



**SCHOOL OF BUSINESS AND
PUBLIC ADMINISTRATION**
CSU BAKERSFIELD

STUDENT HANDBOOK

(Revised: August 2024)

MASTER OF PUBLIC ADMINISTRATION (MPA)



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MPA Values, Mission, and Goals

Program Description

The MPA program will foster and enhance critical thinking, communication, management, a public service perspective, and engagement in the policy process among present and future managers in government, nonprofit, and health care organizations within the San Joaquin Valley. The critical skills learned from this curriculum will ensure that managers in the government, nonprofit, and health care sectors exercise governance in an inclusive and socially responsible manner.

Values, Mission, and Goals

Accountability (Ethical and democratic values)

Effectiveness (Professional value)

Honesty (Ethical value)

Lawfulness (Democratic value)

Social justice (Human value)

MPA Mission

The mission of the MPA degree program at CSUB is for the faculty to offer learning experiences to a diverse body of students in the competencies necessary for the pursuit of mid- and upper management careers in public and nonprofit organizations in the southern San Joaquin Valley. The essential student competencies MPA students are to foster and improve [1] communication, relationship management and inclusively [2] critical thinking and analytical reasoning [3] management and leadership [4] a public service perspective, and [5] policy process engagement. These are enhanced by student engagement in the core values of the program – [1] accountability, [2] effectiveness, [3] honesty, [4] lawfulness and [5] social justice. The critical skills learned from this curriculum will ensure that managers in the government, nonprofit, and health care sectors exercise governance in an inclusive and socially responsible manner.

Professional and Academic Standards

The purpose of the PPA programs is to prepare competent, ethical and effective public, nonprofit, and health care managers and leaders to advance the public service.

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.

National Accreditation by NASPAA

The Master of Public Administration (MPA) program enjoys accreditation by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) for its Master of Public Administration program. This means that the educational experience and course content you receive from us will be comparable to that offered at other NASPAA accredited programs. Such national acknowledgment provides “an edge” for our students in both the local and national job markets.

Academic Integrity Policy

Philosophy on Academic Integrity:

The California State University, Bakersfield (CSUB) Guiding Principles begin with the commitment to academic excellence and pursuit of integrity and truth. CSUB administrators, faculty, staff, and students are expected to honor and uphold these principles and in so doing protect the integrity of all academic work. A degree at CSUB is a product of our campus's commitment to ethical behavior, academic integrity, and academic excellence. When a violation of academic integrity occurs, it diminishes the value of that degree and impacts the reputation of our campus.

Policy: Students at CSUB are expected to do all their academic work (coursework, assignments, exams, research, etc.) without getting or giving unauthorized assistance. Faculty have the responsibility of planning and supervising academic work so that honest effort is encouraged and positively reinforced.

Types of Academic Integrity Violations:

Academic integrity violations include, but are not limited to, plagiarizing, cheating, providing unauthorized assistance, collaborating with other students without the approval of the instructor, using technology improperly, and falsifying university documents to gain an unfair academic advantage, improve a grade, or obtain course credit. Academic Integrity violations are listed in the Student Conduct Code and the University Handbook, and all offenses listed below, but not limited to the following, are taken seriously.

Plagiarism is claiming the published or unpublished work of someone else as your own. This includes handing in someone else's work; turning in copied or purchased compositions; using paragraphs, sentences, phrases, words, or ideas, including paraphrasing, written by another writer; or using data and/or statistics compiled by someone else as your own without giving appropriate credit to the original writer. Plagiarism also includes using work submitted in another class without permission of the instructor.

Cheating includes, but is not limited to, using "cheat (crib) sheets" or notes during an exam without the approval of the instructor, copying from someone else or looking at another student's answers during an exam, using books or outside sources without permission during an exam or assignment, receiving answers on an exam or assignment from someone else, or using an online source to obtain answers without approval.

Unauthorized Assistance is providing answers or information on an assignment or exam to a fellow student without approval of the instructor.

Unauthorized Collaboration is working with others on an assignment or exam without approval of the instructor and/or copying from someone else without their knowledge. Both unauthorized assistance and collaboration interfere with the ability of the instructor to evaluate the individual student's performance in their course.

Improper use of technology includes using computers, computer programs, cell phones, calculators, or other software or electronic aids to gain an unfair academic advantage without permission of the instructor.

Falsification of University Documents includes, but is not limited to, falsifying signatures, such as another student's signature or a faculty/staff signature, on a university form (for example, an add/drop form).

Contact Information

MPA Director

Dr. Thomas Martinez, Ph.D.
Email: tmartinez@csub.edu
Office BDC 104A

Academic Advisor

Graduate Programs Coordinator

Luis Hernandez, MBA, M.P.A.
Email: MPA@csub.edu
Office: BDC 120A

Admissions Office

Email: postbaccadmissions@csub.edu
Website: csub.edu/admissions

International Admissions Office

Email: internationaladmission@csub.edu
Website: csub.edu/isp/contact-international-students

Financial Aid Office

Email: finaid@csub.edu
Website: csub.edu/financial-aid

Academic Probation and Academic Disqualification

All graduate and post-baccalaureate students should be aware of the following policies. Students enrolled in a second baccalaureate degree program are governed by the academic standards for undergraduate students.

Academic Probation for Graduate Students and Post-Baccalaureate 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. The appropriate program director will initiate the Academic Probation process using the Academic Probation form. Judgment of performance will be based upon a review by the graduate program director and the Office of Academic Programs. All graduate students are encouraged to consult with their respective graduate program directors regarding acceptable scholastic and/or professional standards established by the graduate program. A separate policy applies to graduate students with conditionally classified standing. Please see above section titled Graduate Student Standings for that policy.

A post-baccalaureate classified 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 attempted at CSUB, subsequent to admission as a post-baccalaureate student, falls below 2.50 GPA. The appropriate credential program director or faculty advisor will initiate the Academic Probation process using the Academic Probation form.

Academic Disqualification for Graduate Students

A graduate student shall be subject to academic disqualification if, while on academic probation, the student fails to satisfy the conditions of probation and attain a 3.00 GPA or when their performance does not improve with respect to the scholastic and/or professional standards established by the individual graduate program. Academic disqualification shall be initiated by the program director using the Academic Disqualification form, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

A post-baccalaureate classified 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 academic probation status and attain a 2.50 GPA. Academic disqualification for post-baccalaureate classified students shall be initiated by the appropriate credential program director or faculty advisor, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

Academic Calendar Fall 2024

Fall Semester, 2024

Feb 20 Last Day to Register to Vote for Primary Election
March 11 Academic Advising for Continuing Students Begins (for Summer 2024 & Fall 2024)
March 23 CA Statewide Primary Election
April 08 Registration for Continuing Students Begins (for Summer 2024 & Fall 2024)
May 01 Orientation for Fall 2024 New Undergraduate Students Begins (for Fall 2024)
May 01 Deadline to Apply for Fall 2024 Graduation
June 03 Academic Advising for New Transfer Students Begins (for Fall 2024)
June 03 Registration for New Transfer Students Begins (for Fall 2024)
June 03 Registration for New Postbaccalaureate Students
June 19 HOLIDAY – Juneteenth
June 24 Academic Advising for First-Time First-Year Students Begins (for Fall 2024)
June 24 Registration for New First-Time First-Year Students Begins (for Fall 2024)
August 19 ALL FACULTY DUE ON CAMPUS
August 26 First Day of Classes
September 02 HOLIDAY – Labor Day – Campus Closed
September 04 Last Day to Add Classes
September 04 Last Day to Change between Audit and Letter Grading
September 23 Census Day
September 23 Last Day to Change between Credit/No-credit and Letter Grading
September 23 Last Day to Withdraw from Classes without a "W" being recorded
September 27 Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Spring 2025)
September 30 Academic Advising for Continuing Students Begins (for Spring 2025)
October 09 Campus-wide Emergency Evacuation Day
October 21 Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Spring 2025)
October 21 Registration for Continuing Students Begins (for Spring 2025)
October 21 Last Day to Register to Vote for the General Election
November 05 CA Statewide General Election
November 11 HOLIDAY - Veterans Day – Campus Closed
November 12 Academic Advising for New Students Begins (for Spring 2025)
November 12 Registration for New Students Begin (for Spring 2025)
November 15 Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 18 - 22 SOCI Week
November 27 No Classes - Campus Open
November 28 - 29 HOLIDAY - Thanksgiving - Campus Closed
November 30 Deadline to Apply for Spring 2025 Graduation
November 30 Deadline to apply for Summer 2025 Graduation
December 09 Last Day to Submit Completed Thesis / Dissertation
December 09 Last Day of Classes
December 10 – 16 Examination Period
December 14 Commencement
December 17 Evaluation Day
December 18 Grades Due

Winter Break: December 19, 2024 - January 15, 2025

Link to Academic Calendars: csub.edu/calendars/academic

Academic Calendar Spring 2025

Spring Semester, 2025

September 30	Academic Advising for Continuing Students Begins (for Spring 2025)
October 21	Registration for Continuing Students Begins (for Spring 2025)
November 30	Deadline to Apply for Spring 2025 Graduation
November 30	Deadline to Apply for Summer 2025 Graduation
November 12	Academic Advising for New Students Begins (for Spring 2025)
November 12	Registration for New Students Begins (for Spring 2025)
January 15	ALL FACULTY DUE ON CAMPUS
January 20	HOLIDAY – Martin Luther King, Jr. Day – Campus Closed
January 21	First Day of Classes
January 30	Last Day to Add Classes
January 30	Last Day to Change between Audit and Letter Grading
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
March 14	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Summer 2025 and Fall 2025)
March 17	Academic Advising for Continuing Students Begins (for Summer 2025 & Fall 2025)

Spring Semester Break: April 13, 2025 – April 20, 2025 (Easter is April 20, 2025)

March 31	HOLIDAY - Cesar Chavez Day - Campus Closed
April 07	Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Summer 2025 & Fall 2025)
April 07	Registration for Continuing Students Begins (for Summer 2025 & Fall 2025)
April 08	Campus-wide Emergency Evacuation Day
April 11	Last Day to Withdraw from Classes for a Serious and Compelling Reason SOCI
April 21-25	Week
May 01	Orientation for Fall 2025 New Undergraduate Students Begins (for Fall 2025)
June 30	Deadline to Apply for Fall 2025 Graduation
May 12	Last Day to Submit Completed Thesis / Dissertation
May 12	Last Day of Classes
May 13 – 19	Examination Period
May 16 – 17	Commencement – Tentative
May 20	Evaluation Day
May 21	Grades Due
May 26	HOLIDAY - Memorial Day – Campus Closed

Graduate Lab Access

The Lab is in the Business Development Center (BDC) Building B on the 2nd floor in room 262. The Lab code is emailed to Graduate Students the Friday before classes start, each semester.

The Occidental Petroleum Graduate Research Lab continues to serve the BPA graduate students 24 hours a day, 365 days a year. In other words, we are open when the library is closed. The lab (and patio) are considered by the students to be an excellent place to study and network with other graduate students. It's your lab – treat it well.

Occidental Petroleum provided funding to build and outfit this room and the patio. Occidental Petroleum felt that the MBA students, MPA students, and MS-HCA students needed a place of their own to study, network, and relax between classes.

All the equipment and furnishings have been suggested by the BPA graduate students. Should you have an idea for something we do not have please send an email to Lhernandez1@csub.edu with any suggestions.

Restrooms:

The 1st floor of the BDC classroom building closes around 10:00pm. If you need to use the restroom downstairs after that time, go down the stairs to the restroom. Then exit out the end near the elevator. If campus police arrive because a silent alarm has been tripped – point to this note.

Security Cameras in Use:

The occupants of the Grad Lab are protected via video-only surveillance by campus police. Should an emergency arise, and you need immediate police or other assistance, push the red emergency button on the wall by the door and campus police will respond.

MPA Course Requirements

All admitted MPA students must complete the following:

Foundation Courses

(2 may be taken as an undergraduate student, 6 units)

1. **PPA 4010** - Analytical Methods in Administration
2. **PPA 4038** - Public Policy-Making Process
3. **PPA 5000** - Survey of Public Administration
4. **PPA 5020** - Program Evaluation

Core Courses

(All 6000 level courses require Classified standing)

1. **PPA 6100** - Public Human Resources Administration
2. **PPA 6110** - Public Finance & Budgeting
3. **PPA 6520** - Public Management & Organizational Change
4. **PPA 6530** - Policy Analysis
5. **PPA 6980** - Master's Paper (or **PPA 6990** - Case Study)
6. **PPA 6860** - Internship – Should not be taken during the first semester.
 - a. For internship waiver, please refer to page 12.

Elective Courses

- All admitted students are required to take 3 elective courses in addition to the courses listed above (may be 5000 or 6000-level). These are TBA and may be taken Fall, Spring, or Summer.

Grade Point Average (GPA) and Course Load

- MPA students must maintain an overall 3.0 GPA per semester enrolled.
- MPA Students must receive a grade of “B” or better in each foundation and core course. Students must retake foundation and core courses with grades of B- or lower. The MPA Director may approve exceptions to this rule in extenuating circumstances.
- **COURSE LOAD** – MPA students may take courses at their own pace. To be considered a full-time student, you must enroll in as least two courses per semester. To graduate within 2 years (4 semesters) you should enroll in 3 courses per semester. MPA students *may not take more than 3 courses* (9 units) per semester without expressed approval of the MPA Director.

Internship Waiver Guidelines

PPA 6860 Internship (1-3)

Internship experience is required for all students that are considered pre-service. Students are typically expected to complete 200 hours of supervised work on an assigned project. Completion of the course involves a formal evaluation by the host organization's sponsor. This course is graded credit/no credit and does not satisfy the requirements for an elective. Prerequisite: Classified standing. May be repeated up to a maximum of 15 units.

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:

1. At least one year of experience in a supervisory or managerial role in a public, healthcare, or nonprofit organization.
2. At least one year of experience as a specialist whose work is important to the public sector (example: consultant to a city department).
3. 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:

- Email a letter to request the internship waiver:
 - Address the letter to:

Dr. Thomas Martinez
MPA Program Director
Department of Public Policy & Administration
California State University, Bakersfield
 - The letter should include the following information:
 - 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).
 - 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.
- Attach a current resume to your email:
 - 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, and email).
- Email the letter and your resume to Dr. Thomas Martinez at: tmartinez@csub.edu

Master's Thesis or Case Study

PPA 6980 (Masters Paper) or PPA 6990 (Case Study) Form

NOTE:

Students wishing to enroll in PPA 6980 (Masters Paper) or in PPA 6990 (Case Study Analysis) need to fill out this form. The form can be requested from the Graduate Programs Office at MPA@csub.edu.

The student shall complete the form and circulate it, requesting and securing the signatures of a First and Second Reader. The student shall then return the form to the Graduate Programs Office, in BDC Room #120 or to MPA@csub.edu.

Student Contact Information

Date: _____

Name: _____ Student CSUB ID No.: _____

Cell Phone: _____ Permanent E-Mail Address: _____

Course & Semester the student wishes to enroll:

PPA 6990: Case Study Analysis CRN# _____

Fall Spring Year _____ Expected Graduation Date: _____

1st Reader: Name: _____ Signature: _____

PPA 6980: Masters Paper CRN# _____

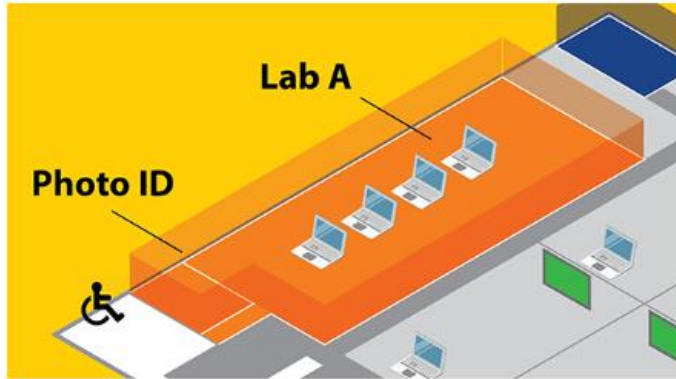
Fall Spring Year _____ Expected Graduation Date: _____

1st Reader: Name: _____ Signature: _____

2nd Reader: Name: _____ Signature: _____

Student ID

Location: **Walter W. Stiern Library** (refer to building 43 by parking lot D, in the campus map located at the end of this handbook)



The students' first ID is free, first replacement is \$5, all subsequent replacements are \$10.

CSUB RunnerCard

The RunnerCard is more than just an ID card - it's your key to security, savings, and convenience at CSUB, along with select community partners. All CSUB students, faculty, and staff are eligible to receive a RunnerCard. The first RunnerCard is free for all students.

During the COVID-19 virtual instruction period and beyond, new RunnerCard photos can be submitted by using the online Photo ID Request form.

Please fill out an online form to request a student ID:

csub.edu/services/service-areas/photo-id

Tuition and Fees Per Semester

Examples for the 2024-2025 Academic Year
The MBA program has a total of 12 courses (36 units).

This is only an example; for a complete fee breakdown, visit the [Financial Aid Office](#) or contact financial aid at 661-654-3016.

California Resident (example)

0 to 6 units

- \$2,208 Tuition
- \$1,003 Campus Fees (various)

6.1 or more units

- \$3,804 Tuition
- \$1,003 Campus Fees (various)

Non-California Resident (example)

0 to 6 units

- \$2,208 Tuition
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

6.1 or more units

- \$3,804 Tuition
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

***Non-California Resident Fees are an extra \$420 per unit.**

How to Make Payments

How to Pay for Items such as Classes:

1. Log onto my.csub.edu to visit the student center.
2. Under *Finances*, click "Account Inquiry & Make Payment."
3. Click the blue "Make a Payment" icon on the lower right.
4. In the new CASHNet window, browse the available options and add to your cart.
5. Follow the on-screen instructions to proceed with checkout.

****Class fees are due the Thursday before class starts/**

How to Pay for Parking Permits:

1. Visit mycampuspermit.com
2. Select "CSU Bakersfield" from the list.
3. Click "Buy Permit"
4. Follow the on-screen instructions to proceed.

****Parking Permit FAQ: csub.edu/bas/police/parking/permit/index.html**

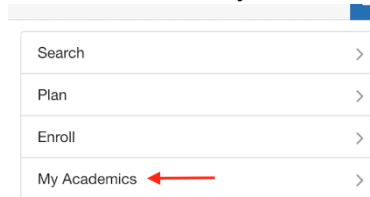
****Frequently Asked Questions: csub.edu/bas/fiscal/studaccount/Services/FAQ/index.html**

****Student Financial Services: csub.edu/bas/fiscal/studaccount**

Applying for Graduation

Apply:

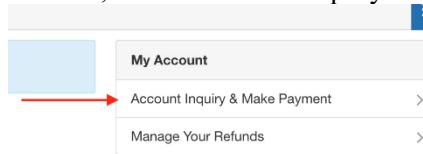
1. Log onto my.csub.edu to visit the student center
2. Under *Academics*, click "My Academics" in the center-right



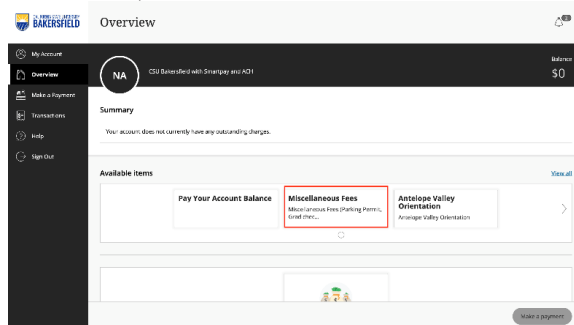
- a.
 3. Under *Current Academic Objective*, click "Apply for Graduation"
 4. Select your graduation term
 5. Click "Continue" to submit the application

Pay the Application Fee:

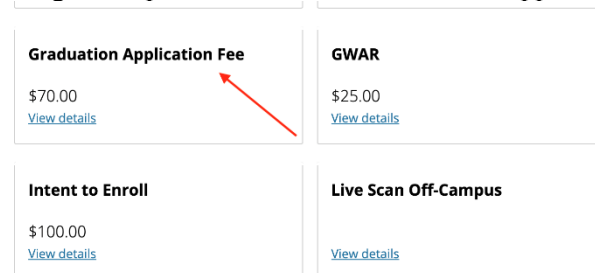
1. Log into myCSUB to visit the student center
2. Under *Finances*, click "Account Inquiry & Make Payment"



- a.
 3. Click the blue "Make a Payment" icon on the lower right
 4. In the new window, select "Miscellaneous Fees"



- a.
 5. Scroll through the options and select "Graduation Application Fee"



- a.
 6. Click "add to payment" and "checkout" on the bottom right
 7. Finally, follow the instructions to submit the payment
 8. Once the fee is submitted, your application will be reviewed, and you will receive a response via email

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 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. Committee members are appointed by the NASPAA President for terms up to three years.

Pi Alpha Alpha encourages and recognizes outstanding scholarship and accomplishment in public affairs and administration. It fosters integrity, professionalism, effective performance, and promotes the advancement of quality in the education and practice of the art and science of public affairs and administration. Membership identifies those with the highest performance levels in educational programs preparing them for public service careers. For more information: pialphaalpha.org

Each spring, eligible CSUB MPA students are invited to join Pi Alpha Alpha. Generally, MPA students who have earned a GPA of 3.7+ are eligible to be inducted. We hope you will be among them.

MPA Photo Gallery - Meet our Students, Pi Alpha Alpha Inductees & Graduates

We look forward to soon seeing you in these photos:



(L) 2016 Pi Alpha Alpha Inductees; (R) Chapter Pres. Courtney Clerico & 2016 Outstanding MPA Manuel Barrera



Past Inductees

Email Communication

Your Email Addresses

The Student Center provides the ability to maintain your email addresses and mark one of them as preferred. You can have up to 3 email addresses, but only the On-Campus email will display on the Student Center. Click the On-Campus Email link in the Contact Information box to open the Email Addresses page, which will allow you to view your information.

Contact Information	
<u>Mailing Address</u>	<u>Permanent Addr</u>
101 Main Street Springfield, IL	None
<u>Main Phone Num</u>	<u>On-Campus Email</u>
None	jdoe@csub.edu

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home ▾	jdoe@gmail.com	<input type="checkbox"/>	delete
On-Campus ▾	jdoe@csub.edu	<input checked="" type="checkbox"/>	delete
Other ▾	jdoe@yahoo.com	<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

For Assistance:

Contact: Help Desk

Phone: 661-654-4357

Email: helpdesk@csub.edu

Faculty Contacts

Dr. Chandra Commuri, Professor

Department Chair

Minor & Nonprofit Management Advisor

Email: ccommuri@csub.edu

Dr. Steven Daniels, Professor

Bachelors' Degree in PA, Undergraduate Advisor

Email: rdaniels@csub.edu

Dr. Thomas Martinez, Professor

MPA Director

Email: tmartinez@csub.edu

Dr. Anthony Pallitto, Lecturer

MS-HCA Director

Email: apallitto@csub.edu

Dr. Jinping Sun, Professor

Public Policy and Administration

Email: jsun2@csub.edu

Dr. Creed Tumlison

Public Policy and Administration

Email: ctumlison@csub.edu

Course Descriptions

Foundation Courses

PPA 4010 Analytical Methods in Administration (3)

This seminar provides an introduction to applied research for decision-making in government, health care and nonprofit agencies. The course covers experimental, quasi-experimental and non-experimental research designs, measurement, data collection, analysis, evaluation, and communication of findings. Prerequisite: sophomore standing or higher.

PPA 4038 The Public Policy-Making Process (3)

This course examines major policy areas and public policy-making processes (including problem definition, agenda setting, policy formulation, legitimization, implementation, and evaluation) at the federal, state, and local levels. Prerequisite: Junior or higher and completion of GE A2. Satisfies the Graduate Writing Assessment Requirement.

PPA 5000 Survey of Public Administration (3)

This course examines the fundamental areas of public administration. A deep analysis is made of the essential theories, principles, structures, practices, and trends that affect American public service. This course may be taken as a senior elective with department approval.

PPA 5020 Program Evaluation (3)

This course organizes students to evaluate government programs. This form of research provides knowledge of services, identifies the consequences of service interventions, and contributes information for policy decisions. Designated service-learning course. Prerequisite: PPA 4010 (grade of B or higher).

Core Courses

PPA 6100 Public Human Resources Administration (3)

This course provides an in-depth study of the personnel and civil service systems in public organizations. Review of the methods of recruitment, promotion, discipline, and termination, as well as collective bargaining and labor relations are explored through case studies, discussion, and simulations. Prerequisite: Classified standing.

PPA 6110 Public Finance and Budgeting (3)

This graduate seminar provides a survey of current public policies, principles, processes, and issues related to public, nonprofit, and healthcare finance and budgeting. Prerequisite: Classified standing.

PPA 6520 Public Management and Organizational Change (3)

This graduate seminar provides an overview of key organizational theory and behavior theories impacting public, healthcare, and nonprofit organizations. Students will also have an opportunity to explore emerging issues through class discussions and research.

PPA 6530 Policy Analysis (3)

This integrating MPA graduate seminar explores qualitative and quantitative policy analysis theories, and decision-making methods. Selected contemporary policy areas such as energy, the environment, criminal justice, welfare, health care, and education are explored. Prerequisite: Classified standing.

PPA 6860 Internship (1-3)

Internship experience is required for all students that are considered pre-service. Students are typically expected to complete 200 hours of supervised work on an assigned project. Completion of the course involves a formal evaluation by the host organization's sponsor. This course is graded credit/no credit and does not satisfy the requirements for an elective. Prerequisite: Classified standing. May be repeated up to a maximum of 15 units.

PPA 6980 Master's Paper (3)

In this culminating experience class, students will complete an applied research paper. Students must demonstrate mastery of knowledge in the discipline and be able to integrate theories and methods learned in their MPA coursework. Students will take either this class or PPA 6990. Prerequisites: Advancing to candidacy and approval by the MPA Director. May be repeated for credit up to a maximum of 9 units.

Elective Courses

Electives vary by semester.

PPA 5190 Management in Non-Profit Organizations (3)

This elective seminar focuses on distinctive features of managing and governing nonprofit organizations. Drawing on current theories, concepts and real-world examples, this course helps students develop a comprehensive understanding of nonprofit management, and thus become effective organizational leaders and managers.

PPA 5200 Fundamentals of Grant Writing (3)

Topics in this elective course include researching funding sources, developing a case for funding, identifying assessment strategies, and writing a grant proposal. Students will learn about grants in the context of wider fundraising strategies that support an organization's mission.

PPA 5240 State, Local and Intergovernmental Management (3)

This seminar emphasizes state, local, and intergovernmental administration in the context of our constitutional and policy system. The course will examine how America's complex multi-layered government is coping with various policy issues like for example in the economic, environmental, and homeland security domains.

PPA 5300 Administration in Multicultural Settings (3)

This elective course explores effective management in multicultural contexts. The course examines what it means to be an inclusive and respectful public manager within the framework of the program's Public Service Values. The course will also examine organizational change strategies that align with such inclusive public management.

PPA 5400 Leadership (3)

This course explores a range of leadership theories and practices. Leadership is a process of social influence in which one person can enlist the support of others to accomplish a common task. Topics include leadership self-assessment and development.

5500 Contract Management (3)

This course examines the principles and practices of contract management within public organizations. It offers a comprehensive review of the fundamentals of creating and managing the contract life cycle. Students develop practical competencies in using contract management planning, development, implementation, monitoring, and close-out guidelines, as well as techniques relating to critical thinking, problem solving, and decision making.

PPA 5620 Emergency Management (3)

This elective seminar focuses on the field of emergency management and its interface with homeland security. The course surveys public and private sector responses to emergencies, disasters, and terrorism. The course will conclude with an emergency management/homeland security simulation.

PPA 5710 Seminar in Administration of Justice (3)

This elective seminar emphasizes research and field investigations of current justice administrative and policy problems, which cut across the total system. Topics may vary each term.

PPA 5770 Selected Topics in PPA (3)

In-depth study of selected topics not covered in regular courses. Topics vary each term; prerequisites announced for each topic. May be repeated for credit with different topics up to a maximum of 9 units.

PPA 6770 Selected Topics in Public Policy and Administration (3)

In-depth study of selected topics not covered in regular courses. Topics vary each quarter; prerequisites announced for each topic. Prerequisite: Classified standing. May be repeated for credit with different topics up to a maximum of 15 units.

Campus Map

Interactive map: maps.csub.edu



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
Coffee House (#68)	C3
Computing/Telecom Center (#65)	B4
Doré Theatre (#39)	B3
Dorothy Donohue Hall (#32)	C4
Education (#34)	C3
Engineering Modulars (#83)	D3

Name of Building (bldg#)	Grid Location
Environmental	
Studies Area (ESA) (#42)	E6
Facilities/Corporation Yard (#37)	F4
Facility for Animal Care & Treatment (F.A.C.T.) (#64)	F6
Faculty Towers (#6)	C3
Fine Arts (#2)	B3
Greenhouse (#66)	C5
Handball Courts (#40)	D5
Icardo Center (#52)	E4
J. Antonino Sports Center (#61)	D5
J.R. Hillman Aquatic Center (#45)	D5
Lecture Bldg (#3)	C3
Modular East I (#63b)	C5
Modular East II (#63c)	C5
Modular East III (#63d)	C5
Modular West (#13)	D2
Music Building (#39a)	B3
Nursing Clinical	

Name of Building (bldg#)	Grid Location
Simulation Center (#31a)	D4
Outdoor P.E. Storage (#41)	F5
P.E. Modular A (#33a)	D5
P.E. Modular B (#33b)	D5
P.E. Modular C (#33c)	D5
Performing Arts (#4)	C3
Physical Education (#33)	D4
Plant Operations (#11)	C3
Printshop (#11)	C3
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
Shower-Locker (#12)	D3
Student Health Services (#35)	D4
Student Housing Northeast (#54a)	B7

Name of Building (bldg#)	Grid Location
Student Recreation Center (#67)	D5
Student Services (#10)	C3
Student Union/Bookstore (#53)	C5
Testing Center/Emergency Operation Center (EOC) (#31a)	D4
University Advancement (#7)	C2
University Police (#60)	D4
Visual Arts (#82)	B2
Walter Stern Library (#43)	B4
Well Core Repository (#58)	F3

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



CSU Bakersfield