



**California State University, Bakersfield
School of Business and Public Administration
Department of Public Policy and Administration
Masters of Public Administration**

MPA Handbook

(Revised: 10-31-18)

Contents:

Section 1: Hello & Welcome to CSUB, BPA, PPA

Section 2: FAQ's – New Applicants & Returning Students, Frequently Asked Questions

Section 3: Faculty & Advising Contacts

Section 4: MPA Mission statement; and, NASPAA, MPA Accreditation

Section 5: Departmental Ethics Statement

Section 6: MPA Masters Papers available online from the Walter W. Stiern Library

Section 7: MPA Program Outline & Advising Checklist

Section 8: Fall & Spring Core Course Rotation Schedule Beginning AY 2016-2017

Section 9: Recommended Two-Year MPA Program Map (Beginning 2016-2018)

Section 10: Design your own Two-Three Year MPA Program Map

Section 11: CSUB Academic Calendar Fall 2017 / Spring 2018

Section 12: Internship Waiver Guidelines for MPA Students

Section 13: PPA 6980 (Master's Paper); and, PPA 6990 (Case Study) Sign-Up Form

Section 14: Academic Probation & Academic Disqualification for Graduate Students

Section 15: Pi Alpha Alpha, Global Honor Society for Public Affairs and Administration

Section 16: MPA Photo Gallery - Meet our Students, Pi Alpha Alpha Inductees & Graduates

Section 1: Hello Returning, New & Prospective MPA Students, Welcome to CSUB, BPA, PPA

**Thank you for your interest in the Department of Public Policy and Administration (PPA),
School of Business and Public Administration
California State University, Bakersfield**

In Bakersfield, the PPA Department offers three degree programs, and several undergraduate options:

- **Masters of Public Administration (MPA)**
 - General Public Administration;
 - Specializations in Nonprofit Management; or,
 - Concentration in Health Care Administration
- **Masters of Science -Health Care Administration (MS-HCA)**
- **Bachelor of Arts in Public Administration (BA)**
Also, available to undergraduates:
 - **Minor in Public Administration** is available for majors across the university, i.e. 4 approved courses;
 - **“Fast Track” to the MPA** -- As a senior you can take and *satisfy* up to 2 of our 4 MPA Foundation courses, PPA 4010, 4038, 5000 or 5020. Any undergraduate students planning to pursue MPA graduate education and interested in the *Fast Track* option should schedule to meet with the MPA Director to get clear on the process;

NOTE: The MPA consist of 36 semester units. With the Fast Track option, you could take 2 of the 4 Foundation courses, i.e. 6 units as a senior. That would leave 30 MPA grad units to complete in graduate standing. In order to graduate, every graduate student must complete at least 30 semester units at CSUB and in graduate standing, i.e. each graduate student must establish residency.
 - **Concentration in Public Administration** is now available to undergraduate in the Business Administration (BS) program.
 - **Concentration in Health Care Management** is now available to undergraduate in the Business Administration (BS) program.

For your quick reference, we encourage you to visit these links to CSUB:

CSUB Home Page:

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

School of Business & Public Administration

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

School of BPA, PPA Department, MPA program web page

(w/ MPA Handbook on menu to the right):

<https://bpa.csub.edu/departments/Department-of-Public-Policy-and-Administration.html>

There, you can find current information on:

- BPA Degree Programs, including the MPA & MPA Handbook

- BPA Student Services, i.e. course registration, requirements, advising, etc.
- Internships and Job Center
- Community Engagement
- Also, Events; BPA Newsletter; and Social Media

Section 2: FAQ's – New Applicants & Returning Students, Frequently Asked Questions

- Apply to the CSU online at *Cal State Apply*: <https://www2.calstate.edu/Apply>

Application period for Spring '19 admissions is from: Aug. 1, 2018 - Nov. 30, 2018

Application period for Fall '19 admissions is from: October 1, 2018- June 30, 2019

Apply as soon as possible for an early admission decision.

- When apply for Post-baccalaureate (Graduate) admissions, indicate the *MPA* as your degree objective, this will signal the Graduate Admission Office to send your file to us for review.
- ADMISSIONS CRITERIA - Be sure to review carefully the Admissions Criteria for CSUB and for the MPA programs in the official catalog. However, in general:
 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. The letters should speak to your academic and professional readiness for graduate study.
 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*.

The Department does not require the GRE for graduate admissions;

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

Registration Fees:

<http://www.csub.edu/bas/fiscal/studaccount/student%20financial%20services/registration%20fees/>

Financial Aid & Scholarships <http://www.csub.edu/FinAid/>

- International Students and Programs: <http://www.csub.edu/isp/>
- Post-baccalaureate TOEFL Requirement: <http://www.csub.edu/admissions/apply/graduate/>

- Center for Career Education & Community Engagement (CECE), i.e. campus-wide careers services, job search, internships, resume writing, interviewing, etc. <http://www.csub.edu/cece/>
- CSUB Academic Integrity Policy, i.e. academic dishonesty, cheating, plagiarism, etc. <http://www.csub.edu/osrr/academic%20integrity%20/>

Section 3: Faculty & Advising Contacts*

Dr. Chandra Commuri, Professor, Minor & Nonprofit Management Advisor
(661) 654-6140 ccommuri@csub.edu

Dr. Steven Daniels, Professor, Bachelors' Degree in PA, Undergraduate Advisor
(661) 654-2318 rdaniels@csub.edu

Dr. Thomas Martinez, Professor, **MPA Director**
Cell: (661) 549-5923 tmartinez@csub.edu

Dr. BJ Moore, Assistant Professor (FERP retiree), MS-Health Care Admin. Director
(661) 654-3026 bjmoore@csub.edu

Dr. Jinping Sun, Professor, Chair
(661) 654-6217 jsun2@csub.edu

For more information regarding application and course registration processes:

BPA Student Services Center
BDC Room #123
(661) 654-3099

Ms. Carmen Padilla
CSUB Graduate Admissions Coordinator
Phone: (661) 654-2558
cpadilla10@csub.edu

MPA Student Assistant
(661) 654-2197
org-mpa@csub.edu

To contact the PPA Department office:

Ms. Sonia Morentin, PPA Administrative Support Coordination,
BDC Room #217
(661) 654-3406
smorentin@csub.edu

NOTE:

* Each student, upon being admitted is provided with a **Runner (Outlook) email account**. While you can set Outlook to forward to your personal email account, when contacting faculty and staff, always use Outlook as that is CSUB's primary communication mode.

Section 4: MPA Mission statement; and, NASPAA, MPA 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.

I. 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

II. MPA Specialization in Nonprofit Management

The student will learn and demonstrate functional competence in nonprofit management.

Knowledge of the nonprofit sector, voluntary action and philanthropy.

Strategies for engaging in advocacy and social change.

Assessment of the operational and fiscal health of an organization.

Creation of grant-writing and fundraising strategies for an organization.

III. MPA Specialization in Health Care Management

The student will learn and demonstrate functional competence in health care management.

Knowledge of the Environment

Operations Management and Analysis

Governance and Strategy Formulation

Assessment, Evaluation, and other Oversight Activities



“CSUB’s MPA degree program is the only NASPAA accredited program within a 100-mile radius of Bakersfield.”

“When it comes to your education, quality matters.”

Network of Schools of Public Policy, Affairs, and Administration

<http://www.naspaa.org/>

Section 5: Departmental Ethics Statement

Ethics Matter:

The Department of Public Policy and Administration,
School of Business and Public Administration
California State University, Bakersfield

As an applied academic professional program, our purpose is to prepare competent, ethical and effective public, nonprofit, and health care managers and leaders to advance the public service.

The American Society for Public Administration (ASPA) code of ethics calls on each of us to: 1) Advance the Public Interest; 2) Uphold the Constitution and the Law; 3) Promote democratic participation; 4) Strengthen social equity; 5) Fully Inform and Advise; 6) Demonstrate personal integrity; 7) Promote Ethical Organizations; and, 8) Advance Professional Excellence. ASPA's Code of Ethics: <https://www.aspanet.org/ASPA/About-ASPA/Code-of-Ethics/ASPA/Code-of-Ethics/Code-of-Ethics.aspx?hkey=fefba3e2-a9dc-4fc8-a686-3446513a4533>

Section 6: MPA Masters Papers available online from the Walter W. Stiern Library

Link to Walter W. Stiern Library, click here

<http://voyager.lib.csub.edu/vwebv/search?searchArg1=thesis&argType1=all&searchCode1=SERI&combine2=and&searchArg2=administration&argType2=all&searchCode2=GKEY&combine3=and&searchArg3=&argType3=all&searchCode3=TSUB&fromYear=&toYear=&location=all&type=all&language=all&recCount=50&searchType=2&page.search.search.button=Search>

Section 7:

MPA Program Outline & Advising Checklist (Revised: May '16)

Graduate Core and Elective requirements*

New semester courses numbers, with (former quarter system numbers)

- ___ PPA 4010 (401) - Analytical Methods in Administration (Foundation Course)
- ___ PPA 5000 (491) - Survey of Public Administration (Foundation Course)
- ___ PPA 5020 (492) - Program Evaluation (Foundation Course)
- ___ PPA 4038 (493) - Public Policy-Making Process (Foundation Course)

- ___ PPA 6100 (610) - Public Human Resources Administration
- ___ PPA 6110 (611) - Public Finance & Budgeting
- ___ PPA 6520 (680) - Public Management & Organizational Change
- ___ PPA 6530 (691) - Policy Analysis
- ___ PPA 6980 (698) - Master's Paper (or, PPA 6990, Case Studies)

Electives (3 required)

- ___ 1st Elective:
- ___ 2nd Elective:
- ___ 3rd Elective:

Internship, may be [] Required, or, [] Waived

- ___ PPA 6860 (696) Internship

For more information regarding application, advising and course registration processes:

Thomas R. Martinez, Ph.D.
MPA Director
BDC Room #104
Cell: (661) 549-5923
tmartinez@csub.edu

NOTE: The MPA program consist of 36 semester units. However, in all cases, in order to graduate every graduate student must complete at least 30 semester units at CSUB and in graduate standing, i.e. each student must establish residency.

This is a critical point as some students may have requested that one or more graduate courses be transferred in from a previous campus. Or, some students may have completed our *MPA Fast Track* option, i.e. completing one or two of our Foundation course as a senior.

Any student wishing to transfer in a course(s) or any undergraduate student planning to pursue the *MPA Fast Track* option, should schedule to meet with the MPA Director to get clear on requirements.

Section 8: Fall & Spring Core Course Rotation Schedule Beginning AY 2017-2019

To assist with your MPA program planning, here is the Fall & Spring Course Rotation Schedule; and, Recommended Two-Year MPA Program Map (*Revised Feb. '17*).

Fall Core Courses - semester courses (with former quarter system numbers)

PPA 4010 (401) - Analytical Methods in Administration	(Foundation Course)
PPA 4038 (493) - Public Policy-Making Process	(Foundation Course)
PPA 5000 (491) - Survey of Public Administration	(Foundation Course)
PPA 5020 (492) - Program Evaluation	(Foundation Course)
PPA 6100 (610) - Public Human Resources Administration	
PPA 6520 (680) - Public Management & Organizational Change	
PPA 6530 (691) - Policy Analysis	
PPA 6980 (698) - Master's Paper; or, PPA 6990 – Case Study	
Electives - TBA	
PPA 6860 (696) - Internship (available) – should not be taken during your first semester	

Spring Core Courses - semester courses (with former quarter system numbers)

PPA 4010 (401) - Analytical Methods in Administration	(Foundation Course)
PPA 4038 (493) - Public Policy-Making Process	(Foundation Course)
PPA 5000 (491) - Survey of Public Administration	(Foundation Course)
PPA 5020 (492) - Program Evaluation	(Foundation Course)
PPA 6110 (611) - Public Finance & Budgeting	
PPA 6980 (698) - Master's Paper; or, PPA 6990 – Case Study	
Electives - TBA	
PPA 6860 (696) - Internship (available) – should not be taken during your first semester	

Electives – A total of 3 are required, these are TBA and may be taken Fall, Spring or Summer.
MPA elective courses are usually listed at the *4000 or 5000 (400 or 500) level*.

Section 9: Recommended Two-Year MPA Program Map for students beginning the program in Fall (2017-2019)*

Fall – Year 1 <ul style="list-style-type: none"> • PPA 4010 (401) • PPA 4038 (493) • PPA 5000 (491) 	Spring – Year 1 <ul style="list-style-type: none"> • PPA 5020 (492) • Elective • Elective • PPA 6860 (696) Internship (available) 	*Summer – after Year 1 <ul style="list-style-type: none"> • Elective (available) • PPA 6860 (696) Internship (available)
Fall – Year 2 <ul style="list-style-type: none"> • PPA 6100 (610) • PPA 6530 (691) • PPA 6520 (680) • PPA 6860 (696) Internship (available) 	Spring – Year 2 <ul style="list-style-type: none"> • PPA 6110 (611) • PPA 6980 or 6990 • Elective • PPA 6860 (696) Internship (available) 	

Section 10: Design your own Two-Three Year MPA Program Map*

For those transitioning from quarters to semesters or not on the 2-yr. map schedule above

Semester #1: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Semester #2: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Summer: 20 __ <ul style="list-style-type: none"> •
Semester #3: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Semester #4: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Summer: 20 __ <ul style="list-style-type: none"> •
Semester #5: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Semester #6: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	

***NOTE: Course Load** – MPA students may take courses at their own pace. One or two courses per semester is general considered part-time while 3 courses or more is full-time. MPA students *may not take 4 or more courses* (12 units or more) without expressed approval of the MPA Director.

Section 11: CSUB Academic Calendar 2018/19

The official 2018/19 Academic Calendar is posted at the university website, go to Academics, then, to Academic Calendar:

http://www.csub.edu/facultyaffairs/_files/Academic-Calendar-2018.pdf

Review this regularly as it is often revised throughout the year.

Section 12: Internship Waiver Guidelines for MPA Students

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:

- at least one year of experience in a supervisory or managerial role in a public, health-care, or nonprofit organization;
- at least one year of experience as a specialist whose work is important to the public sector (example: consultant to a city department); or
- 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 if you can justify you are qualified:

1. 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 (examples: nurse, social worker, city planner);
 - You have contributed to your organizations or projects in creative ways.
- Briefly describe any relevant past experience.
- State your current status in the MPA program and expected graduation date (for example: June 2017). Include your E-mail address and phone number for future contact.

2. Attach a current resume to your letter:

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).

3. Send the letter and your resume to:

Dr. Thomas Martinez, MPA Program Director
tmartinez@csub.edu

4. Decision:

Your request will be review to determine if you are qualified for the waiver.

Section 13: PPA 6980 (Masters Paper); and, PPA 6990 (Case Study) Sign-Up Form

NOTE:

Students wishing to enroll in PPA 6980 (Masters (Paper) or in PPA 6990 (Case Study Analysis) should, during registration period, print out or pick up this form, it is usually available online, on the MPA Handbook or on the bulletin board next to our faculty offices, near BDC Room #112.

The student shall complete the form and circulate it, requesting and securing the signatures of a First and Second Reader. The student shall then, as soon as possible *during the registration period*, return the form to our Adrianna Silva, Graduate Programs Coordinator, in BDC Room #120. She can be reached Adrianna Silva (661) 654-2780 or at asilva32@csub.edu

The Graduate Programs Coordinator shall make copies, i.e. one each for the student, First and Second Readers. The Graduate Programs Coordinator shall then keep the original complete the student registration.

Student Contact Information

Date: _____

Name: _____ Student CSUB ID No.: _____

Cell Phone: _____ Permanent E-Mail Address: _____

Course & Semester the student wishes to enroll: _____

PPA 6990: Case Study Analysis CRN# _____

Fall Spring Year _____ Expected Graduation Date: _____

1st Reader: Name: _____ Signature: _____

PPA 6980: Masters Paper CRN# _____

Fall Spring Year _____ Expected Graduation Date: _____

1st Reader: Name: _____ Signature: _____

2nd Reader: Name: _____ Signature: _____

[Copies (4): Student, First Reader, Second Reader, PPA Department; Graduate Programs Coordinator (Original)]

Section 14: Academic Probation & Academic Disqualification for Graduate Students

The CSUB policy on Academic Probation and Disqualification for graduate students, per the 2016-2018 catalog, can be found at the Division of Graduate Programs. The relevant section begins on page 199.

http://www.csub.edu/catalog/files/2016-2018_updated/061.pdf

For convenience, the policy and our MPA draft letters on Academic Probation or Disqualification for graduate students reads as follows:

May 24, 2017

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Dear :

As a [Conditional] Master of Public Administration student, Department of Public Policy and Administration, your cumulative grade point average is now below the 3.0 requirement. The university's announced policy on Academic Probation and Academic Disqualification for graduate students reads as follows:

***Academic Probation for Graduate Students** -- In general, a graduate student shall be subject to academic probation at the end of any academic term where the student's grade point average for all course work that is in the Plan of Study falls below a "B" (3.0) average. However, students admitted to a graduate program may be subject to academic probation when their performance is judged to be unsatisfactory with respect to the scholastic and/or professional standards established by the individual graduate program. This judgment of performance will be based upon a review by the graduate program coordinator and the Associate Dean for Graduate Studies. All graduate students are encouraged to consult with their respective graduate program coordinators regarding acceptable scholastic and/or professional standards established by the graduate program.*

***Academic Disqualification for Graduate Students** -- A graduate student shall be subject to academic disqualification if, while on academic probation, the student fails to earn sufficient grade points necessary to be removed from scholastic probation status and attain a 3.00 GPA. Academic disqualification will be based upon the review and recommendation by the graduate program coordinator and the approval of the appropriate academic dean and the Associate Dean for Graduate Studies.*

Pursuant to university policy, this is notification that I shall recommend to the Associate Dean for Graduate Studies, that you be placed on [Academic Probation (or) Dismissed from the MPA] effective immediately. You are hereby advised to devote this semester to improving your cumulative GPA to a minimum of 3.0 through successful completion of courses in which you are currently enrolled or by successful completion of any outstanding Incomplete grade(s). Failure to do so shall result in your being Academically Disqualified from the MPA.

If you have any questions, please feel free to contact me.

Sincerely,

Thomas R. Martinez, Ph.D.
MPA Director
Department of Public Policy and Administration
School of Business and Public Administration
California State University, Bakersfield

Cc: Associate Vice President for Academic Programs

Section 15: 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, promotes 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: <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+ are eligible to be inducted. We hope you will be among them.

Section 16: MPA Photo Gallery - Meet our Students, Pi Alpha Alpha Inductees & Graduates

We look forward to soon seeing you in these photos:



(L) 2016 Pi Alpha Alpha Inductees; (R) Chapter Pres. Courtney Clerico & 2016 Outstanding MPA Manuel Barrera



Past Inductees



2017 Pi Alpha Alpha Inductees



Class of 2015



2017 MPA Graduate



2017 MPA students, Saturday morning group



PPA Mixer with PPA Advisory Board, Spring 2017



Class of 2016



2016 and done!



Class of 2011