**Department of Public Policy and Administration**

**School of Business and Public Administration**

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**Program Description**

In pursuit of CSUB’s vision and our commitment to serve the Southern San Joaquin Valley, individuals enrolled in our Department of Public Policy and Administration (PPA) programs engage in learning experiences to develop new skills and expertise that prepare them for positions with government agencies at all levels; nonprofit organizations; hospitals, health, and health care agencies; and private organizations with significant government interactions. The Department has a strong commitment to professional development among public and non-profit professionals. The faculty is also committed to scholarship. In addition to the affirmative recruitment of women, ethnic minorities and the disabled, the department strongly encourages the enrollment of practitioners in the undergraduate, graduate and certificate programs.

**National Accreditation by NASPAA**

The department enjoys accreditation by the National Association of Schools of Public 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, and in addition to, established university academic performance and student conduct standards for graduate students, the professional public service nature of the programs demands that those admitted, retained and awarded degrees conform to the program admissions criteria and possess, develop and demonstrate academic and professional 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 less than 3.00, 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 and Admission**

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 MPA program (Code 21021) or the MSA in Health Care Management (Code 12021). Admission to the University does not constitute admission to the MPA or MSA-HCM 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 quarter.

**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 MSA-HCM Foundation requirements with a grade of “B” (3.0) in each course (“B-” does not qualify).

**Graduation Requirements**

The MPA and MSA-HCM degree programs require a minimum of 40 units of approved coursework and five (5) units of a master’s paper. However, all students must complete an additional 20 credit hours of foundation courses in public administration.

Students may take these 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 and MSA-HCM 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 two decades, then the student will have already met the GWAR requirement. PPA 493, The Public Policy Making Process, is certified as a GWAR course and will meet the requirement for all students. The Learning Goals and Objectives for the MPA program can be found at

http://www.csub.edu/bpa/graduate/mpa/goals.shtml. The Learning Goals and Objectives of the MSA-HCM program can be found at http://www.csub.edu/bpa/graduate/hlth/goals.shtml.

**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 (may be taken as an undergraduate)**

 PPA 401, 491, 492, 493

2. **MPA Core Requirements** (25 units)

 PPA 610, 611, 671, 680, 691

3. **MPA Electives** (15 units)

 Students in the MPA program must complete three additional approved courses at the 500- or 600-level in the Department of Public Policy and Administration. Electives presented by other departments may be taken upon approval of the MPA Graduate Coordinator. Graduate students may take 300- or 400-level courses if augmented to reflect graduate credit.

4. **Internship** (1-5 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 Internship Coordinator for more information.

5. **Master’s Paper** (5 units)

 PPA 698 Master’s Paper - 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 http://www.csub.edu/grasp/irbhsr/.

**Requirements for Specialization in Nonprofit Management**

Students interested in pursuing a career in nonprofit management may complete a specialization of at least three elective courses and an internship at the graduate level.

1. **Complete the two following courses:**

 PPA 519, 696

2. **And at least two of the following courses:**

 PPA 520, 545, 550, 685

 Other electives as approved by the Program Coordinator.

**Requirements for Specialization in Health Care Management**

Students interested in pursuing a career in health care management may take the MSA-HCM degree described below or may elect to complete an MPA specialization of at least three courses.

1. **Select three of the following four courses:**

 PPA 494, 505, 685, 689

 Or other courses as approved by the graduate program coordinator.

**Requirements for the Master of Science in Administration-Health Care Management**

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 MSA-HCM Program**

1. **MSA-HCM Foundation** (may be taken as an undergraduate)

 PPA 401, 492, 493, 494

2. **MSA-HCM Core Requirements** (30 units)

 PPA 505, 536, 610, 611, 685, 689

3. **MSA Electives** (10 units)

 Students in the MSA program must complete two additional approved courses at the 500- or 600-level, offered by the Department of Public Policy and Administration. Electives presented by other departments may be taken upon approval of a petition to the Graduate Coordinator. Graduate students may take 300- and 400- level courses if augmented to reflect graduate credit.

4. **Internship** (1-5 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.

5. **Master’s Paper** (5 units)

 PPA 698 Masters Paper - Candidates for the MSA 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/.

**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.

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

 PPA 519, 520, 550

2. **And at least two of the following:**

 PPA 492, 493, 545, 685, 611, 696