

## Master's in Public Administration

Offered primarily as an evening program, the master's degree in Public Administration provides a rigorous 40-unit curriculum that emphasizes the education required to effectively analyze, formulate, and implement public policy in local, state, and national government, and to achieve similar programmatic goals in nonprofit agencies. The program recognizes a need for a strong combination of theoretical and practical learning. Students choose from two concentrations, public management or nonprofit agency management.

Each student is required to complete a 20-unit analytic core, a 16-unit concentration, and 4 units of electives. Courses are based upon the professional curriculum established for public administration programs by the National Association of Schools of Public Affairs and Administration (NASPA). Core courses typically include organizational theory, fiscal and budget administration, research methods, program implementation, planning and evaluation, and nonprofit dynamics.

Concentrations include specialized courses oriented toward the operation and management of public and nonprofit agencies. They typically include: fiscal management, personnel administration, legal issues, public policy, labor relations, marketing and resource development for nonprofits, and grants and contract management. Electives cover a wide range of important topics, including Ethics, Organizational Computer Usage, and Internships.

Up to 9 units of comparable graduate course work may be transferred into this program.

If at any time it is determined that the candidate has an English deficiency, extra courses in English will be required in addition to the regular course of study.

### Admission Requirements

Students apply to the University and to the M.P.A. program.

- A. A bachelor's degree with a major from an accredited college or university with a grade point average of at least 3.00 for the last 60 units of college-level work attempted.
- B. To ensure adequate background, a candidate for admission should have experience or course preparation in the following areas:
  - State and local government.
  - Federalism and intergovernmental relations.
  - Influences on domestic policy making.
  - **Recommended:** One year experience working in a nonprofit organization or course in introduction to nonprofit organizations (example through Sonoma County Volunteer Center).

**Candidates without such experience or course preparation can be admitted to the program but must make up deficiencies during the first three semesters of study.** Prerequisites do not count toward the 40-unit degree. Acceptability of experience or previous course work as prerequisites will be determined in consultation with the program's graduate coordinator.

- C. Completion of **both** University and departmental applications. Included in the departmental application are three letters of recommendation. Only three letters will be considered.
- D. Recommendation of the program graduate coordinator for entrance to the program.

### Graduation Requirements for the Master's Degree

- A. A grade point average of at least 3.00.
- B. Satisfactory completion of required course work, including elective units. No courses for which a grade less than B is earned will be acceptable in meeting the 40-unit M.P.A. requirement. Students earning a B- or lower in a course will be required to repeat the course with a grade of B or better.
- C. Completion of a master's thesis and oral defense, or two comprehensive written examinations.
- D. Recommendation of the program graduate coordinator.
- E. Successful completion of the WEPT (or its equivalent), or waiver by the University of this requirement. This waiver is granted by the program graduate coordinator.

## **Course Work**

### **Common Core Requirements - 20 Units**

POLS 502 Organizational Theory and Analysis (4)

POLS 503 Budget and Fiscal Administration (2)

POLS 505 Research Methods (4)

POLS 539 Program Implementation (4)

POLS 550 Planning and Evaluation (4)

POLS 580 Nonprofit Dynamics: Politics and Community Environment (2)

### **Public Management Concentration Requirements - 16 Units**

POLS 501 Administrative State (4)

POLS 503A Public Finance (2)

POLS 504A Public Personnel Administration (2)

POLS 506 Public Policy Process (4)

POLS 511 Labor Relations (2)

POLS 538 Administrative Law (2)

### **Nonprofit Concentration Requirements - 16 Units**

POLS 503B Fiscal Management NPs (2)

POLS 504B Personnel NPs (2)

POLS 581 NP Governance/Legal Issues (2)

POLS 582 Planning and NP Agencies (2)

POLS 583 Resource Development (4)

POLS 585 Marketing/PR for NPs (2)

POLS 587 Grants/Contract Management (2)

### **Electives - 4 Units**

#### **Can Include:**

POLS 507 Ethics in Administration (4)

POLS 512 Organizational Development (4)

POLS 551 Organizational Computer Usage (4)

POLS 597 Internship (max. 4 units) (4)

POLS 599 Thesis (4) (only thesis is option for culminating experience)