

# MASTER OF PUBLIC ADMINISTRATION

Graduate Advisors: Gen, Joaquin, Shea, Stowers, Wang

## Admission to Program

Apply online through Cal State Apply (<https://www2.calstate.edu/apply/>). Submit the following materials by uploading them to the Cal State Apply online application:

- a. Statement of purpose to the SF State MPA Program. This statement of purpose should describe the following information in a coherent essay (in no more than four pages, double-spaced):
  - Life experiences that have led you to an interest in public service (public or nonprofit)
  - Background in public service, including any work or volunteer experience you might have in public or nonprofit agencies
  - Areas of specific interests in the public service, including what has led you to these specific interests
  - Career and professional goals and aspiration
  - How the MPA degree will be helpful and consistent with your career goals and aspirations
  - Why this is the right time in your career to come into an MPA program and seek the degree
  - Why the SF State MPA degree program is a good fit for you and your career / professional goals
- b. Your current resume.
- c. Two (2) letters of recommendation. These should be from individuals who know the candidate well and can address their potential for succeeding in graduate school. The letters do not have to be from faculty members at an academic institution; they can be from supervisors or others familiar with the candidate's work.

Applicants must meet all university admission requirements to be accepted into the MPA program. Applicants are judged on a competitive basis.

Potential applicants who are still completing their undergraduate work should strengthen their preparation for the program with courses in public administration, economics, politics, public policy, and research techniques as well as experience working in either the public or nonprofit sectors.

## Program Learning Outcomes

- a. Lead and manage in public governance/Meet challenges of rapidly changing world
  - i. Apply a wide range of knowledge about the public service
  - ii. Apply a wide range of knowledge about an elective area within public service
  - iii. Evidence professional skills necessary for the public service
- b. Participate in and contribute to the public policy process
- c. Analyze, synthesize, think critically, solve problems and make decisions
- d. Articulate and apply a public service perspective
- e. Communicate and interact productively with a diverse and changing workforce and citizenry

- i. Write effectively and concisely for an audience of professionals
- ii. Present effectively to small and large groups
- iii. Work effectively in groups and teams
- f. Communicate and work to ensure social justice, equity and other public service values highlighted by the Program

## Written English Proficiency Requirement

The University has a requirement for written English proficiency that is to be assessed at two different levels.

### Level One

Satisfactory performance on the Statement of Purpose should be achieved to gain admission to the degree program.

### Level Two

Master's thesis or strategic assessment memo from P A 890 must be written at a level commensurate with professional standards in the field.

## Advancement to Candidacy

Approval of a student's proposed course of study advances a student to candidacy. Completion of the Advancement to Candidacy (ATC) requirements qualifies the student to apply for the award of the master's degree. Besides meeting University requirements for advancement to candidacy (<http://bulletin.sfsu.edu/graduate-education/academic-policies-procedures/#ATC>), students are required to:

- Complete any other conditions specified by the program.
- Consult regularly with a program advisor.
- Complete required core courses, management perspectives courses, and the capstone course with a grade of B- or better. Complete elective courses with a C or better. Maintain a minimum grade point average of 3.0 overall.

Upon advisement, upper division and graduate courses in other disciplines may be accepted if they contribute to a coherent program related to the student's educational objectives.

## Culminating Experience Requirement

Students in the public administration program can choose between two options for their culminating experience:

Students may choose to take a capstone course (P A 890) and complete a written comprehensive examination, the Strategic Assessment Memorandum (SAM). The capstone course focuses on synthesizing the knowledge, skills, and abilities learned in the program through the analysis of case studies from the field. Students complete their portfolio, analyze case studies, and present their strategic assessment of what managers operating in those cases should do to resolve them. The strategic assessment memo is the written presentation of each student's analysis and plan for that case.

Students may also choose to undertake a traditional social science research project, the Master's Thesis (P A 898) option. Working with a faculty committee, students write a prospectus, have it approved the semester before undertaking the research, and write the thesis. After initiating this option, students must maintain continuous enrollment until the thesis is completed.

## Public Administration Program Portfolio

San Francisco State University Public Administration students graduate with a portfolio of work products and evaluations of that work, which demonstrates the knowledge, skills, and abilities acquired in the public administration program. The required components of the portfolio are core competencies and skills crucial for the success of nonprofit and public administrators. Students summarize selected coursework along with explanations of their accomplishments in the degree program, and use it to connect with others in the field.

## Willie L. Brown, Jr. Graduate Fellowship

Willie L. Brown, Jr. Graduate Fellowship is a two-year fellowship awarded on a competitive basis to MPA students who have experienced hardships or barriers in their pursuit of higher education. Applications open each fall for fellowships beginning the following January. The Fellowship includes a one-year internship placement at a San Francisco City/County agency and a second year of applied research and professional development in the MPA Program, including near-peer monitoring and supporting undergraduate fellows. Graduate Fellows receive a stipend of \$10,000/year plus \$3,000 in professional development funding in year 2.

## Eugene I. Pearl Memorial Scholarship

The Eugene I. Pearl Memorial Scholarship is awarded on a competitive basis to students specializing in urban administration.

## Cho Public Service Scholarships

Cho Public Service Scholarships are awarded on a competitive basis for incoming and continuing students. Students are selected on the basis of outstanding academic achievement, outstanding community service, and potential for excellence in the public and nonprofit sectors.

For more information regarding scholarships, visit AcademicWorks (<https://sfsu.academicworks.com>).

## Public Administration (MPA) - 39-42 units

### Core: Foundations (12 units)

Code	Title	Units
P A 700	Foundations of Governance and Management	3
P A 705	Design and Consumption of Research	3
P A 706	Applied Data Analysis	3
P A 715	Policy Process and Civic Engagement	3

### Core: Management Perspectives (12 units)

Select 12 units:

Code	Title	Units
P A 720	Organization Design and Change Management	3
P A 722	Performance Management and Planning	3
P A 724	Economic Perspectives	3
P A 725	Managing Human Capital	3
P A 727	Program and Service Delivery	3
P A 730	Resource Allocation and Management	3

### Internship Requirement (0 - 3 units)

Code	Title	Units
P A 803	Public Affairs Internship	3

Internship requirement may be waived upon evidence and approval of previous or concurrent educationally appropriate work experience in public policy or administration.

## Electives on Advisement (12 units)

Select 12 units from the lists below.

### Culminating Experience Requirement (3 units)

Code	Title	Units
Select one:		
P A 890	Capstone Course in Public Administration	3
P A 898	Master's Thesis	3

## Elective Emphases

### Nonprofit Administration

Code	Title	Units
P A 740	Public Service Management	3
P A 744	Nonprofits, Public Policy and Society	3
P A 741	Emerging Trends in the Public Service	3
P A 745	Perspectives on Nonprofit Management	3
P A 746	Application of Organizational Learning in Nonprofits	3
P A 750	Financial Management in the Public Service	3
P A 753	Decision Making in the Public Sector	3
P A 754	Comparative Perspectives in the Public Service	3
P A 755	Information and Knowledge in the Public Service	3
P A 757	E-Government	3
P A 762	Leading Change Across Sectors	3
P A 775	Program Evaluation	3
M S 800	Museum Management, Law, and Ethics	3
M S 860	Fundraising in Museums	3

### Public Policy

Code	Title	Units
P A 750	Financial Management in the Public Service	3
P A 753	Decision Making in the Public Sector	3
P A 770	Policy Analysis	3
P A 775	Program Evaluation	3
P A/GEORG 776	Environmental Policy	3
P A 777	Criminal Justice Administration	3
P A 783	Urban Housing Policy	3
USP/GEORG 433	Urban Transportation	4
USP/PLSI 560	Urban Poverty and Policy	4
USP/LABR/PLSI 570	Urban Health Policy	3

### Public Service Management

Code	Title	Units
P A 740	Public Service Management	3
P A 750	Financial Management in the Public Service	3
P A 753	Decision Making in the Public Sector	3
P A 754	Comparative Perspectives in the Public Service	3
P A 755	Information and Knowledge in the Public Service	3
P A 757	E-Government	3

P A 762	Leading Change Across Sectors	3
P A 775	Program Evaluation	3

**Urban Administration**

Code	Title	Units
GEOG/USP 433	Urban Transportation	4
GEOG 666	Geography of Garbage: Recycling and Waste Reduction	3
GEOG 667/ USP 515	Environmental Justice: Race, Poverty, and the Environment	4
GEOG 668/ USP 513/PLSI 513	Politics, Law, and the Urban Environment	4
P A 741	Emerging Trends in the Public Service	3
P A 750	Financial Management in the Public Service	3
P A 755	Information and Knowledge in the Public Service	3
P A 757	E-Government	3
P A 762	Leading Change Across Sectors	3
P A 775	Program Evaluation	3
P A 780	Urban Administration	3
P A 781	Sustainable Development in Cities	3
P A 783	Urban Housing Policy	3
P A 784	Intergovernmental Dynamics	3
USP/PLSI 560	Urban Poverty and Policy	4
USP/LABR/PLSI 570	Urban Health Policy	3
USP/PLSI 580	Housing Policy and Planning	3

**Environmental Administration**

The electives in Environmental Administration are offered jointly by the Public Administration Program (School of Public Affairs and Civic Engagement) and the Department of Geography & Environment. It's recommended that students interested in this area take P A 776, one other course from the list of MPA courses below, and two courses from the list of Geography courses below.

Code	Title	Units
ENVS 470	Climate Politics and Policy	3
ENVS 570	Applied Local Sustainability	3
GEOG/USP 433	Urban Transportation	4
GEOG 435	Geography of Global Transportation	4
GEOG/ENVS 600	Environmental Problems and Solutions	3
GEOG 647	Geography of Water Resources	4
GEOG/USP 651	San Francisco Bay Area Environmental Issues	4
GEOG/USP 652	Environmental Impact Analysis	4
GEOG/USP 658	Land-Use Planning	4
GEOG 751	Environmental Management	3
GEOG 820	Human and Social Geography	3
P A/GEOG 776	Environmental Policy	3
P A 781	Sustainable Development in Cities	3

**Criminal Justice Administration**

Code	Title	Units
C J 515	Extremism as Crime	3
C J 525	Global Restorative Justice and Corrections	3
C J 530	Geographies of Social Control and Urban Diversity	3

C J 550	School Violence and Discipline	3
C J 600	Youth Gangs in Community Context	3
P A 741	Emerging Trends in the Public Service	3
P A 750	Financial Management in the Public Service	3
P A 753	Decision Making in the Public Sector	3
P A 754	Comparative Perspectives in the Public Service	3
P A 755	Information and Knowledge in the Public Service	3
P A 757	E-Government	3
P A 762	Leading Change Across Sectors	3
P A 775	Program Evaluation	3
P A 777	Criminal Justice Administration	3

**Gerontological Administration**

Code	Title	Units
GRN 500	Aging and Society	3
GRN 510	Death and Dying in Contemporary Society	3
GRN 705	Aging in a Multidimensional Context	3
GRN 710	Aging Processes: Health and Human Services	3
GRN 715	Age and Social Policy Analysis	3
GRN 725	Aging and Diversity	3
GRN 735	Ethical and Legal Issues in Aging and Social Services	3
GRN 765	Aging and Continuum of Care	3

A variety of 1-unit courses can also be taken as electives. A total of three 1-unit courses may count toward the degree requirements.

Code	Title	Units
P A 707	Qualitative Data Analysis	1
P A 708	Qualitative Interviewing	1
P A 709	Practicum in Statistical Software Applications	1
P A 743	Collaborative Government	1
P A 747	Organizational Ethics: Doing Good, Being Good	1
P A 748	Negotiation and Compromise	1
P A 756	Data Mining and Visualization	1
P A 763	Personal Leadership Development	1