Master of Public Administration

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

Admission to Program

Apply online through Cal State Apply (https://www2.calstate.edu/apply). Submit the following materials by uploading them to the Cal State Apply online application:

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.

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 (http://bulletin.sfsu.edu/graduate-education/academic-policies-procedures/#ATC), students are required to:

- Complete any other conditions specified by the program.
- Consult regularly with a program advisor.
- Complete required core courses, management perspectives courses, and the capstone course with a grade of B- or better. Complete elective courses with a C or better. Maintain a minimum grade point average of 3.0 overall.

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.

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 maintain continuous enrollment until the thesis is completed.

Public Administration Program Portfolio

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.

**Bernard T. Deasy Honorary Scholarship in Public Administration**

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

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

**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
- P A 753 Decision Making in the Public Sector
- P A 754 Comparative Perspectives in the Public Service
- P A 755 Information and Knowledge in the Public Service
- P A 757 E-Government
- P A 762 Leading Change Across Sectors
- P A 775 Program Evaluation

**Urban Administration (12 units)**
- P A 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
- P A 741 Emerging Trends in the Public Service
- P A 750 Financial Management in the Public Service
- P A 755 Information and Knowledge in the Public Service
- P A 757 E-Government
- P A 762 Leading Change Across Sectors
- P A 775 Program Evaluation
- P A 781 Sustainable Development in Cities
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 P A 776, one other course from the list of MPA courses below, and two courses from the list of Geography courses below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>P A 776</td>
<td>Environmental Policy</td>
<td>3</td>
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<tr>
<td>Select 9 units from the following:</td>
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<td>P A 781</td>
<td>Sustainable Development in Cities</td>
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<tr>
<td>ENVS 470</td>
<td>Climate Politics and Policy</td>
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<td>ENVS 570</td>
<td>Applied Local Sustainability</td>
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<td>GEOG 433</td>
<td>Urban Transportation</td>
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<td>GEOG 435</td>
<td>Geography of Global Transportation</td>
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<td>GEOG 600</td>
<td>Environmental Problems and Solutions</td>
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<td>GEOG 647</td>
<td>Geography of Water Resources</td>
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<td>GEOG 658</td>
<td>Land-Use Planning</td>
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<tr>
<td>GEOG 651</td>
<td>San Francisco Bay Area Environmental Issues</td>
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<td>GEOG 652</td>
<td>Environmental Impact Analysis</td>
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<tr>
<td>GEOG 751</td>
<td>Environmental Management</td>
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<tr>
<td>GEOG 820</td>
<td>Human and Social Geography</td>
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<tr>
<td>GEOG 858</td>
<td>Seminar in Environmental and Land Use Planning</td>
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Criminal Justice Administration (12 units)

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<tr>
<td>P A 777</td>
<td>Criminal Justice Administration</td>
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<tr>
<td>Select 9 units from the following:</td>
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<tr>
<td>C J 505</td>
<td>International Criminal Law (GE)</td>
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<td>C J 515</td>
<td>Extremism as Crime</td>
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<td>C J 520</td>
<td>Construction of Crime and Justice</td>
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<tr>
<td>C J 525</td>
<td>Global Restorative Justice and Corrections</td>
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<tr>
<td>C J 530</td>
<td>Geographies of Social Control and Urban Diversity</td>
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<tr>
<td>C J 550</td>
<td>School Violence and Discipline</td>
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<tr>
<td>C J 600</td>
<td>Youth Gangs in Community Context</td>
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<tr>
<td>P A 741</td>
<td>Emerging Trends in the Public Service</td>
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<td>P A 750</td>
<td>Financial Management in the Public Service</td>
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<td>Decision Making in the Public Sector</td>
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<td>Comparative Perspectives in the Public Service</td>
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<td>P A 762</td>
<td>Leading Change Across Sectors</td>
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<td>P A 775</td>
<td>Program Evaluation</td>
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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.

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<tr>
<td>P A 707</td>
<td>Qualitative Data Analysis</td>
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<td>P A 708</td>
<td>Qualitative Interviewing</td>
<td>1</td>
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<tr>
<td>P A 709</td>
<td>Practicum in Statistical Software Applications</td>
<td>1</td>
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