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# Public Administration

In the College of Professional Studies and Fine Arts

**OFFICE: Professional Studies and Fine Arts 100**  
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A Member of the National Association of Schools of Public Affairs and Administration (NASPAA).

## Faculty

Emeritus: Boostrom, Calavita, Clapp, Coates, Dobbs, Gazell, Gilbreath, Gitchoff, Henderson, Kitchen, Kochanski, Lee, Ryan, R., Sparrow, Wilson

Director: Henry

Professors: Caves, Henry, Herzog, Pugh, Rea, Sutton

Associate Professors: McIlwain, Nurge, Sabath, Stock, Ryan, S.

Assistant Professors: Antoninetti, Collins, Espinosa, Flanigan

## Offered by the School of Public Affairs

Master of City Planning degree.

Master of Public Administration degree.

Concentration in city planning.

Concentration in criminal justice administration.

Master of science degree in criminal justice and criminology. (Jointly with the College of Arts and Letters.)

Major in criminal justice with the B.S. degree in applied arts and sciences. (Refer to this section of the catalog on Criminal Justice.)

Major in public administration with the B.A. degree in applied arts and sciences.

Emphasis in city planning.

Major in urban studies with the B.A. degree in liberal arts and sciences. See Interdisciplinary Programs.

Minor in public administration.

Certificate in public administration (available at Imperial Valley Campus only).

Certificate in transborder public administration and governance (refer to the *Graduate Bulletin*).

## The Major

Today, more than ever, the nation is in need of effective leadership and competence in the administration of public affairs. The growth of all levels of government and public service organizations and their increasing responsibilities in a complex society have led directly to the need for more capable public administrators. The primary purpose of the public administration major is to provide knowledge and skills for students who wish to prepare themselves for management careers in government, community agencies, private not-for-profit organizations, planning and consulting firms, and private sector organizations that work in partnership with the public sector.

The undergraduate public administration major is an interdisciplinary program. In addition to the courses taken within the department, provisions have been made for the student to select additional courses in areas as diverse as economics, sociology, social welfare, political science, and psychology. Required preparatory courses for the major include classes in accountancy, economics, information and decision systems, political science, and statistics.

Career opportunities in public administration can be found throughout the public and private sectors, and the future is represented by an expanding job market. The Public Administration Center within the School of Public Affairs provides a comprehensive file of current job openings locally, throughout California, and across the country.

Upon graduation, students have secured a wide variety of administrative positions within government, the private sector, and community agencies. For example, graduating students have recently been placed with city personnel and finance departments, county operating departments, special districts, hospitals, and consulting firms.

## Impacted Program

The public administration major is an impacted program. To be admitted to the public administration major, students must meet the following criteria:

- Complete 18 units in the following courses with a grade of C or higher: Accountancy 201; Economics 101 and 102; Information and Decision Systems 180; Political Science 102; and a three-unit course in elementary statistics. These courses cannot be taken for credit/no credit (Cr/NC);
- Complete a minimum of 60 transferable semester units;
- Have a cumulative GPA of 2.40 or higher;
- Students not meeting the minimum GPA requirement may petition for special consideration.

To complete the major, students must fulfill the degree requirements for the major described in the catalog in effect at the time they are accepted into the premajor at SDSU (assuming continuous enrollment).

## Major Academic Plans (MAPs)

Visit <http://www.sdsu.edu/mymap> for the recommended courses needed to fulfill your major requirements. The MAPs Web site was created to help students navigate the course requirements for their majors and to identify which General Education course will also fulfill a major preparation course requirement.

## Public Administration Major

**With the B.A. Degree in Applied Arts and Sciences**  
**(Major Code: 21021)**

All candidates for a degree in applied arts and sciences must complete the graduation requirements listed in the section of this catalog on "Graduation Requirements."

A minor is not required with this major.

**Preparation for the Major.** Public Administration 200, Accountancy 201, Information and Decision Systems 180, Economics 101 and 102, Political Science 102, and a three-unit course in statistics. (21 units)

These prerequisite courses may not be taken Cr/NC. The minimum grade in each class is C.

**Graduation Writing Assessment Requirement.** Passing the Writing Proficiency Assessment with a score of 10 or above or completing one of the approved upper division writing courses (W) with a grade of C (2.0) or better. See "Graduation Requirements" section for a complete listing of requirements.

**Major.** A minimum of 36 upper division units to include Public Administration 301, 310 or 312 or 315, 330, 340, 450, 460, 497 or 498; and 15 units selected with the approval of an adviser from the public administration faculty. Note: Students may only double count **one** elective course also taken to satisfy the university upper division Explorations of Human Experience requirement. Within this program, students may specialize in such areas as personnel and labor relations, urban management, urban planning, public finance and budgeting, information systems, and environmental management. Interested students must seek guidance from a public administration program faculty adviser.

**Master Plan.** A master plan of the courses taken to fulfill the major must be approved by a public administration program faculty adviser and filed with the Office of Advising and Evaluations one semester before graduation.

**Emphasis in City Planning**  
**(Major Code: 21021)**

**Preparation for the Major.** Public Administration 200, Accountancy 201, Economics 101 and 102, Information and Decision Systems 180, Political Science 102, and a three-unit course in statistics. (21 units)

These prerequisite courses may not be taken Cr/NC. The minimum grade in each class is C.

**Graduation Writing Assessment Requirement.** Passing the Writing Proficiency Assessment with a score of 10 or above or completing one of the approved upper division writing courses (W) with a grade of C (2.0) or better. See "Graduation Requirements" section for a complete listing of requirements.

**Major.** A minimum of 36 upper division units to include Public Administration 301, 310, 330, 340, 450, 460, 497 or 498; and Public Administration 320, 420, 525, and two courses selected from Public Administration 341, 350, 510, and 512.

**Master Plan.** A master plan of the courses taken to fulfill the major must be approved by a city planning program faculty adviser and filed with the Office of Advising and Evaluations one semester before graduation.

## Public Administration Minor

The minor in public administration consists of 24 units to include Public Administration 301, 310 or 312 or 315, 330, 450, Political Science 102 and a course in statistics or Information and Decision Systems 180, and two additional public administration courses with the consent of a public administration adviser. Prerequisites for the minor include Economics 101 and 102.

Courses in the minor may not be counted toward the major, but may be used to satisfy preparation for the major and general education requirements, if applicable. A minimum of six upper division units must be completed in residence at San Diego State University.

## Public Administration Certificate (Imperial Valley Campus)

To receive the certificate a candidate must complete an approved program of 18 units with a minimum grade point average of 2.5. Up to two public administration courses taken at another institution may be included among the required courses with approval of the program adviser.

Requirements include Public Administration 301, 330; three units selected from Public Administration 340, 341, or 450; and nine units in an area of specialization selected with the approval of the adviser.

## Courses (P A)

Refer to *Curricula and Courses and University Policies* sections of this catalog for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

### LOWER DIVISION COURSE

#### P A 200. The Urban Scene (3)

Key issues in public administration, social policy, and city planning. Emphasis on government structure and public decision-making process, organizational behavior, effectiveness of criminal justice policies, zoning, and land use considerations.

### UPPER DIVISION COURSES (Intended for Undergraduates)

#### P A 301. Concepts and Issues in Public Administration (3)

Theory and practice of governmental administration in differing environments, role of administrators in public policy, issues facing administrators, techniques of administration.

#### P A 310. Management of Urban Governments (3)

Problems of local units of government in the urban environment. Organization and function of local agencies. Emphasis on California.

#### P A 312. Management of State Governments (3)

Administrative and constitutional problems of state management in the American federal system. Emphasis on California.

#### P A 315. Management of the Federal Government (3)

Prerequisite: Public Administration 301.

Problems in the administration of the federal government. Leadership, specialization, unity of command, and oversight.

#### P A 320. Introduction to Urban Planning (3)

Introduction to community planning: regional, county, and city. Consideration of master plan including its purposes, contents, and method of adoption.

#### P A 330. Public Personnel Administration (3)

Analysis of personnel problems. Supervision and management of public employees and public organizations in an age of change.

#### P A 340. Administrative Behavior (3)

Social, psychological, and behavioral theories of organization; concepts of administrative leadership; organization and the individual; emphasis on governmental organizations. Not open to students with credit in Psychology 321.

#### P A 341. Administrative Management (3)

Areas and problems of administrative research. Management and operations in public organizations including forecasting, resource allocation, planning and administration of programs, preparation of administrative reports. Quantitative models of managerial decision making.

#### P A 350. Contemporary Urban Issues (3)

Focus on urban areas and urbanism from a public policy perspective; course examines and critiques the physical, economic, social and political dimensions of contemporary American cities utilizing a multidisciplinary approach.

#### P A 420. Methods of Analysis in City Planning (3)

Prerequisites: Public Administration 320 and basic statistics course.

Methods of primary data collection and analysis of secondary data sources for problem solving in city planning, techniques associated with urban design and urban development.

#### P A 440. Microcomputer Applications in Criminal Justice and Public Administration (3) (Offered only at IVC)

Two lectures and three hours of laboratory.

Prerequisite: Limited to criminal justice and public administration majors.

Operation and use of microcomputer hardware and software in criminal justice. Laboratory instruction focuses on applicability of programs to criminal justice operations.

#### P A 450. Fiscal and Budgetary Policy (3)

Prerequisites: Public Administration 301, Economics 101 and 102.

Policies of fiscal administration and budgeting; political implications of the governmental budget process; revenue, debt, and treasury management; the functions of accounting and financial reporting.

#### P A 460. Administration and Public Policy Development (3)

Process of formulating public policy with emphasis on the role of public agencies.

#### P A 480. Leadership and Public Sector (3)

Prerequisite: Public Administration 301.

Leaders as energizing forces for public administration. Analysis of leadership theories and case studies.

#### P A 485. Planning and Public Policy in U.S.-Mexico Border Region (3)

Prerequisite: Public Administration 301.

City planning, regional, and public policy issues in the binational Mexico-U.S. border region. Policy analysis: macro/regional and micro/urban.

#### P A 490. Community Organizing in a Diverse Society (3)

Prerequisite: Upper division standing.

Understanding of barriers, strategies, and benefits of community organizing in diverse communities. Studies of successful "grassroots" leaders and their political and cultural environments for purpose of analyzing and applying concepts of organizing.

P A

## Public Administration

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### **P A 496. Experimental Topics (1-4)**

Selected topics. May be repeated with new content. See *Class Schedule* for specific content. Limit of nine units of any combination of 296, 496, 596 courses applicable to a bachelor's degree.

### **P A 497. Investigation and Report (3)**

Prerequisite: Consent of instructor.

Analysis of special topics. Admission by permission of instructor.

### **P A 498. Internship in Public Administration (2-6) Cr/NC**

Prerequisites: Public Administration 330, 340, 341, 450, and all lower division required courses; senior standing and a "B" (3.0) average in the major.

Students will be assigned to various government agencies and will work under joint supervision of agency heads and the course instructor. Participation in staff and internship conferences. Maximum credit six units.

### **P A 499. Special Study (1-3)**

Prerequisite: Twelve upper division units in public administration.

Individual study. Maximum credit six units.

### **UPPER DIVISION COURSES (Also Acceptable for Advanced Degrees)**

### **P A 510. Intergovernmental Relations in the United States (3)**

Prerequisite: Public Administration 310 or 312 or 315.

Constitution, political and administrative characteristics of American federalism, including regionalism, interstate compacts, and grants-in-aid.

### **P A 512. The Metropolitan Area (3)**

Prerequisite: Public Administration 310 or 312.

Problems of government and administration arising from population patterns and physical and social structures of metropolitan areas.

### **P A 520. Decision Making in the Urban Community (3)**

Prerequisite: Public Administration 310.

Processes of decision making in the management of urban communities.

### **P A 525. The U.S. City Planning Process (3)**

Prerequisite: Public Administration 320 or graduate standing.

Description and critique of traditional city planning process; styles and roles of city planner; city planning values and ethics.

### **P A 530. Negotiation and Bargaining in the Public Service (3)**

Prerequisite: Public Administration 301.

Specific issues such as strategies, the effects of threat, the physical setting, use of a third-party observer and theories of advocacy. Emphasis on analyzing simulations of the bargaining process and developing effective negotiation skills.

### **P A 531. Governmental Employer-Employee Relations (3)**

Prerequisite: Public Administration 330.

Historical development, legal basis, and organizational implications of governmental employer-employee relations; emphasis on California local government.

### **P A 540. Public Administrative Systems Analysis (3)**

Prerequisites: Public Administration 301 and a statistics course.

Systems and organization analysis; work standards and units; procedures analysis; administrative planning.

### **P A 550. Budgetary and Financial Administration in the Public Sector (3)**

Prerequisite: Public Administration 450.

Management trends in public sector financial administration; budgetary procedures and techniques; control and monitoring systems. Cash management, capital projects management, debt administration, disbursement, funds management, and auditing.

### **P A 580. Comparative Public Administration (3)**

Prerequisite: Public Administration 301.

Administrative organization and process of selected foreign and American governments. Analysis of the cultural basis of administrative systems.

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### **GRADUATE COURSES IN PUBLIC ADMINISTRATION and CITY PLANNING Refer to the *Graduate Bulletin*.**

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