PROSPECTIVE STUDENT GUIDE

MASTER OF PUBLIC ADMINISTRATION
(MPA)

CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

Spring 2022 & Fall 2022
Prospective Student Guide

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MPA Application Period

Spring 2022:
Aug. 1, 2021 - Nov. 30, 2021
  • Apply through: https://www2.calstate.edu/apply
    o Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by November 30, 2021.
    o If you will not be able to provide all documents above by the stated deadline, please apply for the next term.

Fall 2022:
November 1, 2021 to June 03, 2022
  • Apply through: https://www2.calstate.edu/apply
    o Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by June 03, 2022.
    o If you will not be able to provide all documents above by the stated deadline, please apply for the next term.
Contact Information

MPA Director
Dr. Thomas Martinez, Ph.D
Email: tmartinez@csub.edu
Office: BDC 212A

Graduate Programs Coordinator
Luis Hernandez, MBA
Email: MPA@csub.edu
Office: BDC 120A

Admissions
Phone: (661) 654-3036
Fax: (661) 654-3389
Email: admissions@csub.edu

Financial Aid
Phone: (661) 654-3016
Fax: (661) 654-6800
Email: finaid@csub.edu
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
Application Requirements

The application process is as follows:

1. Complete the online application at https://www2.calstate.edu/apply.
   • Upload your resume as part of the online application.
   • Upload your statement of purpose as part of the online application.
     • The statement of purpose should be no more than two pages.
     • It should talk about your background and why you are pursuing a Master of Public Administration (MPA).
2. Provide two letters of recommendation (Academic or Professional) if your overall GPA is below a 3.0.
   • The letters of recommendation can be requested in the online application
   • Or emailed directly to MPA@csub.edu
3. *Provide one official transcript from each college or university attended.
   • You do not have to provide transcripts if you graduated or are graduating from CSUB.
   • Any transcript from a college/university outside of the USA will require a course-by-course analysis. This can be done with a company such as: https://www.wes.org/ww. Please contact WES directly for instructions and costs.
4. International Students, please refer to page 7 for additional requirements.

*Request official transcripts to MPA@csub.edu or 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
International Student Requirements

1. **Affidavit of Financial Support**
   - All international students must complete the CSUB Financial Affidavit which can be found by clicking [here](#).
   - If you are on a government scholarship, you still need to fill out this form. List your government as your sponsor. Your government does not need to sign.
   - If you are on an athletic scholarship, list CSUB Athletics as your sponsor. CSUB athletics does not need to sign; they must provide your scholarship/award letter.

2. **International Student Insurance Agreement Form found [here](#).**
   - All students must fill this out, even if your government or athletic scholarship is covering your insurance. If you have dependents, they will be charged for health insurance.

3. **Bank Statement and/or Proof of Financial Support:**
   - Bank statements in the English language reflecting and certifying $30,578 in your or your sponsor’s account (no older than 6 months), MBA students bank statement requirements are $33,818
   - For students sponsored by a government, please provide your “Admissions Purposes Financial Guarantee”
   - For students sponsored by Athletics, please provide your scholarship letter.

4. **English Proficiency Requirements: One** from below:
   - TOEFL - score of 79 or above Scores can be sent electronically to CSUB via school code: 4110
   - IELTS - score of 6.5 or above
   - Duolingo English Test – Minimum score of 105 for GRAD
   - PTE minimum score of 58

5. **Clear Copy of Your Passport**
   - A clear copy of the picture page of your unexpired Passport

Once you have obtained all your required documents, please EMAIL to [Internationaladmission@csub.edu](mailto:Internationaladmission@csub.edu) or MAIL them to:

ATT: International Admissions
California State University-Bakersfield
9001 Stockdale Highway
Mail Stop: 71 ENT
Bakersfield, CA 93311
United States of America
Classification 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/](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:
*Up to 6 units may be transferred from other institutions
  • Transfer courses require a course description and/or syllabus for evaluation before they can be applied as a course requirement.

**Foundation Courses**
(2 may be taken as an undergraduate student, 6 units)

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**
(All 6000 level courses require Classified standing)

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 12.

**Elective Courses**
• All admitted students are required to take 3 elective courses in addition to the courses listed above (may be 5000 or 6000-level). 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 per semester. 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.
• MPA Students must receive a grade of “B” or better in each foundation and core course. Students must retake foundation and core courses with grades of B- or lower. The MPA Director may approve exceptions to this rule in extenuating circumstances.
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, healthcare, 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
Tuition + Fees: 2021-2022 MPA Program
Per Semester

Fall 2021 & Spring 2022-Estimates

0 to 6 units
$2,962 Tuition

Example:
$2,962 Tuition (3 units or one course) = $2,992
$2,962 Tuition (6 units or two courses) = $2,992

6.1 or more units
$4,468 Tuition

Example:
$4,468 Tuition (9 units or three courses) = $4,428
$4,468 Tuition (12 units or four courses) = $4,428

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

*For full fee breakdown, Click Here

Financial Aid

For any financial aid questions, please visit or call:
http://www.csub.edu/finaid/
(661) 654-3016
Campus Map