

# MPA Student Handbook

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Academic Year 2017-2018



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**<sup>™</sup>

Division of Politics, Administration & Justice  
California State University, Fullerton  
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## INTRODUCTION

Welcome to the Master of Public Administration (MPA) program at California State University, Fullerton (CSUF). This student handbook contains helpful information to guide students through the MPA program.

### **Mission**

The mission of the MPA program at CSUF is to prepare our students for a career in public service by providing a core set of competencies anchored on the foundations of scholarly research and professional practice. Our students develop knowledge, skills, and public service values that equip them to be ethical and exceptional leaders in their communities who act with a commitment to public service, democratic values, accountability, social equity, and diversity.

### **NASPAA Accreditation**

Our MPA program is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA). As such, the goal of the program is to have students do the following:

- Lead and manage in public governance
- Participate in and contribute to the policy process
- Analyze, synthesize, think critically, solve problems and make decisions
- Articulate and apply a public service perspective
- Communicate and interact productively with a diverse and changing workforce and citizenry

Our program has been accredited since 1989 and was most recently reaccredited by NASPAA in 2017. To learn more about NASPAA, please visit their website at <http://www.naspaa.org>.

### **General Facts**

CSUF has had a Master in Public Administration program since 1968. Normally we have 120 students with about 30 of those students graduating every year. We are the only public MPA program in Orange County and our alumni are found in most local cities, in many agencies of Orange and Los Angeles counties, and in a wide variety of other governmental and non-profit organizations.

Our typical students have worked full time in a public agency for 3 or more years. They see themselves as people who have the potential to successfully manage others in the agency or city and come here to acquire the tools to do so. Often their supervisors have suggested that they get an MPA. A smaller number are more advanced and have already risen to a leadership position in their unit and seek the MPA as a way of advancing further. We also have a small number of pre-service students.

Our expectation is that most students are full-time employees and part-time students. Because of this, most of our courses are offered from 7:00 to 9:45 PM, once a week. Courses are delivered

in a traditional, “face-to-face” classroom setting. We do not currently offer a dual degree with any other programs.

We currently have ten core faculty members teaching the MPA program as well as several other affiliated faculty members. A list of program faculty along with their credentials is provided at on the last page of this handbook.

The MPA Program is housed in the Division of Politics, Administration & Justice, which itself part of the College of Humanities and Social Sciences at CSUF.

## **Admissions**

We have both Spring and Fall admissions. Spring admissions typically open on August 1 and close October 1, while fall admissions typically open on October 1 and close March 31.

### **Admissions Process**

The prospective student applies to the university online at:  
Cal State Apply: <http://www.calstate.edu/apply>

Additional information on graduate admissions is available at:  
[http://admissions.fullerton.edu/prospectivestudent/admissions\\_graduate.php](http://admissions.fullerton.edu/prospectivestudent/admissions_graduate.php)

You are required to have official transcripts sent to CSUF's Office of Admissions and Records. You must send a set of transcripts from all universities and community colleges you have attended. These should be originals sent from the institution.

The prospective student must also send all of the following material to the MPA program:

- A set of transcripts from all universities and community colleges you have attended (can be unofficial but must be sent directly to the program).
- Statement of purpose/interest
- Current resume
- Two letters of recommendation (if possible one from an immediate supervisor and one from a professor). Letters of rec can come directly from letter writer.
- An admissions checklist that must be included with your application:  
[http://hss.fullerton.edu/paj/PublicAdministration/MPA\\_graduate\\_admission\\_checklist.pdf](http://hss.fullerton.edu/paj/PublicAdministration/MPA_graduate_admission_checklist.pdf)

The above materials should be sent to the following address:

Public Administration Admissions,  
Public Administration Program,  
California State University, Fullerton  
PO Box 6848 Fullerton, CA 92834-6848.

## **Admissions Criteria**

Our minimum requirement for GPA is a 2.75 in your undergraduate degree. The average GPA of our accepted students is 3.3 and we typically have far more applicants than we can admit, therefore we cannot accept all students who qualify for the program. For all students, how well you performed in your major, any experience in the public or nonprofit sector, the quality of your written statement of purpose, and letters of recommendation. The higher your grades, the less we will need to weigh your supporting documents. GRE scores are not required, but can be sent to the above address if you would like us to consider them in the admissions process.

## **Cost of Degree**

### **Tuition Cost**

Tuition Fees for Academic Year 2017-2018:

Part Time (0-6 units per semester): \$5,276

Full Time (7 or more units per semester): \$8,288

Non-Resident Tuition Fee: \$372.00 / Semester Unit

If you are not a resident of California, you must add \$372.00 to your registration and tuition fees for each unit of credit you take.

### **Financial Aid Availability**

Comprehensive information on financial aid availability can be found at the Office of Financial Aid: <http://www.fullerton.edu/financialaid/>

From time to time, the Division of Politics, Administration & Justice offers assistantships for graduate students. For more information about this, contact the MPA Coordinator.

## **Internship Placement**

The internship is required of those few MPA students who have little to no experience working in the public or non-profit sector.

The required internship includes a 3-unit class with written work requirements and 300 hours of internship experience in a public or nonprofit organization; as fits the mission of our program, most students intern in local government. Several decades of this internship class have resulted in a list of potential internship opportunities that exceeds 80 organizations.

Students can also earn their internship credit by spending a summer in a public or nonprofit agency internship in Washington D.C. These students often intern with the U.S. Departments of Agriculture or Interior, or a nonprofit organization.

The internship coordinator has a long list of placement leads for students who need help securing an internship. This list has been cultivated for decades as have program relationships with agencies/alumni who frequently contact the program to invite intern applications.

Our MPA students secure paid internships in about one-third of cases. To offset the opportunity costs of unpaid internships, Bruce Lawson (CSUF MPA 1972), has provided financial support through the Lawson Internship in Public Service Award since 2010. This award provides a \$2,000 scholarship to one student each semester based on a competitive application that is evaluated by program faculty.

## **Structure of the Program**

### **General**

Conferment of the MPA degree requires 13 courses (39 units) with a 'B' average or better (with at least a 'C' in all courses) and successful passage of the comprehensive exams in general public administration and in a concentration area; on very rare occasions a student will opt to write a master thesis.

### **Prerequisites**

The prerequisite courses are American Government, Statistics and either Micro-economics or Macro-economics. American Government must be taken before beginning any MPA courses. The other two prerequisites may be taken during your first year in the program; they may be taken at CSUF, or any other accredited college or university. Students must earn a "C" or better in these courses. Prerequisites do not count toward your graduate degree or graduate GPA. Students should take POSC 509 Foundations of Public Administration in the first semester of the program.

### **Core Courses**

Students are required to take courses in administrative behavior, research methods, public finance, human resources, one of three courses in either local government management, state and local government, or public policy, and finally a capstone course, which is taken in the fall semester before the comprehensive exams.

### **Concentrations**

The program has field concentrations in criminal justice\*, human resource management, public finance, urban management. Students are required to choose one concentration and take courses in that area. \*Note that the criminal justice concentration is being phased out beginning in spring 2018.

### **Electives**

The balance of courses can come from elsewhere in the program or from approved courses in other related disciplines. Students can take both 400 level courses and 500 level courses, but no more than 50% of total courses can be 400 level courses. Also, not all POSC courses are approved for MPA students. The general rule is that it should be related to administration. See the list of approved courses below.

## **Comprehensive Exam**

Students take a comprehensive exam in January of their last semester. The take-home exam consists of two essay questions which assess student knowledge of the general field of public administration and their chosen concentration.

## DEGREE REQUIREMENTS

### Public Administration Core

Students must take all of the following courses:

- **POSC 509** Foundations of Public Administration\*
- **POSC 521** Capstone Seminar: Public Administration Theory
- **POSC 523** Administrative Research and Analysis
- **POSC 526** Public Organizational Theory & Behavior
- **POSC 571** Public Budgeting and Finance
- **POSC 572** Human Resources Management for Public and Nonprofit Organizations

And at least one of the following:

- **POSC 519** State and Local Government
- **POSC 525** Local Government Management
- **POSC 528** Seminar in Public Policy

\*May be waived if a student has taken another introductory course in public administration within the past three years.

For students with no previous public sector managerial working experience, the following course is required:

- **POSC 497** Internship in Public Administration

### Concentrations

There are four concentrations within the program. All students must choose one. They are:

- **Criminal Justice**
- **Human Resource Management**
- **Public Finance**
- **Urban Management**

Students must choose a concentration by the time they have completed 12 units when they file their study plan.

## Concentration in Criminal Justice

\*NOTE: The concentration in Criminal Justice is being phased out. Fall 2017 is the last time that POSC 560 Administration of Justice will be offered.

Core Course:

- **POSC 560** Administration of Justice

And at least two of the following:

- **POSC 519** State & Local Government
- **POSC 525** Local Government Management
- **POSC 580** Seminar in Emergency Management
- **CRJU 404** Capital Punishment
- **CRJU 405** Criminal Justice Policy

## Concentration in Human Resources

The human resources concentration is designed to prepare students to work in the field of personnel management. The concentration helps students learn the managerial skills and knowledge needed to manage essential human resource functions in public or non-profit organizations.

Core Course:

- **POSC 572** Human Resources Management for Public and Nonprofit Organizations

At least two of the following:

- **POSC 475** Administrative Law
- **POSC 522** Topics in Human Resource Management
- **POSC 582** Organizational Change & Development
- **MGMT 441** Labor-Management Relations
- **MGMT 542** Labor & Employment Relations

## Concentration in Public Finance

The purpose of the concentration in public finance is to prepare students for future careers in public financial management. This is accomplished by helping students to become literate in public finance concepts, knowledgeable of best practices in public financial management, and able to interpret financial reports and economic data.

Core Courses:

- **POSC 571** Public Budgeting and Finance (prerequisite for POSC/ACCT 583)
- **POSC/ACCT 583** Government Accounting and Public Financial Management

At least one of the following

- **POSC 421** Government & the Economy
- **POSC 529** Public Management Analysis
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **ECON 417** Public Finance

## Concentration in Urban Management

The purpose of the concentration in urban management is to prepare students for a career in local government. This is accomplished by a mix of courses that focus on theoretical and conceptual issues relevant to local government managers and those that impart practical skills.

Core Course:

- **POSC 525** Local Government Management

At least one of:

- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods

And at least two of the following (or at least one if both POSC/GEOG 478 and POSC/GEOG 484 were taken):

- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 519** State and Local Government
- **POSC 529** Public Management Analysis
- **ENST 595T** Selected Topics in Environmental Problems
- **GEOG 488** Land Use Analysis

## Electives

In addition to the core courses and the minimum requirements for each concentration, students must complete a total of 39 units to be awarded the degree. The following is a list of approved electives for the MPA degree. Additional courses not on this list may be added to a student's study plan in consultation with the MPA adviser.

- **POSC 421** Government and the Economy
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 446** Corruption, Ethics and Public Policy
- **POSC 475** Administrative Law
- **POSC 504** Seminar in Social Policy
- **POSC 519** State and Local Government
- **POSC 522** Seminar in Public Personnel Administration
- **POSC 525** Local Government Management
- **POSC 528** Seminar in Public Policy
- **POSC 529** Seminar in Public Management Analysis
- **POSC 539** Seminar in Nonprofit Management
- **POSC 560** Seminar in Administration of Justice
- **POSC 580** Seminar in Emergency Management
- **POSC 588** Collaborative Governance
- **POSC 597** Independent Graduate Research
- **POSC/ACCT 583** Seminar in Government Accounting and Public Financial Management
- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods
- **POSC 582** Organizational Development and Change
- **CRJU 404** Capital Punishment
- **CRJU 405** Criminal Justice Policy
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **ECON 417** Public Finance
- **ENST 595T** Selected Topics in Environmental Problems
- **GEOG 481** Geographic Information Systems: Introduction
- **GEOG 488** Land Use Analysis
- **MGMT 441** Labor-Management Relations
- **MGMT 542** Labor and Employment Relations Seminar

## Comprehensive Exam

The comprehensive exam is administered in January each year. Students must answer two questions: one general public administration question and one question from their concentration.

### Requirements

Students must have successfully completed all core courses including POSC 521 Seminar in Public Administration Theory in order to take the comprehensive exam. Students must have also successfully completed the courses in their concentration area before taking the comprehensive exams.

### Grading

Answers to the general questions and concentration questions are graded independently under a blind review process. Students can earn a High Pass, Pass, Low Pass, or Fail on the comprehensive exam questions. A failing grade on either or both of the questions results in a retake. A failing grade is earned when two of the exam readers assign it to an answer.

### Retakes

If a student earns a failing grade on the exam, that student has one opportunity to take a second exam to earn a passing grade. The period for retakes is in the same semester, shortly after the exam grades are released. Students who fail to pass the retaken exam may be disqualified from the program, or at the MPA faculty discretion, may be allowed to complete an oral exam. Failure of the oral exam will result in disqualification from the program.

### Students with Disabilities

Students with documented disabilities must register with Disability Support Services (DSS) and inform their instructors if they will require accommodations so that faculty and DSS can provide them. Students who require accommodations for the comprehensive exams must inform their POSC 521 instructor during the semester they are taking POSC 521.

### Thesis Option

As an alternative to the comprehensive exam, students may opt to complete a thesis. This requires enrollment in the following course and the formation of a thesis committee.

- **POSC 598** Thesis, 3 units

Very few students elect this option and students are strongly encouraged to complete the comprehensive exam instead.

## Advising

The program coordinator and the graduate advisor serve as advisors to all MPA students, and will assist students in academic program planning, selection of an area of specialization, application of transfer credits, and choice of electives. The graduate advisor is also responsible for advising students on matters pertaining to administrative procedures. Other faculty members in the division are available to assist students on an individual basis. In order to make an appointment to meet with the MPA advisor, please call the Division Office at 657-278-3521 (open 8:00 am to 5:00 pm on business days), and the staff will assist you.

It is the responsibility of the student to arrange appointments for advisement and other information in the office of the academic unit offering the degree program. At a minimum, the student should obtain advisement (1) either prior to or during the first semester of attendance, (2) when requesting classified standing, and (3) when applying for a graduation check prior to the final semester.

It is advisable for the student to maintain a personal file of transcripts and other evidence of grades and achievements, and to have these documents available whenever seeking advisement.

## Milestones toward Completion of the Degree

### **First Semester (or first year):**

Take POSC 509 Foundations of Public Administration.

### **Completion of 12 Units:**

Meet with MPA Advisor to create and file official Study Plan to obtain Classified Standing

### **Completion of 18 Units:**

Eligible to join Pi Alpha Alpha with a GPA of 3.70 or higher

### **Penultimate Semester (Fall):**

Take POSC 521: Seminar in Public Administration Theory. This course prepares students for taking the comprehensive exam. It is offered only in the fall. Students must be in their final 6 units of graduate work in order to enroll.

### **Final Semester (Spring):**

Comprehensive Exam: Taken over the course of a week in mid-January.  
File Grad Check when you return completed comprehensive exams.

If you have completed all of your coursework by the time you take the comprehensive exam, you must register for GS 700 in order to maintain enrollment in the university.

## GRADUATE ACADEMIC STANDARDS

### Study Plan

A Study Plan must be filed with the [Graduate Studies Office](#) once twelve units of Study Plan coursework have been completed at CSUF toward a graduate degree. A sample study plan is provided at the end of the Student Handbook.

### Requirements for Master's Degree

General requirements for all master's degree Study Plans include the following:

1. a minimum of 30 approved semester units (MPA requires 39 units);
2. at least 21 semester units must be taken in residence;
3. only 400- and 500-level courses may be used on the Study Plans (Not all 400-level courses are approved). A graduate student enrolled in an approved 400-level course will be required to complete additional assignments as determined by the instructor.
4. normally 70 percent of all Study Plan courses will be at the 500-level (With prior approval, upon the recommendation of the Graduate Education Committee, programs may permit students to include up to 50 percent of coursework at the 400-level);
5. no more than 9 units of postbaccalaureate work taken at CSUF prior to admission
6. no more than 6 semester units shall be allowed for a thesis or project;
7. maximum of 6 semester units of independent study;
8. no courses taken to satisfy prerequisite requirements;
9. no correspondence courses and/or credit by examination;
10. no courses with nontraditional grades (e.g., CR, S, P);
11. each course on the Study Plan must be completed with a grade of "C" (2.0) or better; some programs require a grade higher than "C" (2.0) in specific coursework;
12. a minimum grade-point average of 3.0 ("B") in all courses
13. completion of all Study Plan courses within 10 consecutive semesters (five years) or 14 consecutive semesters (seven years) with approved extension
14. all courses must be taken after completion of the baccalaureate
15. no courses credited toward another degree; and
16. a final evaluation, which may be a thesis, a project, a comprehensive examination, or any combination of these.

### Grade Point Average Requirements

A grade point average (grade points divided by units attempted) of at least 3.0 is required for graduation with a graduate degree. This grade point average applies to (1) all 400- and 500-level units attempted subsequent to admission to a degree program; and (2) all units required on the graduate Study Plan including transfer courses. Each course on the master's Study Plan must be completed with a grade of "C" (2.0) or better.

A master's degree student may request a change in the Study Plan in order to raise the Study Plan grade point average by:

1. adding no more than six units of approved coursework, or

2. repeating no more than six units of coursework in which a “C” (2.0) or lower was earned,  
or
3. a combination of 1. and 2. not to exceed six units.

Requests to add courses to the Study Plan, repeat courses, or add courses to raise the overall grade point average, must be approved by the graduate program advisor and the associate vice president, Graduate Programs and Research (or designee) prior to registration. When a course is added or repeated, the original course remains on the Study Plan and on the student’s transcript and both grades are used in calculating the student’s grade point average.

## Repeated Courses

For master’s degree students, if a grade less than “C” (2.0) is received in a Study Plan course, the course must be repeated and passed with a grade of “C” (2.0) or better. A course may be repeated only once. If a course is repeated, **both grades** are included when computing the student’s Study Plan and cumulative CSUF grade point average. Repetition of a course carries no additional unit credit toward the degree; however, the additional units are included in the cumulative units shown on the CSUF transcript.

In extenuating circumstances, the student may petition the associate vice president, Graduate Programs and Research (or designee) to add another course to the approved program with the unit value equivalent to that of the course in which the unsatisfactory grade was received.

## Probation

A student enrolled in a graduate degree program will be placed on academic probation if either the graduate or the Study Plan grade point average falls below 3.0. A graduate student may also be placed on probation for reasons other than graduate and/or Study Plan grade point average. This is known as administrative-academic probation. The reasons for this may include repeated withdrawal, failure to progress toward an educational objective, non-compliance with an academic requirement, failure to demonstrate a level of professional competence or fitness commensurate with the standards of the student’s discipline, or inappropriate behavior as defined in the Student Bill of Rights and Responsibilities and in the Academic Dishonesty sections of this catalog (see “[University Regulations](#)”).

Students will remain on administrative academic probation contingent upon conditions required for their continuing in the program. The Graduate Studies Office maintains a list of students on probation and subject to disqualification.

## Disqualification

The associate vice president, Graduate Programs and Research (or designee), in consultation with the student’s graduate program advisor, will disqualify a master’s student who is on probation if the student does not, or cannot, raise the Study Plan and graduate grade point average to 3.0 by the completion of the second regular semester following the semester in which the grade point average fell below the minimum 3.0 standard. If a student’s grade point average

becomes so low that it cannot be raised to 3.0 within the prescribed limits of coursework, the student will be disqualified from the graduate degree program.

Students placed on probation for reasons other than grade point average will be disqualified if:

1. the conditions for removal of administrative-academic probation are not met within the period specified;
2. the student becomes subject to academic probation while on administrative-academic probation; or
3. the student is removed from administrative-academic probation and subsequently becomes subject to administrative-academic probation for the same or similar reasons as originally placed on probation.

Disqualification removes a student from graduate standing and prevents further enrollment in University courses (except through University Extended Education). A student who has been disqualified from a master's degree program may not apply for readmission to that program. A student who has been disqualified from one degree program may apply for readmission to a different degree program. A readmitted student must file a new Study Plan that meets current requirements and policies. Any disqualified student who wishes to use previous coursework must have it approved by the associate vice president, Graduate Programs and Research (or designee). Appeals related to graduate degree probation or disqualification should first be directed to the graduate program adviser.

Disqualified students have a very short window of time to make a formal appeal with the Office of Graduate Studies. This appeal requires a signature and recommendation from the MPA Coordinator. If you are at risk of disqualification and plan to appeal, you need to notify the Coordinator well in advance to ensure that s/he will be available to complete your paperwork.

## Leaves of Absence

Continuous enrollment is a normal expectation of graduate degree. Graduate degree students may be granted a leave of absence (LOA) to maintain continuous enrollment. An LOA is normally not granted for more than one semester; however, a student may submit a request for up to two consecutive semesters and maintain their place in the university and in degree programs (i.e., they do not have to reapply to the university following the leave), if approved. An LOA granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements. However, a leave granted by the University does not extend time limitations imposed by the State for completing degree requirements.

A LOA may be granted to (1) conditionally classified or classified graduate students in good academic standing who have completed at least 6 units while in residence at this university toward the degree.

Grounds for requesting a leave of absence include:

- A. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy that makes it impossible or inadvisable for a student to register for classes.
- B. Activities which enhance a student's professional career objectives.
- C. Active duty in the armed forces of the United States.

D. Severe financial hardship.

E. Other reasons at the discretion of the Associate Vice President for Academic Programs.

Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances (e.g., doctor's note, employer's verification, etc.) That makes it impossible or inadvisable to register for classes and approval by the student's department.

An approved leave of absence authorizes the student to return and continue under the catalog requirements that applied prior to the absence.

In the case of non-approved breaks in enrollment, reapplication for admission to the university and to the chosen degree program will be required. A place in the degree program or in the university will not be held for the student in these circumstances.

### **Academic Integrity**

Academic dishonesty is a serious offense in higher education. It includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. Cheating is the act of obtaining or attempting to obtain credit for work by the use of any dishonest, fraudulent, or unauthorized means. Plagiarism is that act of taking the specific substance of another and offering it as one's own without giving credit to the source. For example, cutting and pasting from a website without quotation marks and a citation of the source, is an act of plagiarism. You may cite your sources in whatever format is most common in your specific field of study, but make sure that each source is cited in the text and listed at the end of the document with important information including author, date, publication title, and page number. Plagiarism will not be tolerated. Students committing an act of academic dishonesty will immediately be assigned an appropriate academic penalty and reported to the Judicial Officer on campus. Familiarize yourself with the academic dishonesty policy, which can be found in the University's student handbook or on the web at the Judicial Affairs Office in the Dean of Students Office. These penalties are potentially very severe and include suspension and expulsion from the CSU system schools.

Below are some of the campus resources available to you on this topic.

Student Guide to Avoiding Plagiarism: How to Write an Effective Research paper

[http://www.fullerton.edu/integrity/\\_resources/pdfs/Student%20Guide.pdf](http://www.fullerton.edu/integrity/_resources/pdfs/Student%20Guide.pdf)

Academic Integrity: A Guide for Graduate Students

[http://www.fullerton.edu/integrity/\\_resources/pdfs/A%20Guide%20for%20Graduate%20Students.pdf](http://www.fullerton.edu/integrity/_resources/pdfs/A%20Guide%20for%20Graduate%20Students.pdf)

## COMPLETION OF DEGREE AND GRADUATION

A student who has been granted classified standing becomes a candidate for graduation after a request is submitted and the fee is paid for graduation by the student and an affirmative recommendation is made by the graduate program adviser. An overall minimum graduate grade-point average of 3.0 (B) for all 400-, and 500-level coursework attempted subsequent to admission to a degree program, including all transfer work and previous coursework approved for use in the graduate career, and an overall minimum grade-point average of 3.0 for all Study Plan coursework is required. Other scholastic, professional and personal standards, the passing of examinations, and other qualifications, may be required.

### Deadlines

All coursework for the degree, except final course examinations, must be submitted by the last day of classes, in order to assure granting of the degree by the end of the semester or session. The degree is awarded upon the satisfactory completion of all state and University requirements, as well as the specific requirements approved on the student's graduate Study Plan. Award of the degree also requires the recommendation of the appropriate graduate program adviser and committee, the approval of the faculty, and the approval of the associate vice president, Graduate Programs and Research (or designee).

### Applying for Graduation

Students must apply for a graduation check and pay the graduation and diploma fee prior to the deadline.

The last date to file the application is listed in the Registration Guide for each regular semester and is posted on the Graduate Studies website. Because comprehensive exams are given in January, MPA students apply for graduation only in spring semester. The effective date of graduation will be the last day of the specific term in which requirements are completed.

Students who fail to complete requirements as planned must update the application for a graduation check and do so by the appropriate deadline. A fee is required to change the graduation date.

### Commencement

Commencement ceremonies are held only at the end of the spring semester. Once you have completed the graduation check process, i.e., filed for graduation check and paid the graduation fee, you are eligible to participate in the commencement ceremonies appropriate to your graduate date.

Information concerning commencement activities is sent to students by college dean's offices usually in April of each year. Check the University's website ([fullerton.edu/commencement](http://fullerton.edu/commencement)) for further details about commencement events and procedures. Arrangements for cap, gown and hood purchase are made in the campus bookstore, Titan Shops

## **AWARDS, HONORS AND SCHOLARSHIPS**

### **Irving Stone Prize**

The Irving Stone Prize is given to the most outstanding essay written during the previous year by an MPA student for a Public Administration course.

To Enter: Please submit two clean/blinded copies of your essay to the Politics, Administration & Justice Division office by the date to be announced in the spring. Your name should not appear on the essay.

Please attach a cover page with the following information:

1. Name
2. Student ID
3. Class, professor and semester when the paper was written
4. The title of paper

### **Sidney Baldwin Award**

This certificate of recognition is given annually to the outstanding MPA student in the graduating class. The awardee is selected by the Public Administration coordinator and/or faculty after considering students' academic record, including grades, performance on the comprehensive exams, and contributions to the MPA program.

### **Spirit of Public Service Award**

This certificate of recognition is given annually to the MPA student in the graduating class who has demonstrated a consistent commitment to public service in addition to academic excellence. The awardee is selected by the Public Administration coordinator and/or faculty after considering students' academic record and other activities.

### **Alan Saltzstein Excellence Scholarship**

Dr. Saltzstein was the head of the MPA program for many years and his legacy is honored with this \$1,000 scholarship award. The purpose is to reward excellent academic performance for students after completion of 6-12 units in the MPA program and is designed to recognize, reward and encourage our top students as they progress through the program.

Students will receive information regarding application deadlines from the MPA Coordinator during the fall and spring semesters.

### **Pi Alpha Alpha**

Pi Alpha Alpha is the public administration honor society. <http://pialphaalpha.org/>

“The purpose of Pi Alpha Alpha is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration. Its objectives, such as fostering 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. PAA membership identifies those with the highest performance levels in educational programs preparing them for public service careers.”

Requirements:

18 Units Completed (halfway through program)

3.70 GPA

Dues: \$75 for Membership

Students will receive information regarding application procedures and deadlines from Pi Alpha Alpha officers or from the faculty adviser.

## **INTERNSHIPS AND FELLOWSHIPS**

### **DC Internship**

Since 2006, the Cal State DC program has offered students opportunities to spend a summer studying about and working in our nation's capital. Through our program students enroll in full-time academic units while interning in Washington. For MPA credit, internships can be with executive agencies, advocacy groups, non-profits, and a variety of other offices in and around Washington, D.C. Juniors, seniors, and graduate students from all majors and CSU campuses are encouraged to apply. Internships in the past have included The United States Department of Agriculture, The National Coalition for the Homeless, The Police Foundation, and other offices across a diverse array of interests.

Program costs can vary based upon personal preferences. The primary costs include tuition, room and board, and transportation to and from DC. Housing for a full semester is approximately \$4,000 and for the summer is approximately \$3,000. Tuition is the exact same as if you were taking the classes on the home CSU Fullerton campus. Airfare runs approximately \$450 for a round trip ticket. Similar programs often charge thousands of dollars more. Students should contact us at [dcinterns@fullerton.edu](mailto:dcinterns@fullerton.edu) for exact information about costs and about available financial assistance. Although financial assistance is available, interested students are encouraged to prepare and save for such a program and treat it as an investment in their futures.

Program Requirements: The Cal State DC program is open to all CSU Juniors, Seniors, and Graduate students in good standing. Financial aid is available on a competitive basis to CSU Fullerton students through our program. The minimum GPA to be considered for financial assistance through our program is 3.0. Normally a 3.0 GPA is required for admission to the program. However, students with lower GPAs are encouraged to apply if they also have strong references and relevant experiences and activities.

Cal State DC website:

[http://hss.fullerton.edu/cal\\_state\\_dc/](http://hss.fullerton.edu/cal_state_dc/)

## **Lawson Internship in Public Service**

The Lawson Internship in Public Service offers \$2,000 to MPA students interning in the public or nonprofit sector. This gift is designed to assist students who must forgo other earned income while they get the invaluable experience of a public sector internship.

The MPA Program shall present scholarship(s) to an individual(s) meeting the following criteria:

1. Enrolled in the MPA program
2. Enrolled in POSC 497
3. Interning in the public or nonprofit sector
4. A statement by the student in the form of a letter that shall include:
  - a. The student's status in terms of the MPA program
  - b. The student's expectations of the internship and plans for the future
  - c. Any information which addresses the student's situation in regard to special circumstances that would make this scholarship particularly valuable to his/her future career in the public sector

Application:

<http://www.fullerton.edu/financialaid/document/SCHOLARSHIP.pdf>

## **City Management Fellowship Program**

The City Management Fellowship Program (CMFP) is a program designed for students who wish to develop essential management skills and gain invaluable experience in the field. The program offers the unique opportunity to be paired with an Orange County public manager who serves as mentor for the duration of the academic year. Successful applicants will be awarded a \$1,000 scholarship, attend local government management workshops, and one-year membership in the Municipal Management Association of Southern California. Most importantly, the CMFP provides student/fellows with unparalleled networking and behind-the-scenes management experiences.

Application Requirements

1. Have completed at least 12 units
2. Have a 3.5 minimum GPA.
3. Letter of intent emphasizing educational/professional background, reason/interest in applying to the program, and how the CMFP would help achieve future goals and interests
4. Current resume
5. Transcript (may be unofficial)

Students will receive information regarding application deadlines from the MPA Coordinator during the spring semester.

## **CAMPUS RESOURCES**

### **Graduate Studies** (McCarthy Hall 112)

This office maintains graduate forms and documents, can advise you on academic and graduate policies and offers resources such as tutoring, and writing workshops.

<http://www.fullerton.edu/graduate/>

### **Graduate Student Success Center** (Pollak Library South, Room 365)

The Center provides graduate students a place to study and network, and hosts workshops, graduate learning communities, and writing tutors.

<http://www.fullerton.edu/graduate/gssc/>

### **Titan Shops**

This is the campus bookstore from which you can purchase your textbook. It can be accessed through the University's portal or through the Titan Shops website:

<http://www.titanbookstore.com/home.aspx>

### **TitanCard** (Pollak Library 1<sup>st</sup> Floor – South Wing)

The TitanCard is the university's ID card and is required to use the library and for other campus services.

<http://www.fullerton.edu/IT/services/TitanCard/>

### **Computer Labs**

Student Technology Services (STS) operates several public computer labs around campus.

[http://www.fullerton.edu/STS/computer\\_labs/](http://www.fullerton.edu/STS/computer_labs/)

### **Career Center** (Langsdorf Hall 208)

The Career Center can help in locating an internship, new job, or with writing a resume.

<http://www.fullerton.edu/career/>

### **Office of Financial Aid** (University Hall 146)

<http://www.fullerton.edu/financialaid/>

## **COURSE DESCRIPTIONS**

### **CRJU 404 Capital Punishment**

Prerequisites: CRJU 300, junior or senior standing. Issues relating to the use of capital punishment in the U.S., and arguments in support of and opposition to the death penalty. (Same as POSC 404)

### **CRJU 405 Criminal Justice Policy**

Prerequisites: CRJU 300, CRJU 330. Not open to students who have studied Criminal Justice policy as CRJU 475T. Evolving purposes and practices associated with the development of criminal justice policies, principally in the United States. Topics include sentencing legislation, illustrate the development, adoption and impact of public policy on criminal justice systems.

### **ECON 416 Economics and Benefit-Cost Analysis**

Prerequisites: ECON 201 and classified graduate status in Economics or Environmental Studies or Public Administration. Economics and benefit-cost analysis of public projects. Consumer demand and the estimation of benefits; the nature of cost in a market economy; price controls, unemployment and inflation; and criteria for choice, for multi-year projects. For elective credit in the M.S. Environmental Studies or Master of Public Administration.

### **ECON 417 Public Finance**

Prerequisites: BUAD 301, ECON 310. Government finance at the federal, state and local levels; impact of taxation and spending on resource allocation, income distribution, stabilization and growth.

### **ENST 595T Selected Topics in Environmental Problems**

Prerequisite: graduate standing in Environmental Studies. Various environmental topics, contemporary or historic, that focus on problems (e.g., law, endangered habitats, planning, global environmental issues, etc.) Topic chosen and outline will be circulated prior to registration. May be repeated four times (with different topics) for credit. One or more sections offered online.

### **GEOG 481 Geographic Information Systems: Introduction**

Methods and applications of computer-assisted mapping and geographic information systems. (2 hours discussion, 3 hours lab)

### **GEOG 488 Land Use Analysis**

Prerequisites: junior, senior or graduate standing and consent of instructor. Urban and rural land use and settlement; geographic field problems. Application of geographic techniques and tools to local field studies.

### **MGMT 441 Labor-Management Relations**

Prerequisite: MGMT 340. Impact of labor-management relations upon labor, management and the public. Proper grievance procedure, collective bargaining and settlement of disputes.

### **MGMT 542 Labor and Employment Relations Seminar**

Prerequisites: classified MCBE status, MGMT 516, MGMT 518. Exploration and review of traditional labor relations, as well as the developing issues in employment relations involving non-union employees, with a special focus on the various ways of resolving both labor and employment disputes. Collective bargaining, bargaining by objectives, dispute resolution methods in both interest and rights disputes: arbitration, mediation and fact-finding of both traditional labor disputes involving salaried and professional employees.

### **POSC 421 Government and the Economy**

Prerequisite: POSC 320 or any economics course. Regulation and deregulation of business. Industrial policy. Government taxes and expenditures. Emphasizes national government.

### **POSC 425 Policy Analysis**

Prerequisite: POSC 100. Provides the conceptual approach and skills required to understand and project the outcomes and effects of public policy; covers the scope of approaches undertaken in policy analysis from both a political and an economic perspective.

### **POSC 427 Metropolitan Politics and Policymaking**

Prerequisite: POSC 100. Policy issues and alternatives in urban and metropolitan problem areas, such as law enforcement, transportation, housing or poverty.

### **POSC 446 Corruption, Ethics and Public Policy**

Prerequisite: POSC 100. Ethical problems that face persons in the public service. Focuses on practical decision-making.

### **POSC 475 Administrative Law**

Prerequisite: POSC 100. Law as it affects public officials and agencies in their relations with private citizens and the business community. Case materials and regulatory practices.

### **POSC 497 Internship in Public Administration**

Prerequisites: POSC 320 or 509. Students work 12-20 hours per week as supervised interns in a public agency. Supervision by the faculty and cooperating agency. In addition, a weekly seminar.

### **POSC 504 American Social Policies**

American social policies, such as welfare, Social Security, and health care and the political environment in which they exist. Origins, implementation and reforms of current social policies, emphasizing questions of effectiveness and policy improvements

### **POSC 509 Foundations of Public Administration**

For graduate students in public administration who have not had an introductory course in public administration. Organizational theory and practice, decision-making, systems analysis, performance evaluation and administrative improvement.

### **POSC 519 State and Local Government**

Structure, processes, functions and interrelationships of state and local governments in American society. State, county, municipal and special district government in California as compared with other states.

### **POSC 521 Capstone Seminar: Public Administration Theory**

Concepts, models and ideologies of public administration within the larger political system. Course restricted to students in their final six units of graduate work.

### **POSC 522 Seminar in Public Personnel Administration**

Topics in public personnel administration.

### **POSC 523 Administrative Research and Analysis**

Conceptual methods employed in administrative research and analysis: Organization and procedure of surveys, performance evaluation, social impact assessment, computer data analysis and report writing.

### **POSC 525 Local Government Management**

Prerequisites: a course in basic statistics and POSC 320 or 509. Political and policy issues facing metropolitan America, and the capacity of governmental institutions to handle urban problems.

### **POSC 526 Public Organizational Theory & Behavior**

Prerequisites: basic statistics and POCS 320, 309 or GERO 501 (pre- or corequisite). Management-oriented analysis of organizational behavior. Treatments of decision-making, leadership, communication, group dynamics and ethical aspects of organization. Application of theories of administration and systems management to public and volunteer programs and services for older adults, including residential institutions and community programs. (Same as GERO 526).

### **POSC 528 Seminar in Public Policy**

Interplay between public policy and program administration in federal government. Discussion of administrators' role in policy development, administrative discretion in implementing policy, use of political resources by administrators.

### **POSC 529 Seminar in Public Management Analysis**

Application of quantitative techniques to management and planning of public organizations. Topics include network analysis, capacity management, management information systems, productivity measurement, forecasting, cost-benefit analysis, simulation and marketing.

### **POSC 539 Seminar in Nonprofit Management**

Prerequisite: Graduate standing. Basic pressures that face nonprofits today, within historical and contemporary contexts. Theories of nonprofit accountability and excellence, practical lessons for managing nonprofits, and broad trends shaping the sector.

### **POSC 560 Seminar in Administration of Justice**

Development and evaluation of judicial and police administration. Analyzes criminal justice policies, identification of researchable issues and examination of empirical research in the field. Unique properties of criminal justice management compared with public management generally.

### **POSC 571 Public Budgeting and Finance**

Prerequisite: POSC 509. Surveys state and local budgeting and taxes. Local financial management and cost benefit analysis. Emphasizes local government in Southern California.

### **POSC 572 Human Resources Management for Public and Nonprofit Organizations**

Students who have taken POSC 422 for credit on study plan may not also take this course as part of study plan. Political and legal environments of public personnel management, the general and career civil services and political appointment system and introduces students to such personnel functions as selection, position classification, performance evaluation and compensation.

### **POSC 580 Emergency Management in Public Administration**

Comprehensive review of the state-of-the-art in prevention, warning, evacuation, rescue and recovery systems. Development of public policy relating to land use planning, recovery and issues of liability; intergovernmental relations and effective planning.

### **POSC 582 Organizational Development and Change**

Prerequisite: POSC 509 or 526. Perspectives and theories on organization change and development. Students will be introduced to a variety of concept skills and tools necessary to achieve organizational goals, deal with change and become a successful change agent.

### **POSC/ACCT 583 Seminar in Government Accounting Public Financial Management**

Prerequisite: POSC 571. The purpose of this course is to introduce students to basic principles of public sector financial management and accounting. Topics include governmental accounting standards and procedures, revenue sources and tax administration, cash management and purchasing, investment and debt management, and risk management and auditing.

### **POSC 588 Collaborative Governance**

Prerequisite: POSC 509. Covers topics including federalism, intersectoral public administration, intergovernmental relations, public-private partnerships, public contract management, interlocal agreements, network governance.

### **POSC/GEOG 478 Urban Planning Principles**

Prerequisite: GEOG 370 or POSC 320. Seminar/discussion on conceptual themes and legal foundations of American urban planning. Policy areas associated with urbanization and suburbanization processes: land use, economic development, redevelopment, housing systems, neighborhood dynamics and growth management. (Same as POSC 478)

### **POSC/GEOG 484 Planning Methods**

Prerequisite: GEOG 478 or POSC 478. Seminar and Practicum on methods in urban planning. Analytical techniques and basic data sources. Population forecasting, housing surveys, economic development, fiscal impacts and area revitalization. Individual and team projects. (Same as POSC 484)

### **POSC/MGMT 582 Organizational Development and Change**

Prerequisite: POSC 509 or POSC 526. Perspectives and theories on organization change and development. Students will be introduced to a variety of concept skills and tools necessary to achieve organizational goals, deal with change and become a successful change agent. (Same as MGMT 582).

## **FACULTY**

### **Core Program Faculty**

Dr. David Adams, Assistant Professor: Ph.D. in Public Policy and Public Administration from Auburn University.

Dr. Shelly Arsneault, Professor and MPA Coordinator: Ph.D. in Political Science from Michigan State University.

Dr. Sarah A. Hill, Associate Professor: Ph.D. in Social Science from the California Institute of Technology.

Dr. Meriem Hodge, Assistant Professor: Ph.D. in Public Administration from the University of Georgia School of Public and International Affairs.

Dr. Myung-Jung Kwon, Associate Professor: Ph.D. in Public Administration and Policy from the Florida State University Askew School of Public Administration and Policy.

Dr. Paul Peretz, Professor: Ph.D. in Political Science from the University of Chicago.

Dr. Samuel B. Stone, Associate Professor: Ph.D. in Public Affairs from the Indiana University School of Public & Environmental Affairs.

Dr. Yuan Ting, Professor: Ph.D. in Political Science from Northern Illinois University.

Dr. Justin Tucker, Associate Professor: Ph.D. in Political Science from the University of Kansas.

Dr. Yan Xiao, Assistant Professor: Ph.D. in Public Administration from the University of Nebraska, Omaha School of Public Administration.

### **Affiliated Faculty**

Dr. Christine L. Gardiner, Associate Professor: Ph.D. in Criminology, Law and Society from the University of California, Irvine.

Dr. Stacy L. Mallicoat, Professor and Chair, Division of Politics, Administration & Justice: Ph.D. in Sociology, from the University of Colorado, Boulder.

Dr. Scott J. Spitzer, Associate Professor: Ph.D. in Political Science from Columbia University.





**Study Plan**

**Concentration:**

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_

The following preclassification requirements have been met:

- BA  BS  Other from \_\_\_\_\_ Month/Year \_\_\_\_\_
- Minimum 12 semester units in the social sciences, including 6 in upper division OR  
 6 semester units in the social sciences if suitable approved practical experience.
- Satisfactory completion of approved course work in Economics and Statistics and introduction to Political Science (PoliSci 100 or 300).
- Minimum GPA of 3.25 in undergraduate major OR  
 GRE General Test combined scores of at least 1000 OR  
 Quality professional experience as evaluated by the MPA coordinator OR  
 12 semester units of approved course work with min GPA of 3.25 has been or will be completed.

**Writing Requirement has been/will be met by Poli Sci 521.**

**ALL STATE AND UNIVERSITY REQUIREMENTS ARE TO BE MET INCLUDING FIVE-YEAR LIMIT**

<i>Study Plan Requirements</i>	<i>Units</i>	<i>Grade</i>	<i>Sem/Yr</i>	<i>Ext.</i>	<i>Comments</i>
<b>REQUIRED COURSES</b> (18-24 units )					
523 Administrative Research & Analysis	3				
521 Seminar in Public Administration Theory	3				
526 Seminar in Administration and Systems Management	3				
One of: 519 State and Local Government (3)					
525 Sem in Metropolitan Area Government (3)					
528 Sem in Public Administration & Policy (3)					
571 Seminar in Public Finance	3				
572 Seminar in Public Sector HR Management	3				
497 Government Internship (3)*					
509 Admin Org & Proc (3)**					
<b>CONCENTRATION</b> (6-12 units)					
<b>ELECTIVES</b> (0-12 units)					
597 Project (3) OR 598 Thesis*** OR Comp Exam					
<b>TOTAL UNITS</b>	<b>39</b>				<b>Minimum one-half units 500-level</b>

\* Required if experience inadequate  
 \*\* Required if no recent foundations course less than three years old  
 \*\*\* Thesis or Project includes Final Oral Defense

CLASSIFIED STANDING recommended by MPA department committee (prerequisites met and Study Plan approved):

Reviewed by dept. staff (if required) \_\_\_\_\_ Date \_\_\_\_\_  
 Faculty Adviser \_\_\_\_\_ Date \_\_\_\_\_  
 Department Adviser \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed in Graduate Office by \_\_\_\_\_ Date \_\_\_\_\_  
 CLASSIFIED GRADUATE STANDING GRANTED \_\_\_\_\_ Date \_\_\_\_\_

Associate Vice President, Academic Programs