

## Department of Public Policy and Administration

### School of Business and Public Administration

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## Values, Mission, and Goal

### Public Service Values

Accountability (Ethical and democratic values)

Effectiveness (Professional value)

Honesty (Ethical value)

Lawfulness (Democratic value)

Social justice (Human value)

### PPA Mission Statement

The Department of Public Policy and Administration at CSU Bakersfield will foster and improve critical thinking, communication, leadership, management, and ethical reasoning for 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.

### Strategic Goal

The purpose of the PPA graduate programs is to prepare competent, ethical and effective public, nonprofit, and health care managers and leaders to advance the public service.

### National Accreditation by NASPAA

The Master of Public Administration (MPA) program enjoys accreditation by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) for its Master of Public Administration program. This means that the educational experience and course content you receive from us will be comparable to that offered at other NASPAA accredited programs. Such national acknowledgment provides “an edge” for our students in both the local and national job markets.

### Professional and Academic Standards

The purpose of the PPA programs is to prepare competent, ethical and effective public, nonprofit, and health care managers and leaders to advance the public service. Consistent with established university academic and professional standards, students must develop and demonstrate integrity in all activities to inspire public confidence and trust in public service. Students and applicants found by formal review of the department, to be lacking in academic integrity or in professional ethical standards of behavior may be denied admission, placed on probation, suspension or dismissed from the programs. Such departmental actions are, of course, subject to university review and appeal.

## Admission Criteria

1. Possession of a baccalaureate degree from an accredited college or university;
2. CLASSIFIED Admission - Requires an overall/cumulative undergraduate GPA = 3.00+;
3. CONDITIONAL (probationary) Admission - For students with cumulative undergraduate GPA under 3.00, the program considers Conditional admissions. Conditional consideration is generally offered to recent baccalaureate students with GPA 2.75-2.99; However, additionally, Conditional admissions is considered for those applicants with significant profession career experience.
4. TWO LETTERS OF RECOMMENDATION (at least one academic) are also required of those applicants with less than a 3.0 overall/cumulative GPA.
5. PERSONAL STATEMENT – All applicants shall submit a thoughtful and well written *Personal Statement*, i.e. introducing yourself, and indicating academic and careers goals as related to the MPA and public services. In addition to assessing interest in the MPA, this serves as a *writing sample*.
6. INTERNATIONAL STUDENTS – Applicants whose preparatory education is principally in a language other than English, minimum acceptable TOEFL or IELTS: TOEFL = 79 ibt; or IELTS = 7.0 overall band score. International students should communicate with CSUB’s International Students and Programs Office (ISP) at: <https://www.csub.edu/isp/>
7. RESUME – All applicants shall submit a complete and professional *resume*, i.e. a listing of educational achievements; work and other professional experiences in the public, nonprofit or business sectors; and, list of honors or special experiences. In addition to *assessing the applicant’s professional writing skills, the resume is used to help assess the need for an internship*.

**Fast Track** to the MPA - for any undergraduate planning to pursue MPA graduate education, ask the MPA Director how as a senior you can take and *satisfy* up to 2 of the 4 MPA Foundation courses (PPA 4010, 4038, 5000 or 5020). Such courses must be completed with a grade of “B” or better. Also, all other MPA admission requirements apply.

## Application, Admission, and Classification

Admission to the programs is a two-step process. Interested students must first apply to the University. To receive application materials, prospective students should contact:

Office of Admission and Records  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
Students may also apply online

# PUBLIC ADMINISTRATION (MPA)

Students must indicate on their CSU Application for Graduate Admission that they are interested in the MPA program (Code 21021). Admission to the University does not constitute admission to the MPA program. The Program Director will contact the student after being notified that the student has applied to the program. The Programs accept applications continuously for each semester.

## Classification of Graduate Students

The admission standards recognize the need for different measures to establish the standard of quality between pre-service and in-service students. Final judgment on admission will be made by the department based on a combination of several of the above eligibility factors. Students who meet all criteria can be admitted as Classified graduate students. Students who do not meet the GPA requirements can be admitted as Conditionally Classified graduate students, but will be required to sign a contract to successfully complete the MPA Foundation requirements with a grade of “B” (3.0) in each course (“B-” does not qualify).

## Graduation Requirements

Generally, the MPA degree program consists of 33 units of approved coursework, plus 3 units of a culminating activity, and 3 units of an internship. However, the internship requirement may be satisfied by experience. Students may take the foundation courses as undergraduate electives or as an incoming graduate student. Students may also substitute prior coursework at CSUB or other universities as approved by the MPA advisor or the PPA faculty. In addition, graduate students must satisfy an internship requirement. All graduate and post-baccalaureate credential students must meet the Graduation Writing Assessment Requirement (GWAR). If the student earned his/her baccalaureate from CSUB or any CSU campus in the last 35 years; completed the GMAT, CBEST, or GRE; published an academic article as first author; or completed an MS or MA in another discipline, then the student may have already met the GWAR requirement. The article or thesis must be certified by the GWAR committee. PPA 4038, The Public Policy Making Process, is certified as a GWAR course and will meet the requirement for all MPA students. The Learning Goals and Objectives for the MPA program can be found at [https://bpa.csub.edu/departments/Department-of-Public-Policy-and-Administration/page/learning-goals-and-objectives\\_8.html](https://bpa.csub.edu/departments/Department-of-Public-Policy-and-Administration/page/learning-goals-and-objectives_8.html).

## Requirements for the Master of Public Administration

In pursuit of academic excellence and diversity, high quality student experiences, and community engagement, the mission of this graduate program is career preparation and development for policy/decision-making, managerial and administrative positions in the public and nonprofit sectors. The program is especially responsive to regional government and nonprofit sector needs, preparing graduates for state and local managerial and public service leadership.

## Requirements for the MPA Program

1. **MPA Foundation Requirements** (2 may be taken as an undergraduate, 6 units)  
PPA 4010: Analytical Methods in Administration (3)  
PPA 4038: The Public Policy-Making Process (3)  
PPA 5000: Survey of Public Administration (3)  
PPA 5020: Program Evaluation (3) (Prerequisite: PPA 4010 with a grade of B or higher)

2. **MPA Core Requirements** (18 units) (All 6000 level courses require Classified standing.)  
PPA 6100: Public Human Resources Administration (3)  
PPA 6110: Public Finance and Budgeting (3)  
PPA 6520: Public Management and Organizational Change (3)  
PPA 6530: Policy Analysis (3)
3. **MPA Electives** (9 units)  
Students in the MPA program must complete three additional approved courses at the 5000- or 6000-level in the Department of Public Policy and Administration. Electives presented by other departments may be taken upon approval of the MPA Director. Graduate students may take 3000- or 4000-level courses if augmented to reflect graduate credit.
4. **Internship** (1-3 units)  
Graduate students who do not have two years of supervisory experience in the public or nonprofit sector will be required to take a public or nonprofit sector internship. See the MPA Program Director for more information.
5. **Master’s Paper** (3 units) (Prerequisite: Advance to candidacy and approval by the MPA Director)  
PPA 6980 Master’s Paper or PPA 6990 Capstone Project-Candidates for the MPA degree must complete a culminating activity in accordance with Title V of the California Administrative Code. The purpose of this activity is to demonstrate competency acquired in the graduate program. This includes mastery of knowledge in the discipline and in the ability to use theory and method in the preparation of an applied research project. Research for the master’s paper that involves data from human subjects must be reviewed and approved by the Institutional Review Board for Human Subjects Research (IRB/HSR). For additional details, see their website: <https://www.csub.edu/grasp/Research%20Compliance/IRB/index.html>.

## Requirements for Specialization in Health Care Management

Students interested in pursuing a career in health care management may take the MSHCA degree or may elect to complete Health Care Management specialization of at least three courses.

1. **Select three of the following six courses:**  
HCA 5050, 5140, 5360, 6180, 6610, 6620  
Or other courses as approved by the MPA Director.

## Requirements for Certificate in Nonprofit Management (Graduate Level)

An individual who desires to begin post-baccalaureate study in nonprofit management may apply for a certificate.

Five courses are required for the graduate Certificate in Nonprofit Management:

1. PPA 5190, 5200, 5500
2. And at least two of the following:  
PPA 4038, 5020, 6110, 6860, HCA 6610