

MPA Student Handbook

Academic Year 2022-2023



CALIFORNIA STATE UNIVERSITY
FULLERTON[™]

Division of Politics, Administration & Justice
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Disclaimer: None of the information in this handbook supersedes the University Catalog, any University Policy Statement, or a student's TDA.

INTRODUCTION

Welcome to the Master of Public Administration (MPA) program at California State University, Fullerton (CSUF). This student handbook contains helpful information to guide students through the MPA program.

Mission

The mission of the MPA program at CSUF is to prepare our students for a career in public service by providing a core set of competencies anchored on the foundations of scholarly research and professional practice. Our students develop knowledge, skills, and public service values that equip them to be ethical and exceptional leaders in their communities who act with a commitment to public service, democratic values, accountability, social equity, and diversity.

NASPAA Accreditation

Our MPA program is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA). As such, the goal of the program is to have students acquire the following competencies:

- Lead and manage in public governance
- Participate in and contribute to the policy process
- Analyze, synthesize, think critically, solve problems and make decisions
- Articulate and apply a public service perspective
- Communicate and interact productively with a diverse and changing workforce and citizenry

Our program has been accredited since 1989 and was most recently reaccredited by NASPAA in 2017. To learn more about NASPAA, please visit their website at <http://www.naspaa.org>.

General Facts

CSUF has had a Master in Public Administration program since 1968. Normally we have approximately 100 students with about 30 of those students graduating every year. We are the only public MPA program in Orange County and our alumni are found in most local cities, in many agencies of Orange and Los Angeles counties, and in a wide variety of other governmental and non-profit organizations. Our MPA program primarily focuses on helping students in acquiring the critical knowledge, skills, abilities, and core competencies which prepare them for management and leadership positions in the public sector, provide ethical and well-informed leadership, and adapt to changes in the dynamic field of public administration.

Our typical students have worked full time in a public agency for 3 or more years. They see themselves as people who have the potential to successfully manage others in the agency or city and come here to acquire the tools to do so. Often their supervisors have suggested that they get an MPA. A smaller number are more advanced and have already risen to a leadership position in

their unit and seek the MPA as a way of advancing further. We also have a small number of pre-service students.

Our expectation is that most students are full-time employees and part-time students. Because of this, most of our courses are offered from 7:00 to 9:45 PM, once a week, Monday through Thursday. Our courses are offered in a mix of face-to-face, synchronous online (required weekly Zoom meetings), and hybrid (some required face-to-face meetings, some work done online). The normal course load is 1-2 courses per semester.

We do not currently offer a dual degree with any other programs.

We currently have ten core faculty members teaching the MPA program. A list of program faculty along with their credentials is provided at on the last page of this handbook.

The MPA Program is housed in the Division of Politics, Administration & Justice, which itself part of the College of Humanities and Social Sciences (HSS) at CSUF.

Admissions

We have both Spring and Fall admissions. Spring admissions typically open on August 1 and close November 1, while fall admissions typically open on October 1 and close April 30.

Admissions Process

The prospective student applies to the university online at:
Cal State Apply: <http://www.calstate.edu/apply>

The MPA admissions website with more detailed information is available at:
http://hss.fullerton.edu/paj/PublicAdministration/pa_admissions.aspx

Additional general information on graduate admissions is available at:
http://admissions.fullerton.edu/prospectivestudent/admissions_graduate.php

You are required to have official transcripts sent to CSUF's Office of Admissions and Records. You must send a set of transcripts from all universities and community colleges you have attended. These should be originals sent from the institution. Further instructions can be found here:

http://admissions.fullerton.edu/prospectivestudent/college_transcripts.php

If you are a CSUF alum, contact Admissions to see if your official transcripts are still on file.

The prospective student must also e-mail all of the following material to the MPA program:

- A set of transcripts from all universities and community colleges you have attended (can be unofficial but must be sent directly to the program).
- Statement of purpose/interest
- Current resume

- Two letters of recommendation (if possible one from an immediate supervisor and one from a professor). Letters of rec can come directly from letter writer.
- An admissions checklist that must be included with your application:
http://hss.fullerton.edu/paj/PublicAdministration/MPA_graduate_admission_checklist.pdf

The above materials should be sent to mpaadmissions@fullerton.edu.

Admissions Criteria

Our minimum requirement for GPA is a 2.75 in your undergraduate degree. The average GPA of our accepted students is 3.3 and we typically have far more applicants than we can admit, therefore we cannot accept all students who qualify for the program. We are more likely to admit students if they are already in the public or nonprofit workforce and we take the written statement of purpose as an indicator of the ability to do graduate level writing. Our goal is to admit students whose university record demonstrates their ability and desire to succeed in both their coursework and the public workplace. For all students, how well you performed in your major, any experience in the public or nonprofit sector, the quality of your written statement of purpose, and letters of recommendation. The higher your grades, the less we will need to weigh your supporting documents. GRE scores are not required, but can be sent to the above address if you would like us to consider them in the admissions process.

Cost of Degree

Tuition Cost

Tuition Fees for Academic Year 2022-2023:

Part Time (0-6 units per semester): \$2,716/semester

Full Time (7 or more units per semester): \$4,222/semester

Non-Resident Tuition Fee: \$396.00 / Semester Unit

If you are not a resident of California, you must add \$396.00 to your registration and tuition fees for each unit of credit you take.

Financial Aid Availability

Comprehensive information on financial aid availability can be found at the Office of Financial Aid: <http://www.fullerton.edu/financialaid/>

From time to time, the Division of Politics, Administration & Justice offers assistantships for graduate students. For more information about this, contact the MPA Coordinator.

Structure of the Program

General

Conferment of the MPA degree requires 12 courses (36 units) with a 'B' average or better (with at least a 'C' in all courses) and successful passage of the comprehensive exams in general public administration and in a concentration area.

Core Courses

Students are required to take courses in

- Introduction to Public Administration
- Organizational theory
- Research methods
- Public finance
- Human resources
- Local government management, state and local government, or public policy
- A capstone course, which is taken in the fall semester before the comprehensive exams.

Concentrations

The program has concentrations in human resource management, local government management, public finance, and public policy. Students are required to choose one (and only one) concentration and take courses in that area. Each concentration consists of a total of three courses: 1-2 concentration core courses and 1-2 concentration electives.

Advisor Approved "General" Electives

The balance of courses can come from elsewhere in the program or from approved courses in other related disciplines. Students can take both 400 level courses and 500 level courses, but no more than 50% of total courses can be 400 level courses. Also, not all POSC courses are approved for MPA students. The general rule is that it should be related to administration. If a class is not on the pre-approved list, it will not be counted toward your degree unless you received approval from the MPA advisor in advance. See the list of approved courses below.

Comprehensive Exam

Students take a comprehensive exam in January of their last semester. The take-home exam consists of two essay questions which assess student knowledge of the general field of public administration and their chosen concentration.

All of the core courses and concentration courses must be satisfactorily completed before students may take the comprehensive exam.

DEGREE REQUIREMENTS

Prerequisites

Students admitted to the program must have completed courses in three areas:

1. American Government or U.S. History: must be completed BEFORE beginning MPA coursework.
2. Statistics or Research Methods: must be completed by the end of the second semester in the program. Any course in statistics or quantitative research methods is sufficient.
3. Economics: must be completed by the end of the second semester in the program. Any course in economics is sufficient.

The prerequisite courses may be at any undergraduate college level. All prerequisite courses must be taken at an accredited college (including community college) or university. Students must earn a “C” or better in these courses. Prerequisites do not count toward your graduate degree or graduate GPA.

Students will know at the time of their admission whether they will need to complete prerequisites. If you have not fulfilled these prerequisites as part of your undergraduate degree, you must submit your transcripts indicating that you have passed these classes to the MPA advisor before you can be placed in a concentration.

Public Administration Core

Students must take all of the following courses:

- **POSC 509** Foundations of Public Administration
- **POSC 521** Capstone Seminar: Public Administration Theory
- **POSC 523** Administrative Research and Analysis
- **POSC 526** Public Organizational Theory & Behavior
- **POSC 571** Public Budgeting and Finance
- **POSC 572** Human Resources Management for Public Organizations

And at least one of the following:

- **POSC 519** State and Local Government
- **POSC 525** Local Government Management
- **POSC 528** Seminar in Public Policy

All core courses must be completed by the time students take the comprehensive exam.

Internship

The internship is required of those few MPA students who have little to no experience working in the public or non-profit sector. Students requiring the internship must enroll in the following course:

- **POSC 497** Internship in Public Administration

The required internship includes a 3-unit class with written work requirements and 300 hours of internship experience in a public or nonprofit organization; as fits the mission of our program, most students intern in local government. Several decades of this internship class have resulted in a list of potential internship opportunities that exceeds 80 organizations.

Students can also earn their internship credit by spending a summer in a public or nonprofit agency internship in Washington D.C. These students often intern with a federal or a nonprofit organization.

The internship coordinator has a long list of placement leads for students who need help securing an internship. This list has been cultivated for decades as have program relationships with agencies/alumni who frequently contact the program to invite intern applications.

Our MPA students secure paid internships in about one-third of cases.

To offset the opportunity costs of unpaid internships, Bruce Lawson (CSUF MPA 1972), has provided financial support through the Lawson Internship in Public Service Award since 2010. This award provides a \$2,000 scholarship to one student each semester based on a competitive application that is evaluated by program faculty.

Concentrations

There are currently four concentrations within the program. All students must choose one. They are:

- **Human Resource Management**
- **Public Finance**
- **Local Government Management**
- **Public Policy**

Students must choose a concentration by the time they are ready to enroll in their third semester.

Concentration in Human Resources

The human resources concentration is designed to prepare students to work in the field of personnel management. The concentration helps students learn the managerial skills and knowledge needed to manage essential human resource functions in public or non-profit organizations.

Concentration Core Course:

- **POSC 572** Human Resources Management for Public Organizations

Concentration Electives (take any two):

- **POSC 423** Diversity in Public Management
- **POSC 475** Administrative Law
- **POSC 522** Seminar in Public Personnel Administration
- **POSC 582** Organizational Development and Change
- **MGMT 441** Labor-Management Relations

Concentration in Public Finance

The purpose of the concentration in public finance is to prepare students for future careers in public financial management. This is accomplished by helping students to become literate in public finance concepts, knowledgeable of best practices in public financial management, and able to interpret financial reports and economic data.

Concentration Core Courses (take both):

- **POSC 571** Public Budgeting and Finance
- **POSC 583** Public Budgeting and Finance II

Concentration Electives (take any one)

- **POSC 421** Government & the Economy
- **POSC 425** Policy Analysis
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **ECON 417** Public Finance

Concentration in Local Government Management

The purpose of the concentration in local government management is to prepare students for a career in local government. This is accomplished by a mix of courses that focus on theoretical and conceptual issues relevant to local government managers and those that impart practical skills.

Concentration Core Course:

- **POSC 525** Local Government Management

Concentration Core Courses (take either one):

- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 519** State and Local Government

Concentration Electives (take any one)

- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 519** State and Local Government
- **POSC 580** Emergency Management in Public Administration
- **POSC 588** Collaborative Governance
- **ENST 595T** Selected Topics in Environmental Problems (note: only certain sections of this course will count. Be sure to check with the MPA advisor in advance)

Concentration in Public Policy

The purpose of the concentration in public policy is to prepare students for future careers in the policy process and public policy analysis. This is accomplished by taking a course in the public policy process, a course policy analysis and at least one additional course in a substantive policy area.

Concentration Core Courses (take both):

- **POSC 425** Policy Analysis
- **POSC 528** Seminar in Public Policy

Concentration Electives (take any one):

- **POSC 421** Government and the Economy
- **POSC 426** Education Politics and Policy
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 539** Seminar in Nonprofit Sector Management
- **CRJU 405** Criminal Justice Policy
- **CRJU/POSC 491** Applied Policy Research
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **PUBH 524** Public Health Administration

Advisor Approved Electives

In addition to the core courses and the minimum requirements for each concentration, students must complete a total of 36 units to be awarded the degree. The following is a list of approved electives for the MPA degree. Additional courses not on this list may be added to a student's degree plan only in consultation with the MPA advisor.

- **POSC 421** Government and the Economy
- **POSC 423** Diversity in Public Management
- **POSC 425** Policy Analysis
- **POSC 426** Education Politics and Policy
- **POSC 427** Metropolitan Politics and Policymaking
- **POSC 446** Corruption, Ethics and Public Policy
- **POSC 459** Social Welfare Politics and Policy
- **POSC 475** Administrative Law
- **POSC 519** State and Local Government
- **POSC 522** Seminar in Public Personnel Administration
- **POSC 525** Local Government Management
- **POSC 528** Seminar in Public Policy
- **POSC 539** Seminar in Nonprofit Sector Management
- **POSC 580** Emergency Management in Public Administration
- **POSC 582** Organizational Development and Change
- **POSC 583** Public Budgeting and Finance II
- **POSC 588** Collaborative Governance
- **POSC 599** Independent Graduate Research
- **POSC/GEOG 478** Urban Planning Principles
- **POSC/GEOG 484** Planning Methods
- **CRJU 404** Capital Punishment
- **CRJU 405** Criminal Justice Policy
- **ECON 416** Benefit Cost and Microeconomic Policy Analysis
- **ECON 417** Public Finance
- **ENST 595T** Selected Topics in Environmental Problems*
- **GEOG 481** Geographic Information Systems: Introduction
- **GEOG 488** Land Use Analysis
- **PUBH 524** Public Health Administration
- **MGMT 441** Labor-Management Relations
- **MGMT 542** Labor and Employment Relations Seminar

*Only certain sections of this course will count. Be sure to check with the MPA advisor in advance.

Comprehensive Exam

The comprehensive exam is administered in January each year. Students must answer two questions: one general public administration question and one question from their concentration. Detailed instructions on the exam format and procedures will be given to students in separate documents prior to the exam.

Requirements

Students must have successfully completed all core courses including POSC 521 Seminar in Public Administration Theory in order to take the comprehensive exam. Students must have also successfully completed ALL of the courses in their concentration area before taking the comprehensive exams.

Grading

Answers to the general questions and concentration questions are graded independently under a blind review process. Students can earn a High Pass, Pass, Low Pass, or Fail on the comprehensive exam questions. A failing grade on either or both of the questions results in a retake of that question. A failing grade is earned when two of the exam readers assign it to an answer.

Retakes

If a student earns a failing grade on the exam, that student has one opportunity to take a second exam to earn a passing grade. The period for retakes is in the same semester, shortly after the exam grades are released. Students who fail to pass the retaken exam may be disqualified from the program, or at the MPA faculty discretion, may be allowed to complete an oral exam. Failure of the oral exam will result in disqualification from the program.

Students with Disabilities

Students with documented disabilities must register with Disability Support Services (DSS) if they will require accommodations so that DSS can make faculty aware of them.

Advising

The program coordinator and the graduate advisor serve as advisors to all MPA students, and will assist students in academic program planning, selection of a concentration, application of transfer credits, and choice of electives. The graduate advisor is also responsible for advising students on matters pertaining to administrative procedures. Other faculty members in the division are available to assist students on an individual basis. In order to make an appointment to meet with the MPA advisor, please e-mail mpaadvising@fullerton.edu. If you have other questions you may call the Division Office at 657-278-3521 (open 8:00 am to 5:00 pm on business days), and the staff will assist you.

It is the responsibility of the student to arrange appointments for advisement and other information in the office of the academic unit offering the degree program. At a minimum, the student should obtain advisement (1) by the time they are in their second semester of coursework in order to be put into a concentration, (2) and when applying for a graduation check prior to the final semester.

It is advisable for the student to maintain a personal file of transcripts and other evidence of grades and achievements, and to have these documents available whenever seeking advisement.

Titan Degree Audit (TDA)

All MPA students are admitted to the program and put into an initial TDA that includes:

- **POSC 509** Foundations of Public Administration
- **POSC 523** Administrative Research and Analysis
- **POSC 526** Public Organizational Theory & Behavior
- **POSC 571** Public Budgeting and Finance
- **POSC 572** Human Resources Management for Public Organizations

These are the only courses that will be allowed to count toward your degree until you meet with the advisor and the advisor puts you into a concentration. Once that is done, all of the other requirements and courses that meet those requirements will be listed on your TDA.

Milestones toward Completion of the Degree

First Semester (Fall or Spring):

Take POSC 509 Foundations of Public Administration and up to ONE of the following:

- **POSC 523** Administrative Research and Analysis
- **POSC 526** Public Organizational Theory & Behavior
- **POSC 571** Public Budgeting and Finance
- **POSC 572** Human Resources Management for Public Organizations

Second Semester (Fall or Spring)*

Meet with MPA Advisor to select a concentration.

Take up to TWO of the following:

- **POSC 523** Administrative Research and Analysis
- **POSC 526** Public Organizational Theory & Behavior
- **POSC 571** Public Budgeting and Finance
- **POSC 572** Human Resources Management for Public Organizations

*Students beginning the program in Spring may enroll in Summer courses that are not included in the above in consultation with the advisor.

Completion of 18 Units:

Eligible to join Pi Alpha Alpha with a GPA of 3.70 or higher

Penultimate Semester (Fall):

Take POSC 521: Seminar in Public Administration Theory. This course prepares students for taking the comprehensive exam. It is offered only in the fall. Students should be in their final 6 units of graduate work in order to enroll.

All other core courses and all concentration courses must be complete.

Final Semester (Spring):

Comprehensive Exam: Taken over the course of a week in mid-January.
File Grad Check when you return completed comprehensive exams.

If you have completed all of your coursework by the time you take the comprehensive exam, you must register for GRAD 700 in order to maintain continuous enrollment in the university that Spring.

GRADUATE ACADEMIC STANDARDS

The following is from University Policy Statement (UPS) 410.106 ACADEMIC STANDARDS FOR GRADUATE DEGREE STUDENTS

General requirements for the graduate degree

I. General requirements for the graduate degree

- A. A master's degree requires a minimum of 30 approved semester units
- B. Graduate degree Study Plans for each program are defined in the University's official catalog and are modified through changes in the curriculum governed by university policy. The following restrictions apply to Study Plans:
 - 1. For the master's degree, at least twenty-one (21) semester units or half the units required by the program, whichever is larger, must be taken in residence as part of the student's degree program.
 - d. Courses transferred and courses taken through California State University, Fullerton (CSUF) extension are not in-residence units.
 - 2. A maximum of nine units of extension credit may, with the approval of the departmental graduate advisor, be used to obtain a master's degree, regardless of the number of units required for the program.
 - 3. All courses on the Study Plan for the master's degree must be at the 400-or 500-or equivalent level. 400-level General Education courses may not be counted toward the Study Plan.
 - a. 400-level courses used on the Study Plan must be approved for graduate credit.
 - 4. The typical academic standard is that at least 70 percent of all Study Plan courses for the master's degree must be at the 500-level. However, with prior approval, upon the recommendation of the Graduate Education Committee, master's programs may permit students to include up to 50 percent of coursework at the 400-level. Such programs should justify a standard of 50 percent in the course of program performance reviews.
 - 5. The master's degree Study Plan may include no more than nine units of post-baccalaureate work taken at this institution before admission to an approved program.
 - 6. Prerequisite requirements for admission may not be used on a Study Plan.
 - 7. A limited number of CR/NC graded courses, identified by the respective Department, that are clinical practicum, internship, applied skills, fieldwork, performance, or similar courses may be used on a graduate Study Plan; however, at least twenty four (24) semester units or half the units in the program, whichever is greater, must be coursework with letter grades.
 - 8. The master's Study Plan may include no more than six (6) semester units of thesis or project work.
 - 9. The Study Plan may include no more than six (6) semester units of Independent Study. The basis for Independent Study courses cannot be another undergraduate or graduate course. Independent Study courses must follow UPS 410.010.

10. The Study Plan may not include courses that were applied to another degree.
11. Changes to the Study Plan that are not in the program curriculum are approved by the graduate advisor and the appropriate Provost designee for graduate studies.

C. The candidate must complete all Study Plan courses within five years (10 consecutive semesters), starting with the earliest course on the Study Plan. Students may petition to extend the time limit to complete the degree to seven (7) years (14 consecutive semesters). Students must retake or validate courses completed more than seven (7) years prior to completing the requirements for the degree. Courses completed more than ten (10) years prior to completing requirements for the degree are not eligible for validation.

1. Degree program coursework is outdated when completed more than five (5) (or seven (7) with extension) years before completing all degree requirements. Validating outdated coursework is allowed by approval of the graduate program advisor, the academic unit offering the subject course, and the appropriate Provost designee.
2. Validation is accomplished by passing a written comprehensive exam of the materials in the course, oral examination, written report, or paper, or by an equivalent method with prior approval of both the graduate program advisor and the appropriate Provost designee.
3. Up to nine (9) units of coursework may be validated. Courses completed more than ten (10) years prior to completing the graduation requirements are not eligible for validation. Outdated transfer coursework cannot be validated.

D. Students are expected to maintain continuous enrollment. Continuous enrollment requires enrollment in the fall and spring semesters from admission to the program of study until awarding of the degree. Students enrolled in a program with a mandatory summer semester must maintain continuous enrollment in fall, spring, and summer.

1. The approved Study Plan is valid as long as the student maintains continuous enrollment requirements for their program.
2. Students not enrolled in courses can maintain continuous enrollment with approved leaves of absence or enrollment in Graduate Studies 700 (GRAD 700).
 - a. Registration for GRAD 700 is restricted to graduate students who have enrolled in all Study Plan coursework, have advisor approval, and the culminating experience is in progress.
 - b. International students need International Student Services approval to take GRAD 700.
3. Students who do not maintain continuous enrollment must re-apply to the University to continue in the program and meet current admissions standards for the re-admitted semester.

E. Students must be Advanced to Candidacy before the degree conferral. Students may advance to candidacy when they are: (1) in classified status; and (2) have completed at least nine (9) units of coursework in the Study Plan. Advancement to candidacy signals that the student is ready to begin the culminating experience. The graduate advisor approves of the courses in the Study Plan, which will be used for degree conferral.

F. The candidate must satisfactorily undergo one culminating experience, which may be a thesis, a project, a comprehensive examination, or a dissertation. This experience should be educationally appropriate to the student and the discipline. An oral presentation

is strongly encouraged. The Department or program is expected to maintain records indicating the culminating experience, the faculty members involved, and completion results.

Admissions Standing for Post-baccalaureate and Graduate Students

II. Admissions Standing for Post-baccalaureate and Graduate Students

A. Post-baccalaureate students have earned a bachelor's degree and are either not in a degree objective or are in a post-baccalaureate, credential, or certificate program.

1. Post-baccalaureate Standing: Unclassified

To qualify for admission with no degree objective, a student must: (1) hold an acceptable bachelor's degree from a regionally accredited institution; (2) have a cumulative grade point average of at least 2.5 or 2.5 GPA in the last 60 semester (90 quarter) units; and (3) have been in good standing at the last institution of higher education attended.

2. Post-baccalaureate Standing: Classified

To qualify for admission to a post-baccalaureate, credential, or certificate program, a student must: (1) meet the requirements for post-baccalaureate unclassified standing; and (2) satisfy any additional program requirements.

B. Graduate students are in a master's or doctoral degree program.

1. Graduate Standing: Conditionally Classified

To qualify for admission with a graduate degree objective, a student must: (1) meet the admission requirements for post-baccalaureate unclassified standing; and (2) meet any additional program admissions requirements.

a. An applicant who shows promise for success but needs additional coursework to prepare for graduate study may be considered for admission in conditionally classified standing with the approval and recommendation of the graduate program advisor. A student admitted in conditionally classified standing may be granted classified standing once the prerequisite conditions are met. The Department must notify the student of prerequisites or preparation required, including specific course names, grades, and time frame for completion. The time frame for meeting prerequisites should not exceed two semesters (counting fall and spring semesters only).

b. Prerequisite courses are needed for sufficient academic preparation for the graduate degree or success in specific graduate courses. Conditional classification should not be used because of lower cumulative GPAs in undergraduate study.

c. After the two-semester conditional period, graduate advisors should assess progress and either move the student to classified status or discontinue the student from the program if the conditions are not satisfied.

2. Graduate Standing: Classified

To qualify for admissions with a classified standing, a student must: (1) meet the admission requirements for post-baccalaureate unclassified standing; and (2) meet any additional program admissions requirements.

a. Classified status signals that the student is ready for graduate study, and no additional courses or prerequisites need to be taken or satisfied.

b. Most students should be admitted in classified standing.

- c. A student can make admissions appeals within fifteen (15) days of the admission decision, up to one appeal per semester. Appeals will be reviewed by the Graduate Admissions Appeals Committee.

Grade point requirements

III. Grade point requirements

To earn a graduate degree, a student must earn a cumulative grade-point average of at least 3.0 in:

- A. All graduate-level units attempted subsequent to admission to a degree program and all Study Plan coursework.
- B. A student may request a change in the Study Plan to raise the Study Plan grade-point average to 3.0 by:
 - 1. Adding no more than six units of approved coursework, or
 - 2. repeating no more than six units of coursework in which a B- (2.7) or lower was earned, or
 - 3. a combination of (a) or (b) not to exceed six (6) units.

Requests to add courses to the Study Plan or repeat courses must be approved by the graduate program advisor and the appropriate Provost designee before registration.

Repeated courses

IV. Repeated courses

- A. Each course on the Study Plan must be completed with a C (2.0) grade or better. Some programs may have higher standards.
- B. If a student receives a grade less than the minimum grade required by the program for a Study Plan course, the course must be repeated and passed with the minimum grade required by the program for that course, or better. A course may be repeated no more than once.
- C. When computing the Study Plan and cumulative graduate CSUF grade-point average, both grades are included if a course is repeated.
- D. Repetition of a course carries no additional unit credit toward a degree.
- E. In extenuating circumstances, the graduate program advisor may request to add another course to the approved Study Plan, with appropriate Provost designee approval. The added course must have the same unit value as the course with the unsatisfactory grade.

Academic Notice and Disqualification

V. Academic Notice and Disqualification

- A. Academic notice is an action which suspends a student's good academic standing and precedes disqualification.
- B. Disqualification removes a student from their program and graduate standing. Further enrollment in courses is not permitted (except through Open University enrollment).
- C. A graduate student enrolled in a graduate degree program is placed on academic notice if the cumulative graduate or the Study Plan grade-point average falls below 3.0.
- D. A graduate student may also be placed on academic notice or disqualified for any of the following reasons: repeated withdrawal; failure to progress toward an educational objective; non-

compliance with an academic requirement; failure to demonstrate a level of professional competence or fitness commensurate with the standards of the discipline being studied; or inappropriate behavior as defined in UPS 300.000, Student Bill of Rights and Responsibilities, and in UPS 300.021, Academic Dishonesty.

E. With the recommendation of the student's graduate program advisor, the appropriate Provost designee will disqualify a student who is on academic notice.

1. Master's or DNP student is placed on academic notice if the student does not, or cannot, raise the Study Plan grade-point average and cumulative graduate grade-point average to 3.0 by the completion of the second regular semester following the session in which the cumulative or Study Plan grade-point average fell below the minimum 3.0 standard.

F. The student will be disqualified from a graduate degree program if that student's grade-point average becomes so low that it cannot be raised to 3.0 within the defined probationary period.

G. If no policy for disqualification appeal is explicitly established at the program level, disqualification appeals will be reviewed by the Graduate Disqualification Appeals Committee.

H. A student who has been disqualified from a master's degree program or a doctoral degree program may apply for readmission to the same program after one calendar year. A re-admitted student must file a new Study Plan that meets current requirements and policies. A disqualified student who wishes to use previous coursework must have it approved by the appropriate Provost designee.

I. A student who has been disqualified may apply for readmission to a different program. A re-admitted student must file a new Study Plan that meets current requirements and policies. A disqualified student who wishes to use previous coursework from a different program must have it approved by the appropriate Provost designee, up to nine units.

Guidelines for Post-baccalaureate and Transfer Coursework

VI. Guidelines for Post-baccalaureate and Transfer Coursework

A. Post-baccalaureate coursework on a student's graduate Study Plan is governed by the general regulations for all graduate degrees. Approval is required by the program advisor and the appropriate Provost designee.

B. A master's student may petition for a maximum of nine units of credit for coursework (either 400-or 500-level) taken while the student was an undergraduate at CSUF, if:

1. The coursework was not used to meet any of the University's requirements for the baccalaureate degree (including major, minor, or concentration).
2. The coursework was taken during the senior year of the student's undergraduate career.
3. The coursework was completed with a grade of B or better.

C. Graduate students may apply to use a limited amount of transfer coursework in meeting the requirements for a graduate degree. Use of transfer work on a student's Study Plan is subject to all other policies concerning Study Plan coursework. Further, the coursework being transferred must:

1. Have been taken at a regionally accredited college or University or equivalent;
2. Have been completed with a grade of B or better;
3. Be acceptable for credit toward the same graduate degree at the institution where the coursework was taken;

4. Not have been used in meeting the requirements for another earned graduate or undergraduate degree;
5. Have been completed within the student's five-year time period required to complete the requirements for the graduate degree at CSUF.

Leaves of Absence

The following is from UPS 330.124 LEAVES OF ABSENCE FOR GRADUATE AND CREDENTIAL STUDENTS

I. OVERVIEW

Continuous enrollment is a normal expectation of graduate degree and credential students, for sound academic reasons including assurance of currency in the field and integration of knowledge at a sophisticated level. Continuous enrollment means that a student registers in every Fall and Spring semester, following admission to the University, until award of the degree or credential. Continuous enrollment further permits degree students to elect the catalog graduation requirements for their degree programs which were in force at the time of admission to the program.

Continuous enrollment for credential students assures continuity in their program and availability of course work in sequence with the credential requirements.

II. PROCEDURES FOR GRANTING LEAVES OF ABSENCE

A. Leaves of absence may be granted to (1) conditionally classified or classified graduate students and (2) students with a credential-only objective who have completed at least one semester of course work.

B. Students requesting a first-time leave of absence for a duration of one semester shall fill out an appropriate form at the Office of Graduate Studies. All leaves are subject to review by the Associate Vice President for Academic Programs or their designee; leaves for credential-only students are also subject to review by the appropriate credential program coordinator. Approval of leaves for students who qualify (Section III) will normally be granted on request.

C. A leave of absence normally is not granted for more than one semester. Students who have had a leave of absence of one semester who request a successive leave, and students requesting any leave of a duration longer than one semester, must have their applications endorsed by the appropriate degree program authority (normally the department chair or graduate adviser) and approved by the Associate Vice President for Academic Programs or their designee. Appropriate substantial documentation shall be provided. In the instance of an approved leave, the student's normal discretion in election of catalog requirements shall be maintained.

III. GROUNDS FOR LEAVES OF ABSENCE

A. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy that makes it impossible or inadvisable for a student to register for classes.

B. Activities that enhance a student's professional career objectives.

- C. Active duty in the armed forces of the United States.
- D. Severe financial hardship.
- E. Other reasons at the discretion of the Associate Vice President for Academic Programs or their designee.

IV. CONSEQUENCES OF LEAVES OF ABSENCE OR BREAK IN ENROLLMENT

Graduate degree or credential students may be granted a leave of absence which maintains their place in the University and in degree or credential programs (i.e., they do not have to reapply following the leave). A leave granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements.

The time limit for completion of course work for which a grade of “Incomplete” has been received may be extended by the instructor when the leave of absence is approved. However, leaves of absence do not affect the time limit for completion of course work for the degree. As students on approved leaves of absence are not required to pay fees, services provided in whole or in part by fees (such as student health center services) are not available to students on approved leaves of absence.

Non-approved breaks in enrollment require that the student reapply for admission to the University. No preference in admissions can be given to students returning from a non- approved break in enrollment. Students who are readmitted to the University and to a degree or credential program following a non-approved break in continuous enrollment are subject to catalog requirements in effect at the time of readmission

Academic Integrity

Academic dishonesty includes such things cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by students to show a possession of a level of knowledge or skill, which they in fact do not possess. Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Plagiarism is defined as the act of taking the work of another and offering it as one’s own without giving credit to that source. Instructors who believe that an act of academic dishonesty has occurred (1) are obligated to discuss the matter with the student(s) involved; (2) should possess reasonable evidence such as documents or personal observation; and (3) may take whatever action (subject to student appeal) they deem appropriate, ranging from an oral reprimand to an F in the course. Additional information on this policy is available from the following document:

http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20300.021.pdf

The Student Conduct guide can be found here:

<http://www.fullerton.edu/integrity/resources/pdfs/Student%20Guide.pdf>

Completion Of Degree and Graduation

An overall minimum graduate grade-point average of 3.0 (B) for all 400-, and 500-level coursework attempted subsequent to admission to a degree program, including all transfer work and previous coursework approved for use in the graduate career, and an overall minimum grade-point average of 3.0 for all coursework is required. Other scholastic, professional and personal standards, the passing of examinations, and other qualifications, may be required.

Deadlines

All coursework for the degree, except final course examinations, must be submitted by the last day of classes, in order to assure granting of the degree by the end of the semester or session. The degree is awarded upon the satisfactory completion of all state and University requirements, as well as the specific requirements approved on the student's graduate degree plan. Award of the degree also requires the recommendation of the appropriate graduate program advisor and committee, the approval of the faculty, and the approval of the associate vice president, Graduate Programs and Research (or designee).

Applying for Graduation

Students must apply for a graduation check and pay the graduation and diploma fee prior to the deadline.

The last date to file the application is listed in the Registration Guide for each regular semester and is posted on the Graduate Studies website. Because comprehensive exams are given in January, MPA students apply for graduation only in spring semester. The effective date of graduation will be the last day of the specific term in which requirements are completed.

Students who fail to complete requirements as planned must update the application for a graduation check and do so by the appropriate deadline. A fee is required to change the graduation date.

Commencement

Commencement ceremonies are held only at the end of the spring semester. Once you have completed the graduation check process, i.e., filed for graduation check and paid the graduation fee, you are eligible to participate in the commencement ceremonies appropriate to your graduate date.

Information concerning commencement activities is sent to students by college dean's offices usually in April of each year. Check the University's website (fullerton.edu/commencement) for further details about commencement events and procedures. Arrangements for cap, gown and hood purchase are made in the campus bookstore, Titan Shops.

400-Level Courses

Not all 400-level courses are approved for graduate credit. Only 400-level courses approved for graduate credit may count toward the MPA degree. The Catalog description states whether a 400-level counts for graduate credit.

In a 400-level course that counts for graduate credit, the instructor must assign additional readings and assignments to graduate students enrolled in the course. These must be described in the syllabus and they may not just be longer versions of assignments assigned to undergraduate students in the same course. A student's graduate course credit for 400-level courses that do not follow this policy may be retroactively revoked.

AWARDS, HONORS AND SCHOLARSHIPS

Irving Stone Prize

The Irving Stone Prize is given to the most outstanding essay written during the previous year by an MPA student for a Public Administration course. Winners receive \$100.

To Enter: Please submit two clean/blinded copies of your essay to the Politics, Administration & Justice Division office by the date to be announced in the spring. Your name should not appear on the essay.

Please attach a cover page with the following information:

1. Name
2. Student ID
3. Class, professor and semester when the paper was written
4. The title of paper

Sidney Baldwin Award

This certificate of recognition is given annually to the outstanding MPA student in the graduating class. The awardee is selected by the Public Administration coordinator and/or faculty after considering students' academic record, including grades, performance on the comprehensive exams, and contributions to the MPA program.

Spirit of Public Service Award

This certificate of recognition is given annually to the MPA student in the graduating class who has demonstrated a consistent commitment to public service in addition to academic excellence. The awardee is selected by the Public Administration coordinator and/or faculty after considering students' academic record and other activities.

Alan Saltzstein Excellence Scholarship

Dr. Saltzstein was the head of the MPA program for many years and his legacy is honored with this \$1,000 scholarship award. The purpose is to reward excellent academic performance for students after completion of 6-12 units in the MPA program and is designed to recognize, reward and encourage our top students as they progress through the program.

Students will receive information regarding application deadlines from the MPA Coordinator during the fall and spring semesters.

Pi Alpha Alpha

Pi Alpha Alpha is the public administration honor society. <http://pialphaalpha.org/>

“The purpose of Pi Alpha Alpha is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration. Its objectives, such as fostering integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. PAA membership identifies those with the highest performance levels in educational programs preparing them for public service careers.”

Requirements:

- 18 Units Completed (halfway through program)
- 3.70 GPA
- Dues: \$75 for Membership

Students will receive information regarding application procedures and deadlines from Pi Alpha Alpha officers or from the faculty advisor.

City Management Fellowship Program

The City Management Fellowship Program (CMFP) is a program designed for students who wish to develop essential management skills and gain invaluable experience in the field. The program offers the unique opportunity to be paired with an Orange County public manager who serves as mentor for the duration of the academic year. Successful applicants will be awarded a \$1,000 scholarship, attend local government management workshops, and one-year membership in the Municipal Management Association of Southern California. Most importantly, the CMFP provides student/fellows with unparalleled networking and behind-the-scenes management experiences.

Application Requirements

1. Have completed at least 12 units
2. Have a 3.5 minimum GPA.
3. Letter of intent emphasizing educational/professional background, reason/interest in applying to the program, and how the CMFP would help achieve future goals and interests
4. Current resume
5. Transcript (may be unofficial)

Students will receive information regarding application deadlines from the MPA Coordinator during the spring semester.

Lawson Internship in Public Service

The Lawson Internship in Public Service offers \$2,000 to at least one MPA student interning in the public or nonprofit sector each semester. This gift is designed to assist students who must forgo other earned income while they get the invaluable experience of a public sector internship. The MPA Program shall present scholarship(s) to an individual(s) meeting the following criteria:

1. Enrolled in the MPA program
2. Enrolled in POSC 497
3. Interning in the public or nonprofit sector
4. A statement by the student in the form of a letter that shall include:
 - a. The student's status in terms of the MPA program
 - b. The student's expectations of the internship and plans for the future
 - c. Any information which addresses the student's situation in regard to special circumstances that would make this scholarship particularly valuable to his/her future career in the public sector

Application:

<http://www.fullerton.edu/financialaid/document/SCHOLARSHIP.pdf>

DC Internship

Since 2006, the Cal State DC program has offered students opportunities to spend a summer studying about and working in our nation's capital. Through our program students enroll in full-time academic units while interning in Washington. For MPA credit, internships can be with executive agencies, advocacy groups, non-profits, and a variety of other offices in and around Washington, D.C. Juniors, seniors, and graduate students from all majors and CSU campuses are encouraged to apply. Internships in the past have included The United States Department of Agriculture, The National Coalition for the Homeless, The Police Foundation, and other offices across a diverse array of interests.

Program costs can vary based upon personal preferences. The primary costs include tuition, room and board, and transportation to and from DC. Tuition is the exact same as if you were taking the classes on the home CSU Fullerton campus.

Please visit the Cal State DC Scholars website for more information:

<http://calstatedcscholars.fullerton.edu/>

CAMPUS RESOURCES AND SUPPORT

Career Center (Langsdorf Hall 208)

<http://www.fullerton.edu/career/>

Children's Center

<https://asi.fullerton.edu/childrens-center>

Diversity Initiatives and Resource Centers (DIRC)

Supports students by building communities that foster a sense of belonging, creating opportunities to engage in self-discovery and critical inquiry, and serving as a hub for resources in inclusive and affirming spaces. We create engagement opportunities that empower, educate, and activate students in the areas of social justice, equity, and anti-racism.

<https://www.fullerton.edu/dircc>

Student Wellness

Counseling and Psychological Services, Disability Support Services, Health Services, TitanWell.

<http://www.fullerton.edu/studentwellness/>

Disability Support Services

If you have a documented disability, you should visit and register with office as soon as possible in order to receive accommodations.

<http://www.fullerton.edu/DSS/>

Graduate Studies

This office maintains graduate forms and documents, can advise you on academic and graduate policies and offers resources such as tutoring, and writing workshops.

<http://www.fullerton.edu/graduate/>

Graduate Studies Center (Langsdorf Hall 216)

The Center provides graduate students a place to study and network, and hosts workshops, graduate learning communities, and writing tutors.

<http://www.fullerton.edu/graduate/services/index.php>

Parking and Transportation Services

<http://parking.fullerton.edu/>

Pollak Library

<http://www.library.fullerton.edu/>

Titan Dreamers Resource Center

<http://www.fullerton.edu/tdrc/>

Titan Shops

This is the campus bookstore from which you can purchase your textbook. It can be accessed through the University's portal or through the Titan Shops website:

<http://www.titanbookstore.com/home.aspx>

TitanCard (Pollak Library 1st Floor – South Wing)

The TitanCard is the university's ID card and is required to use the library and for other campus services.

<http://www.fullerton.edu/IT/services/TitanCard/>

Tuffy's Basic Needs Services

http://www.fullerton.edu/deanofstudents/tuffys_basic_needs/index.php

Veterans Resource Center

<http://www.fullerton.edu/veterans/>

Computer Labs

http://www.fullerton.edu/STS/computer_labs/

Career Center (Langsdorf Hall 208)

<http://www.fullerton.edu/career/>

Office of Financial Aid (Gordon Hall 146)

<http://www.fullerton.edu/financialaid/>

COURSE DESCRIPTIONS

CRJU 405 Criminal Justice Policy

Prerequisites: CRJU 300, CRJU 330. Not open to students who have studied Criminal Justice policy as CRJU 475T. Evolving purposes and practices associated with the development of criminal justice policies, principally in the United States. Topics include sentencing legislation, illustrate the development, adoption and impact of public policy on criminal justice systems.

ECON 416 Economics and Benefit-Cost Analysis

Prerequisites: ECON 201 and classified graduate status in Economics or Environmental Studies or Public Administration. Economics and benefit-cost analysis of public projects. Consumer demand and the estimation of benefits; the nature of cost in a market economy; price controls, unemployment and inflation; and criteria for choice, for multi-year projects. For elective credit in the M.S. Environmental Studies or Master of Public Administration.

ECON 417 Public Finance

Prerequisites: BUAD 301, ECON 310. Government finance at the federal, state and local levels; impact of taxation and spending on resource allocation, income distribution, stabilization and growth.

ENST 595T Selected Topics in Environmental Problems

Prerequisite: graduate standing in Environmental Studies. Various environmental topics, contemporary or historic, that focus on problems (e.g., law, endangered habitats, planning, global environmental issues, etc.) Topic chosen and outline will be circulated prior to registration. May be repeated four times (with different topics) for credit. One or more sections offered online.

GEOG 481 Geographic Information Systems: Introduction

Methods and applications of computer-assisted mapping and geographic information systems. (2 hours discussion, 3 hours lab)

GEOG 488 Land Use Analysis

Prerequisites: junior, senior or graduate standing and consent of instructor. Urban and rural land use and settlement; geographic field problems. Application of geographic techniques and tools to local field studies.

MGMT 441 Labor-Management Relations

Prerequisite: MGMT 340. Impact of labor-management relations upon labor, management and the public. Proper grievance procedure, collective bargaining and settlement of disputes.

MGMT 542 Labor and Employment Relations Seminar

Prerequisites: classified MCBE status, MGMT 516, MGMT 518. Exploration and review of traditional labor relations, as well as the developing issues in employment relations involving non-union employees, with a special focus on the various ways of resolving both labor and employment disputes. Collective bargaining, bargaining by objectives, dispute resolution methods in both interest and rights disputes: arbitration, mediation and fact-finding of both traditional labor disputes involving salaried and professional employees.

POSC 421 Government and the Economy

Prerequisite: POSC 320 or any economics course. Regulation and deregulation of business. Industrial policy. Government taxes and expenditures. Emphasizes national government.

POSC 423 Diversity in Public Management

Prerequisite: POSC 320 or graduate standing. Issues in public employment related to gender, race and ethnicity, disability, veteran status, age, culture and other current topics. Focus on leadership, mentoring, recruitment and discrimination. Topics of current interest include representative bureaucracy, equity and intersectionality.

POSC 425 Policy Analysis

Prerequisite: POSC 100 or graduate standing. Provides the conceptual approach and skills required to understand and project the outcomes and effects of public policy; covers the scope of approaches undertaken in policy analysis from both a political and an economic perspective.

POSC 426 Education Politics and Policy

History and expansion of public education in the United States. Roles of school districts and the state and federal governments in setting education policy. Current issues of education policy and public higher education.

POSC 427 Metropolitan Politics and Policymaking

Prerequisite: POSC 100. Policy issues and alternatives in urban and metropolitan problem areas, such as law enforcement, transportation, housing or poverty.

POSC 446 Corruption, Ethics and Public Policy

Prerequisite: POSC 100. Ethical problems that face persons in the public service. Focuses on practical decision-making.

POSC 459 Social Welfare Politics and Policy

Prerequisite: POSC 100 or graduate standing. American social policies, such as welfare, Social Security, and health care and the political environment in which they exist. Origins, implementation and reforms of current social policies, emphasizing questions of effectiveness and policy improvements.

POSC 475 Administrative Law

Prerequisite: POSC 100. Law as it affects public officials and agencies in their relations with private citizens and the business community. Case materials and regulatory practices.

POSC 497 Internship in Public Administration

Prerequisites: POSC 320 or 509. Students work 12-20 hours per week as supervised interns in a public agency. Supervision by the faculty and cooperating agency. In addition, a weekly seminar.

POSC 509 Foundations of Public Administration

For graduate students in public administration who have not had an introductory course in public administration. Organizational theory and practice, decision-making, systems analysis, performance evaluation and administrative improvement.

POSC 519 State and Local Government

Structure, processes, functions and interrelationships of state and local governments in American society. State, county, municipal and special district government in California as compared with other states.

POSC 521 Capstone Seminar: Public Administration Theory

Concepts, models and ideologies of public administration within the larger political system. Course restricted to students in their final six units of graduate work.

POSC 522 Seminar in Public Personnel Administration

Topics in public personnel administration.

POSC 523 Administrative Research and Analysis

Conceptual methods employed in administrative research and analysis: Organization and procedure of surveys, performance evaluation, social impact assessment, computer data analysis and report writing.

POSC 525 Local Government Management

Prerequisites: 509. Critical administrative issues that local government professionals face. Topics include intergovernmental relations, urban political structure, fragmentation, planning, finance, and service delivery.

POSC 526 Public Organizational Theory & Behavior

Prerequisites: basic statistics and POCS 320, 309 or GERO 501 (pre- or corequisite). Management-oriented analysis of organizational behavior. Treatments of decision-making, leadership, communication, group dynamics and ethical aspects of organization. Application of theories of administration and systems management to public and volunteer programs and services for older adults, including residential institutions and community programs. (Same as GERO 526).

POSC 528 Seminar in Public Policy

Interplay between public policy and program administration in federal government. Discussion of administrators' role in policy development, administrative discretion in implementing policy, use of political resources by administrators.

POSC 539 Seminar in Nonprofit Management

Prerequisite: Graduate standing. Basic pressures that face nonprofits today, within historical and contemporary contexts. Theories of nonprofit accountability and excellence, practical lessons for managing nonprofits, and broad trends shaping the sector.

POSC 571 Public Budgeting and Finance

Prerequisite: POSC 509. Surveys state and local budgeting and taxes. Local financial management and cost benefit analysis. Emphasizes local government in Southern California.

POSC 572 Human Resources Management for Public Organizations

Political and legal environments of public personnel management, the general and career civil services and political appointment system and introduces students to such personnel functions as selection, position classification, performance evaluation and compensation.

POSC 580 Emergency Management in Public Administration

Comprehensive review of the state-of-the-art in prevention, warning, evacuation, rescue and recovery systems. Development of public policy relating to land use planning, recovery and issues of liability; intergovernmental relations and effective planning.

POSC 582 Organizational Development and Change

Prerequisite: POSC 509 or 526. Perspectives and theories on organization change and development. Students will be introduced to a variety of concept skills and tools necessary to achieve organizational goals, deal with change and become a successful change agent.

POSC 583 Public Budgeting and Finance II

Prerequisite: POSC 571. The purpose of this course is to introduce students to basic principles of public sector financial management and accounting. Topics include governmental accounting standards and procedures, revenue sources and tax administration, cash management and purchasing, investment and debt management, and risk management and auditing.

POSC 588 Collaborative Governance

Prerequisite: POSC 509. Covers topics including federalism, intersectoral public administration, intergovernmental relations, public-private partnerships, public contract management, interlocal agreements, network governance.

POSC/GEOG 478 Urban Planning Principles

Prerequisite: GEOG 370 or POSC 320. Seminar/discussion on conceptual themes and legal foundations of American urban planning. Policy areas associated with urbanization and suburbanization processes: land use, economic development, redevelopment, housing systems, neighborhood dynamics and growth management. (Same as POSC 478)

POSC/GEOG 484 Planning Methods

Prerequisite: GEOG 478 or POSC 478. Seminar and Practicum on methods in urban planning. Analytical techniques and basic data sources. Population forecasting, housing surveys, economic development, fiscal impacts and area revitalization. Individual and team projects. (Same as POSC 484)

PUBH 524 Public Health Administration

Principles, practices and skills essential to successful public health administration. U.S. health care system and factors that shape it. Public health services and administration, patterns of diseases, managed care, ethics and quality of care.

FACULTY

Dr. David Adams, Associate Professor: Ph.D. in Public Policy and Public Administration from Auburn University.

Dr. Shelly Arsneault, Professor: Ph.D. in Political Science from Michigan State University.

Antonia Castro-Graham, Lecturer and *Internship Coordinator*: MPA from California State University, Fullerton.

Dr. Meriem Doucette, Associate Professor: Ph.D. in Public Administration and Policy from the University of Georgia's School of Public and International Affairs.

Dr. Sarah A. Hill, Associate Professor: Ph.D. in Social Science from the California Institute of Technology.

Dr. Myungjung "MJ" Kwon, Professor and *MPA Director*: Ph.D. in Public Administration and Policy from Florida State University's Askew School of Public Administration and Policy.

Dr. Scott J. Spitzer, Associate Professor: Ph.D. in Political Science from Columbia University.

Dr. Samuel B. Stone, Associate Professor and *MPA Advisor*: Ph.D. in Public Affairs from Indiana University's O'Neill School of Public & Environmental Affairs.

Dr. Yuan Ting, Professor: Ph.D. in Political Science from Northern Illinois University.

Dr. Justin Tucker, Professor: Ph.D. in Political Science from the University of Kansas.

Dr. Yan Xiao, Assistant Professor: Ph.D. in Public Administration from the University of Nebraska, Omaha's School of Public Administration.