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Dear Colleague:

We are delighted that you are interested in our Master of Public Administration Distance Degree Program. The Graduate Center for Public Policy and Administration has been offering the MPA degree on the CSULB campus for over 33 years, and has over 3,000 alumni. For the past nine years, the Center also has offered the MPA in the Distance Learning format. We are planning to begin our 13th cohort in March, 2013 and we invite you to apply, to join us. Please note the following steps required to complete your application:

1. Application to University at www.csumenter.edu
2. Forward the Center Application (after you apply to the University).
3. Two letters of recommendation (on letterhead) addressed to the Director of the Graduate Center for Public Policy and Administration,
4. A one-page Statement of Career Objectives
5. A complete set of official transcripts (sent to the University) and a complete set of un-official transcripts (sent to the department). (Two separate sets to two separate places).

It is important that your official transcripts, and $55 enrollment fees, be sent to CSULB Enrollment Services. The Center Application, un-official transcripts, Statement of Career Objectives, and Two Letters of Recommendation are received by the department prior to December 1, 2001, if you plan to enroll in the Center's Distance MPA Cohort.

To be offered admission to the MPA Program, all University requirements also must be met. For questions on your application to the University, please call the Office of Enrollment Services at (562) 985-1887. If all your University application paperwork has been completed, you should be hearing from them shortly. Instruction for cohort 12 begins in March, 2012 where there will be a mandatory orientation.

The Distance Learning Program is an accelerated MPA degree. You are guaranteed enrollment in all pre-selected courses, completing the program in 24 months as long as you maintain a GPA of 3.0 and stay on course. The on-campus program, while somewhat less expensive, typically takes longer to complete and students are not guaranteed enrollment in their first-choice courses every semester. We would be pleased to discuss your educational plans and help you select the MPA Program that is right for you. For general information on the DL-MPA program you can go to our web site www.csulb.edu/colleges/chhs/department/ppa/distancelearning or to make an appointment with the DL-MPA Faculty Advisor, please email Dr. David Powell at dpowell@csulb.edu. You may also contact the DL-MPA Student Coordinator, Sheryl Caito, at (562) 985-4179 or email scaito@csulb.edu

Sincerely,

David C. Powell

David C. Powell, Director
Graduate Center for Public Policy and Administration
Thank you for your interest in applying to the California State University Long Beach Distance Learning Master of Public Administration program. Courses in this CSULB MPA program will be offered on the internet. Saturday sessions will be held on the CSULB campus.

The program will cost approximately $19,500.00, plus books and materials. Textbooks can be ordered through any vendor you choose. Books may range from $75 to $100+ per course. Additional course materials may be required by instructors. Books and materials should be ordered at least two weeks prior to the start of each course.

All courses in the curriculum have been pre-selected by the Graduate Center for Public Policy and Administration. Only students accepted to this program may register for the distance learning courses. Registration will be handled by the College of Continuing and Professional Education (CCPE).

Registration may be done by fax or mail, or in person at the CCPE offices on the CSULB campus. Fees may be paid in cash (if registering in person), check, MasterCard or VISA. Appropriate registration forms will be sent to participants by email approximately one month prior to the first course. Participants will NOT register using regular university procedures.

If you need any additional information about the Distance Learning MPA Program for working professionals - contact Sheryl Caito at 562-985-4179 or www.csulb.edu/colleges/chhs/departments/ppa/. If you have questions about registration procedures, contact CCPE at 562-985-5561. Thank you again for your interest in this exciting distance delivered MPA program.

Matthew Reimers
Program Administrator for Distance Learning
562-985-8222
CSULB is a 322 acre urban campus located in southeast Los Angeles County. The university is comprised of seventy academic departments, eight centers, five institutes, and three clinics. In addition, the university is home to KKJZ FM-88, a premier jazz radio station; the Pyramid Events Center; the Richard and Karen Carpenter Performing Arts Center; and the Earl Burns Miller Japanese Garden. The university library holds over a million volumes. Currently, approximately 40,000 students attend the university, which is accredited by the Western Association of Schools and Colleges. It is the mission of the university to promote intellectual and personal development, prepare students for lifelong learning, prepare them to succeed in a variety of professional endeavors, and function as informed, contributing members of the community.

**REQUIREMENTS FOR ADMISSIONS**

For admission to the program, an applicant must have:

1. A bachelor's degree from an accredited university or college.
2. An undergraduate grade point average of at least 3.00. _An applicant not meeting this minimum requirement, but with managerial experience, may be given special consideration by the Centers Admission’s Committee._
3. Employment in the public service, or a career goal of employment in government or nonprofit organizations.

Two different application procedures are necessary. Applicants must submit a completed University Application for Admission as a graduate student to the California State University, Long Beach, Office of Admissions and Records, along with $55 registration fee. This may be done on-line at [http://www.csumentor.edu](http://www.csumentor.edu) with official transcripts plus proof or WPE (writing proficiency exam).

In addition, a separate application for acceptance as a degree candidate must be submitted to the Graduate Center for Public Policy and Administration. (An application form is included in this booklet.) Candidates also are required to submit transcripts of all college level work completed; a statement of career objectives; and two letters of recommendation for acceptance to the program.

**APPLICATION INSTRUCTIONS**

The following document must be submitted:  Graduate Center for Public Policy and Administration, California State University, Long Beach, 1250 Bellflower Boulevard, Long Beach, CA  90840-5602

1. The application form for acceptance as a candidate for the Graduate Center for Public Policy and Administration's programs must be typed.
2. Transcripts from all college institutions attended, except for California State University, Long Beach.
3. A Statement of Career Objectives. (One page only).
4. Two Letters of Recommendation. (On letterhead and originals only).
5. Evidence of your having passed the Writing Proficiency Examination (WPE), or check with the Testing department.
APPLICATION INSTRUCTIONS TO THE UNIVERSITY

The following documents must be submitted to: Office of Administrations and Records, California State University, Long Beach, 1250 Bellflower Boulevard, Long Beach, CA 90840-5602.

1. Register on-line at MyCSULB, http://www.csumentor.edu and submit
2. The request fee of $55.00
3. Official transcripts
4. Proof of WPE

Please note that candidates must be accepted by the University and the Center before they can take courses in the Center.

DEGREE REQUIREMENTS

The MPA Degree requires thirty-nine semester units of graduate course work. The program consists of eight required courses and five electives, each providing three units of credit.

ADVANCEMENT TO CANDIDACY (Done together as a class)

In order to complete the requirements for the degree and certificate programs, the student must advance to candidacy. The student should advance to candidacy as soon as the requirements listed below are completed. The requirements for advancement to candidacy are:

1. Satisfaction of the general University requirements for advancement to candidacy
2. Completion of all degree or program prerequisites;
3. Completion of six units of course work at this University toward the degree or program objective
4. Successful completion of the Writing Proficiency Exam (WPE)
   (For testing schedule, university policy, or exemptions the Testing office is located in Brotman Hall room 216, Phone 985-4006)
5. A minimum GPA of 3.0 in all graduate work completed at this University, or transferred from other sources, to meet degree or program requirements.
6. Approval

REQUIREMENTS FOR THE MPA DEGREE:

1. Minimum of 39 semester units in graduate course work with a minimum of 27 units of 500/600 level courses in PPA.
2. Satisfactory completion of PPA 500, 555, 577, 660, 670, 696, and 6 units of 697.
3. Satisfactory completion of 15 units of elective course work.
4. Successful completion of the student learning portfolio.

RETENTION

In order to successfully remain in the program, a student must maintain a 3.0 GPA.
NONDISCRIMINATION

CSULB is a comprehensive, urban university. CSULB has a cultural and ethical commitment to provide a climate that enables each individual to realize his/her potential for excellence and that nurtures academic growth and professional development. The diversity of the University community is a source of pride. Recognizing that each of us is different establishes common ground. Diversity is not limited by boundaries set by federal or state law or regulations. The essence of University policy promoting diversity extends beyond statutory requirements and encompasses the value of each individual. Diversity thrives when equal opportunity exists and when the environment is free of discrimination, harassment, and retaliation. CSULB is committed to principles of equal opportunity in education and employment, to affirmative action defined by Executive Order and Federal regulations, and to the protection of civil rights. It is the policy of CSULB to provide programs, services, and benefits, including, employment, without regard to race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam Era or other covered veteran status. Reasonable Accommodation to disability is considered a means of establishing equal opportunity. The University policy prohibiting discrimination and harassment, and the complaint resolution procedures are available in each academic department, the University Library, the Office of Equity and Diversity, and the Women’s Resource Center, or on the Internet at www.csulb.edu/oed/polsfrm.htm

REQUIRED COURSES

PPA 500 FOUNDATIONS OF PUBLIC POLICY & ADMINISTRATION

Concepts of the discipline: fundamentals of public organization theory, policy formulation and analysis, and administrative and management processes; management of the public interest; and ethics in government.

PPA 555 PUBLIC BUDGETING

Prerequisites: Any microeconomics class or PPA 518, ECON 101, ECON 300 at CSULB with a “B” or better.
Public Budgeting focuses on the formulation phase in the budget cycle. The course presents the major concepts and skills associated with budget preparation for all levels of government. Topics include: budget processes and structures, fundamental principles of public finance, economic growth and fiscal impacts, basic principle accounting, budget formats, performance measurement, fiscal condition and stress, revenue sources and structures, estimation and forecasting, capital budgeting and evaluating public projects, and fiscal federalism.

PPA 577 PUBLIC SECTOR HUMAN RESOURCES MANAGEMENT

The historical development of the civil service/merit system and how this impacts public personnel systems; laws which affect the operation of a personnel system; analysis of the various components of a personnel system; impact of labor negotiations on personnel systems; importance of written policies and procedures; and role of the personnel system as a change agent.

PPA 660 SEMINARS IN ORGANIZATION THEORY & BEHAVIOR

This course offers an overview of principles and concepts of, as well as the major intellectual contribution to, the study of organization theory and behavior. Emphasis is on the interdependence of theory and practice, and how each informs the other in the everyday practice of public administration.
PPA 670 POLICY ISSUE ANALYSIS

This course introduces theories and approaches to policy analysis and a working knowledge of the skills involved in that practice. The core of the course follows the policy analysis cycle and includes: problem recognition, problem definition, development of alternative solutions, and analysis of alternatives, selection of policy options, policy implementation and evaluation.

PPA 696 RESEARCH METHODS IN PUBLIC ADMINISTRATION
Prerequisites: PPA 517 or STATS 108 or any lower division Stats with a “B” or better.
Application of relevant research techniques to problems in public sector management and analysis. This course focuses on the design, development, and implementation of public sector research projects. The course is centered on the tools and techniques of research and their application in the development of a formal research design. Topics covered include: theories of research strategy, research design development, hypothesis design and testing, qualitative and quantitative data acquisition methods, survey research, initial data analysis techniques, statistical analysis, research results reporting and presentation, and evaluation research applications.

PPA 697 DIRECTED RESEARCHES
Prerequisites: Advancement to candidacy and completion of the six required courses.

This is an independent research project to be directed by a member of the faculty of the Graduate Center for Public Policy and Administration. The purpose of the research activity is to explore an aspect of public administration in an action-oriented format to develop findings and make recommendations.

ELECTIVE COURSES

The additional 15 units to complete your MPA degree will be pre-selected from the Centers electives courses listed below.

DISTANCE LEARNING, MPA CONTACTS

DL-MPA STAFF CCPA & GCPPA OFFICES)

Curriculum /Program Advisor, GCPPA
Dr. David C. Powell 562-985-5383

Department Chair, GCPPA
Dr. Frank Baber 562-985-5747

Student Services Manager, GCPPA
Sheryl Caito 562-985-4179

GCPPA Administrator Support Coordinator
Kathy Allan 562-985-4178

Program Manager
Matthew Reimers 562-985-8222

Instructional Designer
Deb Hildreth 562/985-2884

Beachboard Helpdesk 562/985-4959

Financial Aid 562/985-8403
## MPA Program Options

<table>
<thead>
<tr>
<th></th>
<th>ON-CAMPUS MPA PROGRAM</th>
<th>DISTANCE MPA PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Awarded</td>
<td>MPA</td>
<td>MPA</td>
</tr>
<tr>
<td>Options available</td>
<td>Public Works, Urban Affairs</td>
<td>n/a</td>
</tr>
<tr>
<td>Total Units</td>
<td>39</td>
<td>39</td>
</tr>
<tr>
<td>Time to complete</td>
<td>2-3 years</td>
<td>24 months</td>
</tr>
<tr>
<td>Each course lasts</td>
<td>15 weeks</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Student groupings</td>
<td>n/a</td>
<td>DL cohort takes all courses together</td>
</tr>
<tr>
<td>Cost</td>
<td>$2337.00, per semester (1 or 2 courses)</td>
<td>$500 per unit / $1500. per course</td>
</tr>
<tr>
<td>Required courses</td>
<td>8 required</td>
<td>8 required</td>
</tr>
<tr>
<td>Electives</td>
<td>5 courses–your choice</td>
<td>5 courses–pre-selected</td>
</tr>
<tr>
<td>Course enrollment</td>
<td>First come, first served</td>
<td>Guaranteed</td>
</tr>
<tr>
<td>Faculty</td>
<td>Full-time and adjuncts</td>
<td>Full-time and adjuncts</td>
</tr>
<tr>
<td>Site</td>
<td>CSULB campus</td>
<td>Any Internet-accessible location</td>
</tr>
<tr>
<td>Parking</td>
<td>On-campus, fee</td>
<td>On-campus, Fee</td>
</tr>
<tr>
<td>Class times</td>
<td>4-7 pm or 7-10 pm</td>
<td>6:00pm - 9:30 pm</td>
</tr>
<tr>
<td>Class meetings</td>
<td>once per week, M-Th</td>
<td>twice per week, M&amp;W or TuTh plus first and last Saturdays</td>
</tr>
<tr>
<td>Other schedules</td>
<td>Weekend intensives Sat &amp; Sun</td>
<td>n/a</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Purchase on campus</td>
<td>Mailed to you</td>
</tr>
<tr>
<td>Registration</td>
<td>Phone or on-campus</td>
<td>Phone, fax, email</td>
</tr>
</tbody>
</table>
This accelerated, web-based learning environment degree program makes use of two forms of course content delivery. One night per week, during each six-week course session, students will participate in a synchronous web-cast lecture/discussion with the course instructor. This real-time, interactive session will be conducted using **Elluminate** software. Students will also participate in one asynchronous class session using **BlackBoard** software. Students may access the asynchronous session any time during the designated timeframe. Participation in **Blackboard** sessions is non-interactive. Students are required to have a computer with web access (broadband access preferred) and a current web browser. Students are not required to purchase software to participate in the program. Electronic mail and facsimile machines are also utilized before during, and after class sessions to facilitate effective communication. During the **Elluminate** class session, students communicate with each other and the professor, real-time, even though they may be at different physical locations. Students will participate via their own computer for all web-based class sessions. Most Saturday sessions will be held at the CSULB campus. Some changes in courses may be deemed necessary and made by the Graduate Center for Public Policy and Administration (GCPPA) to meet the needs of the cohort. *Due to various circumstances, some beyond our control, CSULB must sometimes change, cancel, postpone, combine classes, or change, instructors or location as the situation warrants.* Fees for this program will be $465.00 per unit. Each course listed below is three units.

### SAMPLE SCHEDULE

**PPA 500 FOUNDATIONS OF PUBLIC POLICY AND ADMINISTRATION**  
Beginning and Ending on a Saturday  
Sat: 9 a.m. - 12:15 p.m.  
Mon /Wed: 5:30p.m. - 9 p.m.  
Sat: 9 a.m. - 12:15 p.m.

**PPA 670 PUBLIC POLICY ISSUE ANALYSIS**  
Beginning and Ending on a Saturday  
Sat: 9 a.m. - 12:15 p.m.  
Mon /Wed: 5:30p.m. - 9 p.m.  
Sat: 9 a.m. - 12:15 p.m.

**PPA 696 RESEARCH METHODS IN PUBLIC ADMINISTRATION**  
Beginning and Ending on a Saturday  
Sat: 9 a.m. - 12:15 p.m.  
Mon /Wed: 5:30p.m. - 9 p.m.  
Sat: 9 a.m. - 12:15 p.m.
PPA 577 PUBLIC SECTOR PERSONNEL ADMINISTRATION
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.m.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.

PPA 555 PUBLIC BUDGETING
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.m.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.

Two week break in between courses

PPA 554 PUBLIC WORKS FACILITIES URBAN POLICY
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.m.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.

PPA 570 NEGOTIATING DYNAMICS: STRATEGIES AND SKILLS
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.m.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.

PPA 571 LEADERSHIP SKILLS AND STRATEGIES IN THE PUBLIC SECTOR
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.

PPA 575 PUBLIC SECTOR HUMAN RESOURCES MANAGEMENT
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.m.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.

PPA 610 SEMINAR IN URBAN AFFAIRS
Beginning and Ending on a Saturday
Sat: 9 a.m. - 12:15 p.m.
Mon /Wed: 5:30p.m. - 9 p.m.
Sat: 9 a.m. - 12:15 p.m.
OUR MISSION STATEMENT

The mission of the Masters of Public Administration program at the Graduate Center for Public Policy and Administration is to recruit and educate a diverse student population with the professional competencies necessary for leadership and management roles in the public service and in community-based and nonprofit organizations. The program emphasizes the theory, practice, skills, and the ethics necessary to promote excellence in public service management.

ACCREDITED BY THE National Association of Schools of Public Affairs and Administration