STUDENT HANDBOOK

(Revised: May 2023)

MASTER OF PUBLIC ADMINISTRATION
(MPA)

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MPA Values, Mission, and Goals

Program Description

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.

Values, Mission, and Goals

Public Service Values Accountability (Ethical and democratic values)
Effectiveness (Professional value)
Honesty (Ethical value)
Lawfulness (Democratic value)
Social justice (Human value)

MPA Mission

The mission of the MPA degree program at CSUB is for the faculty to offer learning experiences to a diverse body of students in the competencies necessary for the pursuit of mid- and upper management careers in public and nonprofit organizations in the southern San Joaquin Valley.

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.

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.

Academic Integrity Policy

The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

There are certain forms of conduct that violate the university's policy of academic integrity:

ACADEMIC DISHONESTY (CHEATING) is a broad category of actions that involve fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone but arises whenever students attempt to gain an unearned academic advantage.

PLAGIARISM is a specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one's own. Plagiarism may consist of handing in someone else's work as one's own, copying or purchasing a pre-written composition and claiming it as one's own, using paragraphs, sentences, phrases, words, or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation.

Another example of academic dishonesty (cheating) is the SUBMISSION OF THE SAME, OR ESSENTIALLY THE SAME, PAPER, or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

When a faculty member discovers a violation of the university's policy of academic integrity, the faculty member is required to notify the Office of Student Rights and Responsibilities and the student(s) involved. A course grade of 'F' may be assigned, or another grade penalty may be applied at the discretion of the course instructor. Additional disciplinary sanctions are determined by the Director of the Office of Student Rights and Responsibilities.

Disciplinary sanctions may include:

- disciplinary probation,
- suspension,
- permanent expulsion from the university or from the California State University system,
- administrative hold on the release of records,
- and withholding a degree.

Disciplinary probation shall be noted on the student's formal academic record only for the duration of the probationary period. Disciplinary suspension of more than one academic year and expulsion are a part of the student's permanent record.

The student may pursue a formal hearing or make a settlement agreement with the Director of the Office of Student Rights and Responsibilities.

The Office of Student Rights and Responsibilities shall conduct an investigation, confer with the faculty member, students and any witnesses identified, and review all evidence. The student is entitled to a formal hearing scheduled by the Office of Student Rights and Responsibilities, in which the evidence of the alleged violation shall be presented before an impartial Hearing Officer (appointed by the President) and the student shall be present to provide an explanation or defense. The Hearing Officer shall submit a written report to the President containing the findings, conclusions, and recommendations.

Alternatively, a settlement agreement may be made with the Office of Student Rights and Responsibilities. The settlement agreement will specify the disciplinary sanctions, the length and terms of disciplinary probation or suspension, and the conditions the student is expected to meet in order to remain in good standing (e.g., training, or regular meetings with the Office of Student Rights and Responsibilities). All sanctions are reported to the instructor reporting the incident, the student's Chair, and the student's Dean.

Any repeated violation of academic integrity shall result in more serious academic sanctions. Normally, this will include suspension or expulsion from the university with a note on the student's permanent record.

Contact Information

MPA Director
Dr. Thomas Martinez, Ph.D.
Email: tmartinez@csub.edu
Phone: (661) 654-3064
Office BDC 104A

Graduate Programs Coordinator
Luis Hernandez, MBA, M.P.A.
Email: MPA@csub.edu
Phone: (661) 654-2780
Office: BDC 120A

Admissions Office
Email: postbaccadmissions@csub.edu
Website: csub.edu/admissions

International Admissions Office
Email: internationaladmission@csub.edu
Website: csub.edu/isp/contact-international-students

Financial Aid Office
Email: finaid@csub.edu
Website: csub.edu/financial-aid

Academic Probation and Academic Disqualification

All graduate and post-baccalaureate students should be aware of the following regulations concerning academic probation and academic disqualification. Students enrolled in a second baccalaureate degree program are governed by the academic standards for undergraduate students.

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. The appropriate program director will initiate the Academic Probation process using the Academic Probation form. Judgment of performance will be based upon review by the graduate program director and the Office of Academic Programs. All graduate students are encouraged to consult with their respective graduate program directors 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 satisfy the conditions of probation and attain a 3.0 GPA. Academic disqualification will be initiated by the program director using the Academic Disqualification form and must be approved by the appropriate academic dean, and the Office of Academic Programs.

Students: Important Information

csub.edu/current-students

- Click on the link above to find information on MyCSUB, Canvas, Important Dates, and "How Do I's…"

Academic Calendar Fall 2023

<u>Fall Semester 2023</u>

March 20	. . . . . .	Academic Advising for Continuing Students Begins (for Summer 2023 & Fall 2023)
April 10	. . . . . .	**Registration** for Continuing Students Begins (for Summer 2023 & Fall 2023)
May 01	. . . . . .	**Orientation** for New Undergraduate Students Begins
May 01	. . . . . .	Deadline to Apply for **Fall 2023** Graduation
May 22	. . . . . .	Last Day to Register to Vote for Primary Election
June 05	. . . . . .	**Academic Advising** for New Transfer Students Begins (for Fall 2023)
June 05	. . . . .	**Registration** for New Transfer Students Begins (for Fall 2023) Registration for
June 05	. . . . .	Postbaccalaureate Students (separate)
June 06	. . . . .	CA Statewide Primary Election
June 26	. . . . .	**Academic Advising** for First-Time First-Year Students Begins (for Fall 2023)
June 26	. . . . .	**Registration** for First-Time First-Year Students Begins (for Fall 2023)
August 21	. . . . .	**ALL FACULTY DUE ON CAMPUS**
August 28	. . . . .	**First Day of Classes**
September 4	. . . . .	**Holiday** – Labor Day – Campus Closed
September 7	. . . . .	Last Day to Add Classes
September 7	. . . . .	Last Day to Change between Audit and Letter Grading
September 25	. . . . .	Census Day
September 25	. . . . .	Last Day to Change between Credit/No-credit and Letter Grading
September 25	. . . . .	Last Day to Withdraw from Classes without a "W" being recorded
October 02	. . . . .	**Academic Advising** for Continuing Students Begins (for Spring 2024)
October 11	. . . . .	Campus-wide Emergency Evacuation Day
October 20	. . . . . .	Last Day for Faculty to Order Course Materials Through Campus Bookstore for Spring 2024
October 23	. . . . . .	**Registration** for Continuing Students Begins (for Spring 2024) Last
October 24	. . . . . .	Day to Register to Vote for the General Election
November 01	. . . . . .	Deadline to Apply for **Spring 2024** Graduation
November 01	. . . . .	Deadline to apply for **Summer 2024** Graduation
November 08	. . . . . .	CA Statewide General Election
November 10	. . . . . .	**HOLIDAY** - Veterans Day Observed - Campus Closed Academic
November 13	. . . . . .	Advising for New Students Begins (for Spring 2024) **Registration** for
November 13	. . . . .	New Students Begins (for Spring 2024)
November 13–17	. . . . . .	SOCI Week
November 17	. . . . . .	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 22	. . . . . .	No classes - Campus Open
November 23 - 24	. . . . . .	**HOLIDAY** - Thanksgiving - Campus Closed
December 11	. . . . . .	Last Day to Submit Completed Thesis / Dissertation
December 11	. . . . . .	**Last Day of Classes**
December 12-18	. . . . . .	Examination Period
December 15 -16	. . . . . .	Commencement
December 19	. . . . . .	Evaluation Day
December 20	. . . . . .	Grades Due

Winter Break: December 21, 2023 - January 18, 2024

Link to Academic Calendars: csub.edu/calendars/academic

Academic Calendar Spring 2024

<u>Spring Semester 2024</u>

October 02	. . . . . .	Academic Advising for Continuing Students Begins (for Spring 2024)
October 23	. . . . . .	**Registration** for Continuing Students Begins (for Spring 2024)
November 01	. . . . . .	Deadline to Apply for **Spring 2024** Graduation
November 01	. . . . . .	Deadline to Apply for **Summer 2024** Graduation
November 13	. . . . . .	Academic Advising for New Students Begins (for Spring 2024)
November 13	. . . . . .	**Registration** for New Students Begins (for Spring 2024)
January 15	. . . . . .	**HOLIDAY** - Martin Luther King, Jr. Day - Campus Closed
January 18	. . . . . .	**ALL FACULTY DUE ON CAMPUS**
January 22	. . . . . .	**First Day of Classes**
January 31	. . . . . .	Last Day to Add Classes
January 31	. . . . . .	Last Day to Change between Audit and Letter Grading
February 16	. . . . . .	Census Day
February 16	. . . . . .	Last Day to Change between Credit/No-credit and Letter Grading
February 16	. . . . . .	Last Day to Withdraw from Classes without a "W" being recorded
March 11	. . . . . .	Academic Advising for Continuing Students Begins (for Summer 2024 & Fall 2024)
		Spring Semester Break: March 24, 2024 – March 31, 2024 (Easter is March 31, 2024)
April 01	. . . . . .	**HOLIDAY** - Cesar Chavez Day Observed - Campus Closed
April 05	. . . . . .	Last Day for Faculty to Order Course Materials Through Campus Bookstore for Summer 2024 and Fall 2024
April 08	. . . . . .	**Registration** for Continuing Students Begins (for Summer 2024 & Fall 2024)
April 09	. . . . . .	Campus-wide Emergency Evacuation Day
April 19	. . . . . .	Last Day to Withdraw from Classes for a Serious and Compelling Reason
April 22 - 26	. . . . . .	SOCI Week
May 01	. . . . . .	**Orientation** for New Undergraduate Students (Begins)
May 01	. . . . . .	Deadline to Apply for Fall 2024 Graduation
May 10	. . . . . .	Last Day to Submit Completed Thesis / Dissertation
May 10	. . . . . .	**Last Day of Classes**
May 11 – 17	. . . . . .	Examination Period
May 17 - 18	. . . . . .	Commencement
May 20	. . . . . .	Evaluation Day
May 21 - 22	. . . . . .	Grades Due
May 27	. . . . . .	**HOLIDAY -** Memorial Day – Campus Closed

Link to Academic Calendars: csub.edu/calendars/academic

Graduate Lab Access

The Lab is located in the Business Development Center (BDC) Building B on the 2nd floor in room 262.

The Lab code is emailed to Graduate Students the Friday before classes start, each semester.

The Occidental Petroleum Graduate Research Lab continues to serve the BPA graduate students 24 hours a day, 365 days a year. In other words, we are open when the library is closed. The lab (and patio) are considered by the students to be an excellent place to study and network with other graduate students. It's your lab – treat it well.

Occidental Petroleum provided funding to build and outfit this room and the patio. Occidental Petroleum felt that the MBA students, MPA students, and MS-HCA students needed a place of their own to study, network, and relax between classes.

All the equipment and furnishings have been suggested by the BPA graduate students. Should you have an idea for something we do not have please send an email to Lhernandez1@csub.edu with any suggestions.

Restrooms:

The 1st floor of the BDC classroom building closes around 10:00pm. If you need to use the restroom downstairs after that time, go down the stairs to the restroom. Then exit out the end near the elevator. If campus police arrive because a silent alarm has been tripped – point to this note.

Security Cameras in Use:

The occupants of the Grad Lab are protected via video-only surveillance by campus police. Should an emergency arise, and you need immediate police or other assistance, push the red emergency button on the wall by the door and campus police will respond.

MPA Course Requirements

All admitted MPA students must complete the following:

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.

Grade Point Average (GPA) and Course Load
- MPA students must maintain an overall 3.0 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.
- **COURSE LOAD** – MPA students may take courses at their own pace. To be considered a full-time student, you must enroll in as 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 more than 3 courses* (9 units) per semester without expressed approval of the MPA Director. Conditionally admitted students may not take more than 2 MPA courses (6 units) in a semester per instruction from the MPA Director, unless given explicit permission.

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. Thomas 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, and email).

- Email the letter and your resume to Dr. Thomas Martinez at: tmartinez@csub.edu

Master's Thesis or Case Study

PPA 6980 (Masters Paper) or PPA 6990 (Case Study) Form

> NOTE:
>
> Students wishing to enroll in PPA 6980 (Masters Paper) or in PPA 6990 (Case Study Analysis) need to fill out this form. The form can be requested from the Graduate Programs Office at MPA@csub.edu.
>
> The student shall complete the form and circulate it, requesting and securing the signatures of a First and Second Reader. The student shall then return the form to the Graduate Programs Office, in BDC Room #120 or to MPA@csub.edu.

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*: _____

_____

Student ID

Location: **Walter W. Stiern Library** (refer to building 43 by parking lot D, in the campus map located at the end of this handbook)
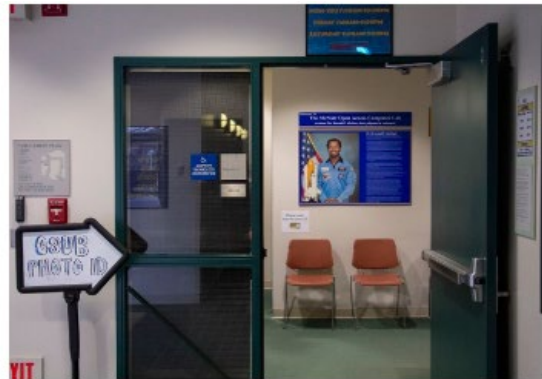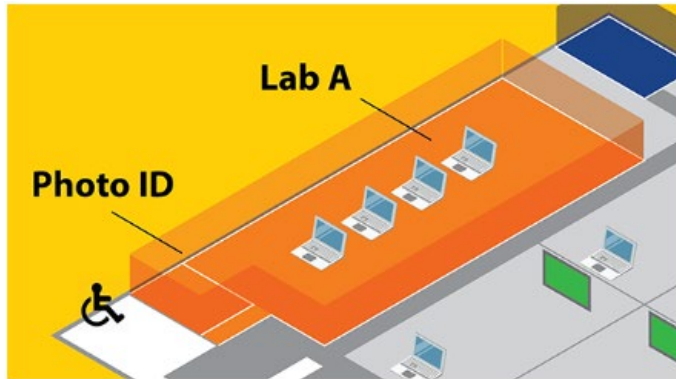
The students' first ID is free, first replacement is $5, all subsequent replacements are $10.

CSUB RunnerCard

The RunnerCard is more than just an ID card - it's your key to security, savings, and convenience at CSUB, along with select community partners. All CSUB students, faculty, and staff are eligible to receive a RunnerCard. The first RunnerCard is free for all students.

During the COVID-19 virtual instruction period and beyond, new RunnerCard photos can be submitted by using the online Photo ID Request form.

Please fill out an online form to request a student ID:
csub.edu/services/service-areas/photo-id

Tuition and Fees Per Semester

Based on number of courses

MPA program has a total of 12 courses + Internship

__California Resident__

0 to 6 units
$3,031 Tuition
Example:
- $3,031 Tuition (3 units or one course) = $3,031
- $3,031 Tuition (6 units or two courses) = $3,031

6.1 or more units
$4,537 Tuition
Example:
- $4,537 Tuition (9 units or three courses) = $4,537
- $4,537 Tuition (12 units or four courses) = $4,537

__Non-California Resident__

0 to 6 units
$3,031 Tuition + $396 per Unit
Example:
- $3,031 Tuition + $1,188 Fees (3 units or one course) = $4,219
- $3,031 Tuition + $2,376 Fees (6 units or two courses) = $5,407

6.1 or more units
$4,537 Tuition + $396 per Unit
Example:
- $4,537 Tuition + $3,564 Fees (9 units or three courses) = $8,101
- $4,537 Tuition + $4,752 Fees (12 units or four courses) = $9,289

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

*For full fee breakdown, visit **csub.edu/financial-aid/costs/budgets** or contact financial aid.

Financial aid questions?

Visit csub.edu/financial-aid or call **(661) 654-3016**

How to Make Payments

How to Pay for Items such as Classes:

1. Log onto my.csub.edu to visit the student center
2. Under *Finances*, click "Account Inquiry & Make Payment"
3. Click the blue "Make a Payment" icon on the lower right
4. In the new CASHNet window, browse the available options and add to your cart
5. Follow the on-screen instructions to proceed with checkout

**Class fees are due the Thursday before class starts/

How to Pay for Parking Permits:

1. Visit mycampuspermit.com
2. Select "CSU Bakersfield" from the list
3. Click "Buy Permit"
4. Follow the on-screen instructions to proceed

**Parking Permit FAQ: csub.edu/bas/police/parking/permit/index.html
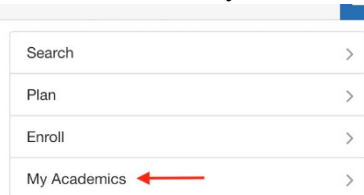
**Frequently Asked Questions: csub.edu/bas/fiscal/studaccount/Services/FAQ/index.html

**Student Financial Services: csub.edu/bas/fiscal/studaccount

Applying for Graduation

Apply:
1. Log onto my.csub.edu to visit the student center
2. Under *Academics*, click "My Academics" in the center-right

   a.
3. Under *Current Academic Objective*, click "Apply for Graduation"
4. Select your graduation term
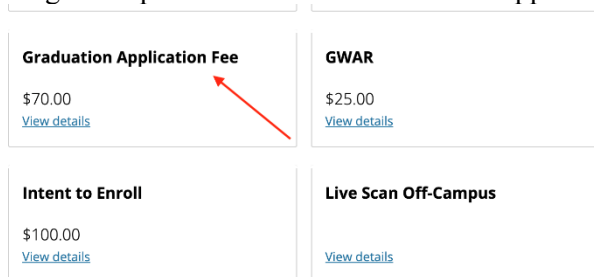5. Click "Continue" to submit the application

Pay the Application Fee:
1. Log into myCSUB to visit the student center
2. Under *Finances*, click "Account Inquiry & Make Payment"
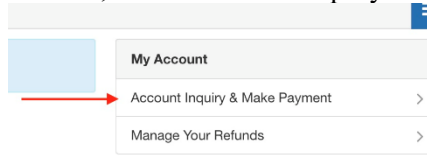
   a.
3. Click the blue "Make a Payment" icon on the lower right
4. In the new window, select "Miscellaneous Fees"
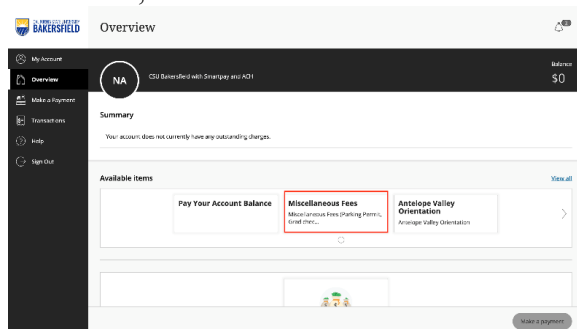
   a.
5. Scroll through the options and select "Graduation Application Fee"

   a.
6. Click "add to payment" and "checkout" on the bottom right
7. Finally, follow the instructions to submit the payment
8. Once the fee is submitted, your application will be reviewed, and you will receive a response via email

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, effective performance, and 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: 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.

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

Email Communication

Your Email Addresses

The Student Center provides the ability to maintain your email addresses and mark one of them as preferred. You can have up to 3 email addresses, but only the On-Campus email will display on the Student Center. Click the On-Campus Email link in the Contact Information box to open the Email Addresses page, which will allow you to view your information.

Contact Information

Mailing Address | Permanent Addr
101 Main Street | None
Springfield, IL

Main Phone Num | On-Campus Email
None | jdoe@csub.edu

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home	jdoe@gmail.com	☐	delete
On-Campus	jdoe@csub.edu	☑	delete
Other	jdoe@yahoo.com	☐	delete

ADD AN EMAIL ADDRESS

SAVE

For Assistance:
Contact: Help Desk
Phone: 661-654-4357
Email: helpdesk@csub.edu

Faculty Contacts

Dr. Chandra Commuri, Professor
Department Chair
Minor & Nonprofit Management Advisor
Email: ccommuri@csub.edu

Dr. Steven Daniels, Professor
Bachelors' Degree in PA, Undergraduate Advisor
Email: rdaniels@csub.edu

Dr. Thomas Martinez, Professor
MPA Director
Email: tmartinez@csub.edu

Dr. Anthony Pallitto, Lecturer
MS-HCA Director
Email: apallitto@csub.edu

Dr. Jinping Sun, Professor
Public Policy and Administration
Email: jsun2@csub.edu

Course Descriptions

Foundation Courses

PPA 4010 Analytical Methods in Administration (3)

This seminar provides an introduction to applied research and basic statistical techniques for decision-making in public administration and the management of health care and nonprofit agencies. The course covers experimental, quasi-experimental and non-experimental research designs; measurement; data gathering techniques and sources, including survey research; and the analysis, evaluation, and communication of research findings. The course involves identification of a research question, secondary research, selection of an appropriate quantitative or qualitative design, and preparation of a research proposal. The course will also cover statistical analysis through linear regression. Serves as the undergraduate PPA statistics requirement and MPA and MSHCA foundation course. Students should have familiarity with interval level statistics.

PPA 4038 The Public Policy-Making Process (3)

This course examines the public policy-making process at the federal, state, and local levels. Students will explore problem definition, agenda setting, policy formulation, policy legitimation, policy implementation, and policy evaluation. The course allows students to explore individual policies across multiple writing assignments (for example, opinion editorials, policy memoranda, and research papers). Students receive instruction and constructive feedback in writing. Prerequisite: Junior or higher and completion of A2. Satisfies general education requirement GWAR.

PPA 5000 Survey of Public Administration (3)

This graduate seminar introduces and examines a variety of environmental forces, including social/sociological, micro/macroeconomics, political, constitutional/ legal, that shape public administration. It discusses and analyzes the essential theories, principles, structures, and trends in those areas that affect American public policy and administration and provides a foundation for further graduate study of public administration and provides a foundation for further graduate study of public administration. May be taken as a senior elective with department approval.

PPA 5020 Program Evaluation (3)

(Application of skills acquired in PPA 4010). This course deals with the application of research methods to the evaluation of social service programs, particularly in health and human service agencies. This form of research provides knowledge of and about services, identifies the intended and unintended consequences of service interventions, and contributes information for policy decisions. Furthermore, program evaluation is an action-based form of research and, therefore, this course is designed as an action-based learning experience. Prerequisite: PPA 4010.

Core Courses

PPA 6100 Public Human Resources Administration (3)

This graduate core seminar provides an in-depth study of the personnel and civil service systems in the federal, state, and local governments and in nonprofit and health care organizations. Review of the methods of recruitment, promotion, discipline, and termination are explored through case studies, discussion, and simulations. Contemporary issues in collective bargaining and labor relations are extensively explored.

PPA 6110 Public Finance and Budgeting (3)

This graduate seminar provides a survey of current public policies, principles, and issues in public and healthcare finance and budgeting. Topics may include: economic functions and goals of public and healthcare entities; public and healthcare fiscal policies; revenues and taxation; debt; public and healthcare budgeting trends; and financial methods related to the management of public and healthcare institutions.

PPA 6520 Public Management and Organizational Change (3)

In this graduate core seminar, the student will critically examine organization and management concepts and behavior. Emphasis will be on exploring the dynamics of planned organizational change as well as models of organizational development in the public management context. Prerequisite: PPA 5000.

PPA 6530 Policy Analysis-Quan Focus (3)

This integrating MPA graduate seminar focuses on the policies in the public and health care sectors. Explores qualitative and quantitative policy models and policy analysis methodology. Selected contemporary policy areas such as energy, the environment, criminal justice, welfare, health care, and education are explored.

PPA 6860 Internship (1-3)

An internship experience is required for all students that are considered pre-service (MPA Program) or have not had supervisory experience in a health care setting (MSHCA Program) or nonprofit organization. Requirements include at least 200 hours of supervised management level experience and leadership for and completion of an assigned project. Completion of the course follows a formal evaluation by the organization sponsor. This course is graded credit/no credit and does not satisfy the requirements of an elective.

PPA 6980 Master's Paper (3)

This course is a practicum, which demonstrates competency acquired in the masters programs. Each student will complete a thesis like project that requires the application of both theory and methods. This is the capstone course in both the MPA and MSHCA programs. It is strongly recommended that students do not enroll in other courses while taking this course. Prerequisite: PPA 5360 or PPA 6530. Candidates for the MPA and MSHCA degrees 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. Candidates must complete PPA 5360 or 6530 before they may begin the culminating activity. The first and second reader must each assign a score of four or higher on both critical thinking and writing to sign the final product.

Elective Courses

Electives vary by semester. CSUB Course descriptions link: csub.edu/catalog/course-descriptions

Campus Map

Interactive map: maps.csub.edu

Name of Building (bldg#)	Grid Location
Administration (#9)	C3
Administration East (#5)	C3
Administration West (#8)	C3
Amphitheater (#62)	A4
Business Development Center	
Offices (#44a)	D3
Classrooms (#44b)	D3
Extended University (#44c)	D3
Rayburn S. Dezember Leadership Development Center (#44d)	D3
Office of the President (#44e)	D3
Child Care (#14)	D2
Classroom Bldg (#1)	B3
Coffee House (#68)	C3
Computing/Telecom Center (#65)	B4
Doré Theatre (#39)	B3
Dorothy Donohue Hall (#32)	C4
Education (#34)	C3
Engineering Modulars (#83)	D3

Name of Building (bldg#)	Grid Location
Environmental Studies Area (ESA) (#42)	E6
Facilities/Corporation Yard (#37)	F4
Facility for Animal Care & Treatment (F.A.C.T.) (#64)	F6
Faculty Towers (#6)	C3
Fine Arts (#2)	B3
Greenhouse (#66)	C5
Handball Courts (#40)	D5
Icardo Center (#52)	E4
J. Antonino Sports Center (#61)	D5
J.R. Hillman Aquatic Center (#45)	D5
Lecture Bldg (#3)	C3
Modular East I (#63b)	C5
Modular East II (#63c)	C5
Modular East III (63d)	C5
Modular West (#13)	D2
Music Building (#39a)	B3
Nursing Clinical	

Name of Building (bldg#)	Grid Location
Simulation Center (#31a)	D4
Outdoor P.E. Storage (#41)	F5
P.E. Modular A (#33a)	D5
P.E. Modular B (#33b)	D5
P.E. Modular C (#33c)	D5
Performing Arts (#4)	C3
Physical Education (#33)	D4
Plant Operations (#11)	C3
Printshop (#11)	C3
Romberg Nursing Center (#31)	C3
Runner Cafe (#38)	C4
Runner Bookstore (#53)	C5
Satellite Plant (#56)	D2
Science I (#30)	C4
Science II (#36)	C4
Science III (#48)	D4
Student Health Services (#35)	D4
Student Housing Northeast (#54a)	B7

Name of Building (bldg#)	Grid Location
Student Recreation Center (#67)	D5
Student Services (#10)	C3
Student Union/Bookstore (#53)	C5
Testing Center/Emergency Operation Center (EOC) (#31a)	D4
University Advancement (#7)	C2
University Police (#60)	D4
Visual Arts (#82)	B2
Walter Stiern Library (#43)	B4
Well Core Repository (#58)	F3

Legend

Accessible Entrance	A
Accessible Restrooms	
Disabled Parking	
Accessible Route	
Bike Path	
Bus Stop	

CSU Bakersfield