MASTER OF PUBLIC ADMINISTRATION

Graduate Advisors: Gen, Joaquin, Shea, Stowers, Wang

Admission to Program
The graduate admission application to San Francisco State University is a two-part process. You must submit Part One and Part Two of your graduate admission application simultaneously by the deadline to be considered for admission.

Part one:
Apply online through CSU Mentor for a Graduate Program (http://www.csumentor.edu/AdmissionApp/grad_apply.asp). The Office of Graduate Admissions no longer accepts paper applications to graduate programs.

Send all required documents noted on your online SF Gateway Portal “To Do List” to the Division of Graduate Studies:

Graduate Admissions
SF State University
1600 Holloway Ave, ADM 250
San Francisco, CA 94132

Part two:
Submit the following materials directly to the Public Administration Program:

1. Statement of purpose to the SF State MPA Program. This statement of purpose should describe the following information in a coherent essay (in no more four pages, double spaced):
   - Life experiences that have led you to an interest in public service (public or nonprofit)
   - Background in the public service, including any work or volunteer experience you might have in public or nonprofit agencies
   - Areas of specific interests in the public service, including what has led you to these specific interests
   - Career and professional goals and aspiration
   - How the MPA degree will be helpful and consistent with your career goals and aspirations
   - Why this is the right time in your career to come into a MPA program and seek the degree
   - Why the SF State MPA degree program is a good fit for you and your career / professional goals

2. Your current resume.
3. Two (2) letters of recommendation. These should be from individuals who know the candidate well and can address their potential for succeeding in graduate school. The letters do not have to be from faculty members at an academic institution, they can be from supervisors or others familiar with the candidate’s work.

Send the documents requested in Part TWO directly to the Public Administration Program:

Public Administration Program
835 Market Street, 6th Floor, Suite 679
San Francisco, CA 94103

Applicants must meet all university admission requirements to be accepted into the MPA program. Applicants are judged on a competitive basis.

Potential applicants who are still completing their undergraduate work should strengthen their preparation for the program with courses in public administration, economics, politics, public policy, and research techniques as well as experience working in either the public or nonprofit sectors.

Written English Proficiency Requirement
The University has a requirement for written English proficiency that is to be assessed at two different levels.

Level One
Satisfactory performance on the Statement of Purpose should be achieved in order to gain admission to the degree program.

Level Two
Master’s thesis or strategic assessment memo from P A 890 must be written at a level commensurate with professional standards in the field.

Advancement to Candidacy
Approval of a student’s proposed course of study advances a student to candidacy. Completion of the Advancement to Candidacy (ATC) requirements qualifies the student to apply for the award of the master’s degree. Besides meeting University requirements for advancement to candidacy, students are required to:

- Complete prerequisites and any other conditions specified by the program.
- Complete at least 6 units of work in graduate courses.
- Maintain a cumulative 3.0 GPA in all course work and in courses specified in the Advancement to Candidacy.
- Consult regularly with a program advisor.

Upon advisement, upper division and graduate courses in other disciplines may be accepted if they contribute to a coherent program related to the student’s educational objectives.

Courses that are required for the major must be completed with a grade of B- or better. A minimum grade point average of 3.0 must be maintained.

Culminating Experience Requirement
Students in the public administration program can choose between two options for their culminating experience:

Students may choose to take a capstone course (P A 890) and complete a written comprehensive examination, the Strategic Assessment Memorandum (SAM). The capstone course focuses on synthesizing the knowledge, skills, and abilities learned in the program through the analysis of case studies from the field. Students complete their portfolio, analyze case studies, and present their strategic assessment of what managers operating in those cases should do to resolve them. The strategic assessment memo is the written presentation of each student’s analysis and plan for that case.

Students may also choose to undertake a traditional social science research project, the Master’s Thesis (P A 898) option. Working with a faculty committee, students write a prospectus, have it approved the
semester before undertaking the research, and write the thesis. After initiating this option, students must enroll each additional semester in the 499 CEL course until the thesis is completed.

**Public Administration Program Portfolium**
San Francisco State University Public Administration students graduate with a portfolio of work products and evaluations of that work, which demonstrates the knowledge, skills, and abilities acquired in the public administration program. The required components of the portfolio are core competencies and skills crucial for the success of nonprofit and public administrators. Students publish selected course work along with explanations of their accomplishments in the degree program on the platform and use it to connect with others in the field.

**Eugene I. Pearl Memorial Scholarship**
The Eugene I. Pearl Memorial Scholarship is awarded on a competitive basis to students specializing in urban administration. This scholarship reimburses students for the cost of their textbooks.

**Cho Public Service Scholarships**
Cho Public Service Scholarships are awarded on a competitive basis for incoming and continuing students. Students are selected on the basis of outstanding academic achievement, outstanding community service, and potential for excellence in the public and nonprofit sectors.

**Merritt Community Capital Scholarship**
The Merritt Community Capital Scholarship Fund in Public Administration is awarded on a competitive basis to students interested in the fields of affordable housing, finance, development, and management. Affordable housing is an integral component of public administration and community development strategies, and the career development of committed affordable housing professionals are vital to the continued success of our current housing delivery and management systems.

For more information regarding scholarships, visit AcademicWorks (https://sfsu.academicworks.com).

**Public Administration (MPA) — 39 – 42 units**

**Core Requirements (12 units)**

- **P A 700** Foundations of Governance and Management 3
- **P A 705** Design and Consumption of Research 3
- **P A 706** Applied Data Analysis 3
- **P A 715** Policy Process and Civic Engagement 3

**Management Perspectives (12 units)**
Select 12 units from the following:

- **P A 720** Organization Design and Change Management 3
- **P A 722** Performance Management and Planning 3
- **P A 724** Economic Perspectives 3
- **P A 725** Managing Human Capital 3
- **P A 727** Program and Service Delivery 3
- **P A 730** Resource Allocation and Management 3

**Internship Requirement (0 - 3 units)**

- **P A 803** Public Affairs Internship 3

Internship requirement may be waived upon evidence and approval of previous or concurrent educationally appropriate work experience in public policy or administration.

**Emphasis or Electives on Advisement (12 units)**
See below.

**Culminating Experience Requirement (3 units)**
Select one of the following:

- **P A 890** Capstone Course in Public Administration 3
- **P A 898** Master’s Thesis 3

**Emphases**

**Nonprofit Administration (12 units)**

- **P A 744** Nonprofits, Public Policy and Society 3
Select 9 units from the following:

- **P A 740** Public Service Management 3
- **P A 741** Emerging Trends in the Public Service 3
- **P A 745** Perspectives on Nonprofit Management 3
- **P A 746** Application of Organizational Learning in Nonprofits 3
- **P A 750** Financial Management in the Public Service 3
- **P A 753** Decision Making in the Public Sector 3
- **P A 754** Comparative Perspectives in the Public Sector 3
- **P A 755** Information and Knowledge in the Public Service 3
- **P A 757** E-Government 3
- **P A 762** Leading Change Across Sectors 3
- **P A 775** Program Evaluation 3
- **M S 800** Museum Management, Law, and Ethics 3
- **M S 860** Fundraising in Museums 3

**Public Policy (12 units)**

- **P A 770** Policy Analysis 3
- **P A 775** Program Evaluation 3
Select 6 units from the following:

- **P A 750** Financial Management in the Public Service 3
- **P A 753** Decision Making in the Public Sector 3
- **P A 776** Environmental Policy 3
- **P A 777** Criminal Justice Administration 3
- **P A 783** Urban Housing Policy 3
- **USP 433** Urban Transportation 3
- **USP 570** Urban Health Policy 3
- **USP 560** Urban Poverty and Policy 3

**Public Service Management (12 units)**

- **P A 740** Public Service Management 3
Select 9 units from the following:

- **P A 750** Financial Management in the Public Service 3
- **P A 753** Decision Making in the Public Sector 3
- **P A 754** Comparative Perspectives in the Public Service 3
- **P A 755** Information and Knowledge in the Public Service 3
- **P A 757** E-Government 3
- **P A 762** Leading Change Across Sectors 3
- **P A 775** Program Evaluation 3
### Urban Administration (12 units)

- **PA 780** Urban Administration 3
- **Select 9 units from the following:**
  - ECON/USP 535 Urban Economics
  - GEOG/USP 433 Urban Transportation
  - GEOG 666 Geography of Garbage: Recycling and Waste Reduction
  - GEOG 667 Environmental Justice: Race, Poverty, and the Environment
  - GEOG 668 Politics, Law, and the Urban Environment
  - GEOG 858 Seminar in Environmental and Land Use Planning
  - PA 741 Emerging Trends in the Public Service
  - PA 750 Financial Management in the Public Service
  - PA 755 Information and Knowledge in the Public Service
  - PA 757 E-Government
  - PA 762 Leading Change Across Sectors
  - PA 775 Program Evaluation

A variety of 1 unit courses can also be taken as electives. Students can take a maximum of three (3) 1-unit classes to count toward the degree.

### Environmental Administration (12 units)

The elective emphasis in Environmental Administration is offered jointly by the Public Administration Program (School of Public Affairs and Civic Engagement) and the Department of Geography & Environment. Students should take **PA 776**, one other course from the list of MPA courses below, and two courses from the list of Geography courses below.

- **PA 776** Environmental Policy 3
- **Select 9 units from the following:**
  - PA 781 Sustainable Development in Cities
  - ENVS 470 Climate Politics and Policy
  - ENVS 570 Applied Local Sustainability
  - GEOG 433 Urban Transportation
  - GEOG 435 Geography of Global Transportation
  - GEOG 600 Environmental Problems and Solutions
  - GEOG 647 Geography of Water Resources
  - GEOG 658 Land-Use Planning
  - GEOG 651 San Francisco Bay Area Environmental Issues
  - GEOG 652 Environmental Impact Analysis
  - GEOG 751 Environmental Management
  - GEOG 820 Human and Social Geography
  - GEOG 858 Seminar in Environmental and Land Use Planning

### Criminal Justice Administration (12 units)

- **PA 777** Criminal Justice Administration 3
- **Select 9 units from the following:**
  - C J 505 International Criminal Law (GE)
  - C J 515 Extremism as Crime
  - C J 520 Construction of Crime and Justice
  - C J 525 Global Restorative Justice and Corrections
  - C J 530 Geographies of Social Control and Urban Diversity
  - C J 550 School Violence and Discipline
  - C J 600 Youth Gangs in Community Context
  - PA 741 Emerging Trends in the Public Service
  - PA 750 Financial Management in the Public Service
  - PA 753 Decision Making in the Public Sector
  - PA 754 Comparative Perspectives in the Public Service
  - PA 755 Information and Knowledge in the Public Service
  - PA 757 E-Government
  - PA 762 Leading Change Across Sectors
  - PA 775 Program Evaluation