



SCHOOL OF
BUSINESS AND PUBLIC
ADMINISTRATION

PROSPECTIVE STUDENT GUIDE

MASTER OF PUBLIC ADMINISTRATION (MPA)

CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

FALL 2019 & SPRING 2020





Prospective Student Guide

Table of Contents

MPA Mission Statement and NASPAA Accreditation	3
<i>MPA Student Learning Outcomes</i>	3
MPA Application Period.....	4
Financial Aid.....	4
Application Requirements	5
Admission Criteria	6
Pi Alpha Alpha, Global Honor Society for Public Affairs and Administration.....	6
MPA Course Requirements	7
Foundation Courses	7
Core Courses	7
Elective Courses	7
Grade Point Average (GPA)	7
Internship Waiver Guidelines	8
International Student Requirements.....	9
Tuition + Fees: 2019-2020 MPA Program	10

MPA Mission Statement and NASPAA Accreditation

The MPA program will foster and enhance critical thinking, communication, management, a public service perspective, and engagement in the policy process among present and future managers in government, nonprofit, and health care organizations within the San Joaquin Valley. The critical skills learned from this curriculum will ensure that managers in the government, nonprofit, and health care sectors exercise governance in an inclusive and socially responsible manner.

MPA Student Learning Outcomes

Communication and Relationship Management

The student will communicate and interact productively with a diverse and changing workforce and citizenry.

Critical Thinking and Analytical Reasoning

The student will analyze, synthesize, think critically, solve problems and make decisions.

Management and Leadership

The student will lead and manage in public governance.

Public Service Perspective

The student will articulate and apply a public service perspective.

Policy Process Engagement

The student will participate in and contribute to the policy process

MPA Application Period

For Fall 2019 & Spring 2020

Fall 2019:

October 1, 2018 to June 30, 2019

- Online Application must be submitted by June 30, 2019
 - Apply through: <https://www2.calstate.edu/apply>
- All other documents such as a resume, letters of reference, statement of purpose, & official transcripts can be turned in by August 2, 2019.

Spring 2020:

Aug. 1, 2019 - Nov. 30, 2019

- Online Application must be submitted by Nov. 30, 2019
 - Apply through: <https://www2.calstate.edu/apply>
- All other documents such as a resume, letters of reference, statement of purpose, & official transcripts can be turned in by January 3, 2020.

Financial Aid

For any financial aid questions, please visit or call:

<http://www.csub.edu/finaid/>

(661) 654-3016

Application Requirements

The application process is as follows:

1. Complete the online application at <https://www2.calstate.edu/apply>.
2. *Provide a resume.
3. *Provide two letters of recommendation (*Academic or Professional*).
 - **If your overall undergraduate GPA is 3.0 or above, they are not required.**
4. *Provide a statement of purpose.
 - This personal statement should be roughly one page.
 - It should talk about your background, your goals, and how the MPA can help you achieve those goals.
5. **One official transcript from each college or university attended.
 - **You do not have to provide transcripts from CSUB.**
 - Any transcript from a college/university outside of the USA will require a course-by-course analysis through www.wes.org. Please contact them directly for instructions and costs.
6. International Students, please refer to page 9 for additional requirements.

*The resume, letters of recommendation, and statement of purpose can be emailed to: lhernandez1@csub.edu or asilva32@csub.edu or dropped off in BDC-A 120.

**Mail official transcripts to the following address:

**Attn: BPA Graduate Programs Office
School of Business & Public Administration
Mail Stop: 20 BDC/ 120A
9001 Stockdale Hwy.
Bakersfield, CA 93311-1022**

Admission Criteria

CLASSIFIED Admission - Requires an overall undergraduate GPA of 3.0 or above.

CONDITIONAL Admission - For students with an overall undergraduate GPA under 3.0. Conditional consideration is generally offered to recent baccalaureate students with GPA 2.75-2.99; However, Conditional admission is also considered for those applicants with significant professional career experience.

*The Department does not require the GMAT/GRE for the MPA program.

**Most classes are in the evening and some Saturday morning to accommodate working students.

Pi Alpha Alpha, Global Honor Society for Public Affairs and Administration

Pi Alpha Alpha is the Global Honor Society for Public Affairs and Administration. There are more than 160 chapters around the world at NASPAA member schools. Pi Alpha Alpha is run by *NASPAA: The Global Standard in Public Service Education* and is directed by the NASPAA. Committee members are appointed by the NASPAA President for terms up to three years.

Pi Alpha Alpha encourages and recognizes outstanding scholarship and accomplishment in public affairs and administration. It fosters integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. Membership identifies those with the highest performance levels in educational programs preparing them for public service careers.

For more information visit: <http://pialphaalpha.org/>

Each spring, eligible CSUB MPA students are invited to join Pi Alpha Alpha. Generally, MPA students who have earned a GPA of 3.7 and above are eligible to be inducted.

We hope you will be among them.

MPA Course Requirements

All admitted MPA students must complete the following:

Foundation Courses

1. **PPA 4010** - Analytical Methods in Administration
2. **PPA 4038** - Public Policy-Making Process
3. **PPA 5000** - Survey of Public Administration
4. **PPA 5020** - Program Evaluation

Core Courses

1. **PPA 6100** - Public Human Resources Administration
2. **PPA 6110** - Public Finance & Budgeting
3. **PPA 6520** - Public Management & Organizational Change
4. **PPA 6530** - Policy Analysis
5. **PPA 6980** - Master's Paper (or **PPA 6990** - Case Study)
6. **PPA 6860** - Internship – Should not be taken during the first semester.
 - a. For internship waiver, please refer to page 8.

Elective Courses

- All admitted students are required to take 3 elective courses in addition to the courses listed above. These are TBA and may be taken Fall, Spring or Summer.

***NOTE: Course Load** – MPA students may take courses at their own pace. To be considered a full-time student, you must enroll in at least two courses per semester. To graduate within 2 years (4 semesters) you should enroll in 3 courses. MPA students *may not take 4 or more courses* (12 units or more) without expressed approval of the MPA Director.

Grade Point Average (GPA)

- MPA students must maintain an overall 3.00 GPA per semester enrolled.

Internship Waiver Guidelines

All MPA students are required to fulfill the internship requirement to graduate. However, the internship requirement may be waived if a student meets **one** of the following criteria:

1. At least one year of experience in a supervisory or managerial role in a public, health-care, or nonprofit organization.
2. At least one year of experience as a specialist whose work is important to the public sector (example: consultant to a city department).
3. At least one year of experience in a supervisory or managerial role in the private sector. The student should show clearly how public administration education enabled him/her to become a better professional.

Request a waiver:

- Email a letter to request the internship waiver:
 - Address the letter to:

Dr. Martinez
MPA Program Director
Department of Public Policy & Administration
California State University, Bakersfield
 - The letter should include the following information:
 - Request a waiver and briefly explain why you are qualified for the waiver (including number of years of professional experience and types of organizations where you gained such experience).
 - Describe recent positions, duties, projects, and tasks to show that:
 - You have managed people, budgets, or projects
 - You have worked in teams that required the exercise of your professional knowledge.
- Attach a current resume to your email:
 - Your resume should include at least the following sections: your contact information, education, work experience, skills summary, and at least three references with their detailed contact information (including name, title, affiliation, street address, phone, fax, and email).
- Email the letter and your resume to Dr. Thomas Martinez at: tmartinez@csub.edu

International Student Requirements

To apply to CSUB, please fill out an international application at:

<https://www2.calstate.edu/apply>

After you have applied on [calstate.edu/apply](https://www2.calstate.edu/apply), gather the following documents:

1. Affidavit of Financial Support

(if you are on a government scholarship, you still need to fill out this form-list your government as your sponsor)

-Graduate student affidavit can be found at:

http://www.csub.edu/admissions/_files/CSUB%20Affidavit%20of%20Financial%20Graduates.pdf

2. International Student Insurance Agreement Form

https://www.csub.edu/isp/_files/Health%20Insurance%20Affidavit.pdf

3. Original Bank Certification Letter

Bank statement in ENGLISH reflecting \$32,000 USD in you or your sponsor's account

4. Official TOEFL or IELTS Scores

Minimum Undergraduate Scores: TOEFL=79 ibt IELTS=7.0

Scores can be sent electronically to CSUB via school code: 4110

5. Clear Copy of Your Passport

6. Official Transcripts

ALL college/university

Any transcript from a college/university outside of the USA will require a course-by-course analysis from WES: www.wes.org

Once you have obtained all your required documents, please MAIL them to:

(We cannot accept email copies)

California State University, Bakersfield

International Students and Programs

71ENT

9001 Stockdale Highway

Bakersfield, CA 93311-1022

Tuition + Fees: 2019-2020 MPA Program

Per Semester

Fall 2019 & Spring 2020

0 to 6 units

\$2,992 Tuition

Example:

\$2,992 Tuition (3 units or **one course**) = \$2,992

\$2,992 Tuition (6 units or **two courses**) = \$2,992

6.1 or more units

\$4,428 Tuition

Example:

\$4,428 Tuition (9 units or **three courses**) = \$4,428

\$4,428 Tuition (12 units or **four courses**) = \$4,428

***Non-California Resident Fees are an extra \$396 per unit.**

****Please refer to the following link for additional cost information:**

<https://www.csub.edu/finaid/cost/budgets/index.html>