

Master of Public Administration  
Program  
Graduate Student Handbook



MPA Student Association  
Is a member of







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INTRODUCTION TO THE PROGRAM



INTRODUCTION TO THE  
MASTER OF PUBLIC  
ADMINISTRATION  
PROGRAM









## MEETING THE CHALLENGE OF PUBLIC ADMINISTRATION

Local and state government agencies in the United States are coping with the twin challenges of COVID-**DQG FRPPXQLW\ YDOXHV· HYROXWLRQ** : economic impacts of COVID-

MISSION AND GOALS OF

profit agencies, alumni and faculty, provides guidance on curriculum development to meet the evolving needs of their organizations and communities.

The program follows and supports the mission of SJSU in

- x attracting, retaining, and graduating a highly diverse body of public administration students;
- x providing a disciplinary and interdisciplinary professional education in public administration that is academically rigorous and intellectually challenging;
- x providing a public administration curriculum that reflects its location in **WKH QDWLRQ·V PRVW FXOWXUDOO\ DQG HWKQLFDOO\ G** encourages critical thinking and social and cultural awareness; and
- x fostering a collegial and cooperative intellectual environment for students and faculty that includes recognition and appreciation of differing viewpoints and promotes academic freedom within the program community.

#### Goals of the Program

As an accredited program of the Network of Schools of Public Policy, Affairs and **\$GPLQLVWUDWLRQ 1\$63\$\$ 6DQ -RVH 6WDWH 8QLYHUVLW\** adopted the program learning outcomes articulated by NASPAA.

#### Program Learning Outcomes Learning Outm

- a. Employ analytical tools for collecting, analyzing, presenting and interpreting data, including appropriate statistical concepts and techniques
  - b. Identify and employ alternative sources of funding, including grants, taxes and fees
  - c. Understand and apply the legal context of public affairs, administration and policy
4. Articulate and apply a public service perspective
    - a. Behave ethically and with integrity: tell the truth, keep confidences, admit mistakes
    - b. Understand and apply criteria appropriate to public affairs, administration and policy
  5. Communicate and interact productively with a diverse and changing workforce and citizenry
    - a. Communicate effectively in writing: prepares clear, concise and well-organized reports and needs
    - b. Communicate effectively in speech: presents oral information accurately, clearly, concisely and persuasively, tailored to the level of expertise and needs
    - c. Work productively in teams
    - d. Respect and value community diversity

## CAREER OUTLOOK

Graduates from the program pursue their professional careers in various government and NGO agencies, principally at the local, regional and state levels, and in non-profit agencies. As the Baby Boom generation of public employees retires, and staffing levels shrink based on budgetary limitations, there is an increased demand for qualified leadership for public agencies at all levels. Homeland security, public safety and social service demands will continue to grow with the changing world order. Housing, medical care and education will require more governmental oversight, funding, and program innovation. Nationwide more than 60% of senior managers are eligible for retirement. Thus, a critical need exists for persons with advanced degrees who are ready to step into these positions.

## PROGRAM HISTORY

Public Administration at SJSU has a long and distinguished history, longer than that of the Department of Political Science within which it resides. A Social Sciences in 1947. Not until 1952 was a degree in Political Science offered

Revised 6/22/22

by the newly formed Department of Public Administration and Political Science. The MPA degree was first offered in 1972.

The program has been revised throughout its history based on the needs of its graduates and their employers, and the accreditation requirements of NASPAA for the MPA program and the Western Association of Schools and Colleges (WASC) for the university as a whole.

- x There are five core courses:
  - o PADM 210 Introduction to Public Administration
  - o PADM 212 Research Methods
  - o PADM 213 Public Policy Analysis and Evaluation
  - o PADM 214 Public Management
  - o PADM 218 Public Budgeting
- x Core courses are offered every semester. In general, core courses should be completed before taking advanced seminars. The MPA Director works with students in the advising process to ensure that they take core classes in a timely fashion.
- x **\$GYDQFHG VHPLQDUV DUH RIIHUG WR HQKDQFH VW KGH** specialized areas of public administration:
  - o PADM 202 Regional Governance
  - o PADM 215 Public Personnel Administration
  - o PADM 217 Organization Theory
  - o PADM 219 Public Financial Management
  - o PADM 220 Non-Profit Management
  - o PADM 223 Law and Public Administration
  - o PADM 295 Special Topics, such as labor relations, and other topics related to specialized areas of interest to MPA scholars
- x Electives are offered within the MPA curriculum as well as from other departments:
  - o PADM 281 Internship <sup>2</sup>required for those without government or non-profit experience in administrative roles, but optional for all other students
  - o PADM 297 Optional Capstone course, creating the prospectus to prepare for PADM 298 project
  - o MCOM 104 <sup>2</sup>Intro to Mass Communications Research
  - o URBP 205 Private Development and Urban Planning

- o URBP 206 Market Analysis, Appraisal and Finance of Real Estate Development
  - Other courses from other appropriate departments can be taken as electives with permission of the MPA Director
- x Students take five core courses, three advanced seminars, and three electives, which may be from PADM courses, or graduate courses in other departments, or up to two 100 level undergraduate courses from Political Science or another appropriate program. Permission of the MPA Director is required for all courses outside the PADM selection.
- x The culminating experience is Option B, a project developed in PADM 297 and completed in PADM 298, executed in consultation with the instructors for these courses. Alternatively, a student may develop the culminating experience project prospectus independently with an adviser from among the Political Science Department faculty.

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Elections, Public Opinion and Parties, International Migration, and Newspaper Research Quarterly. Her teaching interests include research methods, campaigns and elections, the presidency, politics and film, American and California government and politics, and campaign advertising. She also serves as the Director of the Institute for Public Affairs and Civic Engagement (IPACE) and for SJSU Votes! an on-campus voter registration, mobilization, and education initiative <https://www.sjsuvotes.org>. She also serves as the faculty advisor for Pi Sigma Alpha, Epsilon Iota chapter and as the Political Science Department Internship Coordinator.

Melissa Horn

MPA, San Jose State University

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Melissa Horn, MPA is a lecturer in the MPA program. She has had a varied professional career in both the private and public sectors. While she has had a focus on financial management in her early career, she has also more recently worked for the City of Gilroy and the County of Santa Clara in generalist administrative positions, including public outreach activities. Her MPA project, **Factors Impacting the Enrollment Decision -Making Process of Newly Admitted San Jose State University Master of Public Administration Students** , is published at ScholarWorks.

Kristina Mitchell

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Kristina Mitchell is an Instructor of Political Science at SJSU. Her research

Professor Ovetz recently published his first book **When Workers Shot Back: Class Conflict from 1877 to 1921** (Brill 2018 and Haymarket 2019), and has two more books in publication. He is widely published in a number of academic, mainstream and alternative media, as well as by the United Nations and several NGOs for which he has worked. He has appeared on NPR, CNN, Air America, BBC, and KPFA, and his articles have appeared in many newspapers and magazines.

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Garrick Percival earned his Ph.D. in political science at the University of California. His work focuses on American and California politics, criminal justice policy, and racial and social inequality. He is the author or co-author of three books: **Smart on Crime: The Struggle to Build A Better American Penal System** (2015), **California Politics and Government: A Practical Approach** (15ed, 2021), and **W\* n 0.2 g 0.2 G [( ) TJ ET Q q 0.00000912 0 612 792 re W\* n BT /F2 12 Tf 1 0**



- x The Martin Luther King Jr. Library (<https://www.sjlibrary.org/>) has traditional and online resources. Classes will be given by the Political Science librarian about using resources such as electronic databases, reference materials in the Library, and the computer and media laboratories within the Library, as well as books and periodicals. In PADM 210 you will be given an orientation to the library and all its online services, as well as inter-library loan systems.
- x The Writing Center ([www.sjsu.edu/writingcenter/](http://www.sjsu.edu/writingcenter/)) offers graduate student-specific mentors and tutors to help you improve your business English writing skills and capabilities. They can also coach on the segments of the final project, such as the literature review. Its many



MPA STUDENT ASSOCIATION

The MPA Student Association (MPASA)





# BEGINNING THE PROGRAM



## BEGINNING CLASSES YOUR FIRST SEMESTER: THE MUNDANE DETAILS

The Office of Graduate Admissions and Program Evaluations (GAPE)

[\(http://www.sjsu.edu/gape/\)](http://www.sjsu.edu/gape/)

The Office of Graduate Admissions and Program Evaluations is responsible for all administrative functions related to current graduate students. The office is located in the Student Services Center, on the Ninth Street side of the North Garage. Their number is 408-924-2480.

### Obtaining a Student ID Card

The SJSU student identification card is called the Tower **& D U** ~~Card~~ **Card**. You are required to use this card as student identification to obtain services at the Library, Event Center, Santa Clara Valley Transit Authority (buses & Ises &

main level of the Student Union Building, Room 1800, open 9:00 AM to 4:30 PM.

### Student Parking

Under California state law, parking on a California State University campus is subject to a specific fee. Employees and students may purchase either a semester parking permit or a single day permit to park at SJSU. Visitors may purchase a single day permit. If you have a question about parking, please call Parking Services at (408) 924-6556.

There are three garages on campus for student parking. The South Garage is a five story parking structure located on the corner of S. Seventh and E. San Salvador Streets. The Parking Services Office is located in front of the South Garage on South 7th Street. The West Garage is a five story parking structure located on S. Fourth & E. San Carlos Streets. The North Garage is a six story parking structure located on S. Tenth and E. San Fernando Streets. The Student Service Center is located on the ground floor of the North Garage. Only the North Garage has an elevator.

Student semester parking permits should be purchased on-line with a credit card or at the Bursar's Office with cash only. Both the North Garage and South Garage have automated pay stations at the pedestrian entrances, which take credit cards. Payment requires that you enter your car's license number, as parking enforcement is based on paid permits/licenses, and enforced by a license plate reader. Single day parking passes are valid only on level 3 and above of the North Garage and the South Garage. Parking in the West Garage requires a semester employee or a student parking permit. For more information contact Parking Services at 408-924-6556.

The City of San Jose parking garage at the northeast corner of 4

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### Graduate Classification (Department)

Your graduate department will also admit you in either conditionally

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**FODVV,LUHG** have certain prerequisites that you will need to complete which will be listed in your admission letter from SJSU. These

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standing. If you have any questions about the prerequisites listed in your admissions letter, please contact the MPA Director.

All graduate students must be in classified standing before they can apply for candidacy. Students must clear all prerequisites before registering for the fifth course. A sealed transcript or secure email demonstrating completion of the missing courses must be sent to the MPA Director by the college granting the units to have the classification changed. Upon satisfying the prerequisite requirements, complete the Change of Classification petition on the GAPE website

<http://www.sjsu.edu/gape/forms/>, sign in the student signature space, and send or take to Prof. Brent for review, approval, and submission to GAPE. You will get a copy of the signed form from the department. KEEP THIS IN A SAFE PLACE UNTIL YOU GRADUTE.

Students should apply for candidacy as soon as all prerequisites have been completed and they have grades in three MPA courses. Three grades in MPA courses must be listed on the candidacy form. The candidacy form is the contract between the student and the program the student will complete to lead to the MPA degree. The student should plan his or her program in consultation with the MPA Director early in the program to ensure that courses offered only once a year, or only in alternate years, are listed on the candidacy form at the appropriate times. This form lists all the courses that you will take by semester for the rest of the MPA program. Individual courses may be changed after the candidacy form has been filed by submitting a course substitution form <sup>2</sup>also on the GAPE website - through the MPA Director.

NOTE: ALL FORMS MUST BE COMPLETED ON LINE AND PRINTED FOR SIGNATURES or DocUSigned

### Department Advising or Orientation

A New Student Orientation is held each semester in which students are admitted. Students attending will receive information about department requirements <sup>2</sup> what courses they are expected to enroll in. Students are





Related Form available at <http://www.sjsu.edu/gape/forms/>

x Change of Classification (From Conditional to Classified Standing)



denied, you will receive a letter in the mail detailing the exact steps you need to take to clear any deficiencies.

### Course Substitutions to Candidacy

After receiving your candidacy approval, any future course changes from the original candidacy program **must** be approved by the MPA Director and GAPE. You will need to complete a Course Substitution form, have the MPA Director sign it, and submit it to GAPE prior to your expected date of graduation. Please note that completed/graded courses cannot be removed from an approved candidacy petition.

Related Forms available at the website at <http://www.sjsu.edu/gape/forms/>

- x Departmental Request for Candidacy (Advancement to Candidacy Petition)
- x Request for Course Substitution in Master's Degree Program

### ACADEMIC STANDING

After being admitted to candidacy, students must maintain certain academic requirements to remain in good standing. These include:

- x Completing all courses in your candidacy program with grades of A+, A, A-, B+, B, B-, C+, C, or CR. Unsatisfactory grades of C-, D+, D, D-, and F remain on the program and will continue to be computed in your grade point average, but the credits are not counted toward graduation. You must petition through the MPA Director to add another course to your program with a unit value equivalent to that course in which you received the unsatisfactory grade.
- x Maintain a minimum cumulative grade point average of a 3.0 ("B") in completing the requirements for the master's degree listed in the candidacy form. If you fail to maintain this GPA, you may be put on academic probation by SJSU. Failure to raise your GPA to a 3.0 or above after being placed on academic probation for one semester may then result in being academically disqualified from SJSU. If you are disqualified from SJSU, please contact the MPA Director as there will be several procedures you need to complete, including taking undergraduate courses for no credit, if you plan on applying for Reinstatement.









- x PADM 223 - Law and Public Administration
- x PADM 295 - Topics in Public Administration- may be taken more than once for credit provided the topic is different each time.

### Electives

Three Electives are required. MPA electives include

- x PADM 281 <sup>2</sup>Public Administration Internship
- x PADM 297 <sup>2</sup>Advanced Seminar in Public Administration (optional capstone preparation)

Electives may also include any non-core MPA courses not included in the count for the 3 Advanced Seminars, and approved 100- to 200-level courses in Political Science or other departments. Pre-approved non-PADM courses include

- x COMM 144 <sup>2</sup>Organizational Communication (4 units)
- x MCOMM 104 <sup>2</sup>Introduction to Mass Communications Research (3 units)
- x POLS 102- State Government and Politics (4 units)
- x POLS 103 <sup>2</sup>Local Government and Politics (4 units)
- x URBP 205 Private Development and Urban Planning (3 units)
- x URBP 206 Market Analysis, Appraisal and Finance of Real Estate Development (3 units)

x

Other courses outside of the department may be approved by the MPA Director,

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student who wishes to take an internship for these reasons, or because he or she does not have work experience, should take PADM 281.

The Internship Coordinator keeps files of possible internship openings. Students may discuss possible internship opportunities with her. When new internship opportunities are received they are posted on the MPA

Students may choose to enroll in PADM 297 for mentoring and peer advice on the research project, and for advising on the development of the prospectus. A prospectus is generally 12 to 15 pages, but may be longer depending on the research design and literature review.

Alternatively, guidance documents are available from the program for students wishing to work independently.

To receive an Add Code to enroll in PADM 298 - Special Problems and begin the supervised research, a student must complete a prospectus consisting of a research question, a background, a literature review and a methodology design.

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adviser must approve this prospectus.



# GRADUATING WITH YOUR M.P.A.





## STEPS FOR COMPLETING YOUR MPA

### CULMINATING EXPERIENCE REQUIREMENTS

One of the major requirements for completing your degree is doing a department project, as described above.

### APPLYING FOR GRADUATION

When a student is ready to graduate he or she must submit an application for graduation. An approved Candidacy form is required before students can apply to graduate or the application will be denied. Deadlines for filing these forms are found at [http://www.sjsu.edu/gape/current\\_students/deadlines/](http://www.sjsu.edu/gape/current_students/deadlines/).

There is no fee for the initial application for graduation, but students who fail to graduate in their intended semester must file a graduation date change form and pay \$10 to the Bursar's Office. The deadline to submit the change of date form is the same as the dates to submit the initial graduation application. The forms are at <http://www.sjsu.edu/gape/forms/>

#### Deadlines & Notification

The deadline dates to submit graduation applications are early in the semester of your intended graduation, so be sure to plan accordingly. You will be notified when your application for graduation has been received by the Graduate Studies office through e-mail and under 'Other Indicators' on MySJSU.

Related Forms on the website at <http://www.sjsu.edu/gape/forms/>:

- x Application for Award of Master's Degree (Graduation Application)
- x Graduation Date Change Request for Award of Master's Degree (Changing Graduation Date)

#### Completing Your Degree (Final Semester)

Your final semester at SJSU will be very busy because in addition to taking your final courses,

details. Remember, if you do not complete your graduation requirements,

will be circulated several weeks in advance of the event. The MPA Student Association organizes the event. Graduating students attend for free. There is a small fee for each guest attendee to cover refreshments and arrangements.

#### Notification of Degree Posting

At the end of each semester and after grades have been posted, GAPE begins clearing your graduation. They will verify that you have met all of the candidacy and graduation requirements. If you clear graduation, they will then post your degree on your transcript and mail your diploma. They will also notify you via mail, email, and under Other Indicators

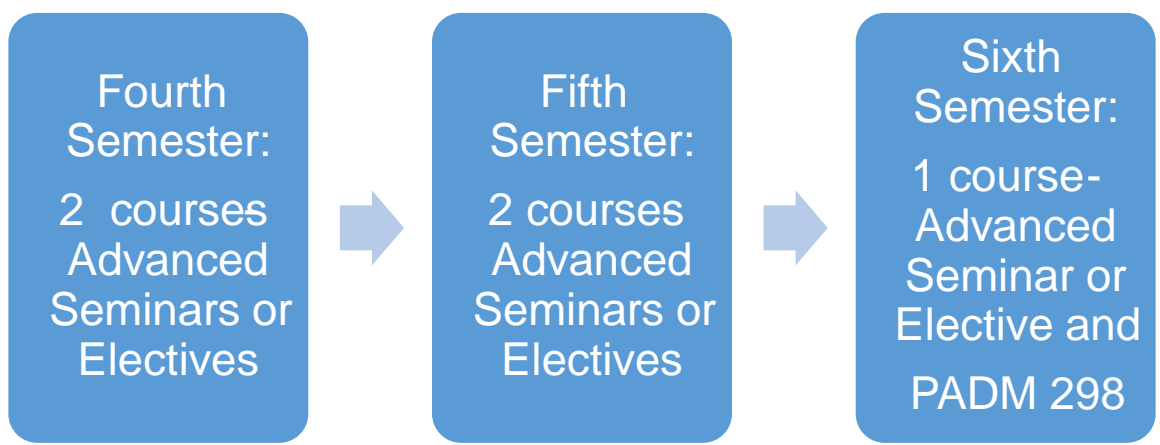
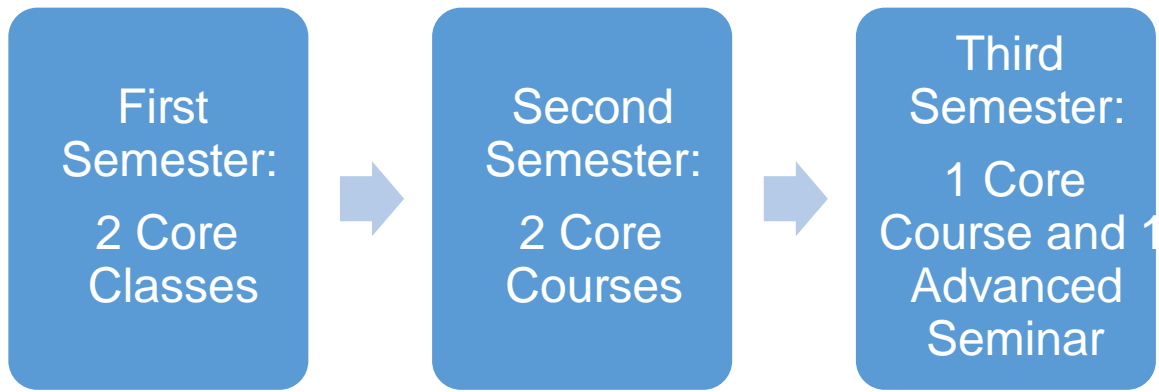


# APPEND





# PATHWAY FOR PARTTIME STUDENTS





## PATHWAY FOR FULLTIME STUDENTS

