

MEMORANDUM

DATE: August 2015

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 Fall 2015

The Master of Public Administration (MPA) program in the Department of Political Science at California State University, Fresno is nationally accredited through NASPAA. In partnership with the Division of Continuing and Global Education, we will begin recruiting for a cohort to begin the MPA program starting Fall 2015. The courses will be offered 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 Fall 2015 semester is April 1, 2015.

Information attached to this memo includes:

- Brief description of the MPA program
- Information about the off-campus program
- 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: : Working within both the general vision and mission of the California State University, Fresno, the MPA program provides educational opportunities in the area of public and nonprofit administration to those individuals seeking to improve the human condition via public service.

The MPA program prepares individuals to develop competencies that will allow them to effectively serve the public interest.

The MPA program prepares students to gain expertise in public and/or nonprofit management; to educate both elected officials and citizens about public policy tradeoffs; and to facilitate an understanding among diverse perspectives on a given policy issue.

The MPA program provides educational opportunities for individuals to have analytical and critical thinking skills; to appreciate and engage in ethical decision making; and to have the ability to communicate effectively.

Current Design of the MPA Program: The program is 36 credit-hours. Core or required courses constitute 18 of these credit-hours. Three additional credit-hours are selected from a group of courses. The remaining 15 credit-hours consist of program electives that are selected by the student in consultation with the program director.

Core Courses:

Quantitative Applications
Administration and Society
Public Organization Behavior & Dynamics
Public Budgeting
Human Resources Management
Public Policy Administration

Program Electives Include*:

State and Local Government
Ethics and Public Administration
Grant Writing
Program Evaluation

**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. Kathryn Forbes; Dr. Kenneth Hansen; Dr. Thomas Holyoke; Dr. Bernadette Muscat; 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

Department Chair &
MPA Program Director:
Kurt Cline
kcline@csufresno.edu
559.278.2865

Location: TBD - Visalia, CA

Start Date: Fall 2015

Length of Program: The MPA program is 36 semester units in length. It will take approximately 29 months 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 \$425 per unit. The program is a 36-unit program. This works out to about \$15,300 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. Instructors will provide students with information that will allow them to purchase books on-line. Instructors may also place orders for their books at the Kennel Bookstore (<http://www.kennelbookstore.com/home.aspx>). It is the job of the instructors to inform students of how/where they can purchase or access course information and materials.

Students may register for courses on-line using the *myFresnoState* portal (accessible via Fresno State's main web page www.fresnostate.edu) or using a paper copy of the registration form. 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. Students may opt to register for all of the courses offered in a particular semester at the beginning of the term. If a student is using financial aid to pay for courses, they must register for all six units, usually two courses, in a given fall or spring semester. The MPA program director will provide students the five-digit class number, which they will need to register for courses.

The process to register for courses on-line may be found at the following web address:
<http://www.fresnostate.edu/cge/registration/howtoregister.html>

Registration form may be downloaded at the following web address:
<http://www.fresnostate.edu/cge/registration/index.html>

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 will need to pay for the course within 24 hours of registration or they will be disenrolled from the course. The lone exception for this is if students are using financial aid to pay for courses and indicate this to the Division of Continuing and Global Education upon registration.

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. Since you are considered off-campus or GEXTD (graduate extension) students, your affairs are administered differently at the university. So, if you have questions concerning financial aid, you will want to contact Norma Medellin (norma_medellin@csufresno.edu or 559.278.2182) of the Financial Aid Office.

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.

Please use the following registration process if you plan to use financial aid to pay for courses:

- (1) Complete a Free Application for Federal Student Aid (FAFSA) for the academic year in which you are registering for courses.
- (2) Inform the MPA program director you plan to use financial aid
- (3) Please indicate on course registration form or in an email to Monica Acosta (moacosta@csufresno.edu or 559.278.0415) at the Division of Continuing and Global Education you will be using financial aid.
- (4) Register for all six units in a fall or spring semester.
- (5) Seek confirmation from Continuing and Global Education you have been enrolled in courses. You may contact Monica Acosta (moacosta@csufresno.edu or 559.278.0415).
- (6) Contact Financial Aid Office concerning the disbursement of your funds.

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.fresnostate.edu/studentaffairs/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 option would be to simply purchase a review book and take some practice tests (becoming familiar with the way questions are asked; becoming familiar with operating under a time deadline answering these questions). Education Testing Services (ETS), Kaplan, and The Princeton Review publish such materials. A second option is to enroll in a GRE preparation course, either online or classroom version. These courses are provided by Kaplan, The Princeton Review, and PowerScore Test Preparation among others.

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.fresnostate.edu/academics/gradstudies/>

Division of Continuing and Global Education:

<http://www.fresnostate.edu/cge/>

California State University, Fresno – Financial Aid Office:

<http://www.fresnostate.edu/studentaffairs/programs/financialaid/>

California State University, Fresno – Testing Service:

<http://www.fresnostate.edu/studentaffairs/testing/>

Department of Political Science:

<http://www.fresnostate.edu/socialsciences/polysci/>

Master of Public Administration program:

<http://www.fresnostate.edu/socialsciences/polysci/degrees/ma-pubadmin.html>

South Valley Cohort – Schedule of Courses (Class of 2017)

*****Preliminary Draft*****

Fall 2015

- *MPA 200 Administration & Society (3 units)
Dr. Kurt Cline
Dates: August 21/22; September 11/12; September 25/26; October 9/10
e-mail: kcline@csufresno.edu
- *MPA 201 Quantitative Applications for Public Administration (3 units)
Dr. Thomas Holyoke
Dates: October 23/24; November 6/7; 20/21; December 4/5
e-mail: tholyoke@csufresno.edu

Spring 2016

- MPA 240 Seminar in Public Management (3 units)
Dr. Kurt Cline
Dates: January 22/23; February 5/6; February 19/20; March 4/5
e-mail: kcline@csufresno.edu
- *MPA 230 Public Budgeting (3 units)
Dr. Jeffrey Cummins
Dates: March 25/26; April 8/9; April 22/23; May 6/7
e-mail: jcummins@csufresno.edu

Summer 2016

- *MPA 210 Organizational Theory (3 units)
Dr. Kenneth Hansen
Dates: June 10/11; June 24/25; July 15/16; July 29/30
e-mail: kennethh@csufresno.edu

Fall 2016

- *MPA 280T Victim Services Program Management
Dr. Bernadette Muscat
Dates: August 26/27; September 9/10; September 23/24; October 7/8
e-mail: bmuscat@csufresno.edu
- MPA 289T Course: Grant Writing (1 unit)
Dr. Bernadette Muscat
Dates: October 21/22
e-mail: bmuscat@csufresno.edu
- MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: November 18/19
e-mail:
- MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: December 9/10
e-mail:

Spring 2017

MPA 245 Human Resources Management
Dr. Kenneth Hansen
Dates: January 26/27; February 10/11; February 24/25; March 10/11
e-mail: kennethh@csufresno.edu

MPA xxx Course:
Instructor:
Dates: March 31/April 1; April 14/15; April 28/29; May 12/13
e-mail:

Summer 2017

MPA 250 Ethics in Public Administration (3 units)
Dr. Marn Cha
Dates: June 9/10; June 23/24; July 14/15; July 28/29
e-mail: marnc@csufresno.edu

Fall 2017

*MPA 260 Public Policy Administration
Dr. Kurt Cline
Dates: August 25/26; September 8/9; September 22/23; October 6/7
e-mail: kcline@csufresno.edu

MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: October 20/21
e-mail:

MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: November 17/18
e-mail:

MPA 289T Course: TBA (1 unit)
Instructor: TBA
Dates: December 8/9
e-mail:

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

Comprehensive Exam

October/November 2017

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.**