



Public Policy and Administration

College of Social Sciences and Interdisciplinary Studies

Master of Public Policy and Administration
Certificate

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 Sacramento State 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 Sacramento State campus to the main operations of the California state government.

Note: The Department of Public Policy and Administration, in collaboration with the College of Business Administration, offers an interdisciplinary Master's of Science in Urban Land Development. It also offers an interdisciplinary doctorate in education in collaboration with the College of Education. Both of these programs are listed separately in this catalog.

Special Features

- The proximity of Sacramento State 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 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.
- Reflecting on growing national interest in collaborative methods, and the need for mid-level administrators in the judicial system, the Department now offers certificates in Collaborative Governance and Judicial Administration.

UNDERGRADUATE PROGRAM

Requirements • Study in Public Policy and Administration

Units required: 6

A. Offered Courses (6 units)

- | | | |
|-----|---------|---|
| (3) | PPA 100 | Introduction to Public Policy and Administration (GOVT 1 or GOVT 150) |
| (3) | PPA 150 | Collaborative Problem Solving Practicum (Any one of the following or instructor permission: ANTH 101, ANTH 142, COMS 116, COMS 119, CRJ 164, ENVS 171, GOVT 170, GOVT 180, ID 124 or its equivalent, HROB 155, PPA 100, PSYC 135, PSYC 145, SOC 130, SOC 150, SOC 190, or SWRK 102) |

Faculty

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

Contact Information

Robert Wassmer, Department Chair
Suzi Byrd, Administrative Support Coordinator
Tahoe Hall 3038
(916) 278-6557
www.csus.edu/ppa

GRADUATE PROGRAMS

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 1, ECON 1B, and GOVT 1 (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 (220 if computer-based) 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 Sacramento State*; 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 five 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: 39-45

Minimum required GPA: 3.0

Courses in parentheses are prerequisites.

A. Required Courses (30-33 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 1B, STAT 1, 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 1B 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 (Graduate standing and completion on 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 |
| (3) | PPA 260 | Working with Legislatures |
| (3) | PPA 270 | Introduction to Collaborative Policy Making (PPA 200 and PPA 210 or instructor permission) |
| (3) | PPA 271 | Practice in Collaborative Policy Making (PPA 200 or instructor permission) |
| (3) | PPA 280 | Higher Education Policy |
| (3) | PPA 281 | Higher Education Leadership (PPA 200) |
| (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, higher education, and judicial administration.

C. Culminating Requirement (3-6 units)

- | | | |
|-----|---------|---|
| (3) | PPA 500 | Culminating Experience (Advancement to Candidacy) |
|-----|---------|---|

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.

Requirements • Concentration in Judicial Administration

Units required for Concentration: 9 units

Admission Requirements

- Enrollment in the Sacramento State MPPA Program

Required Courses (9 units)

- | | | |
|-----|---------|---|
| (3) | PPA 291 | Court Governance and Operations |
| (3) | PPA 292 | Court Management (PPA 291 or instructor permission) |
| (3) | PPA 293 | Court Leadership |

Requirements • Certificate in Collaborative Governance

Units required for Certificate: 9 units

Admission Requirements

- Enrollment in the Sacramento State MPPA program **OR**
- Graduation from the Sacramento State MPPA program **OR**
- Application for the Certificate in Collaborative Governance **AND**
 1. The baccalaureate degree
 2. A written statement of purpose
 3. Three letters of recommendation
 4. Completion of PPA 200 and PPA 210, or their equivalent(s) with grades of “B-” or better in each.

Required Courses (9 units)

- | | | |
|-----|---------|---|
| (3) | PPA 270 | Introduction to Collaborative Policy Making (PPA 200 and PPA 210, or instructor permission) |
| (3) | PPA 271 | Practice of Collaborative Policy Making (PPA 200 or instructor permission) |
| (3) | PPA 272 | Advanced Practice in Collaborative Policy (PPA 270 or PPA 271 or instructor permission) |

Requirements • Certificate in Judicial Administration

Units required for Certificate: 12 units

Admission Requirements

- Enrollment in the Sacramento State MPAA Program **OR**
- The Baccalaureate degree **AND** application for the Graduate Certificate in Judicial Administration **AND** determination that the application meets standards to be developed by the Department of Public Policy and Administration.

Required Courses (12 units)

- | | | |
|-----|---------|--|
| (3) | PPA 291 | Court Governance and Operations |
| (3) | PPA 292 | Court Management (PPA 291 or instructor permission.) |
| (3) | PPA 293 | Court Leadership |

- | | | |
|-----|---------|--|
| (3) | PPA 294 | Emerging Issues in Judicial Administration |
|-----|---------|--|

Upper Division Courses

PPA 100. Introduction to Public Policy and Administration.

Explores context and process for policy making by national and California state governments, including ethical dimensions. Applications are developed from students' and instructor's areas of interest including K-12 and higher education, land-use policy, and aging issues such as elder advocacy, Social Security, and Medicaid. Provides background and skills for entry level positions in public or non-profit organizations. **Prerequisite:** GOVT 1 or GOVT 150 or equivalent. **Cross-listed:** GERO 102; only one may be counted for credit. **Units:** 3.0.

PPA 150. Collaborative Problem Solving Practicum.

Builds skills in using collaboration for group problem solving. Topics include working with cultural diversity, principled negotiation, designing collaborative processes, and the role of collaboration in solving public problems. Approach is practical and interdisciplinary, using active learning exercises supplemented by discussion and lecture. **Prerequisite:** Any one of the following or instructor permission: ANTH 101, ANTH 142, COMS 116, COMS 119, CRJ 164, ENV5 171, GOVT 170, GOVT 180, ID 124 or its equivalent, HROB 155, PPA 100, PSYC 135, PSYC 145, SOC 130, SOC 150, SOC 190, or SWRK 102. **Units:** 3.0.

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. **Units:** 3.0.

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. **Units:** 3.0.

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 1B, STAT 1, PPA 205 or instructor permission. **Units:** 3.0.

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. **Units:** 3.0.

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 1B, or instructor permission. **Units:** 3.0.

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. **Units:** 3.0.

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. **Units:** 3.0.

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. **Units:** 3.0.

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. **Units:** 3.0.

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. **Units:** 3.0.

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 U.S. 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:** ECON 251; only one may be counted for credit. **Units:** 3.0.

PPA 260. Working with Legislatures. Analyzes key elements of the legislative process in the U.S. 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. **Units:** 3.0.

PPA 270. Introduction to Collaborative Policy Making. Examines the theory and practice of collaborative policy-making using case studies of major collaborative processes. Topics include interpretative policy analysis, deliberative democracy theory, public participation, collaborative policy networks, the use of dialogue in public policy, resolution of policy controversies, and consensus building. **Prerequisite:** PPA 200 and PPA 210, or approval of instructor. **Units:** 3.0.

PPA 271. Practice of Collaborative Policy Making. Provides a foundation in the collaborative strategies and methods used in public policy. Begins with basic methods in collaborative meeting facilitation and interest-based negotiation. Addresses the different venues of collaboration and public dispute resolution including multi-party consensus building, collaborative organizational learning, public participation, community leadership, and network analysis and management. **Note:** Priority will be given to students who have completed PPA 296H or PPA 270. **Prerequisite:** PPA 200 or instructor permission. **Units:** 3.0.

PPA 280. Higher Education Policy. Explores key topics in higher education public policy at the federal and state levels in their historical and contemporary contexts. It emphasizes topics that are relevant to California, including governance, access, equity, finance, higher education and state economic development, student preparation, K-16 planning and articulation, accountability, diversity, and pedagogy. Addresses current issues in state policy and will involve analysis of current policy issues and proposals. **Note:** Open only to graduate students; non-PPA students need instructor permission. **Prerequisite:** PPA 200 for PPA majors. **Units:** 3.0.

PPA 281. Higher Education Leadership. Focuses on the various dimensions of leadership structures in higher education institutions. Contemporary theories of leadership serve as the context for deepening student understanding of higher education institutions as highly complex, multifaceted organizations, both in their governing structure and in their approach to solving problems. Also draws on leadership theories to help students meet challenges in a constantly changing social, political, economic, and legal environment. **Note:** Open only to graduate students; non-PPA students need instructor permission. **Prerequisite:** PPA 200 for PPA majors. **Units:** 3.0.

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:** GOVT 284; only one may be counted for credit. **Units:** 3.0.

PPA 291. Court Governance and Operations. Studies the state judiciary as both independent and interdependent with the legislative and executive branches of government at both the state and local level. The goal is to develop foundational knowledge of the historical and evolving governing and operational principles of the California court system. **Units:** 3.0.

PPA 292. Court Management. Provides training in key court administrative areas identified by such organizations as the National Association of Court Management (e.g., case flow management). Drawing from interdisciplinary literature on management theory, court case studies illustrate and provide context. **Prerequisite:** PPA 291 or instructor permission. **Units:** 3.0.

PPA 293. Court Leadership. Examines leadership in the court environment as distinct from management. Investigates how leadership principles are exercised in pivotal areas of the courts such as: community relations, creativity and innovation, organizational change, workforce development, succession planning, strategic planning and re-engineering. **Units:** 3.0.

PPA 294. Emerging Issues in Judicial Administration. Addresses pressing issues in judicial administration (e.g., courts in an electronic world, rising administrative workloads, greater number of self-represented litigants). Specific topics may change from year to year depending on the urgency of topics and nature of policy implications. **Units:** 3.0.

PPA 295. Internship in Public Policy and Administration. Supervised work experience in a government or related organization. **Prerequisite:** PPA 200. **Graded:** Credit / No Credit. **Units:** 3.0-6.0.

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 students apply. **Units:** 1.0-3.0.

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. **Units:** 3.0.

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. **Units:** 3.0.

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 Administrative Fellows Program. **Units:** 3.0.

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. **Units:** 3.0.

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. **Units:** 1.0-3.0.

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:** Thesis in Progress. **Units:** 3.0.