



NOTE:

This document is specific to the
2002-2004 printed catalog.

public policy and administration

MINOR
MASTER OF ARTS

PROGRAM DESCRIPTION

Public Policy and Administration offers interdisciplinary programs designed to equip their graduates with conceptual, analytic, and problem-solving skills and experiences enabling them to deal with public sector policy and administrative issues, problems, and opportunities.

The CSUS programs differ from other similar programs in that they focus on California state and local levels of government. This attractive feature is facilitated by the proximity of the CSUS campus to the main operations of the California state government. That proximity offers significant advantages to students, providing them with a ready "laboratory" for observing the policy and administrative issues they will confront professionally and for gaining experience alongside existing practitioners in public policy and administration. In particular, the graduate program's internship feature is greatly strengthened by the placements available in California state government, local government and related organizations.

The minor is especially attractive to undergraduate students because it enhances undergraduate major degrees. Students who are interested in the many employment opportunities in local, regional, state governmental agencies and non-profit organizations will find that the PPA minor supplements their major course specialization. The minor provides specific skill development in policy formulation, management, and ethics.

The graduate program's curricular design and scheduling of courses allow students to complete the program in four semesters if enrolled full-time. In addition, part-time students may complete the program under a five- or a six-semester schedule. Classes are scheduled in the late afternoon and evening hours to accommodate the scheduling interests of students who are employed in the daytime or who have other obligations that require evening schedules.

FACULTY

Edward (Ted) L. Lascher, Jr., *Chair*

Donald Gerth, Timothy Hodson, Cristy Jensen, Elizabeth Moulds, Nancy Shulock, David Spence, Robert Wassmer, Robert Waste

Suzi Byrd, *Administrative Support Assistant*
Department Office, Tahoe Hall 3038, (916) 278-6557



MINOR REQUIREMENTS

Units required for minor: 24

A. Required Lower Division Courses (6 units)

- (3) ECON 001B Introduction to Microeconomics
- (3) GOVT 001 Essentials of Government **OR**
- GOVT 150 American Governments

B. Required Upper Division Courses (18 units)

- (3) PPA 100 Introduction to Public Policy and Administration (ECON 001B, GOVT 001 or GOVT 150)
- (3) PPA 140 Effective Public Organization (ECON 001B, GOVT 001 or GOVT 150)
- (3) ECON 110 Introduction to Public Economics (ECON 001B)
- (3) GOVT 170 Public Policy Development (GOVT 001 or equivalent. Passing score on the WPE)
- (3) OBE 151 Diversity and Management **OR**
- OBE 153 Management of Human Resources **OR**
- OBE 155 Conflict Management and Negotiation
- (3) PPA 191 Culminating Project in Public Policy and Administration (ECON 001B and GOVT 001 or GOVT 150; PPA 100, PPA 140 and other courses required in the minor)

GRADUATE PROGRAM

Admission Requirements

Admission to classified standing in the program requires:

- the baccalaureate degree;
- a GPA of 3.0 for all undergraduate coursework and in the last 60 units;
- results of the Graduate Record Examination General Test;
- completion of: STAT 001, ECON 001A, ECON 001B, and GOVT 001;
- a written statement of purpose, from one to two pages in length (typewritten), addressing the applicant's purpose in pursuing the Master of Public Policy and Administration;
- a minimum score of 560 on the TOEFL (this requirement applies only to students earning degrees abroad whose primary language is not English); and

- three letters of recommendation from individuals with knowledge of the applicant's academic and professional potential.

A student with certain deficiencies in the above requirements may be admitted to the program on a conditionally classified status. Admission conditions will be determined on an individual basis.

Admission Procedures

For further information or to make an appointment for an interview with the Program Director, contact:

Professor Edward (Ted) L. Lascher, Jr., *Chair*
Public Policy and Administration
California State University, Sacramento
Sacramento, CA 95819-6081

All prospective students must file the following with the Graduate Center:

- an application for admission and a supplemental application for graduate admission (Forms A and B in the CSU application booklet);
- two sets of official transcripts from all colleges and universities attended, other than CSUS; and
- Graduate Record Examination General Test scores.

The items below should be submitted to the Program Office:

- written statement of purpose;
- letters of recommendation;
- program application; and
- TOEFL score, if applicable.

Advancement to Candidacy

Students must file an application for Advancement to Candidacy listing their program of graduate study. The filing procedure should begin as soon as the student has:

- removed any deficiencies in admission requirements;
- completed the program's required courses (except PPA 295) with a minimum grade of "B" in each; and
- received approval of a written proposal for the Culminating Requirement from the Program Governance Committee.

Advancement to Candidacy forms are available in the Graduate Center

Degree Requirements

The Master of Public Policy and Administration requires completion of a minimum of 36-42 units of coursework with a minimum 3.0 GPA.

Courses in parentheses are prerequisites.

A. Required Courses (24-27 units)

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|-----|---------|--|
| (3) | PPA 200 | Introduction to Public Policy and Administration |
| (3) | PPA 205 | Research in Public Policy and Administration |
| (3) | PPA 207 | Quantitative Methods in Public Policy and Administration (ECON 001A, ECON 001B, STAT 001, PPA 205, or instructor permission) |
| (3) | PPA 210 | Political Environment of Policy Making |

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|-----|----------|--|
| (3) | PPA 220A | Applied Economic Analysis I (ECON 001A, ECON 001B; or equivalent; or instructor permission) |
| (3) | PPA 220B | Applied Economic Analysis II (PPA 220A) |
| (3) | PPA 230 | Public Budgeting and Finance |
| (3) | PPA 240 | Public Management and Administration Internship in Public Policy and Administration (PPA 200, PPA 205, PPA 207, PPA 210, PPA 220A, PPA 220B, PPA 230, PPA 240) |

* At the discretion of the Program Director, PPA 295 may be waived for students with one year of administrative and analytical experience in and currently employed in a full-time professional capacity in the field of Public Policy and Administration.

B. Electives (9 units)

Select 9 units of elective, of which 3 units must be PPA, in consultation with an advisor.

- Advanced Economic Analysis
- Criminal Justice Policy
- Educational Policy
- Environmental Policy
- Government Finance
- Health and Human Services
- Intergovernmental Relations
- Management Science
- Organizational Theory and Behavior
- Urban Policy

Concentration courses must be selected in consultation with, and approved by, a program advisor. In unusual circumstances, a student may receive approval for an area of concentration other than those listed above. Such approvals must be agreed upon by the Program Governance Committee.

C. Culminating Requirement (3-6 units)

(3-6) PPA 500 Culminating Experience

Enrollment in PPA 500 is required of students in their last semester of enrollment in the program. Each student will undertake a project or thesis dealing with a policy or administrative issue and complete a significant written work detailing the problem or issue examined, sources of information used in analyzing the issue, and project findings and conclusions.

UPPER DIVISION COURSES

PPA 100. Introduction to Public Policy and Administration.

This course introduces undergraduates to public policy and administration, emphasizing the variety of professional contributions made by people new to this arena. The course explores venues for participation at different levels of government and outside the public sector. Consideration will be given to the analytical, political, and ethical challenges newcomers to the policy arena may face. The course also provides contextual information regarding policy making by the American national and California state governments. **Prerequisite:** ECON 001B, GOVT 001 or GOVT 150. 3 units.

PPA 140. Effective Public Organization. A focus on the unique challenges facing administrators and analysts in public organizations. Specific attention will be given to the special circumstances of the increasingly diverse organization environment in California. The goal is to heighten students' awareness and understanding of the complex dynamics involved in being first

an effective member, and eventually an effective leader, in public organizations. Organization processes will serve as the starting point for student observation and analysis. **Prerequisite:** ECON 001B, GOVT 001 or GOVT 150. 3 units.

PPA 191. Culminating Project in Public Policy and Administration. Culminating experience in the Public Policy and Administration minor. Integrates the subject matter and skills developed in other courses and other majors. Centered around a student project, completed either individually or in small groups. **Prerequisite:** ECON 001B and GOVT 001 or GOVT 150; PPA 100, PPA 140 and other courses required in the minor. Graded Credit/No Credit.. 3 units.

GRADUATE COURSES

PPA 200. Introduction to Public Policy and Administration. Examines public policy and administration by exploring major policy processes, particularly in California state and local government. Topics include the emergence and specification of issues, developing and selecting policy options, implementing and administering policies and evaluating and terminating public policies. The course approach is comprehensive, transdisciplinary and human centered — concerned with the interplay of values in shaping policy outcomes. The intent is to provide conceptual frameworks and operational principles required in identifying and resolving issues emerging in public settings. 3 units.

PPA 205. Research in Public Policy and Administration. Emphasizes fundamental research and management skills necessary in generating accurate and useful decision-related information for policy makers. Topics include conceptualizing and structuring research questions, collecting valid and relevant data and interpreting and presenting results. The course approach is pragmatic, transdisciplinary, and oriented to producers and users of policy research information. The intent is to enhance research skills in analyzing and resolving policy issues. 3 units.

PPA 207. Quantitative Methods in Public Policy and Administration. The study of quantitative methods as applied in public policy analysis. Concentrates on interpreting the results of econometric, statistical, and other public policy studies, and on determining the relevance and applicability of quantitative analysis with the larger scheme of public policy decision making. **Prerequisite:** ECON 001A, ECON 001B, STAT 001, PPA 205, or instructor permission. 3 units.

PPA 210. Political Environment of Policy Making. Assists students in learning to identify the political factors impinging on the policy process and in learning to cope with them. With special emphasis on the California political environment and issues, employs case studies, structured role-playing, and including politically feasible policy alternatives and advice to hypothetical clients. The goal is to equip students to work effectively as politically aware policy analysts. 3 units.

PPA 220A. Applied Economic Analysis I. Presents the basic concepts, tools, and models of microeconomics in the context of public sector choices. The standard market demand and supply model is developed and used to analyze the effect of public policies (particularly those of California state and local governments) on consumers and businesses. The principles of welfare economics are presented and used to evaluate economic performance. **Prerequisite:** ECON 001A, ECON 001B; or equivalent; or instructor permission. 3 units.

PPA 220B. Applied Economic Analysis II. Continuation of PPA 220A which focuses specifically on the role of government in a market-oriented economy with emphasis on market failures including: public goods, externalities, and monopoly. Corrective taxes and expenditure programs are discussed, and the technique of cost-benefit analysis is developed and applied to various state and local government projects. **Prerequisite:** PPA 220A. 3 units.

PPA 230. Public Budgeting and Finance. Enables students to understand, analyze, and evaluate the governmental budget process including revenue and expenditure patterns. The primary emphasis is on California state and local governments. The federal budget process is discussed primarily to reflect the impact that it has on state and local governments. Features both theoretical and practical approaches to budgets, including alternate budget formats. Various perspectives are utilized to explore the political, economic, and policy concerns inherent in the development and implementation of public sector budgets. 3 units.

PPA 240. Public Management and Administration. Examines concepts and approaches used in analyzing and understanding complex organizations. Organizational theory, management concepts, and behavioral analysis is employed to understand the dynamics and evolution of public sector organizations. Emphasis is placed on studying organizational structure, design, management approaches, and behavioral dynamics of state and local government entities with particular emphasis on California. 3 units.

PPA 250. California Land Use Policy. Examines public policies that influence land use. Reviews tools of land use planning and development and applies them to issues that dominate California policy choices including urban design, fiscalization of land use, sustained growth, and the challenges of social equity. 3 units.

PPA 251. Urban Problems, Economics and Public Policy. Historical development, economics and possible policy solutions of the most pressing problems facing central cities and urban areas in the United States are presented. Problems discussed include poverty, crime, urban abandonment/suburban sprawl, edge cities, deteriorating infrastructures, and fiscal stress. Cross-listed as ECON 251; only one of these courses may be counted for credit. **Prerequisite:** PPA 220A or ECON 100B. **Corequisite:** ECON 251; only one of these courses may be counted for credit. Cross-listed as ECON 251; only one may be counted for credit. 3 units.

PPA 260. Working with Legislatures. Analyzes key elements of the legislative process in the United States and their impact on public policy. Considers such topics as legislative decision making, the role of public opinion, lobbying, executive-legislative relations, and legislative ethics. Draws from examples and case material at the federal, state and local levels. Gives particular attention to the California State Legislature. 3 units.

PPA 284. Urban Policy. Exploration in depth of the socio-economic problems of urban and metropolitan areas and evaluation of proposed political and governmental solutions. Cross-listed as GOVT 284; only one may be counted for credit. 3 units.

PPA 295. Internship in Public Policy and Administration. Supervised work experience in a government or related organization. **Prerequisite:** PPA 200, PPA 205, PPA 207, PPA 210, PPA 220A, PPA 220B, PPA 230, PPA 240. Graded Credit/No Credit. 3-6 units.

PPA 296. Experimental Offerings in Public Policy and Administration. Content is determined by the needs and interests of those enrolled. Offered whenever a sufficient number of qualified students apply. 1-3 units.

PPA 296G. Environmental Policy Seminar. Examines the political, economic, legal and social interactions that shape and define environmental policy in the United States with the specific focus on issues relevant to California and the West. Predominate environmental issues in the West include: air pollution, agricultural practices, water use and hazardous and toxic waste disposal, forest, mining and grazing practices, parks and public policy, and wildlife protection. A seminar based on student readings, projects, and critique. **Prerequisite:** PPA 200, and PPA 220A or ECON 110, and ENVS 128 or ENVS 190A; or instructor consent. Cross-listed as ENVS 296G; only one may be counted for credit. 3 units.

PPA 297A. Executive Fellows Introductory Seminar. Intended to enhance Executive Fellows' understanding of the state policy making and administrative process, policy implementation, ethical responsibilities of policy and administrative actors, and determinants of policy and administrative success. **Note:** Open only to students admitted to the Executive Fellowship Program. 3 units.

PPA 297B. Executive Fellows Research Seminar. Intended to enhance Executive Fellows' understanding of the state policy making and administrative process, policy implementation, ethical responsibilities of policy and administrative actors, and determinants of policy and administrative success. **Note:** Open only to students admitted to the Executive Fellowship Program. **Prerequisite:** PPA 297A. 3 units.

PPA 298A. Judicial Administrative Fellows Introductory Seminar. Intensive examination and analysis of the administrative operation of the California judicial system and its structures, policies and practices of the system. **Note:** Open only to students admitted to the Judicial Administration Fellows Program. 3 units.

PPA 298B. Judicial Administrative Fellows Research Seminar. Seminar will extend the examination and analysis of the judicial administrative system to include alternative administrative practices, policy implementation strategies, and related administrative issues. Original research will be undertaken. **Note:** Open only to students admitted to the Judicial Administrative Fellows Program. 3 units.

PPA 299. Special Problems. Supervised independent study in public policy and administration. **Prerequisite:** Permission of faculty supervisor and Director of the Master of Public Policy and Administration Program. Graded Credit/No Credit. 1-3 units.

PPA 500. Culminating Experience. Completion of a thesis or project. **Note:** Open only to students who have been advanced to candidacy who have secured permission of the graduate coordinator. Credit awarded upon completion of culminating requirement. Graded Credit/No Credit. 3-6 units.