MEMORANDUM

DATE: July 24, 2009

TO: Prospective Students in the Off-Campus Master of Public Administration (MPA) Program

FROM: Kurt Cline, M.P.A. Program Director
       Department of Political Science

RE: Upcoming Off-Campus MPA program starting Spring 2010

The Master of Public Administration (MPA) program in the Department of Political Science at California State University, Fresno in partnership with the Division of Continuing and Global Education will begin recruiting for a cohort to begin the MPA program starting Spring 2010. The courses will be offered on the College of the Sequoias campus in Visalia, CA. The exact classroom location has yet to be determined.

We invite you to take part in this educational experience. It is a wonderful opportunity to enhance your administrative/management skills, as well as connect with people in public agencies, as well as those working in nonprofit organizations.

We will be holding several informational meetings in the coming weeks in order to provide more detailed answers to any questions you might have. When these have been scheduled, we will make sure to contact you concerning the time, date, and location. We are hopeful that some of our program alumni will be able to attend these meetings and share their experiences with you.

Space in the cohort will be limited. The university and program application deadline for the Spring 2010 semester is November 1, 2009.

Information attached to this memo includes:

- Brief description of the MPA program
- Information about the off-campus program
- Catalog description of the MPA program
- Program application form and requirements
- Copy of DRAFT course schedule for the future MPA cohort

Should you have any questions before our informational meetings or be unable to attend, please feel free to contact me directly. I will be happy to answer any of your program-related questions. My contact information is as follows: E-mail – kcline@csufresno.edu; Phone – 559.278.2865.
Master of Public Administration
California State University, Fresno

Mission Statement: The Master of Public Administration Program at California State University, Fresno is a NASPAA accredited program that provides a professional degree to individuals seeking to serve the public through the effective administration of public programs.

To accomplish this, the program focuses on developing core competencies of public leadership. These competencies include: critical thinking, analytical skills, and an appreciation for ethical decision making.

The program is open to individuals with or seeking careers in public and nonprofit sectors. The program is committed to the recruitment and education of a diverse student body.

Current Design of the MPA Program: The program is 36 credit-hours. Core or required courses constitute 18 of these credit-hours. The remaining 18 credit-hours consist of program electives that are selected by the student in consultation with the program director.

Core Courses: Program Electives Include*:
Quantitative Applications State and Local Government
Administration and Society Ethics and Public Administration
Public Organization Behavior & Dynamics Grant Writing
Public Budgeting Program Evaluation
Human Resources Management
Public Policy Administration

Choice of electives depends on preferences of student, expertise of faculty, and availability of courses.

MPA Program Faculty: Instruction is provided in the program by the following California State University, Fresno faculty members:

Dr. Kurt Cline; Dr. Jeffrey Cummins; Dr. Kenneth Hansen; Dr. Thomas Holyoke; Dr. Bernadette Muscat; Dr. David Schecter; Dr. Mark Somma

Contact Information: To learn more about the Master of Public Administration Program, please contact:

California State University, Fresno
Department of Political Science
Master of Public Administration Program
2225 E. San Ramon, M/S MF 19
Fresno, CA 93740-8029
Phone: 559.278.2988  FAX: 559.278.5230

MPA Program Director: Kurt Cline  Department Chair: Russ Mardon  Administrative Support Coordinator: Nimat Davis
kcline@csufresno.edu  russm@csufresno.edu  nidavis@csufresno.edu
559.278.2865
Location: College of Sequoias - Visalia, CA

Start Date: Spring 2010

Length of Program: The MPA program is 36 semester units in length. It will take approximately 5 semesters to complete the program. This is a little less than 2 ½ calendar years.

Dates/Times of Courses: Courses for the cohort are held on Friday evenings (6-9pm) and Saturday (9am-4pm). A typical three-unit course meets on alternating weekends for a seven or eight week period. There is usually a two week break between courses during the Fall and Spring semesters. We do not schedule course sessions on holidays and have a more relaxed course schedule during the summer.

Cost, Registration, and Payment: The projected costs of the program are $290 per unit. The program is a 36-unit program. This works out to about $10,440 for the program. This does not include books. Students will be able to get information concerning the purchase of textbooks and access to course materials from each individual professor/instructor. Usually, instructors will provide students information that will allow them to purchase books on-line. Instructors may also place orders for their books at the University bookstore (Kennel Book Store). It is the job of the instructors to inform students of how/where they can purchase or access course information.

Starting in Spring 2010, students will register for courses on-line using the myFresnoState portal (accessible via Fresno State’s main web page www.csufresno.edu). Students will need the username and password for their student (csufresno.edu) e-mail accounts to access this site. Students are required to create this e-mail account upon application to the university. Students may register for courses on a course-by-course basis. In certain circumstances, students may opt to register for all of the courses offered in a particular semester at the beginning of the term. Students wishing to register in this manner need to contact the program director for more information and additional course information.

Starting in Spring 2010, students will pay for courses on-line. Students have the option of paying for the program on a course-by-course basis or they may choose to pay for all of the courses in a given semester at the beginning of the term. Students wishing to utilize this option need to contact the program director for more information and additional course information.

Financial Aid: Students registering for courses in the MPA cohort are eligible for financial aid to help pay for the program. Students usually receive financial aid in the form of student loans. Those seeking to apply for financial aid will need to work with Reiko Obata of the Financial Aid Office (reikoo@csufresno.edu or 559.278.2182). Since you are considered off-campus or GEXTD (graduate extension) students, your affairs are administered differently at the university. So, if you need to apply for financial aid, please contact Reiko Obata first and then proceed accordingly.

To receive student loans, students must register for at least SIX UNITS of courses during a semester. This needs to be done at the beginning of the semester. By applying for all of the courses at once, students will get their student loans disbursed sooner. The registration forms will either be provided by the instructor of the first course in a given semester OR e-mailed/faxed to students before the beginning of the term. If there are any questions about the distribution of forms, please contact the program director, Dr. Kurt Cline (kcline@csufresno.edu or 559.278.2865). Starting Spring 2010, students will also have the option of registering for courses on-line.
Students who will be using financial aid should indicate this on the course registration form where it asks for “method of payment.” Students can simply write in “Financial Aid.” If there are any questions, please contact the program director, Dr. Kurt Cline (kcline@csufresno.edu or 559.278.2865).

**University Application:** The university application process is done on-line at CSUMentor. In addition to the on-line application form, you will need to submit all college/university transcripts, take the GRE (graduate record examination), and pay a $55 fee. All of this information can be found by going through the Division of Graduate Studies website (http://www.csufresno.edu/gradstudies).

Information on taking the GREs can also be found by going through the Division of Graduate Studies website. You will want to take the GREs as soon as possible. Your application will not be considered complete and will not be evaluated by Graduate Admissions until the GRE score is submitted. To expedite this process, students may self-report scores to Graduate Admissions. This allows Graduate Admissions to start the evaluation process. They will verify the student’s scores with official GRE scores submitted by the Educational Testing Service (ETS).

Students may contact the Testing Service (http://www.csufresno.edu/testing/) at California State University, Fresno to schedule an exam time and date. If you feel the need to prepare, you have a couple of options. The first is to enroll in a GRE preparation course provided by the Division of Continuing and Global Education (www.csufresno.edu/cge). Information on this course will be provided as a supplement to this information packet. You may also access it at the web address listed above. Another option would be to simply purchase a review book and take some practice tests (getting used to the way questions are asked, getting used to operating under a time deadline answering these questions).

**Program Application:** The MPA program application is also attached. Applicants must apply to both the university and the program. Our program requires you to fill out a basic application form. In addition to this, we are requiring ONE letter of recommendation. We are not requiring the second. We are also waiving the statement of purpose. All program application materials are to be sent to Dr. Kurt Cline at the Department of Political Science address listed above. This address is also provided on the top of the program application form itself.

**University Contacts:** Since this is an off-campus program, the administrative aspects work a little bit differently. Should students have questions concerning registration, they should contact the Division of Continuing and Global Education. Students should also feel free to contact the Program Director if they have any questions about courses, administrative issues, or the program itself. Important web pages to keep in mind:
Division of Graduate Studies:  
http://www.csufresno.edu/gradstudies/

Division of Continuing and Global Education:  
http://www.csufresno.edu/cge/

California State University, Fresno – Financial Aid Office:  
http://www.csufresno.edu/studentaffairs/programs/financialaid/

California State University, Fresno – Testing Service:  
http://www.csufresno.edu/testing/

Department of Political Science:  
http://www.csufresno.edu/polysci/
CATALOG DESCRIPTION OF
MASTER OF PUBLIC ADMINISTRATION (MPA) PROGRAM

The M.P.A. Program builds on the belief that effective leadership of public agencies requires a basic set of abilities and public values irrespective of the particular characteristics of an organization. Courses in the program focus on the development of critical thinking and analytical skills, as well as an appreciation for ethical decision making.

All students in the program complete a core program of 21 units within the 36 units required for the M.P.A. In consultation with their advisers, students will select the remaining units from graduate public administration courses and courses offered by other departments and programs. These units can be used to further develop a general competence in public administration or to provide students with an opportunity to pursue additional topics of interest. The M.P.A. student can meet the university Graduate Writing Requirement by passing the writing component of the course MPA 210. Please see program director for the written policy. To finish the program students may elect to write a thesis or to take a comprehensive examination.

The curriculum of the program follows the guidelines established by the National Association of Schools of Public Affairs and Administration (NASPAA) and was designed following consultation with senior public administrators in the Fresno area. Consistent with the NASPAA guidelines, the program seeks to prepare administrative specialists who understand the place and role of public agencies and their staffs in the political, social, and economic systems of the United States; who have the analytic tools, both quantitative and qualitative, to diagnose problems and analyze alternative courses of public action; who have the leadership abilities to develop and make effective use of the talents and abilities of agency staffs; who have the abilities required to formulate, implement, and evaluate public policies which are responsible and effective; and who are able to manage an agency in such a way as to make responsible and effective use of its resources now and in the future.
Master of Public Administration Degree Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>18</td>
</tr>
<tr>
<td>(MPA 120g, 200, 210, 230, 245, 260)</td>
<td></td>
</tr>
<tr>
<td>Additional Core</td>
<td>3</td>
</tr>
<tr>
<td>(MPA 215, 240, 250, 280T)</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3-15</td>
</tr>
<tr>
<td>Practitioner’s Seminars</td>
<td>0-6</td>
</tr>
<tr>
<td>(MPA 289T)</td>
<td></td>
</tr>
<tr>
<td>Internship</td>
<td>0-3</td>
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<tr>
<td>(MPA 287)</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>0</td>
</tr>
<tr>
<td>Thesis</td>
<td>0-3</td>
</tr>
<tr>
<td>(MPA 299)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>36</td>
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</tbody>
</table>

All students will be required to take 21 core units; 18 of these core units are prescribed for students. The remaining 3 core units must be selected from the courses listed under the “Additional Core” heading. Students may take more than one course listed under the “Additional Core” heading. If they do, these courses will count towards meeting their “Approved Electives” requirement. MPA students may also choose to take units offered as Practitioner Seminars (MPA 289T). Pre-service or in-service students with less than six months of experience in the public or non-profit sector will be advised to take MPA 287. This will provide them with both a valuable learning and working experience.

To culminate their MPA experience, students may choose either the comprehensive exam or thesis. The comprehensive exam does not count for any units towards the degree, but does satisfy the requirement that students be provided with a culminating experience to their program. The thesis (MPA 299) is worth 3 units toward the degree and also satisfies the culminating experience requirement.

Approved elective courses may be used to build on the foundation of the program’s core offerings. The courses to be used as electives in the MPA program are to be chosen in consultation with the student’s adviser and must be approved by the MPA director. The students’ selection of electives should be guided by their interest in a particular course/topic and its relationship to the practice of public administration.
Admission

Applicants may qualify for admission to the program and thereby take program courses by achieving classified graduate standing. Classified standing requires:

1. An acceptable baccalaureate degree from an institution accredited by a regional accrediting association;
2. Good standing at the last college attended;
3. Submission to the university of transcripts of college work; scores from the Graduate Record Examination Aptitude Test (GRE) or the Graduate Management Admission Test (GMAT); a written statement indicating why the applicant wishes to pursue an M.P.A.; and, if any, evidence of work performance in a public or nonprofit agency (see 4d); and
4. Recommendation for admission by the Admissions Committee of the Master of Public Administration Program. Candidates will be recommended on the basis of the promise they show for successfully completing the program and achieving a successful career in public management and administration. Candidates will be evaluated using a combination of:
   a. grade point average (those with averages of less than 2.75 overall or 3.0 on the last 60 semester units attempted must have compensating strength in other areas)
   b. aptitude for academic work (those with scores of less than 475 on either part of the GRE or on the GMAT must have compensating strength in other areas)
   c. professional goals of the applicant
   d. successful performance in public or nonprofit agency employment as demonstrated by the character of work accomplished, distinctions achieved, and letters of recommendation from persons who can knowingly and comparatively evaluate the on-the-job performance of the candidate over a period of time (this basis for evaluation may be waived for candidates showing great strength in [a] or [b]). Applicants whose native language is not English must also achieve a minimum score of 550 on the Test of English as a Foreign Language.

Courses Offered in the Master of Public Administration (MPA) Program

MPA 120G. Quantitative Applications for Public Administration (3)
Exploring different methods of data analysis for understanding how public decisions are made and public policies are evaluated. Data collection, measurement, sampling, and data analysis — including regression — are explored with practical applications. (2 lecture, 2 lab hours) (Formerly GPA 120G)

MPA 200. Administration and Society (3)
How administration acts and is acted upon by institutional forces and values; role of history, cultural, ethical, political, social, and economic values and institutions; an emphasis on: bureaucracy, economy and democracy, centralization vs. decentralization, professionalism and society; alternatives to bureaucracy. (Formerly GPA 200)
MPA 210. Organizational Theory in Public Administration (3)
A study of the key issues involved in the management of public organizations. This examination of organizational behavior and theories of complex organizations includes the following: leadership styles, communication, organizational change, hierarchy and organizational structure, and organizational culture. (Formerly GPA 210)

MPA 215. State and Local Government (3)
Helps students understand state and local government history and how these governmental units interact with the federal government. Legislatures, executives, courts and city, and county councils are studied, particularly in terms of their emphasis on public policy. (Formerly GPA 280T, GPA 215)

MPA 230. Public Budgeting (3)
Examines the budget process, the use of economic analysis in evaluating taxation and expenditure issues, and the development and analysis of budget proposals. Also includes discussion of burdens and effectiveness of different taxes and considers potential reforms to the budgeting process. (Formerly GPA 230)

MPA 240. Seminar in Public Management (3)
An inquiry into contemporary issues facing public managers. Topics that can be covered include accountability, performance management, development of information technology, e-government, public management reforms, implications of privatization/contracting out, and public governance. (Formerly GPA 240)

MPA 245. Human Resources Management (3)
Explores the development of the merit system in government, hiring and termination, career development, human resource planning, management-labor relations, equal opportunity, affirmative action, workplace diversity, and the legal dimension of the public personnel system.

MPA 250. Ethics and Public Administration (3)
(Same as AETH 202.) Prerequisite: MPA 210. The moral dimensions of public administrative decision-making. The nature of public and private morality; psychological and ethical egoism; relativism; utilitarianism and deontological theories; rights and goods in the public service context; sensitive applications of rules in public agencies. (Formerly GPA 250)

MPA 260. Public Policy Administration (3)
Prerequisites: MPA 120G, 200, 210, 240. A study of policy initiation, formulation, and implementation and a public manager’s role in them; management processes and functions in the policy process; policy justification and advocacy, policy analysis, and implementation evaluation. (Formerly GPA 260)

MPA 280T. Topics in Public Administration (3; max total 6 if no topic repeated)
Selected topics meeting student needs and interests that are not met in other university courses. (Formerly GPA 280T)
**MPA 287. Internship in Public Administration (3)**
Supervised work experience for a realistic exposure to an organizational-bureaucratic environment for students in the M.P.A. program who lack significant work experience in a public or nonprofit organization. CR/NC grading only. (Formerly GPA 287)

**MPA 289T. Practitioner’s Seminar (1; max total 6 if no topic repeated)**
Prerequisite: Some seminars may have course prerequisites. Selected topics in the administration of public programs and agencies examined from the prospective and experience of practitioners. (Formerly GPA 289T)

**MPA 290. Independent Study (1-4; max total 6)**
See Academic Placement — Independent Study. Approved for RP grading. (Formerly GPA 290)

**MPA 299. Thesis (3)**
Prerequisite: See Criteria for Thesis and Project. Preparation, completion, and submission of an acceptable thesis for the master’s degree. Approved for RP grading. (Formerly GPA 299)

**MPA Program Faculty**

Kurt Cline, Ph.D.
Jeffrey Cummins, Ph.D.
Kenneth Hansen, Ph.D.
Thomas Holyoke, Ph.D.
Bernadette Muscat, Ph.D.
David Schecter, Ph.D.
Mark Somma, Ph.D.
FOR ADDITIONAL INFORMATION:

To apply for admission to the graduate program use csufresno.edu website:

Division of Graduate Studies and Research,
Thomas Administration Bldg., Rm. 132,
California State University, Fresno
5241 N. Maple Avenue
Fresno, CA  93740-0051, Phone: (559) 278-2448

For applications for University Scholarships write or call:

Financial Aid Office
Joyal Administrations Bldg.,
5241 N. Maple Avenue
California State University, Fresno
Fresno, CA  93740-0064, Phone:  (559) 278-2183

Information on registration for testing:

Office of Testing Services
Academic Affairs
Family/Food Services, Rm 110
California State University, Fresno
Fresno, CA  93740, Phone:  (559) 278-2457

For Further Information:

Dr. Kurt D. Cline
Program Director
(559) 278-2865
email address: kcline@csufresno.edu

OR WRITE :

California State University, Fresno
Department of Political Science
2225 E. San Ramon
Fresno, CA  93740-8029
(559) 278-2988
Fax#(559) 278-5230
**Application information is considered CONFIDENTIAL. Use of this material is restricted to the Master of Public Administration Program, California State University, Fresno. (Please print or type, use additional 8-1/2 x 11 sheets as necessary).**

**IMPORTANT ADMISSION REQUIREMENTS:**

University Requirements:
- Complete the online university admission application.
- Pay the university application fee
- ONE set of official transcripts must be submitted to California State University, Fresno Admissions
- Take the Graduate Record Examination (GRE) General Test

Program Requirements:
- Complete Program Application Form
- Statement of Purpose: Please attach a typewritten statement of no more than 500 words explaining your reasons for wanting to pursue the MPA degree and what benefits you expect to derive from your studies.
- Two letters of recommendation should also be included.
- Send this Material to: Master of Public Administration, Political Science Department, California State University, Fresno, 2225 E. San Ramon, MCF 244 M/S MF 19, Fresno, CA 93740-8029

Semester and year applying for: Fall _________ Spring _________.

Have you previously applied for graduate study in the Master of Public Administration Program?  No___ Yes___

If yes, when? Fall___________ Spring ____________

Name: _______________________________________________________________________________________

Last      First     Middle

Home Address: ________________________________________________________________________________

No.             St.                            Apt. #                      City                       State                 Zip Code

Phone number: ________________________________________________________________________________

E-mail address (Personal or Professional): __________________________________________________________

Employer Name: _______________________________________________________________________________

Employer Address: _____________________________________________________________________________

Baccalaureate Degree in: __________________________________From: ____________________________________

When: _______________________

Other Degrees held: ___________________________________From: ____________________________________

When: _______________________

Rev. 02/2008
Spring 2010
*MPA 200 Administration & Society (3 units)
Dr. David Schecter
Dates: January 22/23; February 5/6; 19/20; March 5/6
e-mail: schecter@csufresno.edu

*MPA 120g Quantitative Applications for Public Administration (3 units)
Dr. Thomas Holyoke
Dates: March 26/27; April 9/10; 23/24; May 7/8
e-mail: tholyoke@csufresno.edu

Summer 2010
*MPA 210 Organizational Theory in Public Administration (3 units)
Dr. Kenneth Hansen
Dates: June 4/5; 18/19; July 9/10; July 23/24
e-mail: kennethh@csufresno.edu

Fall 2010
MPA 240 Seminar in Public Management (3 units)
Dr. Kurt Cline
Dates: August 20/21; September 10/11; 24/25; October 8/9
e-mail: kcline@csufresno.edu

*MPA 230 Public Budgeting (3 units)
Dr. Jeffrey Cummins
Dates: October 22/23; November 5/6; 19/20; December 3/4
e-mail: jcummins@csufresno.edu

Spring 2011
MPA xxx Course: TBA (3 units)
Instructor: TBA
Dates: January 21/22; February 4/5; 18/19; March 4/5
e-mail:

MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: March 25/26
e-mail:

MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: April 15/16
e-mail:

MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: May 6/7
e-mail:
Summer 2011
MPA xxx  Course: TBA (3 units)
Instructor: TBA
Dates: June 3/4; 17/18; July 8/9; 22/23
e-mail:

Fall 2011
*MPA 245  Human Resources Management (3 units)
Dr. Kurt Cline
Dates: August 19/20; September 9/10; 23/24; October 7/8
e-mail: kcline@csufresno.edu

MPA 250  Ethics in Public Administration
Dr. David Schecter
Dates: October 21/22; November 4/5; 18/19; December 2/3
e-mail: schecter@csufresno.edu

Spring 2012
*MPA 260  Public Policy Administration
Dr. Mark Somma
Dates: January 20/21; February 3/4; 17/18; March 2/3
e-mail: markso@csufresno.edu

MPA 289T  Course: TBA (1 unit)
Instructor: TBA
Dates: March 16/17
e-mail:

MPA 289T  Course: TBA (1 unit)
Instructor: TBA
Dates: March 30/31
e-mail:

MPA 289T  Course: TBA (1 unit)
Instructor: TBA
Dates: April 13/14
e-mail:

*Denotes a Core Course. Students will be tested in all SIX core courses on their comprehensive examination.

Comprehensive Exam  April/May 2012

Additional Notes:

- It is assumed that 3 unit courses will meet every other week and will not meet on weekends which include a holiday weekend.
- Please note that elective courses scheduled are subject to change depending on availability of instructor.