



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

STUDENT HANDBOOK

(Revised: August 2024)

MASTER OF SCIENCE IN HEALTH CARE ADMINISTRATION (MSHCA)

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MSHCA Mission Statement & Competencies

HCA Mission Statement

The purpose of the Master of Science in Health Care Administration Program (MSHCA) is to prepare evidence based, reflective practitioners for management and administration in health care organizations and to advance the following principle:

All health care organizations, professional groups and private and public purchasers should adopt as their explicit purpose to continually reduce the burden of illness, injury and disability and to improve the health functioning of the people of the United States. (US Guiding Principle for Health Care from President Clinton's Advisory Council)

Professional and Academic Standards

Consistent with established university academic and professional standards, students must develop and demonstrate integrity in all activities to inspire public confidence and trust. 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, suspended or dismissed from the programs. Such departmental actions are, of course, subject to university review and appeal.

Competencies

Competency 1: Students will develop competency in broad integrative knowledge.

- Examples of aspects to be assessed might include the knowledge, skills, and abilities associated with scientific processes, the history and practice of the discipline, effects of other institutional influences (political, economic, social), and applicable theories. A demonstration of skills in team processes and personal interactions is just as important.

Competency 2: Students will develop competency in the specialized knowledge of health care administration.

- Examples of aspects to be assessed might include knowledge of health care systems, the effects of political and economic processes, strategic and operational management, health care and organizational theories, and the ability to recognize and resolve ethical dilemmas.

Competency 3: Students will develop competency in critical thinking.

- Examples of aspects to be assessed are the ability to interpret and apply theory, structure problems, organize and defend an argument, analyze ethical dilemmas, communicate orally, evaluate information, develop focused, coherent, and grammatically correct written communications, and develop action plans and change strategies to promote health for a diverse public.

Competency 4: Students will demonstrate competency in applying their learning.

- Examples of aspects to be assessed include the ability to develop, conduct and report social science research, analyze case studies, develop strategic plans, perform CQI, and successfully complete an internship or practicum that includes a form or operational or project management.

Academic Integrity Policy

Philosophy on Academic Integrity:

The California State University, Bakersfield (CSUB) Guiding Principles begin with the commitment to academic excellence and pursuit of integrity and truth. CSUB administrators, faculty, staff, and students are expected to honor and uphold these principles and in so doing protect the integrity of all academic work. A degree at CSUB is a product of our campus's commitment to ethical behavior, academic integrity, and academic excellence. When a violation of academic integrity occurs, it diminishes the value of that degree and impacts the reputation of our campus.

Policy:

Students at CSUB are expected to do all their academic work (coursework, assignments, exams, research, etc.) without getting or giving unauthorized assistance. Faculty have the responsibility of planning and supervising academic work so that honest effort is encouraged and positively reinforced.

Types of Academic Integrity Violations:

Academic integrity violations include, but are not limited to, plagiarizing, cheating, providing unauthorized assistance, collaborating with other students without the approval of the instructor, using technology improperly, and falsifying university documents to gain an unfair academic advantage, improve a grade, or obtain course credit. Academic Integrity violations are listed in the Student Conduct Code and the University Handbook, and all offenses listed below, but not limited to the following, are taken seriously.

Plagiarism is claiming the published or unpublished work of someone else as your own. This includes handing in someone else's work; turning in copied or purchased compositions; using paragraphs, sentences, phrases, words, or ideas, including paraphrasing, written by another writer; or using data and/or statistics compiled by someone else as your own without giving appropriate credit to the original writer. Plagiarism also includes using work submitted in another class without permission of the instructor.

Cheating includes, but is not limited to, using "cheat (crib) sheets" or notes during an exam without the approval of the instructor, copying from someone else or looking at another student's answers during an exam, using books or outside sources without permission during an exam or assignment, receiving answers on an exam or assignment from someone else, or using an online source to obtain answers without approval.

Unauthorized Assistance is providing answers or information on an assignment or exam to a fellow student without approval of the instructor.

Unauthorized Collaboration is working with others on an assignment or exam without approval of the instructor and/or copying from someone else without their knowledge. Both unauthorized assistance and collaboration interfere with the ability of the instructor to evaluate the individual student's performance in their course.

Improper use of technology includes using computers, computer programs, cell phones, calculators, or other software or electronic aids to gain an unfair academic advantage without permission of the instructor.

Falsification of University Documents includes, but is not limited to, falsifying signatures, such as another student's signature or a faculty/staff signature, on a university form (for example, an add/drop form).

Contact Information

MSHCA Director

Dr. Anthony Pallitto, Ph. D
Email: apallitto@csub.edu
Office: BDC 106A

MSHCA Director (Interim for Fall 2024 only)

Dr. Creed Tumblison, Ph. D
Email: ctumlison@csub.edu
Office: BDC 118A

Academic Advisor

Graduate Programs Coordinator

Luis Hernandez, MBA, M.P.A
Email: MSHCA@csub.edu
Office: BDC 120A

Admissions Office

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

International Admissions Office

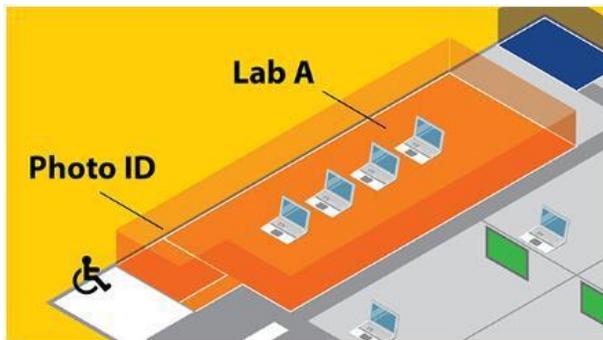
Email: internationaladmission@csub.edu
Website: csub.edu/isp/contact-international-students

Financial Aid Office

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

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 is 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

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 a 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. A separate policy applies to graduate students with conditionally classified standing. Please see above section titled Graduate Student Standings for that policy.

A post-baccalaureate classified 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 attempted at CSUB, subsequent to admission as a post-baccalaureate student, falls below 2.50 GPA. The appropriate credential program director or faculty advisor will initiate the Academic Probation process using the Academic Probation form.

Academic Disqualification for Graduate Students Post-Baccalaureate 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 3.00 GPA or when their performance does not improve with respect to the scholastic and/or professional standards established by the individual graduate program. Academic disqualification shall be initiated by the program director using the Academic Disqualification form, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

A post-baccalaureate classified 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 academic probation status and attain a 2.50 GPA. Academic disqualification for post-baccalaureate classified students shall be initiated by the appropriate credential program director or faculty advisor, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

Academic Calendar Fall 2024

Fall Semester, 2024

Feb 20 Last Day to Register to Vote for Primary Election
March 11 Academic Advising for Continuing Students Begins (for Summer 2024 & Fall 2024)
March 23 CA Statewide Primary Election
April 08 Registration for Continuing Students Begins (for Summer 2024 & Fall 2024)
May 01 Orientation for Fall 2024 New Undergraduate Students Begins (for Fall 2024)
May 01 Deadline to Apply for Fall 2024 Graduation
June 03 Academic Advising for New Transfer Students Begins (for Fall 2024)
June 03 Registration for New Transfer Students Begins (for Fall 2024)
June 03 Registration for New Postbaccalaureate Students
June 19 HOLIDAY – Juneteenth
June 24 Academic Advising for First-Time First-Year Students Begins (for Fall 2024)
June 24 Registration for New First-Time First-Year Students Begins (for Fall 2024)
August 19 ALL FACULTY DUE ON CAMPUS
August 26 First Day of Classes
September 02 HOLIDAY – Labor Day – Campus Closed
September 04 Last Day to Add Classes
September 04 Last Day to Change between Audit and Letter Grading
September 23 Census Day
September 23 Last Day to Change between Credit/No-credit and Letter Grading
September 23 Last Day to Withdraw from Classes without a "W" being recorded
September 27 Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Spring 2025)
September 30 Academic Advising for Continuing Students Begins (for Spring 2025)
October 09 Campus-wide Emergency Evacuation Day
October 21 Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Spring 2025)
October 21 Registration for Continuing Students Begins (for Spring 2025)
October 21 Last Day to Register to Vote for the General Election
November 05 CA Statewide General Election
November 11 HOLIDAY - Veterans Day – Campus Closed
November 12 Academic Advising for New Students Begins (for Spring 2025)
November 12 Registration for New Students Begin (for Spring 2025)
November 15 Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 18 - 22 SOCI Week
November 27 No Classes - Campus Open
November 28 - 29 HOLIDAY - Thanksgiving - Campus Closed
November 30 Deadline to Apply for Spring 2025 Graduation
November 30 Deadline to apply for Summer 2025 Graduation
December 09 Last Day to Submit Completed Thesis / Dissertation
December 09 Last Day of Classes
December 10 – 16 Examination Period
December 14 Commencement
December 17 Evaluation Day
December 18 Grades Due

Winter Break: December 19, 2024 - January 15, 2025

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

Academic Calendar Spring 2025

Spring Semester, 2025

September 30	Academic Advising for Continuing Students Begins (for Spring 2025)
October 21	Registration for Continuing Students Begins (for Spring 2025)
November 30	Deadline to Apply for Spring 2025 Graduation
November 30	Deadline to Apply for Summer 2025 Graduation
November 12	Academic Advising for New Students Begins (for Spring 2025)
November 12	Registration for New Students Begins (for Spring 2025)
January 15	ALL FACULTY DUE ON CAMPUS
January 20	HOLIDAY – Martin Luther King, Jr. Day – Campus Closed
January 21	First Day of Classes
January 30	Last Day to Add Classes
January 30	Last Day to Change between Audit and Letter Grading
February 17	Census Day
February 17	Last Day to Change between Credit/No-credit and Letter Grading
February 17	Last Day to Withdraw from Classes without a "W" being recorded
March 14	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Summer 2025 and Fall 2025)
March 17	Academic Advising for Continuing Students Begins (for Summer 2025 & Fall 2025)

Spring Semester Break: April 13, 2025 – April 20, 2025 (Easter is April 20, 2025)

March 31	HOLIDAY - Cesar Chavez Day - Campus Closed
April 07	Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Summer 2025 & Fall 2025)
April 07	Registration for Continuing Students Begins (for Summer 2025 & Fall 2025)
April 08	Campus-wide Emergency Evacuation Day
April 11	Last Day to Withdraw from Classes for a Serious and Compelling Reason
April 21-25	SOCI Week
May 01	Orientation for Fall 2025 New Undergraduate Students Begins (for Fall 2025)
June 30	Deadline to Apply for Fall 2025 Graduation
May 12	Last Day to Submit Completed Thesis / Dissertation
May 12	Last Day of Classes
May 13 – 19	Examination Period
May 16 – 17	Commencement – Tentative
May 20	Evaluation Day
May 21	Grades Due
May 26	HOLIDAY - Memorial Day – Campus Closed

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.

MSHCA Curriculum

The minimum number of units for this CSU Graduate Program is 30-36 semester units. In the **MS-HCA Program**, applicants with 3 to 5 years of middle management or administrative experience or a related terminal degree are evaluated at admission regarding satisfaction of the internship requirement. The internship requirement but not the units is also considered satisfied by at least one year of experience (at the discretion of the Program Director). This decision regarding the internship is made at admission or during establishment of the Program of Study. When a student was designated as needing to fulfill the requirement but subsequently is employed for at least 6 months in health care, the Director will re-evaluate and may determine the requirement satisfied.

Requirements for the MSHCA Program (27 units)

PPA 4010: Analytical Methods in Administration (3 units)
HCA 5050: Manage and Finance the Delivery of Health Care (3 units)
HCA 5140: History and Context in U.S. Health Care (3 units)
HCA 5260: Marketing in Health and Human Service (3 units)
HCA 5360: CQI in Health and Human Services (3 units)
HCA 6030: Research Methods in Administration (3 units)
HCA 6180: Health Policy and Policy Research (3 units)
HCA 6610: Strategic Management in Health Care and Human Service (3 units)
HCA 6620: Legal and Ethical Issues in Health Care (3 units)

Applied Research Project/Thesis (3 units)

HCA 6980 – Candidates for the MSHCA degree must complete a culminating activity in accordance with Title V of the California Administrative Code.

HCA 6860 Internship (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.

Electives (3-6 units) to complete the program unit requirements must be approved by the Director of the Program and may be taken in any semester.

Grade Point Average (GPA)

- All graduate students are required to maintain a cumulative 3.0 grade point average in all graduate course work.

Program Roadmap

At the graduate level, two courses per semester is considered full-time study. However, students may elect to complete the program in 2 years. **Students receiving financial aid are required to carry at least 3 courses per semester.** The Department reserves the right to change the schedule if needed, but the description below provides information on the **required selection and sequencing** of courses and the semester courses are usually offered. Students should work with the Program Director and Advisor to ensure proper sequencing of courses and timely completion of the program. The Department has designed the program to allow students to complete the program in two years.

Fall Admission

First Year

Fall Semester

- PPA 4010
- HCA 5140
- HCA 5260

Spring Semester

- HCA 5050
- HCA 5360
- HCA 6180

Summer Semester

- Elective or Internship

Second Year

Fall Semester

- HCA 6610
- HCA 6030
- Elective or Internship

Spring Semester

- HCA 6620
- HCA 6980
- Elective or Internship

Spring Admission

First Year

Spring Semester

- PPA 4010
- HCA 5050
- HCA 6180

Summer Semester

- Elective or Internship

Fall Semester

- HCA 5140
- HCA 5260
- HCA6030

Second Year

Spring Semester

- HCA 5360
- HCA 6620
- Elective or Internship

Fall Semester

- HCA 6610
- HCA 6980
- Elective or Internship

Elective Course Work

Electives will vary by semester. Some of the approved electives are:

PPA 4038: The Public Policy-Making Process

PPA 6100: Public Human Resources Administration

PPA 6110: Public Finance and Budgeting

Internship or Practicum

The purpose of the internship is two-fold: first, an opportunity for the student to apply learning in a health care organization; and secondly to provide an opportunity for the student to observe management in action. To that end the internship (HCA 6860) or practicum course (HCA 5361) for 3 units is included and graded as credit/no credit. The internship is satisfied through the following:

- Adheres to the professional attire and behavior of the organization
- A minimum of 200 service hours
- Leadership and completion of a management project
- Attendance at management level meetings to observe and support managers making decisions
- Integration of budget information for the unit
- Other duties as assigned
- Participation in an exit interview assessing performance strengths and limitations
- Develops and submits to the Program Director a reflective paper, 3-5 pages assessing the internship

The student participates with the Program Director in developing a syllabus for the course and registers for the course before the internship begins. The placement agency may have additional requirements for the student, for example, fingerprinting or health tests or an exam.

Advance planning is necessary and should begin during the second semester the student is in the program. While it is difficult to align internship experiences with the semester system efforts toward that end are expected.

In Kern County and in particular the Bakersfield community internships are rarely paid. However, internships satisfy the applied service requirement for the program.

When an internship is unpaid---pro bono---the student has an opportunity to apply for a paid stipend offered through a donation by The Girish and Patel Foundation. These stipends are competitive and limited. The student completes an application; the decision is made by the PPA Department; and the award provided at the end of the completed internship.

Culminating Experience

The CSU system requires a culminating experience for graduate education. The MS HCA program requires students to complete an applied research project as a prerequisite to graduation and awarding of the degree. Admission to the course HCA 6980 is controlled through the use of an application form. See Appendix. The completed form is taken to the Advising Office for entry into your semester courses. **NOTE: You are not able to register yourself for this course.**

Satisfaction or Waiving of Credits

Graduate course work from another CSUB program or another institution may be allowed as transfer credit toward the degree up to a limit of 6 units and at the discretion of the Director. All coursework that counts for the master's degree must have been completed within the seven-year period immediately preceding the approved application for graduation. Exceptions may be granted by the PPA Department on written application.

Guidelines for The Applied Research Project

An applied research project or master's thesis is a scholarly written product that contributes to the knowledge base of health care administration theory, policy, or practice. A thesis is based on an original idea that seeks to advance the field using theory, conceptualization of a research question, an appropriate research design and methods, and use of measures and procedures relevant to health care administration. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. A presentation of the completed applied research project is a requirement. See below for additional thesis guidelines.

All master's applied research projects must be copyrighted and filed with the CSUB Library. The format of a master's thesis must meet the technical requirements established by the University. See https://csub.libguides.com/ld.php?content_id=47771475 for formatting information.

The Research Process

While a variety of applied research project formats have been approved by the PPA Department in health care professionals do research, most often in teams, and quality assurance activities are also based on the research process. Therefore, the project format MS HCA students should follow is the applied research format. The research project is conducted under the supervision of members of the faculty of the Department of Public Policy and Administration at California State University, Bakersfield. As a contribution to knowledge within health care administration, it is expected to be clear and concise, be grammatically correct, and include a comprehensive review of pertinent literature that represents the systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation(s).

The student makes a request to a Department faculty member to coordinate the project. This faculty member, known as the Committee Chair, and the student work together to focus the topic of the research. The student then proceeds to develop a formal proposal. The proposal is presented to the Committee of three for approval and then in conjunction with the Chair the student submits the proposal to the CSUB Institutional Review Board (IRB). The proposal is then approved by the IRB and the student may proceed with the research. The chair of the thesis committee, in consultation with the committee members, monitors and approves progress on the thesis. The student works with all committee members to complete the thesis. Rubrics guide faculty action on the completeness and acceptability of the report of the project. See Appendix.

The Committee Members

Other committee members are expected to have a discipline or professional interest in the research project. After consultation with the Chair of the Committee, the student may request participation by any CSUB faculty member or a health care management professional with a master's level or terminal degree. The Department requires a recent resume and completion of Human Subject Protection Training by all committee members. The responsibilities of the committee is to provide guidance in regard to the substantive issue of the project and discipline specific knowledge. Other responsibilities may be negotiated between members.

Tuition and Fees Per Semester

Examples for the 2024-2025 Academic Year
The MBA program has a total of 12 courses (36 units).

This is only an example; for a complete fee breakdown, visit the [Financial Aid Office](#) or contact financial aid at 661-654-3016.

California Resident (example)

0 to 6 units

- \$2,208 Tuition
- \$1,003 Campus Fees (various)

6.1 or more units

- \$3,804 Tuition
- \$1,003 Campus Fees (various)

Non-California Resident (example)

0 to 6 units

- \$2,208 Tuition
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

6.1 or more units

- \$3,804 Tuition
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

*Non-California Resident Fees are an extra \$420 per unit.

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

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	
<u>Mailing Address</u>	<u>Permanent Addr</u>
101 Main Street Springfield, IL	None
<u>Main Phone Num</u>	<u>On-Campus Email</u>
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	<input type="text" value="jdoe@gmail.com"/>	<input type="checkbox"/>	delete
On-Campus	<input type="text" value="jdoe@csub.edu"/>	<input checked="" type="checkbox"/>	delete
Other	<input type="text" value="jdoe@yahoo.com"/>	<input type="checkbox"/>	delete

[ADD AN EMAIL ADDRESS](#)

[SAVE](#)

For Assistance:

Contact: Help Desk

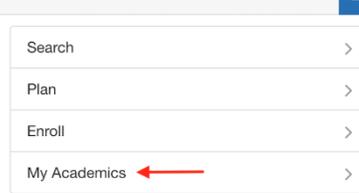
Phone: 661-654-4357

Email: helpdesk@csub.edu

Applying for Graduation

Apply:

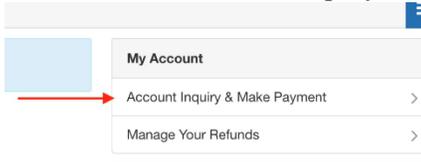
1. Log onto my.csub.edu to visit the student center.
2. Under *Academics*, click "My Academics" in the center-right.



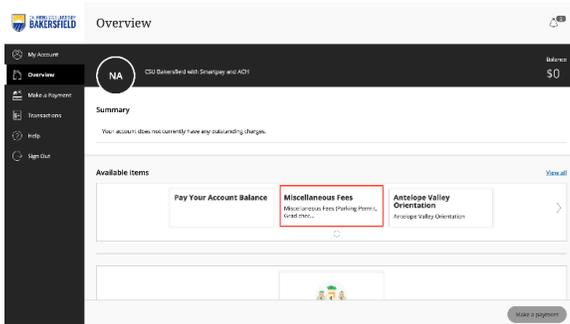
- a.
3. Under *Current Academic Objective*, click "Apply for Graduation."
4. Select your graduation term.
5. Click "Continue" to submit the application.

Pay the Application Fee:

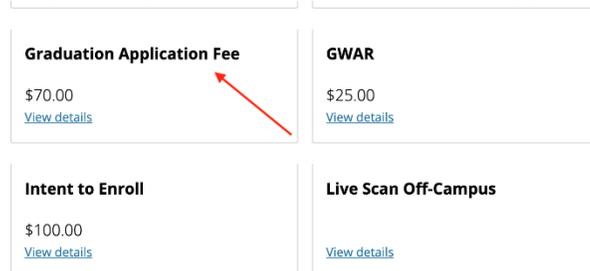
1. Log into myCSUB to visit the student center.
2. Under *Finances*, click "Account Inquiry & Make Payment."



- 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 MSHCA students are invited to join Pi Alpha Alpha. Generally, MSHCA students who have earned a GPA of 3.7+ are eligible to be inducted. We hope you will be among them.

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

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

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Course Descriptions

PPA 4010 Analytical Methods in Administration (3)

This seminar provides an introduction to applied research for decision-making in government, health care and nonprofit agencies. The course covers experimental, quasi-experimental and non-experimental research designs, measurement, data collection, analysis, evaluation, and communication of findings. Prerequisite: sophomore standing or higher.

HCA 5050 Manage and Finance - The Delivery of Health Care

This course explores the history, current impact and implications for the future of managed care from the management and patient perspectives. Course participants will have the opportunity to explore and discuss the dilemmas specific to a managed care environment and the roots of the transformation and the various challenges presented by the stages and the models for the financing and delivery of care.

HCA 5140 History and Context in U.S. Health Care

This course is an in-depth exploration of the health care delivery system of the United States and the contemporary challenges to that system in delivering health care services. The purpose of the course is to foster a conceptual and contextual understanding of the system to prepare students for careers and the manager/administrator for active, reflective participation in the delivery of health care services.

HCA 5260 Marketing in Health and Human Service

This course focuses on aligning health and human services offerings with the demands of markets, in order to maximize customer / client value and organizational competitive advantage. Course components include: the nature of marketing function; differences in services and product markets and marketing; market analysis; elements of the tactical marketing mix; and marketing strategies.

HCA 5360 CQI in Health and Human Services

This course introduces the student to quality initiatives and the specific processes of work-flow management, statistical process control, patient management, analytic techniques and research strategies applicable to the quality improvement process. This course satisfies the PPA Department Applied Learning requirement through service learning.

HCA 6030 Research Methods in Administration

The course examines quantitative and qualitative research design in public administration and health care management. Topics include selecting research topics, defining research questions, quantitative and qualitative research design, development of a literature review, measurement, and analysis. Students must develop a research proposal as the key work product of the class. Prerequisite: Classified standing.

HCA 6180 Health Policy and Policy Research

This course addresses health policy issues from the public policymaking process perspectives. Explored are the stakeholders, policy networks, and policy impacts---including Medicaid, Medicare, S-CHIPS, and the PPACA. Types of policy research are introduced with a focus on the methods used, argumentation, and the stage of program evaluation.

HCA 6610 Strategic Management in Health Care and Human Service

This course explores the three components of strategic management: strategic thinking, strategic planning, and managing the strategic momentum. Activities are focused on student team assignments with community stakeholders and satisfies the PPA Department Applied Learning requirement through service learning. Prerequisite: Classified standing.

HCA 6620 Legal and Ethical Issues in Health Care

This graduate seminar examines the legal and ethical issues that confront managers and administrators in health care and human service organizations. Explored will be the social, cultural, legal, economic and organizational values, paradoxes and dilemmas of our society and the laws, regulations, codes, standards and theories constructed to deal with these issues. Prerequisite: Classified standing.

HCA 6980 Applied Research Project

Candidates for the MSHCA degree must complete an applied research project in accordance with Title V of the California Administrative Code of Regulations. 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. Prerequisites: HCA 5360; and Prerequisite or Corequisite: HCA 6030. Classified standing.

HCA 6860 Internship

This graduate seminar examines the legal and ethical issues that confront managers and administrators in health care and human service organizations. Explored will be the social, cultural, legal, economic and organizational values, paradoxes and dilemmas of our society and the laws, regulations, codes, standards and theories constructed to deal with these issues. Prerequisite: Classified standing.

CSUB Course descriptions link: [csub.edu/catalog/course-descriptions](https://www.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
Shower-Locker (#12)	D3
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	RF
	Disabled Parking	♿
	Accessible Route	-----
	Bike Path	-----
	Bus Stop	♣



CSU Bakersfield