



# **Master of Public Administration**

**Department of Political Science**

**California State University, Chico**

**Chico, California 95929-0455**

**[www.csuchico.edu/pols](http://www.csuchico.edu/pols)**

***Dr. Donna R. Kemp, Coordinator  
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Department of Political Science  
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**CALIFORNIA STATE UNIVERSITY, CHICO**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**Chico, California 95929-0455**  
**(530) 898-5301**

**MASTER OF PUBLIC ADMINISTRATION DEGREE**

Department Chair: Dr. Charles C. Turner  
Graduate Coordinator: Dr. Donna R. Kemp PA  
Undergraduate Coordinator: Dr. Diane Schmidt

The program leading to the Master of Public Administration degree is designed to: 1) provide students wishing to undertake careers in public service with a degree program specifically designed to that end; 2) provide graduate study in the field of public administration for students who wish to complete a master's degree and then transfer to another university to undertake study for the doctorate; and 3) provide graduate study in the field of public administration for individuals working in northeastern California in the public service, with private non-profit organizations, and health care organizations.

**Master of Public Administration Faculty**

Sharon Barrios, Ph.D.; Donna R. Kemp, Ph.D.;  
Diane Schmidt, Ph.D.; Matthew O. Thomas, Ph.D.;  
Paul Viotti, Ph.D.

**Financial Assistance**

Graduate students who may be eligible for loans, scholarships, and work study funds should contact the Financial Aid Office for further information. Fellowships are available for students with disadvantaged backgrounds who are studying public administration. Applications should be submitted by March 1 each year for priority consideration.

**University Requirements**

In addition to departmental requirements listed in this degree program handout, students should refer to the section GRADUATE ADMISSIONS under "Admission Requirements" in the University Catalog for minimum University admission and degree requirements.

**Course Requirements for the Master's Degree: 42 units**

Continuous enrollment is required. Any semester in which a graduate student is not enrolled in coursework, they must enroll through Continuing Education to maintain their continuous enrollment. A maximum of 6 semester units of transfer credit may be applied toward the degree. Graduate Time Limit: All requirements for the degree are to be completed within five years of the end of the semester of enrollment in the oldest course applied toward the degree. See "Graduate Education" in The University Catalog for complete details on general degree requirements.

### **Prerequisites for Admission to Conditionally Classified Status**

1. Satisfactory grade point average as specified in “Admission to Master’s Degree Programs” in The University Catalog.
2. Approval by the department and the Office of Graduate Programs.
3. An acceptable baccalaureate from an accredited institution, or an equivalent approved by the Office of the Graduate Programs.
4. Students entering into the MPA: Health Administration Option are expected to have completed a prerequisite course, HCSV431, Organization of the Health Care Delivery System, or its equivalent. This course is a prerequisite to POLS 663, Seminar in Health and Human Services Management and POLS 664, Seminar in Public Policy Health and Human Services for the Option in Health Administration. This course can be completed as a postgraduate.

While taking 600-level courses, all new students enter as conditionally classified graduate students. When the Department of Political Science has doubts about the applicant’s qualifications to pursue the master’s degree program (because of grade point deficiencies or other reasons), the student may be encouraged to seek admission to the Office of Graduate Programs as an unclassified student. This gives the student a trial period to demonstrate ability. Normally, a decision to admit the unclassified student to conditionally classified status in public administration will be made after completion of a least 9 approved units as an unclassified student. Conditionally classified students are expected to make no grade lower than a “B-“ and finish all coursework (no “Incomplete” or “Satisfactory Progress”).

### **Prerequisites for Admission to Classified Status:**

In Addition to any requirements listed above:

1. Completion of a minimum of 9 units of graduate study as a conditionally classified student, including a graduate seminar.
2. Formation of a graduate advisory committee. This should be done as early as possible and in consultation with the Graduate Coordinator. Generally, no more than 15 units will be counted toward the graduate degree program in Public Administration taken before the formation of the graduate committee. Students selecting the thesis option must have a committee of three faculty members. At least two of the three faculty members on the committee, including the chair, must be chosen from the Department of Political Science, (the one exception from this rule would be for graduate students who choose the Health Administration Option) Health Administration students may select a chair from the Department of Health and Community Services. Students selecting the professional paper plan must have a committee of two faculty members. The chair of the committee must be the faculty member instructing POLS 680, Culminating Practicum, the semester that it is taken.
3. Development of an approved master’s degree program plan. The graduate advisory committee works with the student in the development of the student’s master’s degree program plan. The plan must be approved by the graduate advisory committee, the Graduate Coordinator, and the Office of Graduate Programs.

## Advancement to Candidacy

In addition to any requirements listed above:

1. Completion of at least 15 units of the student's approved master's degree program plan.
2. Graduate Advisory committee approval of the student's thesis proposal or POLS 680 instructor's approval of policy analysis topic and enrollment in POLS 680.
3. A minimum grade point average of 3.0.

## Requirements for the Master of Public Administration

Completion of all requirements as established by the departmental graduate committee, the graduate advisory committee, and the Office of Graduate Programs, to include:

1. Completion of an approved program consisting of 42 units of 600-level courses, as follows:
  - (a) At least 36 units in the discipline of Public Administration.
  - (b) Not more than 6 semester units of transfer and/or extension credits. (Correspondence courses and U.C. extension course work are not acceptable.) Not more than 6 units from another department within the university, and only with approval by the graduate advisory committee.
  - (c) Not more than 3 units of internship course work and only if the student's graduate committee or the Graduate Coordinator agrees that the internship is a meaningful educational experience. Internships are encouraged for pre-service students.
  - (d) Not more than 9 units of independent study, Master's Thesis (POLS 699), or culminating Practicum (POLS 680); not more than 6 units of Master's Thesis (POLS 699). Independent Study (POLS 697) topics cannot be the same as POLS 680 papers or thesis topics.

### Core Requirements 21 units required:

POLS 600 American Institutions and Public Organizations  
POLS 602 Public Administration and Democracy  
POLS 631 Seminar in Research Methods  
POLS 660A Seminar in Public Management (Prerequisite: POLS 602; POLS 662 is recommended.)  
POLS 660B Seminar in Public Personnel Admin (Prerequisites: POLS 602)  
POLS 660C Seminar in Administration of Public Financial Resources (Prerequisites: POLS 602; POLS 631 is recommended.)  
POLS 662 Seminar in Organizational Theory in the Public Sector

### Electives 15-18 units selected from:

POLS 601 Seminar in State and Local Government  
POLS 652 Legal & Ethical Issues in Health & Human Services  
POLS 661 Seminar in Public Administration  
POLS 663 Seminar in Health and Human Service Management  
POLS 664 Seminar in Public Policy and Health and Human Services  
POLS 665 Economic & Global Finance Issues in Health and Human Services (POLS 660C; POLS 664 is recommended)  
POLS 666 Mental Health Policy & Administration  
POLS 667 Seminar in Administration and Planning  
POLS 668 Seminar in Public Policy Formation  
POLS 671 Seminar in American National Government  
POLS 689 Intern/Fieldwork Public Administration (Prerequisite: faculty permission.)  
POLS 697 Independent Study (Prerequisite: faculty permission.)

## Culminating Activity

Completion and final approval of one of the following two plans as specified by the student's graduate advisory committee.

A. **Thesis Plan**: The candidate shall submit an acceptable thesis with an original element of work based upon research developed by the student and agreed to by the student's graduate advisory committee.

1. **Thesis Proposal**: A proposal (prospectus or detailed outline) of the thesis must be submitted and approved by the graduate advisory committee before the student begins the thesis. The Proposal includes at least a statement of the problem or hypothesis, the basic research methods to be employed, justification of the study's value, and estimated time of completion. The proposal is a formal document which must have appropriate attention given to the matters of format, documentation, and quality of writing.
2. **Registration in POLS 399/699 – Master's Thesis**: The student should register for POLS 699 no earlier than the third semester in the program and in accordance with his/her thesis plan. However, it is advisable that the student complete most of the program course work before registering for POLS 699. An approved thesis proposal is required for registration in POLS 699.
3. **Approval of Thesis**: The thesis shall be approved by all three members of the graduate advisory committee.
4. **Oral Defense**: A required oral defense of the thesis shall be conducted by the candidate's graduate advisory committee. Interested faculty may attend. The oral defense is generally limited to matters within the scope of the thesis. The candidate may repeat the oral defense one time if failed by the committee on the first attempt. The time and place of the defense must be noted in print and circulated to the Office of Graduate Programs at least one week prior to the date. The political science department should be notified of the oral defense two weeks prior to the date.

B. **Professional Paper Plan**

Enrollment in POLS 680 – Culminating Practicum, and successful completion of a professional research paper (Policy Analysis) of sufficient range in subject and method to demonstrate a broad acquaintance with the relevant theory and methodology and a capacity for in-depth analysis and investigation. The completed paper shall be presented before interested faculty and graduate students and approved by both members of the graduate committee.

- 1) Approval by the department graduate committee and the Graduate Coordinators Committee on behalf of the faculty of the university.

## THE OPTION IN HEALTH ADMINISTRATION

**Core: 21 units required.**

POLS 600 American Institutions and Public Organizations

POLS 602 Public Administration and Democracy

POLS 631 Seminar in Research Methods

POLS 660A Seminar in Public Management (Prerequisite: POLS 602; POLS 662 is recommended.)

POLS 660B Seminar: Public Personnel Admin (Prerequisites: POLS 602)

POLS 660C Seminar: Public Financial Resources (Prerequisites: POLS 602; POLS 631 is recommended.)

POLS 662 Seminar: Org Theory Public Sector

POLS 663 Seminar in Health and Human Services Management

**OPTION: 15 units required:**

POLS 652 Legal & Ethical Issues in Health & Human Services  
POLS 663 Seminar in Health and Human Service Management  
POLS 664 Seminar in Public Policy and Health and Human Services  
POLS 665 Economic & Global Finance Issues in Health and Human Issues (POLS 660C; POLS 664 is recommend)  
POLS 666 Mental Health Policy & Administration

**Recommended for pre-service students. 3 units selected from:**

POLS 689 Intern/Fieldwork Public Administration (Prerequisite: faculty permission.)  
POLS 697 Independent Study (Prerequisite: faculty permission.)

**CULMINATING ACTIVITY: 3-6 units required**

POLS 680 Culminating Practicum—Health Administration Topic **OR** (the following course may be substituted for the above)  
POLS 699 Master’s Study—Health Administration Topic

**THE OPTION IN LOCAL GOVERNMENT MANAGEMENT Core: 21 units required.**

POLS 600 American Institutions and Public Organizations  
POLS 602 Public Administration and Democracy  
POLS 631 Seminar in Research Methods  
POLS 660A Seminar in Public Management (Prerequisite: POLS 602; POLS 662 is recommended.)  
POLS 660B Seminar in Public Personnel Administration (Prerequisites: POLS 602)  
POLS 660C Seminar in Public Financial Resources (Prerequisites: POLS 602; POLS 631 is recommended.)  
POLS 662 Seminar in Organizational Theory in the Public Sector

**OPTION: 15 units required:**

POLS 669 Public & Non-Profit Program Evaluation  
POLS 601 Seminar in State and Local Government.  
POLS 664 Seminar in Public Policy in Health and Human Services  
POLS 667 Seminar in Administration and Planning  
POLS 668 Seminar in Public Policy Formation

**Pre-service students:** 3 units recommended in local government POLS 689 Intern/Fieldwork Public Admin (Prerequisites: Faculty Permission.)

**CULMINATING ACTIVITY: 3-6 units required:**

POLS 680 Culminating Practicum—Local Government Management Topic **OR** (the following course may be substituted for the above )  
POLS 699T Master’s Thesis—Local Government Management Topic

**GRADUATE LITERACY REQUIREMENT**  
**Writing proficiency is a graduation requirement**

Graduate Students in Public Administration will demonstrate their writing competence through POLS 602. The instructor of that seminar will certify to the Graduate Coordinator that the student has met the requirement. Students should consult with the Graduate Coordinator for specifics.

## **Graduate Grading Requirements**

All courses in the major (with the exceptions of POLS 697 – Independent Study and POLS 699 – Master’s Study) must be taken for a letter grade, except those courses specified by the department as ABC/No Credit (600 level courses), or Credit/No Credit grading only. A maximum of 10 units combined ABC/No Credit, and Credit/No Credit grades may be used on the approved program (including 697, 699, and courses outside the major). While grading standards are determined by individual programs and instructors, it is also the policy of the university that unsatisfactory grades may be given when work fails to reflect achievement of the high standards, including high writing standards, expected of students pursuing graduate study.

Students must maintain a 3.0 grade point average in all course work on the approved master’s degree program as well as in all course work taken subsequent to admission to conditionally classified status. In addition, no course in which a grade lower than B- is earned will be counted toward the fulfillment of any graduate degree requirements.

## **Graduate Advising Requirement**

Advising is mandatory each semester for all Public Administration majors. Consult with the Graduate Coordinator for specifics.

For further information concerning the MPA program, please contact:

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