Department of Public Policy and Administration  
School of Business and Public Administration  
MSHCA Program Advisor: BJ Moore  
Program Office: Business Development Center, 112  
Telephone: (661) 654-3406  
email: bjmoore@csub.edu  
Website: www.csub.edu/bpa  
Faculty: C. Commuri, R. S. Daniels, T. Martinez, BJ Moore, J. Sun

Values, Mission, and Goal  
Public Service Values  
Accountability (Ethical and democratic values)  
Effectiveness (Professional value)  
Efficiency (Professional value)  
Integrity (Ethical value)  
Humaneness (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.

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. A grade point average of not less than 3.00 in all undergraduate course work;  
3. For students with grade point averages between 2.5 and 3.0, two letters of recommendation (at least one academic) and other relevant material about professional qualifications and experience.

4. For applicants whose preparatory education is principally in a language other than English, a TOEFL score of 550 or higher (or 213 on the new conversation scale for the computer-based TOEFL exam).

Application, Admission, and Classification  
Admission to either of 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 at the following website:  
www.csumentor.edu

Students must indicate on their CSU Application for Graduate Admission that they are interested in the MS in Health Care Administration (Code 12021). Admission to the University does not constitute admission to the MSHCA programs. The Program Coordinator 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 or MSHCA Foundation requirements with a grade of “B” (3.0) in each course (“B-” does not qualify).

Graduation Requirements  
The MSHCA degree programs require a minimum of 27 units of approved coursework and three (3) units of a master’s paper. However, some students must complete an additional six (6) credit hours of foundation courses in public administration or health care management. 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 MSHCA advisors 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. Otherwise, MSHCA
students will need to take the Graduation Writing Assessment Requirement Examination offered once per semester. The Learning Goals and Objectives of the MSHCA program can be found at http://www.csub.edu/bpa/graduate/MSHCA/LearningGoals/index.html.

Requirements for the Master of Science in Health Care 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, nonprofit, and health care sectors. The program is especially responsive to regional health, health care and human service needs, preparing graduates for state and local health care management.

Requirements for the MSHCA Program
Development Track (36 units), Professional Track (30 units)
1. MSHCA Foundation (6 units)
   PPA 4010, 4020
2. MSHCA Core Requirements (27 units)
   PPA 5050, 5100, 5140, 5260*, 5360, 5370*, 6180, 6610, 6620
3. Internship (1-3 units)
   Graduate students who do not have two years of supervisory experience in the health care sector will be required to take a health care sector internship. See the Internship Coordinator for more information.
   *Course requirements only for the development track
4. Master’s Paper - Both Tracks (3 units)
   PPA 6980 Masters Paper - Candidates for the MSHCA 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 http://www.csub.edu/grasp/irbhsr/.