California State University
Dominguez Hills

College of Business Administration & Public Policy
2014-2015

Program website: http://mpa.csudh.edu

Master of Public Administration
Student Handbook

Program policies are subject to change. Please contact the MPA Department for the most current program information.

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**Academic Program Information**

The Master of Public Administration (MPA) degree provides students with the educational background and professional competencies needed to secure upper level administrative/managerial positions in a variety of public sector and nonprofit organizations or in firms with close ties to governments, such as utilities or defense contractors.

The majority of MPA students at Dominguez Hills are already employed by public agencies when they begin their graduate education and use their Master’s degrees for professional advancement within their organizations. Other students with little or no work experience, or those with no managerial experience, use the MPA degree to obtain entry-level administrative or management positions. Students also use the MPA degree as preparation for doctoral study and careers in teaching and research.

**Concentration Description**

Each student must select one of the following concentrations:

- Public Management (online or on-campus)
- Criminal Justice Administration (online)
- Healthcare Management (online)
- Public and Non-Profit Management (online)

**Public Management concentration**

The Public Management concentration is designed to provide the Master of Public Administration program with an emphasis in the structure, functioning, and skill competencies required for contemporary managers in the public and nonprofit sectors. This concentration offers our students a program that addresses the social, political, and economic landscape of the public sector, and its history and role in American Society. This concentration provides a broad examination of theoretical perspectives, the environmental context, and management functions that can be used to analyze organizations and to improve organizational effectiveness. The concentration combines applied and conceptual readings and provides students with opportunities to apply concepts and techniques to issues experienced in various workplace settings.

**Criminal Justice concentration**

The Criminal Justice Administration concentration was developed to meet the needs of our students and the expanding opportunities in the criminal justice field. This curriculum offers students a specialized program that addresses federal, state and local needs by preparing them for administrative, managerial, or other professional positions in criminal justice organizations and law enforcement. This concentration provides students with an excellent opportunity to apply their acquired knowledge and skills to gain positions or professional advancement within the field of justice administration, criminal justice policy, and law
enforcement. The CJA concentration also addresses local community needs by providing our students with an opportunity to gain skills necessary to succeed in careers that address local, state, and national issues of importance in the criminal justice arena. Graduates will demonstrate knowledge, competencies, and values associated with criminal justice theories, procedures, organizations, and processes in a variety of sectors involving the administration of justice.

**Healthcare Management**
This program is designed to provide a quality graduate professional education for individuals entering or currently employed in health services agencies. It prepares graduates for careers in health services administration, planning, policy, evaluation, consulting, and related careers.

**Public and Non-Profit Management**
Nonprofit Management concentration was developed to meet the needs of the growing nonprofit arena. This concentration offers students a program that addresses the social, political, and economic landscape of the sector, its origin, size, composition, and its role in American Society and elsewhere. The coursework will review the size, scope, and dimensions of the U.S. nonprofit sector and examine theories of the sector and its conceptual underpinnings in some depth along with historical and religious foundations. This concentration also looks at such issues as why people organize, give financial support, and donate time. The concentration examines key aspects of the fundraising process for nonprofit organizations, major theoretical foundations, and general fundraising principles as well as a variety of marketing and fundraising techniques, sources of donations, and aspects of managing the fundraising process. The concentration combines applied and conceptual readings and provides students with opportunities to apply concepts and techniques through a series of service-learning portfolio assignments in collaboration with area nonprofit organizations.
## Concentration Formats

<table>
<thead>
<tr>
<th>Public Management Online</th>
<th>Specialized Concentrations (Criminal Justice, Healthcare, Non-Profit Management) Online</th>
<th>Public Management On-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may take one to three classes each session (up to 9 units a session).</td>
<td>Students take one class at a time with the exception of the first two terms if they need bridge courses (which most students do). This program follows a cohort model; students must follow a set schedule every term.</td>
<td>Students will take two 500-level classes at a time. This program follows a cohort model; students must follow a set schedule every semester.</td>
</tr>
<tr>
<td>Classes are held in four 12-week sessions a year Session 1 is in Spring, Session 2 is in Summer, and Sessions 3 and 4 are both in Fall.</td>
<td>Classes are held over 8 week terms. Each 16-week session (Fall, Spring, and Summer) is divided into two terms.</td>
<td>Classes are held during the university’s Spring and Fall semesters, which last mid-January through mid-May and mid-August through mid-December. Classes are Tuesdays and Thursdays from 7:00-9:45pm. This is subject to change.</td>
</tr>
<tr>
<td>Program typically takes 2-3 years to complete but can be taken in as little as 18 months (schedule permitting, highly unusual) and extended to 5 years, depending on how many classes a student takes each term.</td>
<td>Program takes 2 years and 8 weeks to complete.</td>
<td>Program takes 3 years to complete.</td>
</tr>
</tbody>
</table>
Students must be continuously enrolled in Spring and Fall semesters to remain active students. Students may take the summer term (Session 2) off and one of the two fall sessions (Session 3 or 4) to maintain active student status. Students who do not maintain continuous active student status will need to reapply to the program.

Tuition for the 2014/2015 academic year is $460/unit ($1,380 for each 3-unit core or elective course and $920 for each 2-unit bridge course). Tuition subject to change.

Students must be continuously enrolled fall and spring sessions but may take off the summer session to remain as an active student. Students who do not maintain continuous active student status will need to reapply to the program.

Tuition for the 2014/2015 academic year is $600/unit ($1,800 for each 3-unit core or elective course and $1,200 for each 2-unit bridge course). Tuition subject to change.

Students follow the general on-campus tuition for graduate students found here: http://www4.csudh.edu/admissions/cost/index. Students may also take the bridge courses online with the MPA students in the online program, space permitting. Tuition for online courses are separate from on campus courses. Contact MPA Coordinator for details.

Transfer Requirements

Students transferring from another MPA program may request transfer credit for equivalent MPA courses. Transfer credit for MPA course work is limited to nine semester units and only for equivalent courses taken at an accredited university or college and for which the student received a grade of "B" or higher. Graduate courses from another conferred degree cannot be used as transfer credit towards the MPA degree at CSUDH.

All MPA coursework, if taken as part of the MPA program, and including transfer coursework, must be completed within five years of expected graduation date to meet the College of Business Administration and Public Policy graduation requirements.
Curriculum Requirements

A. Bridge Courses

Unless admitted students have taken the equivalent of these courses with a grade of “B” or higher in the last five years (three years for the statistics bridge course) or are deemed by the department to have extensive Public Administration experience in these areas, all MPA students must complete bridge courses. Students may take the following bridge courses:

**PUB 495: Foundations of Public Administration (2)**
Analysis of the role of public administration within the American political system and of the concordant functions and responsibilities of public sector administrators; discussion of administrative ethics; overview of public sector administrative and managerial processes.
The 3-unit PUB 300, PUB 303, PUB 304 or MGT 310 classes offered at the undergraduate level will also satisfy this requirement.

**PUB 495: Fundamentals of Statistics in Public Administration (2)**
*Prereq: Undergraduate college-level math course with a grade of at least “C”*
Role and application of statistical analysis in public management; review of mathematics and statistical functions; use of statistics in planning and decision-making functions; introduction to the uses and application for computer technology.
The 3-unit PUB 305 or CJA 341 classes offered at the undergraduate level will also satisfy this requirement.

**PUB 495: Administration of Financial Resources (2)**
Administrative and political considerations of fiscal policy, the budgetary process and fiscal controls, financial management and planning, government and the economy, intergovernmental fiscal relations, and nature of grants-in-aid, alternate revenue sources, contemporary issues.
The 3-unit PUB 302 class offered at the undergraduate level will also satisfy this requirement.

For courses taken elsewhere, please contact the MPA Coordinator to verify equivalency.

B. Core Curriculum (27 units)

Core courses are designed to give a thorough background in each of the major areas of Public Administration. All courses are three units.
PUB 500: Environment and Practice of Public Administration  
(Prerequisite: PUB 300)  
History and development of the field of public administration, and the context of operations and the functions of management. The practice of management will focus on the political environment, management theory, planning, organizational structure, resources, decision-making and policy analysis.

PUB 501: Public Management  
Structural overview of the functioning and skill requirements for contemporary managers in public and nonprofit sectors; examination of the basic management functions from a comparative perspective; emphasis on communication and critical thinking through action-based approaches.

PUB 502: Administrative Theory and Behavior  
(Prerequisites: none, but PUB 500 and PUB 501 are recommended)  
Historical overview of Organizational Theory and Public Administrative Theory and analysis of the theoretical perspectives that have characterized these fields; discussion of various theories, concepts, and models that can be used to analyze organizations and to improve organizational effectiveness.

PUB 504: Quantitative Methods in Public Administration  
(Prerequisites: PUB 305 and PUB 500)  
Quantitative methods used in decision-making with special emphasis on the public sector.

PUB 506: Administration and Public Policy Analysis  
(Prerequisite: PUB 502 and PUB 504)  
Application of analytical tools to the solution of public management problems, introduction to general models of policy analysis, integration of solutions into administrative processes in government; policy studies cases.

PUB 508: Seminar: Public Personnel and Labor Relations  
(Prerequisite: PUB 500)  
Managing the human resources of a public agency with emphasis on selected activities of recruiting, staffing, evaluating, compensating, motivating and training the work force. Procedures and legal requirements for collective bargaining, affirmative action, and equal opportunity will be explored. Three hours of seminar per week.

PUB 510: Public Financial Management  
(Prerequisites: PUB 502 and PUB 504)  
Examination of methods, processes and problems in the budgeting and administration of public revenues, revenue generation, forecasting, cost control; emphasis on the political, economic and managerial aspects of public budgeting.
PUB 512: Foundations of Ethical Administration  
(Prerequisite: PUB 500)  
Examination of the foundations of ethical administration, including evaluation and application of ethical theories to public sector issues. Course provides opportunities for students to think reflectively, recognize ethical problems, and gain skills to effectively deal with political and administrative problems.

PUB 592: Capstone: Integrative Seminar in Public Administration  
(Prerequisite: Completion of MPA Core courses)  
Integrative course that emphasizes the interrelationships between the academic field of public administration and administrative practice. Course includes case study analysis and individual and group integrative projects. Three hours of seminar per week.

OR

PUB 599: Honors Thesis  
Prerequisite: Consent of MPA Program Director and grade point average above 3.80  
Thesis relating to public administration. CR/NC

C. Concentration Electives

In addition to the 27 units of core courses, 9 elective units are required. The specific elective requirements and options vary based on program concentration.

Public Management:
PUB 521. Seminar: Individual and Group Behavior in Organizations (3)  
PUB 525. Seminar: Human Resources Management (3)  
PUB 594. Independent Study (3)  
PUB 595. Special Topics in Public Administration (3)  
PUB 596. Internship Seminar and Practicum (3)  
* Students may also take elective courses from other concentrations to fulfill the Public Management concentration.

Criminal Justice Administration:
CJA 563: Administrative Law and Policy Analysis  
CJA 565: Issues in Police Administration and Ethics  
CJA 566: Issues in Homeland Security and Terrorism

Non-Profit Concentration:
PUB 550 Contemporary Issues in the Nonprofit and Voluntary Sector  
PUB 551 Leadership and Managing the Nonprofit Organization  
PUB 552 Advanced Topics in Fundraising and Fund Development
Program Requirements

In order to receive an MPA degree, the following is required in addition to the curriculum requirements:

1. A grade point average of 3.0 or better for all coursework used to satisfy degree requirements; 3.0 in major coursework and 3.0 for cumulative university coursework.
2. A grade of “C” or better in all core and elective courses taken for the degree, and a grade of “B” or better in all bridge courses. Classes in which a grade of “C-” or lower is earned must be repeated and repeating the class will not cancel the lower grade. While a “C” grade is passing, the GPA in the major and cumulative coursework must be 3.0 or above.
3. An MPA student may be placed on probation if, in any semester, he or she has failed to earn a cumulative grade point average of 3.0 in a given semester. During the subsequent probationary semester the student must achieve a grade point average sufficiently high enough to bring the cumulative grade point average to 3.0 or higher. MPA students must meet with the MPA Program Director to discuss the probationary status and remediation steps to remove the probationary status. Students are subject to academic dismissal after one semester of academic probation.
4. Completion of all program requirements within five years from beginning of core or transferred graduate coursework. Students must be in good academic standing in final semester of attendance to apply for graduation.
5. Under no circumstances can a student get credit for taking a class that they took as an undergraduate student either the subject matter or the same course number.
6. All graduate students are required to satisfy a State of California Graduation Writing Assessment Requirement (GWAR). MPA students must satisfy this requirement during the first 9 units of the program by one of the below methods:
   a) By completing a bachelor’s degree or the GWAR at another CSU campus in 1984 or later and prior to admission to CSUDH.
   b) By passing with a score of “8” out of “12” the Graduation Writing Examination (GWE) which can be taken on campus or in your hometown with a proctor such as a public librarian.
c) Earning a letter grade of “B” or better in ENG 350: Advanced Composition, a CSUDH undergraduate course. (Please note that this course cannot be taken for credit/no credit.)

d) By submitting a written request to the campus Writing Coordinator if prior upper-division undergraduate coursework has been completed in either expository writing or advanced composition. Any request regarding coursework must be accompanied by a transcript, and the student must have received a grade of "B" or better.

e) By scoring a 4.0 or higher on the Analytical Writing section of the GMAT or GRE.

Note: The Testing Office handles all issues regarding meeting the GWAR. The Testing Office can be reached at testing@csudh.edu, 310-243-3909, or http://www.csudh.edu/testing.

**Graduation Requirements**

In the semester prior to the semester of expected graduation, students must officially apply for graduation. To apply for graduation, a student must complete a graduation application “Application for Graduation Master’s Degree,” and pay a $35.00 fee to the cashier’s office. The form may be obtained on the Forms page of the MPA website http://mpa.csudh.edu. After completing the form, scan and email it to the MPA Coordinator to review and approve. The student will receive a signed Application and submits the paperwork to the graduation evaluators in the Records and Registration office.

Deadlines to apply for graduation are as follows:
Fall Semester: July 1
Spring Semester: October 1
Summer Session: February 1

**NOTE:** Failure to complete the above procedure on time will delay graduation. Students must be enrolled the semester in the intended semester of graduation. All MPA coursework must be completed within five years of the intended semester of graduation.

**Other Policies**

Please note: All university policies are in the University catalog. The catalog and addendums can be found at www.csudh.edu/catalog. Below is a summary of helpful policies and information:
• **Academic integrity policy:** The University encourages students to develop critical reading skills, effective communication and intellectual honesty. All academic work submitted by a student should be in his or her own style, words, and form. Any work submitted that is not original work is considered plagiarism. Plagiarism is considered a gross violation of the University's academic and disciplinary standards. Plagiarism includes the following: copying work by another and claiming it, false presentation of individual work as author or creator, falsely taking credit for another's unique method or expression, falsely representing oneself as the source of creative and academic work, or not properly crediting another's unique work within the individual's own academic work. Plagiarism is cause for formal University discipline and instructors can assign a lower or failing grade for the course where plagiarism has occurred.

• **Billing and Payments:** Contact the Cashier’s Office on the 2nd floor of Welch Hall, 310-243-2063, or www.csudh.edu/cashiers

• **Continuous Enrollment:** Students pursuing a graduate degree must be enrolled every semester until completion of all degree requirements; this includes the first semester of acceptance. Students who do not enroll in a regular class may maintain their continuous status by enrolling in PUB 600 Graduate Continuation course in Spring or Fall semesters.

• **Department Website:** Please reference the MPA website [http://mpa.csudh.edu](http://mpa.csudh.edu) frequently as it has a wealth of information on the program.

• **Email:** A Toromail email address is assigned to all students by the Admissions and Records office. MPA students are required to use their student email account to communicate with the staff and faculty at CSUDH.

• **Financial Aid:** Financial aid is available to eligible students. Students must be US citizens or permanent residents, did not default on previous student loans, and be enrolled at least six units per University semester. Students must submit a FAFSA in order for the Office of Financial Aid to process financial aid funds. For all Financial Aid questions, contact Michelle Matthews, Financial Aid Specialist, at [mmatthews@csudh.edu](mailto:mmatthews@csudh.edu) or 310-243-3618. Ms. Matthews is the designated Financial Aid advisor for MPA students.

• **Grade Appeals:** Students must first seek to resolve the matter informally with the instructor of record. Students may also discuss the issue with the Director of the MBA & MPA Programs. Students must demonstrate that a meeting with the instructor of record was done within one regular semester session of the course in question. If the matter is not worked out informally within five classroom days, the student or student representative may send a grade appeal in writing to the Director. If the matter cannot be resolved within the College, the appeal is forwarded to the Student Grade Appeals Board. For more information on the
grade appeal process, please click here and review the University Catalog.

- **Professional Comportment:** CSUDH recognizes the importance of personal and professional competencies in addition to traditional academic skills. As MPA students, all members of the learning community holistically evaluate individual behaviors on standards of professional performance, development, and functioning that include, but are not limited to, their interpersonal and professional competence (e.g. consistently establishing positive interpersonal relationships, demonstrating an active commitment to education and training, communicating professionally within the course and outside, demonstrating integrity, acknowledging individual and cultural differences); their self-awareness and self-reflection (e.g. awareness of your role in diverse contexts, recognizing limitations and training/learning needs, awareness of own cultural values); their openness to feedback; and their proactive, engaged resolution of issues that may interfere with their professional development may be evaluated both within and outside of the classroom (physical or virtual), and regardless of whether it is specifically tied to a school activity.

Concerns about a student’s professional comportment should be directed to the department chair or Director of the MBA & MPA Programs and the Associate Vice President and Dean of Students. Student Services Department can be reached 310.243.3784. Students will be alerted to concerns about professional performance, functioning, and development (i.e. professional comportment) and receive advisement, mediation, and support as deemed necessary and appropriate. If there is a question that the student’s problems in the area of professional comportment cannot be resolved in a reasonable time period and/or rises to the level of potential disciplinary action, the matter will be referred to the Division of Enrollment Management and Student Affairs.

- **Registration:** Registration instructions and dates vary by program format. Please refer to the Registration page of the MPA website for the most current information and instructions. It is the student’s responsibility to check the website each term for upcoming registration information and deadlines each semester.

- **Student Rights and Responsibilities:** A description of students’ rights and responsibilities is available online at www3.csudh.edu/student-affairs/student-rights/default.html. Students should review and become familiar with this information.

- **Tech Support:** Please review all sections of the Tech Support section of the MPA website thoroughly for technology requirements and guidelines.

- **Textbooks:** A list of textbooks is listed on the Textbooks page of the MPA website. Students must have textbooks before the first day of class.
University Resources: You are encouraged to utilize the university’s resources such as the library, student union, multicultural center, career office, etc. Please explore the Campus Life and Student Services sections of the CSUDH website http://www4.csudh.edu/student-services/campus-services/index.