

MPA Student Handbook

Academic Year 2021-2022



CALIFORNIA STATE UNIVERSITY
FULLERTON[™]

Division of Politics, Administration & Justice
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Disclaimer: None of the information in this handbook supersedes the University Catalog, any University Policy Statement, or a student’s approved graduate study plan.

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 acquire the following competencies:

- 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 100-120 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 MPA program primarily focuses on helping students in acquiring the critical knowledge, skills, abilities, and core competencies which prepare them for management and leadership positions in the public sector, provide ethical and well-informed leadership, and adapt to changes in the dynamic field of public administration.

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, Monday through Thursday. Our courses are offered in a mix of face-to-face, synchronous online (required weekly Zoom meetings), and hybrid (some required face-to-face meetings, some work done online).

We do not currently offer a dual degree with any other programs.

We currently have ten core faculty members teaching the MPA program. 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 (HSS) at CSUF.

Admissions

We have both Spring and Fall admissions. Spring admissions typically open on August 1 and close November 1, while fall admissions typically open on October 1 and close April 30.

Admissions Process

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

The MPA admissions website with more detailed information is available at:
http://hss.fullerton.edu/paj/PublicAdministration/pa_admissions.aspx

Additional general information on graduate admissions is available at:
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 e-mail 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

The above materials should be sent to mpaadmissions@fullerton.edu.

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. We are more likely to admit students if they are already in the public or nonprofit workforce and we take the written statement of purpose as an indicator of the ability to do graduate level writing. Our goal is to admit students whose university record demonstrates their ability and desire to succeed in both their coursework and the public workplace. 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.

Transferring Coursework

Graduate students may request to apply a limited (nine units or less) amount of transfer coursework toward unit requirements for a graduate degree. The use of transfer coursework on a student's Study Plan is subject to the following provisions.

1. Each course being transferred must:
 - a. have been taken at an accredited college or university;
 - b. be acceptable for credit toward a graduate degree at the institution where the coursework was taken;
 - c. have been completed with a grade of B (3.0) or better;
 - d. not have been used in meeting the requirements for another earned degree (either graduate or undergraduate); and
 - e. have been completed within the student's five-year time period which is required for completion of the requirements for the graduate degree at CSUF
2. For the master's degree, an absolute minimum of 21 semester units or half the units required by the program, whichever is larger, must be taken in residence at this university. Residence units are granted for courses taken at the university during regular sessions of fall, spring, summer and any special session.
3. Use of transfer work on a student's Study Plan is subject to all other policies concerning Study Plan coursework.
4. In all cases, the use of transfer coursework on a student's Study Plan is subject to the acceptance and approval of the academic unit's graduate program adviser and the associate vice president for academic programs (or designee). Coursework taken at another institution after admission to CSUF as a graduate student is rarely accepted for credit toward a graduate degree and can only be accepted if the student has received prior approval of both the

graduate program adviser and the associate vice president for academic programs (or designee).

5. All approved transfer units and grade points will be entered on the CSUF transcript at classification or graduation
6. A unit of coursework taken at a college or university on the quarter system will be considered as equivalent to two-thirds of a unit when such coursework is considered acceptable as transfer work.

Cost of Degree

Tuition Cost

Tuition Fees for Academic Year 2021-2022:

Part Time (0-6 units per semester): \$2,700/semester

Full Time (7 or more units per semester): \$4,206/semester

Non-Resident Tuition Fee: \$396.00 / Semester Unit

If you are not a resident of California, you must add \$396.00 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.

Structure of the Program

General

Conferment of the MPA degree requires 12 courses (36 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.

Prerequisites

Students admitted to the program must have completed courses in three areas: American Government or U.S. History, Statistics or Research Methods, and 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. All prerequisite courses must be taken at an 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. If you have not fulfilled these prerequisites as part of your undergraduate degree, you must submit your

transcripts indicating that you have passed these classes to the MPA advisor before you can file a study plan with the graduate school.

Core Courses

Students are required to take courses in

- Introduction to public administration
- Organizational theory
- Research methods
- Public finance
- Human resources
- Local government management, state and local government, or public policy
- A capstone course, which is taken in the fall semester before the comprehensive exams.

Concentrations

The program has concentrations in human resource management, local government management, public finance, and public policy. Students are required to choose one concentration and take courses in that area.

General 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. If a class is not on the pre-approved list, it will not be counted toward your degree unless you received approval from the MPA advisor in advance. 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 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

Internship

The internship is required of those few MPA students who have little to no experience working in the public or non-profit sector. Students requiring the internship must enroll in the following course:

- **POSC 497** Internship in Public Administration

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 a federal 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.

Concentrations

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

- **Human Resource Management**
- **Public Finance**
- **Local Government Management**
- **Public Policy**

Students must choose a concentration by the time they have enrolled in 13 or more units, which is when they file their study plan with the MPA advisor.

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.

Concentration Core Course:

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

Concentration Electives (take two):

- **POSC 423** Diversity in Public Management
- **POSC 475** Administrative Law
- **POSC 522** Seminar in Public Personnel Administration
- **POSC 582** Organizational Development and Change
- **MGMT 441** Labor-Management 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.

Concentration Core Courses (take both):

- **POSC 571** Public Budgeting and Finance
- **POSC 583** Public Budgeting and Finance II

Concentration Electives (take one)

- **POSC 421** Government & the Economy
- **POSC 425** Policy Analysis
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **ECON 417** Public Finance

Concentration in Local Government Management

The purpose of the concentration in local government 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.

Concentration Core Course:

- **POSC 525** Local Government Management

Concentration Core Courses (take one):

- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 519** State and Local Government

Concentration Electives (take one)

- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 519** State and Local Government
- **POSC 580** Emergency Management in Public Administration
- **POSC 588** Collaborative Governance
- **ENST 595T** Selected Topics in Environmental Problems (note: only certain sections of this course will count. Be sure to check with the MPA advisor in advance)

Concentration in Public Policy

The purpose of the concentration in public policy is to prepare students for future careers in the policy process and public policy analysis. This is accomplished by taking a course in the public policy process, a course policy analysis and at least one additional course in a substantive policy area. This concentration is currently undergoing approval.

Concentration Core Courses (take both):

- **POSC 425** Policy Analysis
- **POSC 528** Seminar in Public Policy

Concentration Electives (take one):

- **POSC 421** Government and the Economy
- **POSC 426** Education Politics and Policy
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 539** Seminar in Nonprofit Sector Management
- **CRJU 405** Criminal Justice Policy
- **CRJU/POSC 491** Applied Policy Research
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **PUBH 524** Public Health Administration

Advisor Approved Electives

In addition to the core courses and the minimum requirements for each concentration, students must complete a total of 36 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 only in consultation with the MPA advisor.

- **POSC 421** Government and the Economy
- **POSC 423** Diversity in Public Management
- **POSC 425** Policy Analysis
- **POSC 426** Education Politics and Policy
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 446** Corruption, Ethics and Public Policy
- **POSC 459** Social Welfare Politics and Policy
- **POSC 475** Administrative Law
- **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 539** Seminar in Nonprofit Sector Management
- **POSC 580** Emergency Management in Public Administration
- **POSC 582** Organizational Development and Change
- **POSC 583** Public Budgeting and Finance II
- **POSC 588** Collaborative Governance
- **POSC 599** Independent Graduate Research
- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods
- **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
- **PUBH 524** Public Health Administration
- **MGMT 441** Labor-Management Relations
- **MGMT 542** Labor and Employment Relations Seminar

*Only certain sections of this course will count. Be sure to check with the MPA advisor in advance.

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 of that question. 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.

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 e-mail mpaadvising@fullerton.edu. If you have other questions you may 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) by the time they enroll in 13 or more units in order to file a study plan, (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:

Take POSC 509 Foundations of Public Administration.

Enrollment in 13 or more units (typically the second year)

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 should 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. The MPA advisor will file this for you.

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 36 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. maximum of 6 semester units of independent study;
7. no courses taken to satisfy prerequisite requirements;
8. no correspondence courses and/or credit by examination;
9. no courses with nontraditional grades (e.g., CR, S, P);
10. 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;
11. a minimum grade-point average of 3.0 ("B") in all courses
12. completion of all Study Plan courses within 10 consecutive semesters (five years) or 14 consecutive semesters (seven years) with approved extension
13. all courses must be taken after completion of the baccalaureate
14. no courses credited toward another degree; and
15. a comprehensive examination

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 readmitted student must file a new Study Plan that meets current requirements and policies.

Appeals related to graduate degree probation or disqualification should first be directed to the graduate program advisor.

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 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 includes such things cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by students to show a possession of a level of knowledge or skill, which they in fact do not possess. Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Plagiarism is defined as the act of taking the work of another and offering it as one's own without giving credit to that source. Instructors who believe that an act of academic dishonesty has occurred (1) are obligated to discuss the matter with the student(s) involved; (2) should possess reasonable evidence such as documents or personal observation; and (3) may take whatever action (subject to student appeal) they deem appropriate, ranging from an oral reprimand to an F in the course. Additional information on this policy is available from the following document:

http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20300.021.pdf

The Student Conduct guide can be found here:

http://www.fullerton.edu/integrity/_resources/pdfs/Student%20Guide.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 advisor. 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 advisor 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) 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. Winners receive \$100.

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 advisor.

INTERNSHIPS AND FELLOWSHIPS

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.

Lawson Internship in Public Service

The Lawson Internship in Public Service offers \$2,000 to at least one MPA student interning in the public or nonprofit sector each semester. 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>

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 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/

CAMPUS RESOURCES AND SUPPORT

Career Center (Langsdorf Hall 208)

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

Children's Center

<https://asi.fullerton.edu/childrens-center>

Student Wellness

Counseling and Psychological Services, Disability Support Services, Health Services, TitanWell.

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

Disability Support Services

If you have a documented disability, you should visit and register with office as soon as possible in order to receive accommodations.

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

Graduate Studies

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/>

Parking and Transportation Services

<http://parking.fullerton.edu/>

Pollak Library

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

Titan Dreamers Resource Center

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

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 1st 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/>

Tuffy's Basic Needs Services

http://www.fullerton.edu/deanofstudents/tuffys_basic_needs/index.php

Veterans Resource Center

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

WoMen's Center

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

Computer Labs

http://www.fullerton.edu/STS/computer_labs/

Career Center (Langsdorf Hall 208)

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

Office of Financial Aid (Gordon Hall 146)

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

COURSE DESCRIPTIONS

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 423 Diversity in Public Management

Prerequisite: POSC 320 or graduate standing. Issues in public employment related to gender, race and ethnicity, disability, veteran status, age, culture and other current topics. Focus on leadership, mentoring, recruitment and discrimination. Topics of current interest include representative bureaucracy, equity and intersectionality.

POSC 425 Policy Analysis

Prerequisite: POSC 100 or graduate standing. 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 426 Education Politics and Policy

History and expansion of public education in the United States. Roles of school districts and the state and federal governments in setting education policy. Current issues of education policy and public higher education.

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 459 Social Welfare Politics and Policy

Prerequisite: POSC 100 or graduate standing. 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 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 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: 509. Critical administrative issues that local government professionals face. Topics include intergovernmental relations, urban political structure, fragmentation, planning, finance, and service delivery.

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 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 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 Organizations

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 583 Public Budgeting and Finance II

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)

PUBH 524 Public Health Administration

Principles, practices and skills essential to successful public health administration. U.S. health care system and factors that shape it. Public health services and administration, patterns of diseases, managed care, ethics and quality of care.

FACULTY

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

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

Dr. Meriem Doucette, Associate Professor: Ph.D. in Public Administration and Policy from the University of Georgia's School of Public and International Affairs.

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

Dr. Myungjung "MJ" Kwon, Professor and MPA Director: Ph.D. in Public Administration and Policy from Florida State University's Askew School of Public Administration and Policy.

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

Dr. Samuel B. Stone, Associate Professor and MPA Advisor: Ph.D. in Public Affairs from Indiana University's O'Neill School of Public & Environmental Affairs.

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

Dr. Justin Tucker, 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.

