

Department of Political Science
 Master of Science in Public Administration
 5151 State University Drive
 Los Angeles, CA 90032-8226
 323-343-2230 fax 323-343-6452
[MS in Public Administration](#)

application term (circle one) Spring Qtr. Fall Qtr. _____ <div style="text-align: right;">(year)</div>

Please TYPE or PRINT

(Last name) (First name) (Middle initial)

Address

City, State, and Zip Code

Email address

XXX - XX - _____ Work (daytime) Phone # _____ Home Phone # _____
 Social Security Number

Academic Education

List all universities and colleges that you have attended. Send **one** official transcript from each of the institutions that you have attended to **each** of the following addresses.

California State University, Los Angeles
 Department of Political Science, E&T Bldg., A524
 5151 State University Drive
 Los Angeles, CA 90032
 Attn: [Graduate Coordinator](#)

California State University, Los Angeles
 Office of Admissions and University Outreach
 5151 State University Drive
 Los Angeles, CA 90032
 Attn: Transcripts Enclosed

Transcripts (for each attended)

Degree Earned	University or College (city & state only)	Major	Date Conferred (month/year)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment

Present Employer _____ Dates of Employment _____

Address _____ Hrs/per week _____

Title or position _____

Letters of Recommendation

Please give the attached "Letter of Recommendation" forms to **two** employers, professors, or other individuals who can attest to your ability to succeed in graduate studies, together with a stamped self-addressed envelope. These letters should be on letterhead with the form enclosed and sent directly to the Graduate Coordinator, Department of Political Science.

Goal Statement

Please attach a one to two-page statement of your personal objectives, indicating why you are interested in earning a Masters degree in Public Administration and how you believe the degree will assist you in your long term and personal goals.

How did you hear about our graduate program? _____

Please sign and initial below.

Signature of Applicant

Date

Initial I understand that this application, and documents submitted herein are confidential, and become part of the Department of Political Science, California State University Los Angeles. Review of the contents are subject to expressed authorization as noted. If department admission is denied, this application and supporting documents will be properly discarded one calendar year from application term/quarter.

PLEASE REMIT THIS APPLICATION TO:

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
DEPARTMENT OF POLITICAL SCIENCE, E&T BLDG, A524
MASTER OF SCIENCE IN PUBLIC ADMINISTRATION
ATTN. [GRADUATE COORDINATOR](#)
5151 STATE UNIVERSITY DRIVE
LOS ANGELES, CA 90032-8226**

LETTER OF RECOMMENDATION

Applicant instructions

Please complete the below section, sign, and give the form to the person who will write the letter on your behalf. Provide the individual with a stamped self-addressed envelope to the following address:

California State University, Los Angeles
Department of Political Science, E&T Bldg., A524
Master of Science in Public Administration
5151 State University Drive
Los Angeles, CA 90032-8226
Attention: [Graduate Coordinator](#)

NAME OF APPLICANT _____ Date: _____
(please print)

Waiver agreement: I *do* [] *do not* [] waive my right to read this letter of recommendation.

(Signature of applicant)

Instructions for reference

The above applicant has applied to our Master of Science degree program in Public Administration. Please write an assessment of his/her potential for graduate study on your organization's letterhead. Please include the context in which you know the applicant and for how long, an evaluation of his/her abilities and skills, and your judgment of personal qualities that would enable the applicant to be successful in graduate study. Please mail your letter and this form to the above address.

Thank you for your cooperation.

Name _____ organization: _____

Address: _____

City, State, Zip Code

Telephone: _____ Email: _____

LETTER OF RECOMMENDATION

Applicant instructions

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Thank you for your cooperation.

Name _____ organization: _____

Address: _____

City, State, Zip Code _____

Telephone: _____ Email: _____

HOW TO APPLY TO THE MSPA PROGRAM

1. You will need to complete **two applications**.

Your **APPLICATION TO THE UNIVERSITY** must be completed online.

California State University, Los Angeles >>>>>>>>> available on-line at: www.csumentor.edu
Office of Admissions
5151 State University Drive
Los Angeles, CA 90032

You must arrange to have sent directly to the Office of Admissions **one official copy of your transcripts** from all colleges and universities you have attended.

Your **APPLICATION TO THE DEPARTMENT** must be mailed to:

Include the following:

California State University, Los Angeles
Department of Political Science, E&T Bldg., A524
5151 State University Drive
Los Angeles, CA 90032
Attn: [Graduate Coordinator](#)

- pp. 1-2 MSPA department application
- personal statement (1-2 pp, double-space)
- current resume
- (2) letters of recommendation, pp. 3-4
- official transcripts (undergraduate)

Your personal statement should be a **one-to-two page statement of your personal objectives and reasons for undertaking the MSPA degree**. Please send directly to the Department one copy of your transcripts from all colleges and universities you have attended.

2. Your letters of recommendation should be on official letterhead from individuals who know you as an employee, student, or in a professional capacity, and can attest to your ability to undertake graduate studies successfully. They must include the Letter of Recommendation form with their letter.
3. **Department applications are accepted for the spring and fall terms only.** *(NOTE: The University accepts applications year-round, Winter-Spring-Summer-Fall. Should you choose to apply to the winter or summer quarter with the university, please note that your **department application** will be forwarded and considered for the upcoming fall or spring term. In addition, if you are accepted by the university for a term outside of our spring and fall entry quarters, there is a possibility you might need to reapply. Therefore, it is strongly advised that you apply for the fall and spring quarter only).*

The following are university application¹ deadlines. You must submit your application electronically by these dates.

Between November 1 (of previous year) and June 15 for the fall quarter
Between June 1 (of previous year) and October 1 for the winter quarter
Between August 1 (of previous year) and February 1 for the spring quarter
Between February 1 and April 1 for the summer quarter

The following are department application deadlines. These must be received by:

April 10th for the fall quarter
Nov 10th of the previous year for the spring quarter

¹ Subject to change without notice. Please consult www.csumentor.edu for system-wide and campus deadlines.
MSPA program\department application\CSLA\2007-2008

California State University, Los Angeles
Department of Political Science

MS in Public Administration Program

Mission Statement: The Master of Science in Public Administration program at California State University, Los Angeles, seeks to educate students for professional public and community service within a diverse urban environment through the development of creative management and analytic skills, enhanced leadership capabilities, and clearer understanding of the issues of governance and institutional adaptation in a fast changing world.

The Program: The Program is carefully tailored to the different needs and backgrounds of our students. Depending on your previous exposure to public administration, you may be required to complete certain prerequisite courses to ensure you are adequately prepared for graduate level work. All students take a core program of eight courses, which cover the knowledge and skills appropriate to a successful career in public and non-profit management. In addition, you will have the opportunity to build your own four course elective program from a variety of courses, including aspects of social and urban policy, non-profit management, environmental regulation and public administration on the Pacific Rim. At the end of your program you may choose to complete a comprehensive examination or thesis.

Throughout your graduate experience, you will enjoy a supportive learning atmosphere, networking with other students, and interaction with world-class faculty.

Prerequisite courses

- POLS 460 Foundation of Public Administration (4)
- POLS 462 Public Policy Analysis (4)

**ADDITIONAL PREREQUISITES MAY BE REQUIRED DEPENDING ON THE
STUDENT'S ACADEMIC BACKGROUND**

Requirements for the Degree

A minimum of 48 units is required, including at least 24 in 500-level graduate courses.
Required Internship or Field Project- In addition to courses requirements, students must complete a one-year internship in public administration or an approved field project. This requirement may be waived if the candidate holds, or has held, a position entailing managerial or professional level of responsibility in a public or private non-profit agency.

Management & Skills Core (32 UNITS)

- POLS 571 Intergovernmental Relations (4)
- POLS 572 Public Sector Organization & Management (4)
- POLS 573 Public Sector Human Resources (4)
- POLS 574 Public Budgeting and Financial Administration (4)
- POLS 578 Research Design for Public/Nonprofit Managers (4)
- POLS 579 Public Sector Information Management & Computing (4)
- POLS 580 Data Analysis for Public/Nonprofit Managers (4)
- POLS 594 Applied Research in Public/Nonprofit Administration (4)

Elective Courses (12 UNITS)—3 courses from the following:

- POLS 565 Public Sector Labor Relations (4)
- POLS 567 Seminar: The Third Sector and Nonprofit Organizations (4)
- POLS 568 Seminar: Community Development and Administration (4)
- POLS 575 Seminar: Administrative Systems in Pacific Rim Nations (4)
- POLS 583 Seminar: Health Politics and Policy (4)
- POLS 584 Seminar: Issues in Metropolitan Area (4)
- POLS 585 Seminar: Regulation, the Environment and California Public Policy (4)
- POLS 587 Seminar: Aging Policy, Politics, and Administration (4)
- POLS 591 Seminar: Administrative Theory and Behavior
- POLS 595 Seminar: Selected Issues in Public Administration (4)
[May be taken twice, up to a maximum of 8 units]
- POLS 598 Graduate Directed Study

Capstone Course (4 UNITS)

- POLS 590 Philosophy of Public Service

Comprehensive Examination of Thesis

- A comprehensive examination (POLS 596 for 0.0 units) or thesis (POLS 599 for 4.0) is required.

NOTES: