



**California State University, Bakersfield
School of Business and Public Administration
Department of Public Policy and Administration
Masters of Public Administration**

**MPA Handbook
(Revised: 9-22-16)**

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Section 1: Hello Returning, New & Prospective MPA Students, Welcome to CSUB, BPA, PPA

**Thank you for your interest in the Department of Public Policy and Administration (PPA),
School of Business and Public Administration
California State University, Bakersfield**

In Bakersfield, the PPA Department offers three degree programs, and several undergraduate options:

- **Masters of Public Administration (MPA)**
 - General Public Administration; or,
 - Specializations in Nonprofit Management; or,
 - Concentration in Health Care Administration

- **Masters of Science -Health Care Administration (MS-HCA)**

- **Bachelor of Arts in Public Administration (BA)**
Also, available to undergraduates:
 - Regular **Minor in Public Administration** for majors across the university;
 - **“Fast Track” Minor in PA** for any undergrad planning to pursue graduate education;
 - **Concentration in Public Administration** is now available to undergraduate in the Business Administration (BS) program.
 - **Concentration in Health Care Management** is now available to undergraduate in the Business Administration (BS) program.

For your quick reference, we encourage you to visit these links to CSUB:

CSUB Home Page:
<http://www.csub.edu/>

School of Business & Public Administration
<http://www.csub.edu/bpa/>

School of BPA, PPA Department, **MPA program web page**:
<http://www.csub.edu/bpa/graduate%20MPA/index.html>

BPA Student Services Center, i.e. course registration, requirements, advising, etc.
<http://www.csub.edu/bpa/StudentServices/index.html>

BPA Social Media
<http://www.csub.edu/bpa/SocialMedia/index.html>

BPA Internships & Job Center
<http://www.csub.edu/bpa/internshipandjobcenter/index.html>

Section 2: FAQ's – New Applicants & Returning Students, Frequently Asked Questions

- Apply to CSU online at *CSUMentor*: <https://secure.csumentor.edu/admissionapp/>
- For fall admissions to CSUB's MPA, you should apply by April 15 for priority consideration; or, by June 15 for late consideration.
- When apply for Post-baccalaureate (Graduate) admissions, indicate the *MPA* as your degree objective, this will signal the Graduate Admission Office to send your file to us for review.
- **ADMISSIONS CRITERIA** - Be sure to review carefully the Admissions Criteria for CSUB and for the MPA programs in the official catalog. However, in general:
 1. Possession of a baccalaureate degree from an accredited college or university;
 2. **CLASSIFIED Admission** - Requires a cumulative undergraduate GPA = 3.00+;
 3. **CONDITIONAL (probationary) Admission** - For students with cumulative undergraduate GPA of 2.75-2.99, submit two letters of recommendation (at least one academic) are required;
 4. **INTERNATIONAL STUDENTS** - Applicants whose preparatory education is principally in a language other than English, a TOEFL score of 550 or higher (or 213 on the new conversation scale for the computer-based TOEFL exam) is required.
 5. **ALL STUDENTS** – Submit a thoughtful and well written *PERSONAL STATEMENT*, i.e. introducing yourself, indicating academic and careers goals, listing honors or special experiences especially as related to the MPA and public services. This will also serve as a *writing sample*.
 6. **ALL STUDENTS** - Submit a complete *RESUME*, i.e. listing education, other achievements, work and other professional experience in the public, nonprofit or business sectors. Among other things, *the resume will be used to help assess the need for an internship*.
- The Department does not require the GRE for graduate admissions;
- Nearly all courses are offered in the evening, some are available on Saturday mornings, to accommodate working students.
- **Registration Fees:**
<http://www.csub.edu/bas/fiscal/studaccount/student%20financial%20services/registration%20fees/>
- **Financial Aid & Scholarships** <http://www.csub.edu/FinAid/>
- **International Students and Programs:** <http://www.csub.edu/isp/>
- **Post-baccalaureate TOEFL Requirement** <http://www.csub.edu/admissions/apply/graduate/>
- **Center for Career Education & Community Engagement (CECE)**, i.e. campus-wide careers services, job search, internships, resume writing, interviewing, etc. <http://www.csub.edu/cece/>
- **CSUB Academic Integrity Policy**, i.e. academic dishonesty, cheating, plagiarism, etc. <http://www.csub.edu/osrr/academic%20integrity%20/>

Section 3: Faculty & Advising Contacts*

Dr. Chandra Commuri, Professor, Minor & Nonprofit Management Advisor
(661) 654-6140 ccommuri@csub.edu

Dr. Steven Daniels, Professor, Bachelors' Degree in PA, Undergraduate Advisor
(661) 654-2318 rdaniels@csub.edu

Dr. Thomas Martinez, Professor, MPA Director
Cell: (661) 549-5923 tmartinez@csub.edu

Dr. BJ Moore, Assistant Professor (FERP retiree), MS-Health Care Admin. Director
(661) 654-3026 bjmoore@csub.edu

Dr. Jinping Sun, Professor, Chair
(661) 654-6217 jsun2@csub.edu

For more information regarding application and course registration processes:

Ms. Cindy Zuniga-Prado, MPA Academic Advisor
BPA Student Services Center,
(661) 654-3699
czuniga2-prado@csub.edu

Ms. Belen Mendiola, MS-HCA Academic Advisor
BPA Student Services Center
(661)654-3099
bmendiola@csub.edu

Ms. Renee Rugnao-Lopez, M.S.
CSUB Graduate Admissions Coordinator
Phone: (661) 654-3392
rrugnao@csub.edu

To contact the PPA Department office:

Ms. Sonia Morentin, PPA Administrative Support Coordination,
(661) 654-3406
smorentin@csub.edu

NOTE:

* Each student, upon being admitted is provided with a **Runner (Outlook) email account**. While you can set Outlook to forward to your personal email account, when contacting faculty and staff, always use Outlook as that is CSUB's primary communication mode.

Section 4: NASPAA, MPA Accreditation



“When it comes to your education, quality matters.”

Network of Schools of Public Policy, Affairs, and Administration

<http://www.naspaa.org/>

Section 5: Departmental Ethics Statement

Ethics Matter:

The Department of Public Policy and Administration,
School of Business and Public Administration
California State University, Bakersfield

As an applied academic professional program, our purpose is to prepare competent, ethical and effective public, nonprofit, and health care managers and leaders to advance the public service.

The American Society for Public Administration (ASPA) code of ethics calls on each of us to:

- 1) Serve the Public Interest;
- 2) Respect the Constitution and the Law;
- 3) Demonstrate Personal Integrity;
- 4) Promote Ethical Organizations; and,
- 5) Strive for Professional Excellence.

ASPA's Code of Ethics: http://www.aspanet.org/scriptcontent/index_codeofethics.cfm

Section 6: MPA Masters Papers available online from the Walter W. Stiern Library

Link to Walter W. Stiern Library, click here

<http://voyager.lib.csub.edu/vwebv/search?searchArg1=thesis&argType1=all&searchCode1=SERI&combine2=and&searchArg2=administration&argType2=all&searchCode2=GKEY&combine3=and&searchArg3=&argType3=all&searchCode3=TSUB&fromYear=&toYear=&location=all&type=all&language=all&recCount=50&searchType=2&page.search.search.button=Search>

Section 7: MPA Program Outline & Advising Checklist (Revised: May '16)

Graduate Core and Elective requirements

New semester courses numbers, with (former quarter system numbers)

- ___ PPA 4010 (401) - Analytical Methods in Administration (Foundation Course)
- ___ PPA 5000 (491) - Survey of Public Administration (Foundation Course)
- ___ PPA 5020 (492) - Program Evaluation (Foundation Course)
- ___ PPA 4038 (493) - Public Policy-Making Process (Foundation Course)

- ___ PPA 6100 (610) - Public Human Resources Administration
- ___ PPA 6110 (611) - Public Finance & Budgeting
- ___ PPA 6520 (680) - Public Management & Organizational Change
- ___ PPA 6530 (691) - Policy Analysis
- ___ PPA 6980 (698) - Master's Paper

Electives (3 required)

- ___ 1st Elective:
- ___ 2nd Elective:
- ___ 3rd Elective:

Internship, may be [] Required, or, [] Waived

- ___ PPA 6860 (696) Internship

For more information regarding application, advising and course registration processes:

Ms. Cindy Zuniga, MPA Academic Advisor
BPA Student Services Center,
(661) 654-3699
czuniga2@csub.edu

Thomas R. Martinez, Ph.D.
MPA Director
Cell: (661) 549-5923
tmartinez@csub.edu

Section 8: Fall & Spring Core Course Rotation Schedule Beginning AY 2016-2017
(Revised May '16)

To assist with MPA program planning as we transition to a semester system, here is the Fall & Spring Course Rotation Schedule; and, Recommended Two-Year MPA Program Map

Fall Core Courses - semester courses (with former quarter system numbers)

- PPA 4010 (401) - Analytical Methods in Administration (Foundation Course)
- PPA 4038 (493) - Public Policy-Making Process (Foundation Course)
- PPA 5000 (491) - Survey of Public Administration (Foundation Course)
- PPA 6100 (610) - Public Human Resources Administration
- PPA 6530 (691) - Policy Analysis
- Electives - TBA
- PPA 6860 (696) - Internship (available)

Spring Core Courses - semester courses (with former quarter system numbers)

- PPA 5020 (492) - Program Evaluation (Foundation Course)
- PPA 6110 (611) - Public Finance & Budgeting
- PPA 6520 (680) - Public Management & Organizational Change
- PPA 6980 (698) - Master's Paper
- Electives - TBA
- PPA 6860 (696) - Internship (available)

Electives – A total of 3 are requires, these are TBA and may be taken Fall, Spring or Summer. MPA electives courses are usually listed at the *4000 or 5000 (400 or 500) level*.

Section 9: Recommended Two-Year MPA Program Map (Beginning 2016-2018)

Fall – Year 1	Spring – Year 1	*Summer – after Year 1
<ul style="list-style-type: none"> • PPA 4010 (401) • PPA 4038 (493) • PPA 5000 (491) 	<ul style="list-style-type: none"> • PPA 5020 (492) • PPA 6110 (611) • PPA 6520 (680) 	<ul style="list-style-type: none"> • Elective (available)
Fall – Year 2 <ul style="list-style-type: none"> • PPA 6100 (610) • PPA 6530 (691) • Elective (take 1) • PPA 6860 (696) Internship (available) 	Spring – Year 2 <ul style="list-style-type: none"> • PPA 6980 (698) • Elective (take 1 or 2) • PPA 6860 (696) Internship (available) 	

Master of Public Administration (MPA)

For the full program description: <http://www.csub.edu/bpa/graduate/MPA/index.html>

Section 10: Design your own Two-Three Year MPA Program Map

For those transitioning from quarters to semesters or not on the 2-yr. map above

Semester #1: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Semester #2: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Summer: 20__ <ul style="list-style-type: none"> • Elective (available)
Semester #3: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Semester #4: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Summer: 20__ <ul style="list-style-type: none"> • Elective (available)
Semester #5: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	Semester #6: F/Spr. 20 __ <ul style="list-style-type: none"> • • • 	

Section 11: CSUB Academic Calendar 2016/17

(revised 4/14/16)

See: <http://www.csub.edu/facultyaffairs/files/AcademicCalendars/Academic-Calendar-16-17.pdf>

Fall Semester, 2016

April 04	Academic Advising Begins
April 23	Celebrate CSUB and Orientation* (for Summer Session & Fall Semester)
Apr 25 - May 9	Academic Advising for Continuing Students (for Summer Session and Fall Semester)
April 29	Last Day to Apply for Spring 2017 Graduation (\$70 fee)
May 05	Campus-wide Emergency Evacuation Day
May 09-Jun 17	Registration for Continuing Students (for Summer Session)
May 09-Aug 19	Registration for Continuing Students (for Fall Semester)
May 16-Aug 19	Registration for New Students (for Fall Semester)
Jun 13-16	Orientation for All Students (First-Time Freshmen & Transfers for Summer Session & Fall Semester)
August 17	ALL FALL FACULTY DUE ON CAMPUS
August 22	First Day of Classes
August 22	Schedule Adjustment Begins
September 02	Last Day to Add Classes
September 02	Last Day to Change between Audit and Letter Grading
September 02	Last Day of Schedule Adjustment Period
September 05	HOLIDAY - Labor Day - Campus Closed
September 19	Census Day
September 19	Last Day to Change between Credit/No-credit and Letter Grading
September 19	Last Day to Withdraw from Classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four - week period will be permitted only for serious and compelling reasons and require written approval by the Dean or Department Chair
October 17	Academic Advising for Continuing Students (for Spring Semester)
October 19	Campus - wide Emergency Evacuation Day
October 28	Last Day to Apply for Fall 2017 Graduation (\$70 fee)
Oct 31 – Jan 19	Registration for Continuing Students (for Spring Semester)
November 11	HOLIDAY-Veteran's Day - Campus Closed
November 14	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 21	SOCI Week
Nov 24 - 25	HOLIDAY - Thanksgiving - Campus Closed
December 06	Last Day of Classes
December 06	Last Day to Submit Completed Master's Thesis to Library
December 07	Study/Reading Day
Dec 08 – 14	Examination Period
December 09	Last day to apply for Summer 2017 graduation (\$70 fee)
Dec 15 – 16	Evaluation Days
Dec 19 – 20	Grades Due

Fall Semester Break: December 21, 2016 - January 19, 2017

* No course registration or enrollment on this day.

In addition to our Fall Semester listed above, CSUB's Extended University offers classes during Winter Intersession. The Intersession begins January 3, 2017 and lasts two weeks. Call the Extended University at (661) 654-2441 for detailed information regarding their course offerings and schedules.

CSUB Academic Calendar 2016/17

Spring Semester, 2017

October 17	Academic Advising for continuing students (for Spring Semester)
October 19	Campus-wide Emergency Evacuation Day
October 28	Last Day to Apply for Fall 2017 Graduation (\$70 fee)
Oct 31–Jan 19	Registration for Continuing Students (for Spring Semester)
December 09	Last day to apply for Summer 2017 graduation (\$70 fee)
January 16	HOLIDAY - Martin Luther King, Jr.'s Day - Campus Closed
January 19	Orientation for New Students
January 20	ALL FALL FACULTY DUE ON CAMPUS
January 23	First Day of Classes
January 23	Schedule Adjustment Begins
February 03	Last Day to Add Classes
February 03	Last Day to Change between Audit and Letter Grading
February 03	Last Day of Schedule Adjustment Period
February 17	Census Day
February 17	Last Day to Change between Credit/No - credit and Letter Grading
February 17	Last Day to Withdraw from Classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four - week period will be permitted only for serious and compelling reasons and require written approval by the Dean or Department Chair
March 09	Last Day to Withdraw from Classes for a Serious and Compelling Reason
Mar 30-Apr 21	Academic Advising for Continuing Students (for Summer Session and Fall Semester)
March 31	HOLIDAY - Cesar Chavez Day - Campus Closed
April 03	Academic Advising Begins (for Fall Semester)
April 05	Campus - wide Emergency Evacuation Day

Spring Semester Break: April 10, 2017 - April 14, 2017

Apr 24	Registration for Continuing Students (for Summer Session)
Apr 24-Aug 17	Registration for Continuing Students (for Fall Semester)
April 26	SOCI Week
April 28	Last Day to Apply for Spring 2018 Graduation (\$70 fee)
April 29	Celebrate CSUB and Orientation* (for Summer Session & Fall Semester)
May 01-Aug 17	Academic Advising and Registration for New Students (for Fall Semester)
May 10	Last Day of Classes
May 10	Last Day to Submit Completed Master's Thesis to Library
May 11	Study/Reading Day
May 12-18	Examination Period
May 19-20	Commencement
May 22-23	Evaluation Days
May 24-25	Grades Due

* No course registration or enrollment on this day.

Section 12: Internship Waiver Guidelines for MPA Students

All MPA students are required to fulfill the internship requirement to graduate. However, the internship requirement may be waived if a student meets one of the following criteria:

- at least one year of experience in a supervisory or managerial role in a public, health-care, or nonprofit organization;
- at least one year of experience as a specialist whose work is important to the public sector (example: consultant to a city department); or
- at least one year of experience in a supervisory or managerial role in the private sector. The student should show clearly how public administration education enabled him/her to become a better professional.

Request a waiver if you can justify you are qualified:

1. Write a letter to request the internship waiver:

Address the letter to Dr. Martinez, MPA Program Director, Department of Public Policy & Administration, California State University, Bakersfield. The letter should include the following information:

- Paragraph 1: Request a waiver and briefly explain why you are qualified for the waiver (including number of years of professional experience and types of organizations where you gained such experience).
- Paragraph 2: Describe recent positions, duties, projects, and tasks to show that:
 - You have managed people, budgets, or projects;
 - You have worked in teams that required the exercise of your professional knowledge (examples: nurse, social worker, city planner);
 - You have contributed to your organizations or projects in creative ways.
- Paragraph 3: Briefly describe any relevant past experience.
- Paragraph 4: State your current status in the MPA program and expected graduation date (for example: June 2017), and explain briefly how the MPA program contributes to your professional growth. Include your E-mail address and phone number for future contact.

2. Attach a current resume to your letter:

Your resume should include at least the following sections: your contact information, education, work experience, skills summary, and at least three references with their detailed contact information (including name, title, affiliation, street address, phone, fax, and email).

3. Send the letter and your resume to:

Dr. Thomas Martinez, MPA Program Director
Department of Public Policy & Administration
California State University, Bakersfield
20 BDC
9001 Stockdale Highway
Bakersfield, CA 93311

You may also drop them off in BDC 104, or email them to Dr. Martinez at tmartinez@csub.edu.

4. Decision:

The MPA Director, in consultation with the PPA faculty, will review your application and decide if you are qualified for the waiver. If you have any questions, please contact Dr. Martinez at 661-654-3064 or by email at tmartinez@csub.edu.

Section 13: PPA 6980 (698) – Master’s Paper Sign-Up Sheet

NOTE:

Students wishing to enroll in PPA 6980 (698) should, before registration week, print out or pick up this **PPA 6980 (698) – Master’s Paper Sign-Up Sheet**, it is usually available on the bulletin board next to the Department Chair's office at BDC Room #112.

The student shall complete the form and circulate it, requesting and securing the signatures of a First and Second Reader. The student shall then, as soon as possible *during the registration period*, return the form to Ms. Sonia Morentin the PPA Department's Administrative Coordinator in BDC Room #217. She can be reached at (661) 654-3406.

The PPA Administrative Coordinator shall make copies, i.e. one each for the student, First and Second Readers. The PPA Administrative Coordinator shall then forward the original to the BPA Student Services Center for the student's registration into PPA 6980 and inclusion into the official student file.

Student Contact Information

Name: _____ Student ID No.: _____

Tentative Title: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ E-Mail Address: _____

Semester in wish the student wishes to enroll in PPA 698:

Fall Spring Year _____ Expected Graduation Date: _____

First Reader

Name: _____ Signature: _____ Date: _____

Second Reader

Name: _____ Signature: _____ Date: _____

[Copies (4): Student; First Reader; Second Reader; PPA Department; BPA Student Services (Original)]

Section 14: Academic Probation & Academic Disqualification for Graduate Students

Letters of Academic Probation or Disqualification for Graduate Students read as follows:

Date (Revised 2016)

Student Name, ID# XXXXXXXXXX

Street

City

Dear XXXXX:

As a Master of Public Administration student, Department of Public Policy and Administration, your cumulative grade point average is below the 3.0 requirement. The university's announced policy on Academic Probation and Academic Disqualification for graduate students reads as follows:

***Academic Probation for Graduate Students** -- In general, a graduate student shall be subject to academic probation at the end of any academic term where the student's grade point average for all course work that is in the Plan of Study falls below a "B" (3.0) average. However, students admitted to a graduate program may be subject to academic probation when their performance is judged to be unsatisfactory with respect to the scholastic and/or professional standards established by the individual graduate program. This judgment of performance will be based upon a review by the graduate program coordinator and the AVP Academic Programs. All graduate students are encouraged to consult with their respective graduate program coordinators regarding acceptable scholastic and/or professional standards established by the graduate program.*

***Academic Disqualification for Graduate Students** -- A graduate student shall be subject to academic disqualification if, while on academic probation, the student fails to earn sufficient grade points necessary to be removed from scholastic probation status and attain a 3.00 GPA. Academic disqualification will be based upon the review and recommendation by the graduate program coordinator and the approval of the appropriate academic dean and the AVP Academic Programs.*

In consultation with Department faculty I have recommended to the Associate Vice President for Academic Programs that you be placed on Academic Probation. You are advised to devote this next semester to improving your cumulative GPA to a minimum of 3.0 through successful completion of those courses. Failure to do so shall result in your being Academically Disqualified.

If you have any questions, please feel free to contact me at tmartinez@csub.edu

Sincerely,

Thomas R. Martinez, Ph.D.

MPA Director

Department of Public Policy and Administration

School of Business and Public Administration

California State University, Bakersfield

Cc: Associate Vice President for Academic Programs

Section 15: Pi Alpha Alpha, Global Honor Society for Public Affairs and Administration

Pi Alpha Alpha is the Global Honor Society for Public Affairs and Administration. There are more than 160 chapters located around the world at NASPAA member schools. Pi Alpha Alpha is run by NASPAA: *The Global Standard in Public Service Education* and is directed by the NASPAA Pi Alpha Alpha Special Ad Hoc Committee (Committee). Committee members are appointed by the NASPAA President for terms up to three years.

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. For more information go to: <http://pialphaalpha.org/>

Each spring, eligible CSUB MPA students are invited to join our Pi Alpha Alpha chapter. Generally, MPA students who have earned a GPA of 3.7+ are eligible to be inducted. An induction ceremony for students, friends and parents is held at Stockdale Country Club. We hope you are among them.

2016 Pi Alpha Alpha Induction Ceremony

Left: 2016 Inductees

Right: 2016-2017 Pi Alpha Alpha Chapter President *Courtney Clerico* presents a certificate to 2016 Outstanding MPA Graduate *Manuel Barrera*



Pi Alpha Alpha inductees from the not so distant past

Section 16: MPA Graduate Hooding Ceremony

We look forward to soon see you in these photos.



Class of 2016



Class of 2011



Class of 2015



2016 and done!