



# PUBLIC POLICY AND ADMINISTRATION

MASTER OF PUBLIC POLICY  
AND ADMINISTRATION

## PROGRAM DESCRIPTION

The Graduate Program in Public Policy and Administration is an interdisciplinary program designed to equip its 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 program differs from other similar programs in that it focuses 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 in the program, 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 program's internship feature is greatly strengthened by the placements available in California state government, local government and related organizations.

The 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

Cristy Jensen, *Director*

Timothy Hodson; Barry Keene; Robert Wassmer;  
Edward Lascher

Suzi Byrd, *Department Secretary*  
*Department Office, BUS-3038, 278-6557*

## 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 1, ECON 1A and 1B, and GOVT 1
- 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)
- three letters of recommendation from individuals with knowledge of the applicant's academic and professional potential

A student with 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 Cristy Jensen, *Director*  
Graduate Program in Public Policy and Administration  
California State University  
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
- Graduate Record Examinations General Test scores

The items below should be submitted to the Program Office:

- written statement of purpose
- letters of recommendation
- program application
- 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
- 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 36-39 units of coursework with a minimum 3.0 GPA.

**Courses in parentheses are prerequisites.**

#### A. Required Courses (24-27 units)

- (3) PPA 200 Introduction to Public Policy & Administration
- (3) PPA 205 Research in Public Policy & Administration
- (3) PPA 207 Quantitative Methods in Public Policy & Administration (ECON 1A, 1B, STAT 1, acceptance into the graduate program; or permission of instructor)
- (3) PPA 210 Political Environment of Policy Making
- (3) PPA 220A Applied Economic Analysis I (ECON 1A, 1B; or equivalent; or permission of instructor)
- (3) PPA 220B Applied Economic Analysis II (PPA 220A)
- (3) PPA 230 Public Budgeting & Finance
- (3) PPA 240 Public Management & Administration
- (3) PPA 295\* Internship in Public Policy & Administration (PPA 200, 205, 210, 220A, 220B, 230, 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 electives in one of the following areas of concentration:

- 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 units)

(3) PPA 500 Culminating Experience  
Enrollment in PPA 500 is required of each student 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

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## GRADUATE COURSES

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#### 200. An 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.

**205. Research in Public Policy and Administration.** Emphasizes fundamental research and management skills necessary in generating accurate and useful decision-relevant 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.

#### 207. Quantitative Methods in Public Policy and Administration.

The study of quantitative methods as applied in public policy analysis. This course will concentrate on interpreting the results of econometric, statistical, and other public policy studies, on determining the relevance and applicability of quantitative analysis with the larger scheme of public policy decision making.

**Prerequisites:** ECON 1A, 1B, STAT 1, and acceptance into the Public Policy and Administration graduate program; or permission of instructor. 3 units.

#### 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, the course 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.

**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. **Prerequisites:** ECON 1A , 1B; or equivalent; or permission of instructor. 3 units.

**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.

**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. The course 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.

**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.

**250. California Land Use Policy.** This course 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.

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

**296. Experimental Offering 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.

**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.

**500. Culminating Experience.** Completion of a thesis or project. Open only to students who have been advanced to candidacy who have secured permission of the graduate coordinator. Graded Credit/No Credit. 3 units.