

Program in Administration (MSA)

Extended University Division

Program Administration: Regional and Online Programs

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PROGRAM DESCRIPTION AND OBJECTIVES

The Master of Science in Administration (MSA) is an outcomes-based, interdisciplinary program offered online to a national and international audience through the Extended University Division (EUD). The program requires completion of 10 courses for a total of 30 semester-units.

MISSION STATEMENT

This program seeks to address access problems faced of working professionals by combining online delivery with curricular relevancy. The degree program is structured to combine attainment of general competencies highly valued in administrative professions with elective coursework pertinent to specific careers. Foundation and core requirements build general competencies relating to written and interpersonal communication, quantitative decision-making, program evaluation, project management, and human resource management. Elective requirements can be met through a course pattern that achieves either breadth in administration or depth in an area of interest.

PROGRAM GOALS AND OBJECTIVES

Goal 1. Communicating Effectively

Objective 1.1–Technical Writing

The student will be able to effectively write various types of technical documents, adapt rhetorical forms to technical communications, and provide constructive feedback regarding written communication in collaborative and leadership settings.

Objective 1.2–Interpersonal Communications

The student will be able to effectively exercise fundamental interpersonal communication skills, build and nurture interpersonal relationships, provide constructive feedback regarding interpersonal communication in leadership settings, and exercise teamwork skills.

Goal 2. Decision Planning and Support

Objective 2.1–Quantitate Decision Making

The student will be able to formulate research questions and experimental designs, collect and analyze data, estimate regression models, and interpret statistical results to assist with decision-making in various professions.

Goal 3. Leading and Managing Effectively

Objective 3.1–Human Resource Management

The student will learn how to effectively manage human resources and gain an understanding of the complex manager worker relationship in the workplace.

Objective 3.2–Leadership

The student will learn how to manage and lead human resources in the workplace, who possess variable cultural, ethnic, and work habit characteristics.

Goal 4. Plan, Evaluate, and Manage Projects and Programs

Objective 4.1–Project Management

The student will be able to initiate, execute, and manage projects. To the extent possible, the project being managed should be work-related in order to add realism and further professional development.

Objective 4.2–Program Evaluation

The student will be able to initiate, evaluate, and monitor programs. To the extent possible, the program being evaluated should work-related in order to add realism and further professional development.

Goal 5. Self-Learning and Self-Assessment of Learning Outcomes

Objective 5.1–Portfolio of Competency

The student will be able to self-assess achievement of learning outcomes in each individual course taken and in the entire program, and to demonstrate the effects of competencies gained on professional development.

Objective 5.2–Culminating Project

The student will be able to initiate and carry out an independent culminating project that applies and further develops a set of competencies gained in the program.

PROGRAM ADMINISTRATION

Program Committee

A faculty committee administers this interdisciplinary program. The Program Committee consists of at least three members from various departments offering courses in the program. The EUD Dean, in accordance with the Faculty Handbook, appoints the committee members. The Program Committee makes decisions regarding student admission and classification, curriculum development, catalog copy revision, course offering, and faculty assignment. The Academic Coordinator chairs the Program Committee and is the faculty liaison to the EUD and CSUB.

Advising

In consultation with the student, the Academic Coordinator either serves as the Advisor or designates an appropriate member of the program faculty to serve as the student's Advisor. The Advisor guides the student during graduate study and responds to any problems or concerns the student may have while in the program. The Advisor approves the student's academic plan for the elective requirement and culminating

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project proposal. He or she serves as the instructor of record for ADM 690 Capstone. Students have a responsibility to regularly communicate with their Advisor.

Culminating Project

Students must work with a culminating project committee of at least two faculty members to complete the project for ADM 6900 Capstone. The committee is to include the Academic Coordinator. The student and Advisor recommend to the Academic Coordinator a second member of the culminating project committee after considering expertise required for the culminating project. The course must be completed with a grade of B (not B-) or better.

APPLICATION AND ADMISSION

Admission to the MSA program is distinct from admission to the university. The CSUB Admissions Office has the authority to admit students to the university (see the CSUB Catalog for minimum requirements of graduate admission). Once admitted to the university, the MSA Academic Coordinator in consultation with the Program Committee has the authority to admit students to the degree program. To be admitted to the MSA program, the student must: (1) complete a bachelor's degree from an accredited college or university, (2) achieve a GPA of 3.0 (out of the 4.0 scale) in all undergraduate coursework; (3) students with GPA of less than 3.0 may be admitted if they have a GPA of at least 2.75 in their last 60 semester-units (or 90 quarter-units) of undergraduate course and be in good standing at the last college attended. The Program Committee also takes a holistic approach to student admission, basing decisions on potential for academic success and potential to make significant professional contributions.

In order to apply to the CSUB and to the MSA program, submit a packet including the following to the Regional and Online Programs of the EUD:

1. An application for admission (available from the EUD)
2. A resume summarizing work experience
3. A written statement of personal goals and program objectives
4. Two official transcripts from each university or college previously attended
5. Three letters of recommendations, including EUD reference forms

When the application packet is complete, the EUD will forward materials required for admission to the university to the Admissions Office and materials required for admission to the MSA program to the Academic Coordinator. The student will be notified regarding admission to the university and program approximately one-month after submitting said materials.

In addition to meeting the above requirements for admission, international students must take the TOEFL and have a score of 550 or higher (or 213 on the new conversation scale for the

computer-based TOEFL). A maximum of 9 semester-units (or 13.5 quarter-units) completed at the post-baccalaureate level may be transferred into the degree program from other accredited universities. Upon the approval of the Academic Coordinator, students may transfer senior-level (400 level) courses to meet the elective requirements of the MSA program. These courses must be taken at the post-baccalaureate level and be related so as to create depth in an area of study.

PROGRESSION THROUGH THE PROGRAM

Classified Standing

Students are admitted to the MSA program with Classified standing if they meet all the entrance requirements of the program. The entrance requirements are as follows:

1. Completion of the CSU Graduate Writing Assessment (GWAR) requirement;
2. Attainment of an undergraduate GPA of at least 3.0 in the last 60 semester-units (or 90 quarter-units) of the undergraduate program or a GPA of at least 3.0 in post baccalaureate work completed prior to application to the program (at least 24 semester-units or 36 quarter-units); and
3. Potential for academic and professional success, demonstrated holistically via the entire application packet.

Upon approval of the Academic Coordinator in consultation with the Program Committee, students not meeting all the program entrance requirements may be admitted to the program with **Conditionally Classified Standing**. In these cases, the Academic Coordinator will develop criteria on a case-by-case basis that must be met for the student to advance to Classified Standing.

Requirements for the Master of Science in Administration

Ten courses (30 units)

1. **Foundation:** Three courses (9 units)
ADM 5100, 5110, 5200
2. **Core Skills:** Four courses (12 units) selected from:
ADM 5120, 5140, 5150, 5160, 5180, 5250
3. **Culminating Experience:** One course (3 units)
ADM 6900
4. **Electives:** Minimum of two courses (6 units) selected from: ADM 5260, 5270, 5280, 5240, 6250, 6770, 6990

Graduation Requirements

1. Completion of a minimum of 30 semester units of course work, of which 24 semester units must be graduate (500 or 600 level)
2. Maintenance of a cumulative GPA of 3.0 or better in course work applied to MSA program
3. Completion of each required and elective course with a grade of C (not C-) or better
4. Completion of ADM 6900 Capstone with a grade of B (not B-) or better