Program Perspective

The Department focuses on expanding the meaning of public administration in government, non-profit, and community organizations. Emphasis is placed upon developing, in its graduates, sensitivities to a wide variety of human, social, and organizational realities in order to assist public organizations in formulating and achieving their goals and striving toward responsible social change.

The program builds on several assumptions:

- that many complex and far-reaching social problems require the stewardship of public agencies;
- that the citizens are or ought to be the central focus of everything public administration does;
- that public agencies should encourage democratic practices, personal education and growth, and improvement in the quality of life within the public sector workplace;
- that public agencies should nurture and support a critical awareness on the part of public administrators, leading to an ability to challenge and change administrative practice; and
- that public administrators need to find creative and innovative ways to provide quality public services, especially in times of resource scarcity.

In sum, we believe the challenge of our changing post-industrial era is best met by humanizing public organizations, by strengthening their capacities for intelligent policy analysis and effective action on behalf of the public good, and by encouraging public administrators to embrace learning, creativity, and innovation.

Faculty

Fogarty, Toni
Professor
Long-term care, health care financing and economics, research methods
(University of California, Berkeley)

Goerl, George
Associate Professor
Finance, budgeting, urban policy
(University of California, Berkeley)

Moon, Michael
Associate Professor
Organizational change, organizational theory, public human resources management
(Columbia University)

Scott, Frank E.
Associate Professor
Public administration theory, ethics, nonprofit management (University of LaVerne)

Umeh, Jombo (“Jay”)
Professor and Chair
Comparative policy and administration, organization theory and public theory, research methods (Texas Tech University)

Admissions Criteria

The MPA degree program is open to students planning careers in public organizations who have a baccalaureate degree from an accredited institution. Admission will be granted based upon the Admission Committee’s overall assessment of the student’s qualifications and academic/career potential, using the following criteria:

- Cumulative undergraduate GPA of at least 2.5;
- Statement of Purpose in pursuing the MPA degree. In a 1-2 page essay double-spaced, please explain who you are, your career goals and how the MPA degree will help you achieve those goals;
- Two letters of academic and/or professional recommendation (on professional letterhead - company or educational institution stationery). The letter writers should include how they know you, if they think you would be successful in the program and why;
- Professional resume/vita;
- All undergraduate/graduate transcripts. (These must be sent directly to University Admissions - NOT the Department.)

Students with GPA below 2.5 will not be considered for admission.

All applicants must submit an online Graduate Admission application declaring Public Administration as a degree objective, and transcripts, at http://www.csumentor.edu/ along with a non-refundable fee. In addition, applicants must also submit the above application materials (items b, c, and d) directly to the Department of Public Affairs and Administration.

Fees:
Refer to the CSUEB website for current fees:
www.csueastbay.edu/schedule
Choose quarter schedule information. Click on “fees.”

Apply:
www.csumentor.edu

For more information on applying to the program or to speak with an advisor, please call the PUAD department at (510) 885-3282. Refer also to the PUAD web site:
http://class.csueastbay.edu/publicadmin/
Foundation Courses

Before starting graduate core courses, students must satisfactorily complete four foundation courses and be admitted to the MPA Program (these courses do not have to be completed prior to applying for the program):

**PUAD 4800**: Public Administration and Society (with a grade of B or better)
**PUAD 4830**: Organization Theory and Behavior (with a grade of B or better)
**PUAD 4840**: Fundamentals of Information Management in the Public Sector (with a grade of B or better)
**PUAD 5000**: Philosophy of Public Administration (with a grade of B or better)

All applicants must pass the foundation courses and be admitted into the program before enrolling in 6000-level courses.

**Writing Skills Test**: All students who have not previously satisfied the Writing Skills Requirement are also required to take the University Writing Skills Test (WST) during their first quarter of enrollment. The WST is a state requirement for all students enrolling in the CSU system. Students should refer to the Testing Office website at www.testing.csueastbay.edu.

The MPA Program

**Degree Requirements - 48 units**

The degree requires completion of 48 quarter units beyond the foundation courses, at least 35 units of which must be completed in residence at CSUEB, as follows:

- **Core Courses -- 20 units**
- **Required and Elective Courses in an Option Area -- 24 units**
- **The Capstone Course -- 4 units**

All PUAD courses carry 4 units each.

**I. Core Courses - 20 Units**

All students should take the following five courses prior to taking the Option Area courses:

- **PUAD 6801**: Public Policy Formulation and Implementation
- **PUAD 6811**: Human Organizations and Social Realities
- **PUAD 6812**: Changing Human Organizations
- **PUAD 6831**: Research Methods in Public Administration I
- **PUAD 6832**: Research Methods in Public Administration II

*(Notes: 6811 must precede 6812. 6831 and 6832 are not sequential; 6832 may be taken before 6831.)*

**II. Option Areas and Electives - 24 Units**

Students choose one of the following three options to specialize in the area of their choice in the MPA Program (a double option is also available). Options include four courses designated to the option, and 8 units of electives which must be taken inside the department.

**Option 1: Health Care Administration (24 units)**

Designed for students who are preparing for an administration, management or policy analyst role in the health care field. The option area focuses on health policy, health services delivery, and management issues in a variety of health care organizations.

**Required courses (16 units):**
- HCA 6200 US Health Care System (4)
- HCA 6250 Strategic Management of Health Care Organizations (4)
- HCA 6260 Health Care Policy Analysis (4)
- HCA 6270 Health Care Management (4)

**Electives (8 units):**
Select two from the following:

- HCA 6201 Introduction to Health Informatics (4)
- HCA 6202 Project and Change Management in Health Informatics (4)
- HCA 6210 Leadership and Change in Health Care Organizations (4)
- HCA 6225 Organization Theory and Behavior in Health Care (4)
- HCA 6240 Health Care Financing and Budgeting (4)
- HCA 6275 Evolution of Managed Care (4)
- HCA 6280 Legal and Ethical Issues in Health Care (4)
- HCA 6290 Health Care Quality Assessment and Improvement (4)
**Option 2: Public Management and Policy Analysis (24 units)**

Designed for students who are focused on managing organizational resources and who wish to be actively involved in the design and implementation of policy. This option area gives students the skills and knowledge base necessary to be an effective public manager or policy analyst.

**Required courses (16 units)**
- PUAD 6815 Ethics and Administrative Responsibility (4)
- PUAD 6842 Governmental Budgeting (4)
- PUAD 6850 Human Resource Management in the Public Sector (4)
- PUAD 6864 Managing Public Organizations (4)

**Electives (8 units)**
Select two from the following:
- PUAD 6802 Seminar in Public Policy Implementation (4)
- PUAD 6809 Seminar in Public Program Evaluation (4)
- PUAD 6830 Advanced Info Mgmt in Public Organizations (4)
- PUAD 6840 Seminar in Public Finance Administration (4)
- PUAD 6854 Seminar in Public Labor Relations (4)
- PUAD 6762 Group Procedures and Facilitation (4)
- PUAD 6765 Organizational Diagnosis and Assessment (4)
- PUAD 6869 Topics in Public Management (4)
- PUAD 6893 Internship in Public Administration (4)
- PUAD 6999 Issues in Public Administration (4)

**Internships**

The Department of Public Affairs and Administration sponsors a graduate internship program as an integral part of the master's program. The internship program provides students with an opportunity to complement their academic studies with practical administrative experience in a city, county, state, federal, or non-profit agency. The internships vary from three to nine months and average 10 to 30 hours per week. Some pay a stipend; others are on a volunteer basis. An internship is not a job placement, but an opportunity for gaining experience. Internships are for 300 hours or two quarters.

**III. Capstone Experience - 4 Units**

Students are required to take one of the following:

- **PUAD 6901: The Graduate Synthesis and Comprehensive Examination**
  Synthesis is the final class. All core courses must be completed before taking it. Synthesis may be taken with one other course with departmental approval.

- **PUAD 6909: The Department Thesis**

- **PUAD 6910: The University Thesis**
  The University Writing Skills Test requirement must also be met before students will be allowed to enroll in these courses.

**General Information**

The Department of Public Affairs and Administration offers a program of study leading to the degree of Master of Public Administration. Options are available in both professional and academic areas. The program is designed to assist full and part-time students in preparing for professional careers in positions of administrative leadership in public and quasi-public organizations, for teaching positions in the community colleges, and for advanced doctoral studies in public administration. Graduate courses are offered in the evenings and to meet the needs of working adults.