



**SCHOOL OF BUSINESS AND  
PUBLIC ADMINISTRATION**  
CSU BAKERSFIELD

## PROSPECTIVE STUDENT GUIDE

# MASTER OF PUBLIC ADMINISTRATION (MPA)

CALIFORNIA STATE UNIVERSITY,  
BAKERSFIELD

FALL & SPRING





# Prospective Student Guide

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# MPA Application Period & Contact Info

## Spring 2025:

**August 01, 2024 - November 30, 2024**

- Apply through: <https://www2.calstate.edu/apply>
  - Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by November 30, 2024.
  - If you cannot provide all the documents above by the stated deadline, please apply for the next term.

## Fall 2025:

**October 01, 2024 - June 30, 2025**

- Apply through: <https://www2.calstate.edu/apply>
  - Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by June 30, 2025.
  - If you cannot provide all the documents above by the stated deadline, please apply for the next term.

### MPA Director

Dr. Thomas Martinez, Ph.D  
Email: [tmartinez@csub.edu](mailto:tmartinez@csub.edu)  
Office: BDC 212A

### Academic Advisor

**Graduate Programs Coordinator**  
Luis Hernandez, M.P.A., MBA  
Email: [MPA@csub.edu](mailto:MPA@csub.edu)  
Office BDC 120A

### International Admissions Office

Email: [internationaladmission@csub.edu](mailto:internationaladmission@csub.edu)  
Phone: (661) 654-6113  
Office: ENT 102  
Website: <https://www.csub.edu/isp/contact-international-students>

### Financial Aid Office

Email: [finaid@csub.edu](mailto:finaid@csub.edu)  
Phone: (661) 654-3016  
Office: SA 114  
Website: [www.csub.edu/financial-aid](http://www.csub.edu/financial-aid)

# MPA Mission Statement and NASPAA Accreditation

The MPA program will foster and enhance critical thinking, communication, management, a public service perspective, and engagement in the policy process among present and future managers in government, nonprofit, and health care organizations within the San Joaquin Valley. The critical skills learned from this curriculum will ensure that managers in the government, nonprofit, and health care sectors exercise governance in an inclusive and socially responsible manner.

## MPA Student Learning Outcomes

### Communication and Relationship Management

The student will communicate and interact productively with a diverse and changing workforce and citizenry.

### Critical Thinking and Analytical Reasoning

The student will analyze, synthesize, think critically, solve problems, and make decisions.

### Management and Leadership

The student will lead and manage in public governance.

### Public Service Perspective

The student will articulate and apply a public service perspective.

### Policy Process Engagement

The student will participate in and contribute to the policy process

## Pi Alpha Alpha, Global Honor Society for Public Affairs and Administration

Pi Alpha Alpha is the Global Honor Society for Public Affairs and Administration. There are more than 160 chapters around the world at NASPAA member schools. Pi Alpha Alpha is run by NASPAA: *The Global Standard in Public Service Education* and is directed by the NASPAA. Committee members are appointed by the NASPAA President for terms up to three years.

Pi Alpha Alpha encourages and recognizes outstanding scholarship and accomplishment in public affairs and administration. It fosters integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. Membership identifies those with the highest performance levels in educational programs preparing them for public service careers.

Each spring, eligible CSUB MPA students are invited to join Pi Alpha Alpha. Generally, MPA students who have earned a GPA of 3.7 or above are eligible to be inducted. We hope you will be among them.

For more information visit: <http://pialphaalpha.org/>

# Application Requirements & Classification

The application process is as follows:

1. Complete the online application at <https://www2.calstate.edu/apply>.
  - Upload your resume as part of the online application.
  - Upload your statement of purpose as part of the online application.
    - The statement of purpose should be no more than two pages.
      - Discuss your background and why you are pursuing a Master of Public Administration (MPA).
2. Provide two letters of recommendation (*Academic or Professional*) if your overall GPA is below a 3.0.
  - Letters of recommendation can be requested through the online application.
  - Or emailed directly to [MPA@csub.edu](mailto:MPA@csub.edu)
3. \*Provide one official transcript from each college or university attended.
  - You do not have to provide transcripts if you graduated or are graduating from CSUB.
  - Any transcript from a college/university outside of the USA will require a course-by-course evaluation. This can be done with a company such as: [www.wes.org](http://www.wes.org), please contact WES directly for instructions and costs.
4. International Students, please refer to the next page for additional requirements.

\*Request official transcripts to [MPA@csub.edu](mailto:MPA@csub.edu) or mail official transcripts to the following address:

**Attn: BPA Graduate Programs Office**  
**School of Business & Public Administration**  
**Mail Stop: 20 BDC/ 120A**  
**9001 Stockdale Hwy.**  
**Bakersfield, CA 93311-1022**

Students are admitted into the MPA under one of the following classifications:

- **CLASSIFIED** Admission - Requires an overall undergraduate GPA of 3.0 or above.
- **CONDITIONAL** Admission - For students with an overall undergraduate GPA under 3.0. Conditional consideration is generally offered to baccalaureate students with GPA 2.75-2.99; However, Conditional admission is also considered for those applicants with significant professional career experience.

# International Student Requirements

After submitting your online application through [Cal State Apply](#), International Admission will email you items 1 and 2 from the list below.

## 1. Affidavit of Financial Support

- All international students must complete the CSUB Financial Affidavit.
- If you are on a government scholarship, complete this form. List your government as your sponsor. Your government does not need to sign.
- If you are on an athletic scholarship, list CSUB Athletics as your sponsor. CSUB athletics must not sign but provide your scholarship/award letter.

## 2. International Student Insurance Agreement Form

- All students must fill this out, even if your government or athletic scholarship covers your insurance. If you have dependents, they will be charged for health insurance.

## 3. Bank Statement and/or Proof of Financial Support:

- Bank statements in the English language reflecting and certifying \$30,578 in your or your sponsor's account (no older than 6 months); MBA student's bank statement requirements are \$33,818
- For students sponsored by a government, please provide your "Admissions Purposes Financial Guarantee."
- For students sponsored by Athletics, please provide your scholarship letter.

## 4. English Proficiency Requirements: One from below:

- TOEFL - score of 79 or above Scores can be sent electronically to CSUB via school code: 4110
- IELTS - score of 6.5 or above
- Duolingo English Test – Minimum score of 105 for GRAD
- PTE minimum score of 58

## 5. Clear Copy of Your Passport

- A clear copy of the picture page of your unexpired Passport

Once you have obtained documents 1 through 5, UPLOAD them through this link: <https://www.csub.edu/isp/document-upload>, or MAIL them to:

ATT: International Admissions  
California State University-Bakersfield  
9001 Stockdale Highway  
Mail Stop: 71 ENT  
Bakersfield, CA 93311  
United States of America

# MPA Program Curriculum

All admitted students must complete the following courses:

## Foundation Courses

*(2 may be taken as an undergraduate student, 6 units)*

1. **PPA 4010** - Analytical Methods in Administration
2. **PPA 4038** - Public Policy-Making Process
3. **PPA 5000** - Survey of Public Administration
4. **PPA 5020** - Program Evaluation

## Core Courses

*(All 6000-level courses require Classified standing)*

1. **PPA 6100** - Public Human Resources Administration
2. **PPA 6110** - Public Finance & Budgeting
3. **PPA 6520** - Public Management & Organizational Change
4. **PPA 6530** - Policy Analysis
5. **PPA 6990** - Case Study (or **PPA 6980** - Master's Paper)
6. **PPA 6860** - Internship – Should not be taken during the first semester.
  - For an internship waiver, please refer to the next page.

## Elective Courses

- All admitted students are required to take 3 elective courses in addition to the courses listed above (may be 5000 or 6000-level). These are TBA and may be taken Fall, Spring or Summer.
- Up to 6 graduate units may be transferred from other institutions.
  - Transfer courses require a course description and/or syllabus for evaluation before they can be applied as a course requirement.
- Most courses are in the evening, and some Saturday morning to accommodate working students.

## Course Load

MPA students may take courses at their own pace. To be considered a full-time student, you must enroll in at least two courses per semester. To graduate within 2 years (4 semesters) you should enroll in 3 courses per semester. MPA students *may not take 4 or more courses* (12 units or more) without expressed approval of the MPA Director.

## Grade Point Average (GPA)

MPA students must maintain an overall 3.00 GPA per semester enrolled. MPA Students must receive a grade of “B” or better in each foundation and core course. Students must retake foundation and core courses with grades of B- or lower. The MPA Director may approve exceptions to this rule in extenuating circumstances.

# Internship Waiver Guidelines

All MPA students are required to fulfill the internship requirement to graduate. However, the internship requirement may be waived if a student meets **one** of the following criteria:

1. At least one year of experience in a supervisory or managerial role in a public, healthcare, or nonprofit organization.
2. At least one year of experience as a specialist whose work is important to the public sector (example: consultant to a city department).
3. At least one year of experience in a supervisory or managerial role in the private sector. The student should show clearly how public administration education enabled him/her to become a better professional.

## **Request a waiver:**

- Email a letter to request the internship waiver:
  - Address the letter to:  
  
Dr. Martinez  
MPA Program Director  
Department of Public Policy & Administration  
California State University, Bakersfield
  - The letter should include the following information:
    - Request a waiver and briefly explain why you are qualified for the waiver (including number of years of professional experience and types of organizations where you gained such experience).
    - Describe recent positions, duties, projects, and tasks to show that:
      - You have managed people, budgets, or projects
      - You have worked in teams that required the exercise of your professional knowledge.
- Attach a current resume to your email:
  - Your resume should include at least the following sections: your contact information, education, work experience, skills summary, and at least three references with their detailed contact information (including name, title, affiliation, street address, phone, fax, and email).
- Email the letter and your resume to Dr. Thomas Martinez at: [tmartinez@csub.edu](mailto:tmartinez@csub.edu)



# Tuition and Fees Per Semester

Examples for the 2024-2025 Academic Year  
The MPA program has a total of 12 courses (36 units).

This is only an example; for a complete fee breakdown, visit the [Financial Aid Office](#) or contact financial aid at 661-654-3016.

## **California Resident (example)**

### **0 to 6 units**

- \$2,208 Tuition
- \$1,003 Campus Fees (various)

### **6.1 or more units**

- \$3,804 Tuition
- \$1,003 Campus Fees (various)

## **Non-California Resident (example)**

### **0 to 6 units**

- \$2,208 Tuition
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

### **6.1 or more units**

- \$3,804 Tuition
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

**\*Non-California Resident Fees are an extra \$420 per unit.**

# Campus Map

Interactive map: <https://maps.csub.edu/>

Name of Building (Bldg#)	Grid Location	Name of Building (Bldg#)	Grid Location	Name of Building (Bldg#)	Grid Location
Administration (#9)	C3	Entwood (#25)	C2	Printshop (#11)	C3
Administration East (#5)	C3	Environmental		Rivendell (#27)	C2
Administration West (#8)	C3	Studies Area (ESA) (#42)	E6	Rohan (#29)	C2
Amphitheater (#62)	A4	Facilities/Corporation Yard (#37)	F4	Romberg Nursing Center (#31)	C3
Business Development Center		Fine Arts (#2)	B3	Runner Cafe (#38)	C4
Offices (#44a)	D3	Grab n Go (#68)	C3	Runner Bookstore (#53)	C5
Classrooms (#44b)	D3	Greenhouses a&b(#66)	C5	Satellite Plant (#56)	D2
Extended University (#44c)	D3	Handball Courts (#40)	D5	Science I (#30)	C4
Rayburn S. Dezember Leadership Development Center (#44d)	D3	Hardt Field (#104)	E2	Science II (#36)	C4
Office of the President (#44e)	D3	Humanitie Complex (#57)	B2	Science III (#48)	D4
Child Care (#14)	D2	Icardo Center (#52)	E4	Student Health Services (#35)	D4
Classroom Bldg (#1)	B3	J. Antonino Sports Center (#61)	D5	Student Housing East (#54a)	B7
Competition Sports Field	E5	J.R. Hillman Aquatic Center (#45)	D5	Student Recreation Center (#67)	D5
Competition Softball Field	E5	Kegley Center (#23)	C2	Student Services (#10)	C3
Competition Track and Field	F4	Lecture Bldg (#3)	C3	Student Union/Bookstore (#53)	C5
Computing/Telecom Center (#65)	B4	Lorien (#24)	C2	Testing Center (#31a)	D4
Dobry (#26)	C2	Modular East III (63)	C5	University Advancement (#7)	C2
Doré Theatre and Todd Madigan Art Gallery (#39)	B3	Modular West (#13)	D2	University Police (#60)	D4
Dorothy Donohue Hall (#32)	C4	Music Building (#39a)	B3	Visual Arts (#82)	B2
Education (#34)	C3	Numeror (#28)	C2	Walter Stiern Library (#43)	B4
Emergency Operation Center (EOC) (#31a)	D4	Nursing Clinical		Well Core Repository (#58)	F3
Engineering Complex(#83)	D3	Simulation Center (#31a)	D4		
Engineering Complex I (a)	D3	Outdoor P.E. Storage (#41)	F5		
Engineering Complex II (b)	D3	P.E. Modular A (#33a)	D5		
Engineering Complex III (c)	D3	P.E. Modular B (#33b)	D5		
		Performing Arts (#4)	C3		
		Physical Education (#33)	D4		
		Plant Operations (#11)	C3		

Legend	
	Accessible Entrance
	Accessible Restrooms
	Disabled Parking
	Accessible Route
	Bike Path
	Bus Stop