



SCHOOL OF  
BUSINESS AND PUBLIC  
ADMINISTRATION

## PROSPECTIVE STUDENT GUIDE

### MASTER OF HEALTH CARE ADMINISTRATION (MS-HCA)

CALIFORNIA STATE UNIVERSITY,  
BAKERSFIELD

FALL 2020 & SPRING 2021



# Prospective Student Guide

## Table of Contents

Application Period.....	3
Contact Information .....	4
MS-HCA Mission Statement .....	5
Application Requirements.....	6
International Student Requirements.....	7
MS-HCA Curriculum .....	8
<b>Internship or Practicum</b> .....	9
<b>Culminating Experience</b> .....	10
<b>Satisfaction or Waiving of Credits</b> .....	10
GWAR Information.....	11
Tuition + Fees: 2020-2021 Estimates .....	12
Campus Map.....	13

# Application Period

## For Fall 2020 & Spring 2021

### Fall 2020:

**October 1, 2019 to June 29, 2020**

- Apply through: <https://www2.calstate.edu/apply>
  - Online application due June 29, 2020
  - Official transcripts, resume, letters of recommendation, and statement of purpose due July 15, 2020.

### Spring 2021:

**Aug. 1, 2020 - Nov. 29, 2020**

- Apply through: <https://www2.calstate.edu/apply>
  - Online application due November 29, 2020
  - Official transcripts, resume, letters of recommendation, and statement of purpose due December 15, 2020.

# Contact Information

## **MS-HCA Director**

Dr. BJ Moore, Ph.D

Phone: 661-654-2209

Email: [bjmoore@csub.edu](mailto:bjmoore@csub.edu)

Office BDC 129A

## **BPA-Graduate Programs Coordinator**

Adrienne Silva, MBA

Phone: 661-654-2757

Email: [MSHCA@csub.edu](mailto:MSHCA@csub.edu)

Office BDC 120A

## **BPA-Graduate Programs Assistant**

Luis Hernandez, B.S. Economics

Phone: 661-654-2780

Email: [MSHCA@csub.edu](mailto:MSHCA@csub.edu)

Office BDC 120A

## **Admissions and Records**

Phone: (661) 654-3036

Fax: (661) 654-3389

Email: [admissions@csub.edu](mailto:admissions@csub.edu)

## **Financial Aid**

Phone: (661) 654-3016

Fax: (661) 654-6800

Email: [finaid@csub.edu](mailto:finaid@csub.edu)

# **MS-HCA Mission Statement**

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

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

## ***Professional and Academic Standards***

Consistent with established university academic and professional standards, students must develop and demonstrate integrity in all activities to inspire public confidence and trust in public service. Students and applicants found by formal review of the department, to be lacking in academic integrity or in professional ethical standards of behavior may be denied admission, placed on probation, suspension or dismissed from the programs. Such departmental actions are, of course, subject to university review and appeal.

# Application Requirements

## The application process is as follows:

1. Complete the online application at <https://www2.calstate.edu/apply>.
2. \*Provide a resume.
3. \*Provide two letters of recommendation (*Academic or Professional*).
  - If your overall undergraduate GPA is 3.0 or above, they are not required.
4. \*Provide a statement of purpose.
  - Discuss your background and why you are pursuing the MS-HCA
5. \*\*One official transcript from each college or university attended.
  - You do not have to provide transcripts from CSUB.
  - Any transcript from a college/university outside of the USA will require a course-by-course analysis (see page 7 for details).
6. International Students, please refer to page 7 for additional requirements.

\*The resume, letters of recommendation, and statement of purpose can be emailed to: [MS-HCA@CSUB.EDU](mailto:MS-HCA@CSUB.EDU) or mailed to the address below.

\*\*Universities can email official transcripts to [MSHCA@CSUB.EDU](mailto:MSHCA@CSUB.EDU) or mail official transcripts to the following address:

**Attn: BPA Graduate Programs Office**  
**School of Business & Public Administration**  
**Mail Stop: 20 BDC/ 120A**  
**9001 Stockdale Hwy.**  
**Bakersfield, CA 93311-1022**

# International Student Requirements

To apply to CSUB, please fill out an international application at: <https://www2.calstate.edu/apply>

After you have applied on calstate.edu/apply, gather the following documents:

**1. Affidavit of Financial Support**

(if you are on a government scholarship, you still need to fill out this form-list your government as your sponsor)

-Graduate student affidavit can be found at:

[http://www.csub.edu/admissions/\\_files/CSUB%20Affidavit%20of%20Financial%20Graduates.pdf](http://www.csub.edu/admissions/_files/CSUB%20Affidavit%20of%20Financial%20Graduates.pdf)

**2. International Student Insurance Agreement Form**

[https://www.csub.edu/isp/\\_files/Health%20Insurance%20Affidavit.pdf](https://www.csub.edu/isp/_files/Health%20Insurance%20Affidavit.pdf)

**3. Original Bank Certification Letter**

Bank statement in ENGLISH reflecting \$32,000 USD in you or your sponsor's account

**4. Official TOEFL or IELTS Scores**

Minimum Undergraduate Scores: TOEFL=79 ibt IELTS=7.0

Scores can be sent electronically to CSUB via school code: 4110

**5. Clear Copy of Your Passport**

**6. Official Transcripts**

ALL college/university

Any transcript from a college/university outside of the USA will require a course-by-course

analysis from WES: [www.wes.org](http://www.wes.org), ECE: [www.ece.org](http://www.ece.org), IERF: [www.ierf.org](http://www.ierf.org), ACEI: [www.acei-global.org](http://www.acei-global.org), FCSA: [www.foreigncredentials.org](http://www.foreigncredentials.org), ERES: [www.eres.com](http://www.eres.com), AERC: [www.aerc-eval.com](http://www.aerc-eval.com), ACREVS: [www.acrevs.com](http://www.acrevs.com), APIE: [www.apie.org](http://www.apie.org).

Once you have obtained all your required documents, please MAIL them to:

**ATT: Kelly Proffer**

**California State University-Bakersfield CA**

**Center for Global Outreach**

**9001 Stockdale Highway**

**30 BDC, Building C**

**Bakersfield, CA 93311**

# MS-HCA Curriculum

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

## First Year

- PPA 4010 Analytic Methods in Administration (3)
- HCA 5050 Management. Of the Fin. and Del. of Health Care (3)
- HCA 5100 Economic Issues in Health and Human Service (3)
- HCA 5140 History and Context: US Health Care (3)
- HCA 5360 CQI in Health and Human Service (3)
- HCA 6180 Health Policy and Analysis (3)
- MGMT 6520 Project Management (3)

## Second Year

- HCA 6180 or 6188 Health Policy and Policy Analysis (3)
- HCA 6610 Strategic Management in Health Care (3)
- HCA 6030 Research Design (3)
- HCA 6620 Legal and Ethical Issues in Health Care (3)
- HCA 6860 Internship (3) or PPA 5370 CQI Practicum (3)
- HCA 6980 Applied Research Project (3)



### ***Elective Course Work***

Elective selections must be preceded by a conversation with the Program Advisor/Director about how the student interests mesh with the program of study. Electives that are not approved however will not count toward the graduation requirements.

The following electives have already been approved.

- HCA 4260 Marketing in Health and Human Service (3)
- PPA 4180 The Art and Science of Supervision (3)
- PPA 5020 Program Evaluation (3)
- HCA 5660 Public Health Administration (3)

### ***Grade Point Average (GPA)***

- All graduate students are required to maintain a cumulative 3.0 grade point average in all graduate course work. Students who receive a “C” in any course will not be able to use that result towards the fulfillment of any degree requirement.

## **Internship or Practicum**

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

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

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

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

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

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

Assistance is provided by the Program Director and the BPA Internship Coordinator Norma Rodriguez at 661 654-2157. Dr. Rodriguez provides a weekly report of internship and employment opportunities. Please use this resource.

## **Culminating Experience**

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

## **Satisfaction or Waiving of Credits**

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

# GWAR Information

## AM I ELIGIBLE TO WAIVE THE GWAR?

### Waivers for Post-Baccalaureate and Graduate Students

You will be exempt from the GWAR if you meet any of the four criteria below:

(1) You graduated from a CSU or UC since 1980.

(2) As of winter 2007, as a post-baccalaureate or graduate student, you earned the following test scores--provided the test(s) were taken since 1980:

**GMAT** 4.5 or higher on the writing portion of the GMAT

**CBEST** 41 or higher on the writing portion of the CBEST

**GRE** 4.5 or higher on the analytic writing portion of the GRE General Test

(3) Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the General Education Office\* with a formal request to waive the GWAR.

(4) Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master's thesis or project and are working on another degree or credential may submit their thesis or project for review to the General Education Office\* with a formal request to waive the GWAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks.

# Tuition + Fees: 2020-2021 Estimates

## Per Semester

Fall 2020 & Spring 2021

### 0 to 6 units

\$2,992 Tuition

#### *Example:*

\$2,992 Tuition (3 units or **one course**) = \$2,992

\$2,992 Tuition (6 units or **two courses**) = \$2,992

### 6.1 or more units

\$4,428 Tuition

#### *Example:*

\$4,428 Tuition (9 units or **three courses**) = \$4,428

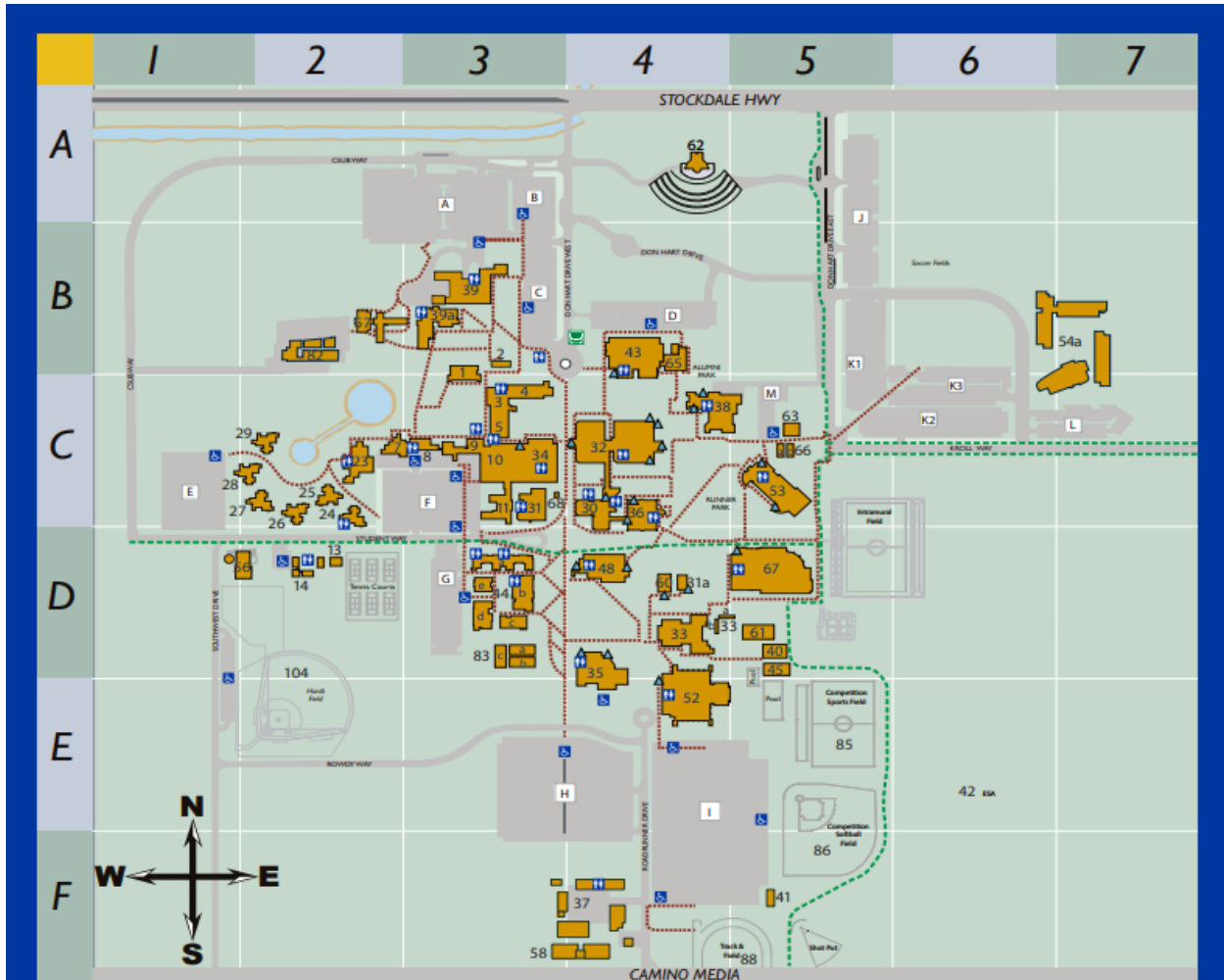
\$4,428 Tuition (12 units or **four courses**) = \$4,428

**\*Non-California Resident Fees are an extra \$396 per unit.**

**\*\*Please refer to the following link for additional cost information:**

**<https://www.csub.edu/finaid/cost/budgets/index.html>**

# Campus Map



Name of Building (Bldg#)	Grid Location
Administration (#9)	C3
Administration East (#5)	C3
Administration West (#8)	C3
Amphitheater (#62)	A4
Business Development Center	
Offices (#44a)	D3
Classrooms (#44b)	D3
Extended University (#44c)	D3
Rayburn S. Dezember Leadership Development Center (#44d)	D3
Office of the President (#44e)	D3
Child Care (#14)	D2
Classroom Bldg (#1)	B3
Competition Sports Field	E5
Competition Softball Field	E5
Competition Track and Field	F4
Computing/Telecom Center (#65)	B4
Dobry (#26)	C2
Doré Theatre and Todd Madigan Art Gallery (#39)	B3
Dorothy Donohue Hall (#32)	C4
Education (#34)	C3
Emergency Operation Center (EOC) (#31a)	D4
Engineering Complex (#83)	D3
Engineering Complex I (a)	D3
Engineering Complex II (b)	D3
Engineering Complex III (c)	D3

Name of Building (Bldg#)	Grid Location
Entwood (#25)	C2
Environmental	
Studies Area (ESA) (#42)	E6
Facilities/Corporation Yard (#37)	F4
Fine Arts (#2)	B3
Grab n Go (#68)	C3
Greenhouses a&b(#66)	C5
Handball Courts (#40)	D5
Hardt Field (#104)	E2
Humanities Complex (#57)	B2
Icardo Center (#52)	E4
J. Antonino Sports Center (#61)	D5
J.R. Hillman Aquatic Center (#45)	D5
Kegley Center (#23)	C2
Lecture Bldg (#3)	C3
Lorien (#24)	C2
Modular East III (63)	C5
Modular West (#13)	D2
Music Building (#39a)	B3
Numeror (#28)	C2
Nursing Clinical	
Simulation Center (#31a)	D4
Outdoor P.E. Storage (#41)	F5
P.E. Modular A (#33a)	D5
P.E. Modular B (#33b)	D5
Performing Arts (#4)	C3
Physical Education (#33)	D4
Plant Operations (#11)	C3

Name of Building (Bldg#)	Grid Location
Printshop (#11)	C3
Rivendell (#27)	C2
Rohan (#29)	C2
Romberg Nursing Center (#31)	C3
Runner Cafe (#38)	C4
Runner Bookstore (#53)	C5
Satellite Plant (#56)	D2
Science I (#30)	C4
Science II (#36)	C4
Science III (#48)	D4
Student Health Services (#35)	D4
Student Housing East (#54a)	B7
Student Recreation Center (#67)	D5
Student Services (#10)	C3
Student Union/Bookstore (#53)	C5
Testing Center (#31a)	D4
University Advancement (#7)	C2
University Police (#60)	D4
Visual Arts (#82)	B2
Walter Stiern Library (#43)	B4
Well Core Repository (#58)	F3

Legend	
	Accessible Entrance
	Accessible Restrooms
	Disabled Parking
	Accessible Route
	Bike Path
	Bus Stop



CSU Bakersfield