

# Public Administration

In the School of Public Affairs

In the College of Professional Studies and Fine Arts

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## General Information

The School of Public Affairs offers graduate study leading to the Master of Public Administration degree, either face-to-face, or online. Research facilities include the Institute of Public and Urban Affairs and the Public Administration Center.

The San Diego metropolitan community affords significant internship opportunities for the graduate student in federal, state, and local government agencies.

*The School of Public Affairs' M.P.A. degree is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) and listed on its annual roster of accredited programs found to be in conformity with standards established for professional master's degrees in public affairs and administration.*

## Master of Public Administration Degree

This degree permits the selection, under advisement, of a program of courses and seminar work which may be oriented toward a generalist approach or with a research focus on border governance, fiscal policy and administration, organizational behavior and development, public policy, or urban administration. Also offered are concentrations in criminal justice administration and city planning, each consisting of 15 units within the required program for the Master of Public Administration. Since management responsibilities are shared by administrators in a number of professional areas in public service, students are encouraged to supplement the study of government and administration with graduate courses in economics, sociology, psychology, business administration, and other related areas.

## Admission to Graduate Study

All students must satisfy the general requirements for admission to the university with classified graduate standing, as described in Part Two of this bulletin. The student must also satisfy the following requirements: (1) a 3.0 grade point average in the undergraduate major and a 2.85 overall average; and (2) an acceptable score on the GRE General Test.

Students applying for admission should electronically submit the university application available at <http://www.calstate.edu/apply> along with the \$55 application fee.

All applicants must submit admissions materials separately to SDSU Graduate Admissions and to the School of Public Affairs.

## Graduate Admissions

The following materials should be submitted as a complete package directly to:

Graduate Admissions  
Enrollment Services  
San Diego State University  
San Diego, CA 92182-7416

- (1) Official transcripts (in sealed envelopes) from all postsecondary institutions attended;

NOTE:

- Students who attended SDSU need only submit transcripts for work completed since last attendance.
  - Students with international coursework must submit both the official transcript and proof of degree. If documents are in a language other than English, they must be accompanied by a certified English translation.
- (2) GRE scores (<http://www.ets.org> SDSU institution code 4682);
  - (3) English language score, if medium of instruction was in a language other than English (<http://www.ets.org> SDSU institution code 4682).

## School of Public Affairs

The following admissions materials must be submitted electronically via DecisionDesk, <http://gra.sdsu.edu/decisiondesk/> before April 1:

- (1) Letters of recommendation (two letters from persons familiar with the applicant's academic ability and accomplishments);
- (2) Statement of purpose.

## Advancement to Candidacy

All students must meet the general requirements for advancement to candidacy, as described in Part Four of this bulletin and be recommended by the faculty. In order to be recommended for advancement, a student must have achieved an overall grade point average of 3.0 with no grade below B- (2.7) in Public Administration 600 and in three additional courses selected from Public Administration 604, 605 or 606, 630, 642, 650, 660.

## Specific Requirements for the Master of Public Administration Degree

**(Major Code: 21021) (SIMS Code: 666901)**

In addition to meeting the requirements for classified graduate standing, students must satisfy the basic requirements for the master's degree as described in Part Four of this bulletin. Students must also complete as a part of their programs: (1) at least 27 units of 600- and 700-numbered courses including Public Administration 600, 604, 605 or 606, 630, 642, 650 and 660; (2) a minimum of nine additional units of 500-level or graduate courses in public administration or related fields selected under advisement. An internship of 12 units (one semester) beyond the 36 units of coursework is required of students who have not had equivalent managerial-level experience. The internship normally will be served in a governmental agency where the intern will perform administrative duties. Placements typically will be made in the office of a city manager, a budget office, a personnel office or in the office of the head of a major operating department. Public Administration 799A, Thesis, must be included in the program unless Plan B with a comprehensive written examination in lieu of the thesis is selected by the student with the approval of a graduate adviser; and (3) Students who specialize in Public Personnel and Labor Relations must take Public Administration 530, 531, 632, and 643.

**Concentration in  
Criminal Justice Administration  
(Major Code: 21051) (SIMS Code: 666926)**

Students must complete 15 units from the following courses as part of the M.P.A. degree:

CJ 602	Seminar in Comparative Criminal Justice System (3)
CJ 603	Seminar in Community and Restorative Justice (3)
CJ 604	Seminar in Criminal Justice and Urban Administration (3)
CJ 605	Seminar in Juvenile Justice and Youth Violence (3)

Criminal Justice elective at the 500- to 700-level (3)

**Concentration in City Planning  
(Major Code: 02061) (SIMS Code: 666918)**

Students must complete the following courses as part of the M.P.A. degree:

P A 525	The U.S. City Planning Process (3)
C P 630	Seminar in Urban Planning Implementation (3)
C P 640	Seminar in Urban Planning Theory (3)
C P 670	History of Urban Planning (3)
C P 690	Seminar in Land Use Planning Principles and Techniques (3)

## Master of Public Administration Degree and Master of Arts Degree in Latin American Studies

### General Information

The School of Public Affairs and the Center for Latin American Studies offer a concurrent graduate program leading to a Master of Public Administration and a Master of Arts in Latin American Studies. This concurrent degree program offers students preparation in the fields of public administration and Latin American studies for the purpose of public administration in fields requiring bi-national understanding of administration in the public sector.

If a student in the concurrent graduate program returns to a single degree program, none of the provisions of the concurrent degree program shall pertain. Transfer units will not be accepted towards the concurrent degrees, nor will previous graduate study or prior degrees be accepted toward meeting the unit requirements.

### Admission to the Degree Curriculum

All students must satisfy the general requirements for admission to the university with classified graduate standing as described in Part Four of this bulletin. The successful applicant will also satisfy the requirements for both the Master of Public Administration and the Master of Arts in Latin American Studies. To be admitted to the program, students must have (1) a 3.0 grade point average in the undergraduate major and 2.85 overall and (2) an acceptable score on the Graduate Record Examination (GRE) General Test. Students applying for admission should electronically submit the university application available at <http://www.calstate.edu/apply> along with the \$55 application fee as described in Part Four of this bulletin.

The following materials should be mailed or delivered to:

Center for Latin American Studies  
(Attention: Graduate Adviser)  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-6038

(1) Personal statement;

(2) Three letters of reference from individuals who have known the student's academic performance (one letter may be from an individual who knows the employment performance of the student).

### Advancement to Candidacy

All students must meet the general requirements for advancement to candidacy as described in Part Four of this bulletin and be recommended by the graduate advisers of both programs. In addition, all students must (1) complete Public Administration 600 and three

additional courses selected from Public Administration 604, 605 or 606, 630, 642, 650, 660; (2) complete Latin American Studies 600 and 601; (3) achieve an overall grade point average of 3.0 in these course with no grade below B-; (4) complete with a grade of B (3.0) or better, Spanish 302 or Portuguese 401, or their equivalents, or three units of 500-level or graduate coursework in Spanish, or pass the American Council of the Teaching of Foreign Languages (ACTFL) oral proficiency examination in either Spanish or Portuguese with a score of 2.0 or above; (5) demonstrate international experience in Latin America through an approved study abroad or an international internship experience, or successful completion of Latin American Studies 550, an approved study abroad experience course.

### Specific Requirements for the MPA/MA Degree

**(Major Code: 21020) (SIMS Code: 666905)**

In addition to meeting the requirements for classified graduate standing and the basic requirements for the master's degree as described in Part Four of this bulletin, the student must complete an officially approved course of study consisting of 54-66 units as outlined below.

- Complete the following core of eight courses (24 units):
 

P A 600	Scope of Public Administration (3)
P A 604	Methods of Analysis in Public and Urban Affairs (3)
P A 630	Seminar in Public Personnel Administration (3)
P A 642	Seminar in Administrative Theory (3)
P A 650	Seminar in Public Financial Management (3)
P A 660	Administration and Public Policy Development (3)
LATAM 600	Seminar in Latin American Studies (3)
LATAM 601	Seminar on Methodology of Latin American Studies (3)
- Complete one of the following courses (3 units):
 

P A 605	Seminar in Research Methods in Public Administration (3)
P A 606	Seminar in Quantitative Approaches to Public Administration (3)
- Complete three courses in one theme listed below (9 units):
 

<b>City Planning Theme</b>	
P A 525	The U.S. City Planning Process (3)
C P 630	Seminar in Urban Planning Implementation (3)
C P 640	Seminar in Urban Planning Theory (3)
C P 670	History of Urban Planning (3)
C P 690	Seminar in Land Use Planning Principles and Techniques (3)
<b>Criminal Justice Administration Theme</b>	
CJ 601	Seminar in the Administration of Criminal Justice (3)
CJ 602	Seminar in Comparative Criminal Justice System (3)
CJ 603	Seminar in Community and Restorative Justice (3)
CJ 604	Seminar in Criminal Justice and Urban Administration (3)
CJ 605	Seminar in Juvenile Justice and Youth Violence (3)
<b>Public Personnel and Labor Relations Theme</b>	
P A 530	Negotiation and Bargaining in the Public Service (3)
P A 531	Governmental Employer-Employee Relations (3)
P A 632	Seminar of Organization Development in the Public Sector (3)
P A 643	Seminar in Administrative Behavior (3)
<b>General Public Administration Theme</b>	
P A 620	Seminar in Management of Urban Governments (3)
P A 632	Seminar of Organization Development in the Public Sector (3)
P A 640	Seminar in Public Administration (3)

4. Complete five courses from at least two departments (15 units):

**Latin American Studies**

- LATAM 540 History, Society, and Ecology of Baja Peninsula (3)
- LATAM 550 Mexican-US Border from a Latin American Perspective (3)
- LATAM 580 Special Topics\* (3)
- LATAM 750 Seminar: Study in Latin America (3)
- LATAM 797 Research (3) Cr/NC/RP
- LATAM 798 Special Study (3) Cr/NC/RP

**Anthropology**

- ANTH 520 Ethnographic Field Methods (3)
- ANTH 529 Urban Anthropology (3)
- ANTH 531 Methods in Applied Anthropology (3)
- ANTH 533 Race, Ethnicity, and Identity\* (3)
- ANTH 582 Regional Anthropology\* (3)
- ANTH 583 Topical Anthropology\* (3)
- ANTH 605 Seminar in Applied Anthropology (3)

**Economics**

- ECON 565 North American Economic Relations (3)
- ECON 600-level or above; may include related elective:  
ECON 561 International Trade (3) or ECON 592 International Monetary Theory and Policy (3)

**Geography**

- GEOG 506 Landscape Ecology\* (3)
- GEOG 573 Population and the Environment\* (3)
- GEOG 574 Water Resources\* (3)

**History**

- HIST 550 Colonial Mexico (3)
- HIST 551 Modern Mexico (3)
- HIST 558 Latin America in World Affairs (3)
- HIST 580 Topics in the History of War and Violence\* (3)
- HIST 640 Directed Readings in Latin American History (3)

**Political Science**

- POL S 562 Religion and Politics in Comparative Perspective (3)
- POL S 564 Political Ecology of Latin America (3)
- POL S 565 Nations and Nationalism (3)
- POL S 566 Political Change in Latin America (3)
- POL S 567 Political Systems of Latin America (3)
- POL S 568 Mexican Politics (3)
- POL S 661 Seminar in the Political Systems of the Developing Nations\* (3)
- POL S 667 Seminar in Latin American Political Systems (3)

**Portuguese**

- PORT 535 Brazilian Literature (3)

**Sociology**

- SOC 522 The Family in Comparative and Cross-Cultural Perspectives (3)
- SOC 554 Sociology of the United States-Mexico Transborder Populations and Globalization (3)

**Spanish**

- SPAN 602 Foundations and Research Methods of Hispanic Linguistics (3)
- SPAN 606 Spanish American Literature: Independence to Present (3)
- SPAN 751 Seminar in Realism\* (3)
- SPAN 752 Seminar in Literature and Culture of the Fin-de-Siècle (3)
- SPAN 760 Seminar in Reading in the Transatlantic Imaginary (3)

\* Acceptable when of relevant content; check with the Latin American Studies graduate adviser before enrolling.

- 5. Students must complete P A 799A or LATAM 799A or P A 797 or LATAM 797 (3 units). The thesis (P A 799A or LATAM 799A) must treat a Latin American related topic in public administration and will be supervised by at least one public administration faculty and at least one member of the Latin American studies faculty. A culminating research experience (P A 797 or LATAM 797) must incorporate field research or an internship, and must result in a project that is approved by the graduate advisers in both programs.
- 6. An internship of 12 units (one semester) beyond the coursework is required of students who have not had equivalent experience. Students should consult with the public administration graduate adviser before enrolling.
- 7. Students must pass the American Council of Teachers of Foreign Language (ACTFL) oral proficiency examination in either Spanish for Portuguese with a score of 2.0 or above.

**Courses Acceptable for Master's Degree Programs in Public Administration (P A)**

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

**UPPER DIVISION COURSES**

**P A 501. Nonprofit Organizations and Government (3)**

Prerequisites: Public Administration 301 and 460.  
How nonprofit organizations interact with government institutions, influence and pressure government through policy advocacy and activism, and partner with government in contracting, public service provision, and policymaking.

**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 571. Managing Water and Energy Resources (3)  
(Offered only at IVC)**

Prerequisite: Public Administration 301.  
Management and economics of water and energy resources, delivery systems, regulatory framework, and renewable resources. Contemporary water and energy management issues.

**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.

**P A 596. Experimental Topics (1-4)**

Selected current topics in public administration. 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. Maximum credit six units of 596 applicable to a bachelor's degree. Credit for 596 and 696 applicable to a master's degree with approval of the graduate adviser.

## GRADUATE COURSES

**P A 600. Scope of Public Administration (3)**

The development of public administration as an academic discipline; a systematic evaluation of the rise and operations of large-scale public bureaucracies.

**P A 604. Methods of Analysis in Public and Urban Affairs (3)**

Prerequisite: Credit or concurrent registration in Public Administration 600.

Research design for problems and cases in public affairs; summarizing and organizing data; methods of projection; sampling theory and application; using census and other secondary data sources.

**P A 605. Seminar in Research Methods in Public Administration (3)**

Prerequisite: Public Administration 604.

Examination of basic research approaches, i.e., legal, historical, and small-group, etc.

**P A 606. Seminar in Quantitative Approaches to Public Administration (3)**

Prerequisite: Public Administration 604.

Advanced techniques for analyzing problems in public and urban affairs; emphasis on computer applications.

**P A 620. Seminar in Management of Urban Governments (3)**

Selected problems in the management of urban governments. Maximum credit six units applicable to a master's degree.

**P A 630. Seminar in Public Personnel Administration (3)**

Prerequisite: Public Administration 600.

Analysis of selected problems in personnel administration; special emphasis on organizational development and consultation skills as emerging personnel functions. Maximum credit six units applicable to a master's degree.

**P A 632. Seminar of Organization Development in the Public Sector (3)**

Prerequisite: Public Administration 600.

Organization development theory and practice. Emphasis on organizational diagnosis, intervention theory, team building and process consultation skills as they apply to public sector organizations.

**P A 640. Seminar in Public Administration (3)**

Selected topics. May be repeated with new content. See *Class Schedule* for specific content. Maximum credit six units applicable to a master's degree.

**P A 642. Seminar in Administrative Theory (3)**

Prerequisite: Public Administration 600.

Organization and management; the executive role, decision making; bureaucracy; authority and power; communication and control and organizational system; tactics and strategies in effective management.

**P A 643. Seminar in Administrative Behavior (3)**

Prerequisite: Public Administration 340.

Intrapersonal, interpersonal and group development knowledge which enhances the administrator's effectiveness. Simulations and structured experiential designs examine behaviors encountered in public bureaucracies.

**P A 650. Seminar in Public Financial Management (3)**

Prerequisite: Public Administration 450.

Economics and politics of the public sector. Theories of public expenditure analysis and revenue generation. Issues of ethics and efficiency in government financial policy.

**P A 660. Administration and Public Policy Development (3)**

Prerequisite: Public Administration 600.

Social, political and administrative problems involved in governmental program development and change.

**P A 791. Readings in Public Administration (3) Cr/NC**

Prerequisites: Public Administration 600 and advancement to candidacy.

Selected readings in the literature of public administration.

**P A 792. Problem Analysis (3)**

Analytical treatment of selected problems in Public Administration. Review of methods for investigation and reporting of data. Consideration of problems in preparation of projects or thesis.

**P A 796. Internship in Public Administration (3-12) Cr/NC**

Prerequisite: Consent of instructor.

The 12 units of 796 will be exempt from the university's requirement that courses graded Cr/NC be limited to 30 percent of units for the master's degree.

**P A 797. Research in Public Administration (3) Cr/NC/RP**

Prerequisite: Consent of director of public affairs.

Research in one of the areas of public administration. Maximum credit six units applicable to a master's degree.

**P A 798. Special Study (1-3) Cr/NC/RP**

Prerequisite: Consent of staff, to be arranged with the director and instructor.

Individual study. Maximum credit six units applicable to a master's degree.

**P A 799A. Thesis (3) Cr/NC/RP**

Prerequisites: An officially appointed thesis committee and advancement to candidacy.

Preparation of a project or thesis for the master's degree.

**P A 799B. Thesis Extension (0) Cr/NC**

Prerequisite: Prior registration in Thesis 799A with an assigned grade symbol of RP.

Registration required in any semester or term following assignment of RP in Course 799A in which the student expects to use the facilities and resources of the university; also student must be registered in the course when the completed thesis is granted final approval.

**P A 799C. Comprehensive Examination Extension (0) Cr/NC**

Prerequisite: Completion or concurrent enrollment in degree program courses.

Registration required of students whose only requirement is completion of the comprehensive examination for the master's degree. Registration in 799C limited to two semesters.