

Graduate Center for Public Policy and Administration
California State University, Long Beach

MPA Student Handbook



MASTER OF PUBLIC ADMINISTRATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH

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Faculty and Staff

Graduate Center for Public Policy and Administration

Director.....Dr. Adam Butz

Graduate Advisor.....Dr. Tina Zhao

DLMPA

Master of Public Administration Program (MPA)

The general MPA program is designed with a professional emphasis and provides graduate students with a broad knowledge of specific competencies. The program also develops the student's ability to apply acquired knowledge and skills to the solution of public problems. In addition to the general MPA degree, the GCPPA offers the MPA degree with options in Urban Affairs and Public Works Management. Students may also earn certificates in Employer-Employee Relations and Personnel Management, Public Management Analysis, and Public Sector Financial Management. More information can be found online at <https://www.csulb.edu/college-of-health-human-services/public-policy-and-administration>

Application Process

The application process consists of two separate applications forms: One for the University and the other for the MPA program. Both applications should be submitted at the same time.

CSULB Application

You must apply to the University online at CalStateApply and pay a \$70 fee. You need to submit one official transcript from all colleges and universities attended to Enrollment Services for your application to be reviewed. Requirements for admission as a graduate student are listed in the CSULB Catalog http://catalog.csulb.edu/preview_entity.php?catoid=3&ent_oid=266

Core Courses in the MPA Program

You must complete these courses to earn an MPA degree. You must complete all core courses before you can enroll in PPA 697. You should take PPA 500 in your first semester. You can take courses in any sequence. Be sure to note PPA 555 has a prerequisite microeconomics course and PPA 696 has a prerequisite statistics course.

PPA 500	Foundation of Public Policy and Administration	3 units
PPA 555	Government Budgeting and Finance	3 units
PPA 577	Public Sector Human Resources Management	3 units
PPA 660	Seminar in Organization Theory and Behavior	3 units
PPA 670	Policy Issue Analysis	3 units
PPA 696	Research Methods in Public Administration	3 units

MPA Options

The Public Works Option has one more core course-PPA 554 Public Works Facilities and one less elective course. All other requirements for the MPA degree are the same.

The Urban Affairs Option has one more core course-PPA 610 Seminar Urban Affairs and one less elective course. All other requirements for the MPA degree are the same.

Elective Fields

You may select your elective courses from among those offered by the GCPA as well as from graduate level courses numbered 500 or 600 offered by other departments at the University.

Advancement to candidacy requirements:

1. Completion of at least six units

Maintaining Enrollment

A student who has been admitted to the University and accepted in the MPA program is expected to maintain continuous enrollment. This means you must be registered for one or more courses each Fall and Spring semester until completion of the program. Registration in Summer and Winter is NOT required to maintain continuous enrollment. Students who register for classes at the beginning of the semester but withdraw from all classes before the end of the fourth week of the semester are considered to be absent for the entire semester. In other words, withdrawing from all classes prior to the fourth week of the semester would constitute a break in enrollment.

Educational Leave

Any graduate student in good academic standing is eligible to request an Educational Leave. Students requesting

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Canvas

Canvas is the University's e-learning environment. It provides students with the opportunity to stay connected with their instructors and classmates. Canvas may be a component of some or all of a student's courses as either a supplement to the course, as an element of a hybrid course, or as the structure for a completely online course.

Bob Murphy Access Center

The Bob Murphy Access Center (BMAC), a department within the Student Services Division, ensures access to