**INTRODUCTION**

Public Administration trains people to become managers in government and nonprofit organizations. It draws on literature from political science, psychology, economics, business and sociology to provide students with skills that will make them more effective public sector leaders. It is concerned with the role played by public employees in policy-making, planning, personnel management, taxation and finance, and in responding to the needs and problems of communities and the nation.

A major in Public Administration features focused study and preparation for service in public agencies or in nonprofit organizations. Public administration majors study the larger political environment of public service and the concepts and goals that underline such functions as budgeting, personnel, policy analysis and management. Students without professional public service backgrounds gain experience through the government internship.

**LEARNING GOALS AND STUDENT LEARNING OUTCOMES**

The following goals and learning outcomes have been established for students pursuing a degree in Public Administration:

**Knowledge**
- Understand and use factual knowledge about the role and function of the public and nonprofit sectors of society, including understanding the role of the administrative function in political systems
- Acquire factual knowledge of the role of personnel administration, public budgeting and finance in the creation and implementation of public policy
- Understand the role of public administration professionals as participants in the creation and implementation of public policy
- Understand models of politics and governance as they relate to the role of administrative agencies and processes, particularly their role in democratic systems

**Experience**
- Be provided with the opportunity, through internships, to experience public administration directly

**Skills**
- Develop skills in acquiring, analyzing and assessing information in public and nonprofit settings
- Be able to think and write clearly, critically and intelligently about public administration
INTERNSHIPS

The division offers a variety of internships. Each one involves students working in an agency or political organization, and meeting in an on-campus seminar to discuss and analyze their experiences. The internship in Public Administration is POSC 497 and is required of all majors without public service administrative experience.

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION (120 UNITS)

The Bachelor of Arts in Public Administration requires 39 units of political science and public administration, all in upper-division. In addition, nine upper-division units are required in related disciplines, such as American studies, anthropology, criminal justice, economics, geography, history, philosophy, psychology, sociology and statistics. Work in related fields must be approved in writing by one of the department’s undergraduate advisers.

Core Requirements (9 units)
POSC/CRJU 320 Introduction to Public Management (3)
POSC 421 Government and the Economy (3)
POSC/CRJU 422 Human Resources Management (3)

Computer Applications and Statistics Requirements (6 units)
POSC 321 Research in Public Management (3)
POSC 407 Polls, Statistics and Political Interpretation (3)

Urban and Public Policy Requirements (9 units)
POSC 300, 309, 315, 322, 403, 408, 411, 427, 446, 448, 472, 473, 474, 475, 476

Internship Requirement (3 units)
POSC 497 Internship in Public Administration (3)

May be waived for students who have administrative experience in the public sector.

Electives (12 units; 15 units if Internship Requirement is waived)
MGMT 441
POSC 352, 375, 416, 461, 473, 474, 476
POSC/AFRO 317
POSC/CHIC 460
POSC/CRJU 404, 472
POSC/GEOG 478, 484
Other courses with consent of an adviser.

Related Fields (9 upper-division units)
Students must complete nine units in related disciplines such as American studies, anthropology, criminal justice, economics, geography, history, philosophy, psychology, sociology or others as approved by an undergraduate adviser. Appropriate G.E. courses may be applied.

Writing Requirement
Majors must successfully complete POSC 421 and POSC/CRJU 422 to satisfy the upper-division writing requirement. A "C" (2.0) or better is required.

MINOR IN PUBLIC ADMINISTRATION (18 UNITS)

Students must take POSC/CRJU 320 and 411, 421 or 422, and 12 additional units. Three of the 12 may be lower-division (e.g., POSC 100 or 200) and nine must be at the 300/400 level including at least one of POSC 300, 309, 315, 403, 411, 416, 421, 422, 427, 446, 448, 472, 473, 474, 475, 478 or 484.

MASTER OF PUBLIC ADMINISTRATION (39 UNITS)

This professional degree is designed to disseminate the knowledge and skills needed for efficient and effective government. The program acquaints the student with the theoretical and practical skills needed to improve the practice of governmental management. It also prepares one to cope with the ethical and moral dimensions of the contemporary policy maker. Career guidance, working experience and placement are important components of the program.

Admission to Graduate Standing – Conditionally Classified
Students must meet the CSU requirements for admission to a master’s degree program. Please consult the Graduate Admissions section in this catalog for complete information. In addition, applicants may be conditionally classified with a grade-point average of at least 2.75 in the last 60 semester units attempted.

Graduate Standing – Classified
A student who meets the above requirements may become a classified student if all following conditions are met:

1. Completes a minimum of 12 semester units of undergraduate coursework in the social sciences or business, six semester units of which must have been upper-division level. At least one of the courses must have been in economics. Upon recommendation of the public administration faculty, suitable practical experience may be substituted for a maximum of six units of the social science/business requirement;

2. completes a one-semester course in basic statistics;

3. satisfies at least one of the following GPA conditions:
   • At least a 3.25 in the undergraduate major and 2.75 in the last 60 units
   • Between 2.75 and 3.24 in the undergraduate major, 2.5 in the last 60 units, and at least 1000 combined score (vocabulary and math) on the General Test of the Graduate Record Exam
   • Between 2.75 and 3.24 in the undergraduate major, 2.75 in the last 60 units, and quality professional experience as evaluated by the M.P.A. coordinator based on job description, resume, two letters of reference and four years of professional administrative service.
• At least a 2.75 in the last 60 semester units and completion of the first 12 units of adviser-approved coursework in this program with a grade-point average of 3.25;

4. scores a minimum of 570 on the TOEFL (international students); and

5. approval of a study plan through consultation with the M.P.A. coordinator.

M.P.A. Study Plan

The degree study plan requires adviser-approved coursework. Three units of internship may be included in the total. the study plan must meet the following requirements:

• Core Courses (18 -24 units)

  POSC 497 Internship in Public Administration (3) (required if no previous public sector administrative working experience)
  POSC 509 Administrative Organization and Process (3) (required if no previous introductory course in public administration taken within the past three years)
  POSC 521 Seminar in Public Administration Theory (3)
  POSC 523 Administrative Research and Analysis (3)
  POSC 526 Administration and Systems Management (3)
  POSC 571 Seminar in Public Finance (3)
  POSC 572 Seminar in Public Sector Human Resources Management (3)

  One of the following – POSC 519, 525, 528

• Successfully pass a written comprehensive examination, or, with the approval of their concentration and M.P.A. adviser, choose either POSC 597 (project) or POSC 598 (thesis) in lieu of the comprehensive examination. The project and thesis each earn three units of coursework and include a final oral defense

• A minimum of half the units must be completed at the 500-level

• No more than nine units of postgraduate coursework taken prior to classified standing may be applied to the master’s degree program

Criminal Justice Concentration

In addition to the required core courses, take:

POSC 560 Seminar in Administration of Justice (3)

Two of the following:

POSC 404, 405, 519, 525, 580

Adviser-Approved Electives (6-12 units)

HUMAN RESOURCES CONCENTRATION

In addition to the required core courses, two of the following:

MGMT 441, 542
POSC 475, 522, 582

Adviser-Approved Electives (6-12 units)

Public Finance Management Concentration

In addition to the required core courses, two of the following:

ECON 461, 516
POSC 421, 529

Adviser-Approved Electives (6-12 units)

Urban Management Concentration

If not taken as a core course, take POSC 525

One or both of the following:

GEOG 478 Urban Dynamics and Planning (3)
GEOG 484 Urban Planning Methods (3)

Two of the following: (Only one if taking GEOG 478 and 484)

ENST 595T
GEOG 488

POSC 427, 519, 529, 580

Adviser-Approved Electives (6-12 units)

PUBLIC ADMINISTRATION COURSES

Courses are designated as POSC (Political Science) in the class schedule. Please refer to the Political Science Department catalog section for course numbers and descriptions.