Master of Public Administration
Department of Political Science
and Criminal Justice
California State University, Chico
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Revised 10/16
The Master of Public Administration

Course Requirements for the Master's Degree: 42 units

Continuous enrollment is required. A maximum of 6 semester units of transfer and/or CSU, Chico Open University course work 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 Master's Degree Requirements 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 Graduate and Postbaccalaureate Admission Requirements in the University Catalog.

2. Approval by the department and the Office of Graduate Studies.

3. An acceptable baccalaureate from an accredited institution, or an equivalent approved by the Office of Graduate Studies.

While taking 600-level courses, all new students enter as conditionally classified graduate students.

Conditionally classified students are expected to make no grade lower than a B- and finish all course work (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 after completion of 9 units of graduate study, 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. 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 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 Studies.

**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 Studies, 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 699T), or Culminating Practicum (POLS 680); not more than 6 units of Master's Thesis (POLS 699T). Independent Study (POLS 697) topics cannot be the same as POLS 680 papers or thesis topics.

**Core Requirements:**

21 units required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 600</td>
<td>American Institutions and Public Organizations</td>
<td>3.0</td>
<td>FS</td>
</tr>
<tr>
<td>POLS 602</td>
<td>Public Administration and Democracy</td>
<td>3.0</td>
<td>FA</td>
</tr>
<tr>
<td>POLS 631</td>
<td>Seminar in Research Methods</td>
<td>3.0</td>
<td>SP</td>
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</tbody>
</table>
POLS 660A  Seminar in Public Management  3.0  FA
POLS 660B  Seminar in Public Personnel Administration  3.0  SP
POLS 660C  Seminar in Administration of Public Financial Resources  3.0  SP
POLS 662  Seminar in Organizational Theory in the Public Sector  3.0  FA

Electives:

15-18 units selected from:

POLS 601  Seminar in State and Local Government  3.0  FA
POLS 652  Legal and Ethical Issues in Health and Human Services  3.0  FA
POLS 653  Environmental Policy and the Law  3.0  INQ
POLS 659  Collaborative Community Management  3.0  FA
POLS 661  Seminar in Public Administration  3.0  SP
POLS 663  Seminar in Health and Human Services Management  3.0  SP
POLS 664  Seminar in Public Policy in Health and Human Services  3.0  FA
POLS 665  Economic and Global Finance Issues in Health and Human Services  3.0  FA
POLS 666  Mental Health Policy and Administration  3.0  SP
POLS 667  Seminar in Administration and Planning  3.0  SP
POLS 668  Seminar in Public Policy Formation  3.0  FA
POLS 669  Public and Non-Profit Program Evaluation  3.0  SP
POLS 671  Topics in American Politics  3.0  FS
POLS 689  Intern/Fieldwork Public Admin  1.0 - 3.0  FS

Prerequisite: Faculty permission.

OR (the following course may be substituted for the above)

POLS 689P MPA Professional Internship  3.0  FS

Prerequisite: Faculty permission.

POLS 697  Independent Study  1.0 - 6.0  FS

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

a. 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.

b. Thesis Plan

The candidate shall submit an acceptable thesis 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 699T, Master's Thesis: The student should register for POLS 699T 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 699T. An approved thesis proposal is required for registration in POLS 699T.

(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 Studies 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.

3. 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 Requirements:

21 units required:

POLS 600  American Institutions and Public Organizations 3.0 FS
POLS 602  Public Administration and Democracy 3.0 FA
POLS 631  Seminar in Research Methods 3.0 SP
POLS 660A  Seminar in Public Management 3.0 FA
POLS 660B  Seminar in Public Personnel Administration 3.0 SP
POLS 660C  Seminar in Administration of Public Financial Resources 3.0 SP
POLS 662  Seminar in Organizational Theory in the Public Sector 3.0 FA

Option:

15 units required:

POLS 652  Legal and Ethical Issues in Health and Human Services 3.0 FA
POLS 663  Seminar in Health and Human Services Management 3.0 SP
POLS 664  Seminar in Public Policy in Health and Human Services 3.0 FA
POLS 665  Economic and Global Finance Issues in Health and Human Services 3.0 FA
POLS 666  Mental Health Policy and Administration 3.0 SP

Electives:

1 course selected from:

POLS 659  Collaborative Community Management 3.0 FA
POLS 668  Seminar in Public Policy Formation 3.0 FA
POLS 669  Public and Non-Profit Evaluation 3.0 SP
POLS 689 Intern/Fieldwork Public Admin 1.0 FS  
Prerequisite: Faculty permission.  
POLS 689P MPA Professional Internship 3.0 FS  
Prerequisite: Faculty permission  
Recommended for pre-service students  

HCSV 697 Independent Study 1.0 FS  
Prerequisites: Faculty permission.  
POLS 697 Independent Study 1.0 FS  
Prerequisites: Faculty permission.  

Culminating Activity:  
POLS 680 Culminating Practicum 3.0 SP  

OR (the following course may be substituted for the above)  
POLS 699T Master's Thesis 1.0-6.0 FS  

The Option in Local Government Management  

Core Requirements:  
21 units required:  
POLS 600 American Institutions and Public Organizations 3.0 FS  
POLS 602 Public Administration and Democracy 3.0 FA  
POLS 660A Seminar in Public Management 3.0 FA  
POLS 660B Seminar in Public Personnel Administration 3.0 SP  
POLS 660C Seminar in Administration of Public Financial Resources 3.0 SP  
POLS 662 Seminar in Organizational Theory in the Public Sector 3.0 FA  

Option:  
15 units required:  
POLS 601 Seminar in State and Local Government 3.0 FA  
POLS 659 Collaborative Community Management 3.0 FA
POLS 667 Seminar in Administration and Planning 3.0 SP

POLS 668 Seminar in Public Policy Formation 3.0 FA

POLS 669 Public and Non-Profit Program Evaluation 3.0 SP

Electives:

1 course selected from:

POLS 663 Seminar in Health and Human Services Management 3.0 SP

POLS 664 Seminar in Public Policy in Health and Human Services 3.0 FA

POLS 666 Mental Health Policy and Administration 3.0 SP

POLS 689 Intern/Fieldwork Public Admin 1.0-3.0 FS

Prerequisites: Faculty permission.

POLS 689P MPA Professional Internship 3.0 FS

Prerequisite: Faculty permission.

Recommended for pre-service students.

Culminating Activity:

A local government topic must be selected.

3-6 units required:

POLS 680 Culminating Practicum 3.0 SP

OR (the following course may be substituted for the above)

POLS 699T Master's Thesis 1.0-6.0 FS

Graduate Requirement in Writing Proficiency

Writing proficiency is a graduation requirement.

Graduate students in Public Administration will demonstrate their writing competence through POLS 602 or the first graduate seminar in which they enroll. 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 Independent Study - 697, Master's Project - 699P, and Master's Thesis - 699T) must be taken for a letter grade, except those courses specified by the department as ABC/No Credit (400/500-level courses), AB/No Credit (600-level courses), or Credit/No Credit grading only. A maximum of 10 units combined of ABC/No Credit, AB/No Credit, and Credit/No Credit grades may be used on the approved program (including 697, 699P, 699T 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 minimum 3.0 grade point average in each of the following three categories: all course work taken at any accredited institution subsequent to admission to the master's program; all course work taken at CSU, Chico subsequent to admission to the program; and all courses on the approved master's degree program.

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. Units taken outside the discipline of Public Administration must be approved by the Graduate Coordinator and the student’s graduate advisory committee. Consult with the Graduate Coordinator for specifics.