



**SCHOOL OF BUSINESS AND
PUBLIC ADMINISTRATION**
CSU BAKERSFIELD

PROSPECTIVE STUDENT GUIDE

MASTER OF PUBLIC ADMINISTRATION (MPA)

CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

FALL & SPRING





Prospective Student Guide

Table of Contents

MPA Application Period & Contact Info	3
MPA Mission Statement and NASPAA Accreditation	4
<i>MPA Student Learning Outcomes</i>	4
Pi Alpha Alpha, Global Honor Society for Public Affairs and Administration.....	4
Application Requirements & Classification	5
International Student Requirements.....	6
MPA Program Curriculum	7
Foundation Courses	7
Core Courses	7
Elective Courses	7
Grade Point Average (GPA)	7
Internship Waiver Guidelines	8
Tuition and Fees Per Semester.....	9
Financial aid questions?	9
Campus Map.....	10

MPA Application Period & Contact Info

Fall 2024:

October 1, 2023 - June 30, 2024

- Apply through: <https://www2.calstate.edu/apply>
 - Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by June 30, 2024.
 - If you will not be able to provide all documents above by the stated deadline, please apply for the next term.

Spring 2025:

August 1, 2024 - November 30, 2024

- Apply through: <https://www2.calstate.edu/apply>
 - Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by November 30, 2024.
 - If you will not be able to provide all documents above by the stated deadline, please apply for the next term.

MPA Director

Dr. Thomas Martinez, Ph.D
Phone: (661) 654-3064
Email: tmartinez@csub.edu
Office: BDC 212A

Graduate Programs Coordinator

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

International Admissions Office

Email: internationaladmission@csub.edu
Phone: (661) 654-6113
Office: ENT 102
Website: <https://www.csub.edu/isp/contact-international-students>

Financial Aid Office

Email: finaid@csub.edu
Phone: (661) 654-3016
Office: SA 114
Website: www.csub.edu/financial-aid

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

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.

Each spring, eligible CSUB MPA students are invited to join Pi Alpha Alpha. Generally, MPA students who have earned a GPA of 3.7 or above are eligible to be inducted. We hope you will be among them.

For more information visit: <http://pialphaalpha.org/>

Application Requirements & Classification

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.
 - Discuss 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 within 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 evaluation. This can be done with a company such as: www.wes.org, please contact WES directly for instructions and costs.
4. International Students, please refer to the next page 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

Students are admitted into the MPA under one of the following classifications:

- **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 baccalaureate students with GPA 2.75-2.99; However, Conditional admission is also considered for those applicants with significant professional career experience.

International Student Requirements

1. Affidavit of Financial Support

- All international students must complete the CSUB Financial Affidavit which can be found by clicking [here](#) in the digital version of this guide.
- 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](#) in the digital version of this guide.

- 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 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

MPA Program Curriculum

All admitted students must complete the following courses:

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 6990** - Case Study (or **PPA 6980** - Master's Paper)
6. **PPA 6860** - Internship – Should not be taken during the first semester.
 - For an internship waiver, please refer to the next page.

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.
- Up to 6 graduate 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.
- Most courses are in the evening, and some Saturday morning to accommodate working students.

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 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

Campus Map

Interactive map: <https://maps.csub.edu/>

Name of Building (Bldg#)	Grid Location	Name of Building (Bldg#)	Grid Location	Name of Building (Bldg#)	Grid Location
Administration (#9)	C3	Entwood (#25)	C2	Printshop (#11)	C3
Administration East (#5)	C3	Environmental		Rivendell (#27)	C2
Administration West (#8)	C3	Studies Area (ESA) (#42)	E6	Rohan (#29)	C2
Amphitheater (#62)	A4	Facilities/Corporation Yard (#37)	F4	Romberg Nursing Center (#31)	C3
Business Development Center		Fine Arts (#2)	B3	Runner Cafe (#38)	C4
Offices (#44a)	D3	Grab n Go (#68)	C3	Runner Bookstore (#53)	C5
Classrooms (#44b)	D3	Greenhouses a&b(#66)	C5	Satellite Plant (#56)	D2
Extended University (#44c)	D3	Handball Courts (#40)	D5	Science I (#30)	C4
Rayburn S. Dezember Leadership Development Center (#44d)	D3	Hardt Field (#104)	E2	Science II (#36)	C4
Office of the President (#44e)	D3	Humanitie Complex (#57)	B2	Science III (#48)	D4
Child Care (#14)	D2	Icardo Center (#52)	E4	Student Health Services (#35)	D4
Classroom Bldg (#1)	B3	J. Antonino Sports Center (#61)	D5	Student Housing East (#54a)	B7
Competition Sports Field	E5	J.R. Hillman Aquatic Center (#45)	D5	Student Recreation Center (#67)	D5
Competition Softball Field	E5	Kegley Center (#23)	C2	Student Services (#10)	C3
Competition Track and Field	F4	Lecture Bldg (#3)	C3	Student Union/Bookstore (#53)	C5
Computing/Telecom Center (#65)	B4	Lorien (#24)	C2	Testing Center (#31a)	D4
Dobry (#26)	C2	Modular East III (63)	C5	University Advancement (#7)	C2
Doré Theatre and Todd Madigan Art Gallery (#39)	B3	Modular West (#13)	D2	University Police (#60)	D4
Dorothy Donohue Hall (#32)	C4	Music Building (#39a)	B3	Visual Arts (#82)	B2
Education (#34)	C3	Numenor (#28)	C2	Walter Stiern Library (#43)	B4
Emergency Operation Center (EOC) (#31a)	D4	Nursing Clinical		Well Core Repository (#58)	F3
Engineering Complex(#83)	D3	Simulation Center (#31a)	D4		
Engineering Complex I (a)	D3	Outdoor P.E. Storage (#41)	F5		
Engineering Complex II (b)	D3	P.E. Modular A (#33a)	D5		
Engineering Complex III (c)	D3	P.E. Modular B (#33b)	D5		
		Performing Arts (#4)	C3		
		Physical Education (#33)	D4		
		Plant Operations (#11)	C3		