
Accelerated Master's Program

Eligibility	
Academic requirement	<ul style="list-style-type: none"> 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 10 th , 11:55pm
2.	Application	Apply online: https://apply.heinz.cmu.edu/apply/
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, an unofficial transcript from all other colleges/ universities attended, regardless of whether a degree was obtained, should be uploaded to the online application system.
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
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 <i>before winter break</i> – schedule ahead!) Call 412.268.2164
Chatham AMP Specific Admission Policies		
10.	Bachelor's Degree	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
	Some MAM courses may fulfill undergraduate requirements. You should discuss this with your Chatham undergraduate advisor.
Prerequisite Coursework	Prerequisite coursework in pre-calculus and/or 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 this prerequisite 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 between first and second year of the program

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 <u>will</u> qualify for aid in the final two semesters of the MAM-AMP (after having completed a Bachelor's degree)	
Financial Aid contact: David Eber, deber@andrew.cmu.edu	

Below is a Sample Schedule – Your schedule will vary

MAM	Fall Semester	Units	Spring Semester	Units	Summer Semester
Year 1 (Senior Year)	Undergraduate course (Stats)*	9	Undergraduate Course (Econ)*	9	Internship
	Undergraduate course (Bus. Comm.)*	9	Undergraduate Course*	9	
	Undergraduate Course *	6	Undergraduate Course*	6	
	Arts Enterprises	12	Writing for Creative Enterprises	6	
	Organizational Design & Implementation	6	Fundraising: Individual Giving	6	
	Strategic Presentations	6	Fundraising: Institutional Giving	6	
	MAM/Heinz Elective	6	Arts Marketing	6	
	MAM Professional Seminar I	0	Database Mgmt for the Arts	6	
	MAM Professional Seminar I	0	MAM Professional Seminar II	0	
Total Heinz Units**	54	Total Heinz Units**	54	0	
Year 2 (Grad Year)	Exhibitions Management OR Producing Performing Arts	6	Museum Operations OR Presenting Performing Arts & Festivals	6	
	Principles of Marketing	6	Tech in Arts	6	
	Law and the Arts	12	Financial Analysis	12	
	Data Analysis Requirement	6	MAM/Heinz Electives	6	
	MAM/Heinz Electives	18	Systems Synthesis	12	
	Total	48	Total	42	

* Relevant Undergrad Coursework can be counted toward the MAM degree. You should discuss this with the MAM program office.

**Some MAM coursework 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 for your resume when seeking employment opportunities.
- 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:

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

Jessica Bowser Acrie (jabowser@cmu.edu)
 Director, Master of Arts Management Program
 Hamburg Hall, Room 1115

Brian McGrath (bgmcgrath@cmu.edu)

Assistant Director of Admissions
 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:

Required Courses

Course #	Course Title	Semester	# of Credits

Advisor Name: _____

Advisor Signature: _____ Date: _____