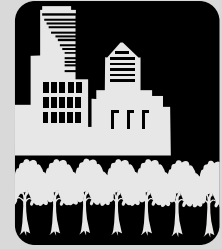


public policy and administration



minor ■ master of public policy and administration

Program Description

Public Policy and Administration offers interdisciplinary programs designed to equip 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.

Special Features

- The proximity of CSUS to the State Capitol 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, in the evening, and on Saturday to accommodate the scheduling interests of students who are employed in the daytime or who have other obligations that require evening schedules.

Faculty

Miguel Ceja, Donald Gerth, Timothy Hodson, Cristy Jensen, Mary Kirlin, Edward Lascher, Elizabeth Moulds, Nancy Shulock, David Spence, Robert Wassmer, Robert Waste

Contact Information

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Undergraduate Program

Requirements ■ Minor

Units required for minor: 24

A. Required Lower Division Courses (6 units)

- (3) ECON 001B Introduction to Microeconomics Analysis
- (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 (GOVT 001 or GOVT 150)
- (3) PPA 140 Effective Public Organization (GOVT 001 or GOVT 150)
- (3) ECON 110 Cost Benefit Analysis (ECON 001B)
- (3) GOVT 170 Public Policy Development (GOVT 001 or equivalent. Passing score on the WPE)
- (3) Select one of the following:
 - OBE 151 Diversity and Management
 - OBE 153 Management of Human Resources
 - OBE 155 Conflict Management and Negotiation
- (3) PPA 191 Culminating Project in Public Policy and Administration (GOVT 001 or GOVT 150; PPA 100 may be taken concurrently with instructor permission.)

Graduate Program

Admission Requirements

Admission to classified standing in the program requires:

- the baccalaureate degree;
- a GPA of 3.0 for all undergraduate course work and in the last 60 units;
- results of the Graduate Record Examination (GRE) General Test;
- completion of: STAT 001, ECON 001B, and GOVT 001 (or their equivalents at other colleges or universities as determined by the Department Chair);
- 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

All prospective students must file the following with the Office of Graduate Studies:

- an online application for admission;
- two sets of official transcripts from all colleges and universities attended, *other than CSUS*; and
- GRE scores.

The items below should be submitted to the Department 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 at least four of the program's required courses (except PPA 295) with a minimum grade of "B" in each and an overall grade point average of at least 3.0;
- received approval of a written proposal for the culminating requirement from the thesis advisor and the Department Chair; and
- passed the Writing Proficiency Examination (WPE) or secured approval for a WPE waiver.

Department specific advancement to candidacy forms are available in the Department office.

Requirements ■ Master of Public Policy and Administration Degree

Units required for the MPPA: 36-42

Minimum required GPA: 3.0

Courses in parentheses are prerequisites.

A. Required Courses (27-33 units)

- (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 001B, STAT 001, PPA 205, or instructor permission)
- (3) PPA 210 Political Environment of Policy Making (PPA 200 or instructor permission)
- (3) PPA 220A Applied Economic Analysis I (ECON 001B or instructor permission)

- (3) PPA 220B Applied Economic Analysis II (PPA 220A)
- (3) PPA 230 Public Budgeting and Finance
- (3) PPA 240A Public Management and Administration I (1) graduate standing and 2) completion of PPA program prerequisites, or instructor permission)
- (3) PPA 240B Public Management and Administration II (PPA 240A)
- (3-6) PPA 295* Internship in Public Policy and Administration (PPA 200)

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

B. Electives (6 units)

PPA graduate students are required to take 6 units of elective courses. Ordinarily at least 3 of these units should be chosen from among the graduate level elective courses offered by the Department of Public Policy and Administration. As appropriate, the requirement to take at least 3 units within PPA may be waived with the approval of the student’s academic advisor and the Department Chair.

Graduate level PPA elective courses include the following:

- (3) PPA 250 California Land Use Policy
- (3) PPA 251 Urban Problems, Economics, and Public Policy (PPA 220A or ECON 100B)
- (3) PPA 260 Working with Legislatures
- (3) PPA 284 Urban Policy

Additionally, the Department has offered experimental (PPA 296) electives in the past, and will continue to do so. For example, the Department recently has offered experimental electives in the areas of collaborative decision making and higher education.

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.

Emphasizes the variety of professional contributions made by people new to the public policy and administration arena. Explores venues for participation at different levels of government and outside the public sector. Considers analytical, political, and ethical challenges faced by newcomers to the policy arena. Provides context for policy making by the American national and California state governments. **Prerequisite:** GOVT 001 or GOVT 150. 3 units.

PPA 140. Effective Public Organization. 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 organizational 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:** 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:** GOVT 001 or GOVT 150; PPA 100 may be taken concurrently with instructor permission. 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.

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 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. **Prerequisite:** PPA 200 or instructor permission. 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 001B, 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 240A. Public Management and Administration I. 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 applying classic organizational theory and introductory leadership skills and issues. **Prerequisite:** 1) graduate standing and 2) completion of PPA program prerequisites, or instructor permission. 3 units.

PPA 240B. Public Management and Administration II. Continuation of PPA 240A. Examines concepts and approaches used in analyzing and understanding complex organizations. Emphasis is placed on ability to intervene and assist public agencies by designing intervention plans, engaging in strategic planning, promoting interdepartmental effectiveness, using advanced leadership issues and techniques, and using advanced organizational development strategies. **Prerequisite:** PPA 240A. 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. 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 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 the Department Chair. Graded Credit/No Credit. 1-3 units.

PPA 500. Culminating Experience. Completion of a thesis or project approved for the Master's degree. **Prerequisite:** Advanced to candidacy and permission of the graduate coordinator. Graded Credit/No Credit. 3-6 units.