



**California State University, Los Angeles**  
**Division of Extended Education**  
**Master of Science in Public Administration Program**  
**5151 State University Drive, Los Angeles, CA 90032-8619**  
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## EXTENDED EDUCATION MSPA DEGREE PROGRAM LOS ANGELES COUNTY SHERIFF’S DEPARTMENT-WHITTIER CAMPUS

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Application Deadlines (for priority consideration):	Date
1. California State University, Los Angeles	12/1/09
2. Extended Education	12/1/09

### A. DESCRIPTION OF PROGRAM

The Division of Extended Education in conjunction with the Department of Political Science and the Los Angeles County Sheriff’s Department offers the Master of Science degree in Public Administration in an intensive all-Saturday course format. The program is modeled after CSULA’s on-campus MSPA program, which is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). Classes will be taught by experienced practitioners and academicians.

Designed for employees of the Los Angeles County Sheriff’s Department and for other professionals, the six-week classes are scheduled on Saturdays, from 8:10 a.m. to 5:00 p.m. with a one-hour lunch break and a 30-minute coffee break mid-morning and mid-afternoon. The classes will be held on the LASD University Whittier Campus, 11515 S. Colima Road, Whittier, CA 90604. The first class module is scheduled to begin on January 9<sup>th</sup>, 2010. For a detailed schedule, see Table 2.

As shown in Table 1, the program starts with two 400-level prerequisite courses. The goal of the two classes is to ensure that each student taking graduate, 500-level courses knows the basics of public administration and the fundamentals of public policymaking. **Students must pass both classes with a grade of B or better to continue in the MSPA program.** Additional prerequisites may be required depending on the student’s academic background. Conversely, one or both courses can be waived when the student has already taken equivalent classes.

The main program consists of a management core, a skills core, three electives, and a capstone course. Together they add up to 48 quarter units. The topics of the seminars offered as electives will depend on the preferences of the student cohort. Popular topics are contract management, public relations, and program evaluation. **Students need a GPA of 3.00 or better to remain in good standing, be eligible to take the comprehensive exam, and have the degree awarded.**

The Graduate Writing Assessment Requirement (GWAR) must be satisfied by the end of the second quarter in attendance. Graduates from any CSU campus are exempt, since they already received credit for the Writing Proficiency Exam (WPE) or equivalent. Information on where and when to take the GWAR will be provided later.

Students with no work experience at the supervisory level, as management trainee, or as professionals are required to complete an internship of three months full-time or half a year part-time. Most students meet this requirement, and in most instances the internship can be waived.

After completing all coursework, students will take the comprehensive exam. It involves a reflective essay of six pages on central issues in public administration or nonprofit management, drawing on insights from the various classes and research the student conducted. The actual exam is a take-home assignment.

<b>TABLE 1: STRUCTURE OF PROGRAM</b>
<p><b>Prerequisite Courses (8 Units)</b></p> <ul style="list-style-type: none"> <li>• POLS 460 Foundations of Public Administration (4)</li> <li>• POLS 462 Public Policy Analysis (4)</li> </ul>
<p><b>Management Core (16 Units)</b></p> <ul style="list-style-type: none"> <li>• POLS 571 Intergovernmental Relations (4)</li> <li>• POLS 572 Public Sector Organization &amp; Management (4)</li> <li>• POLS 573 Public Sector Human Resource Management (4)</li> <li>• POLS 574 Public Budgeting and Financial Administration (4)</li> </ul>
<p><b>Skills Core (16 Units)</b></p> <ul style="list-style-type: none"> <li>• POLS 578 Research Design for Public/Nonprofit Managers (4)</li> <li>• POLS 579 Public Sector Information Management &amp; Computing (4)</li> <li>• POLS 580 Data Analysis for Public/Nonprofit Managers (4)</li> <li>• POLS 594 Applied Research in Public/Nonprofit Administration (4)</li> </ul>
<p><b>Possible Electives (12 Units)</b></p> <ul style="list-style-type: none"> <li>• POLS 565 Public Sector Labor Relations (4)</li> <li>• POLS 568 Community Development and Administration (4)</li> <li>• POLS 584 Issues in Metropolitan Area (4)</li> <li>• POLS 591 Administrative Theory and Behavior (4) (focus on leadership)</li> <li>• POLS 595 Selected Issues in Public Administration (4)</li> <li>• (May be taken twice, up to a maximum of 8 units; possible topics: Contract Management; Public Relations; Program Evaluation)</li> </ul>
<p><b>Capstone Course (4 Units)</b></p> <ul style="list-style-type: none"> <li>• POLS 590 Philosophy of Public Service (4)</li> </ul>
<p><b>Internship</b> (can be waived for students with equivalent work experience)</p>
<p><b>Comprehensive Examination (0 Units)</b></p> <ul style="list-style-type: none"> <li>• POLS 596 Comprehensive Examination (0)</li> </ul>

## B. MINIMUM REQUIREMENTS FOR ADMISSION

- BA or BS degree from an institution accredited by a regional accrediting association.
- Admission to the university.
- GPA of 2.75 or better in the last 90-quarter units of undergraduate degree (60-semester units). The GPA of 2.75 can be waived (min. 2.50) when the undergraduate degree is rather old and apparently not a reflection of the student’s current abilities and potential. Conversely admission may be denied to applicants with a GPA of 2.75 and higher depending on demand and space in classes.
- The application form with supporting documentation, i.e. a well-crafted personal statement, current résumé, two strong letters of recommendation (with waiver form), and official transcripts. (For details, see below under “How to Apply.”)

<b>TABLE 2: SCHEDULE OF CLASSES FOR TWO-YEAR PROGRAM</b>			
	<b>Day &amp; Time a.m., p.m. Saturday</b>	<b>Date 2010-11</b>	<b>Final 9:30-12:00</b>
<b>Prerequisites, 8 Units</b> POLS 460 Foundations of Public Administration POLS 462 Public Policy	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Jan. 09-Feb. 06 Feb. 27-Mar. 27	Feb. 13 Apr. 03
<b>500-Level Classes, 48 Units</b> POLS 571 Intergovernmental Relations POLS 572 Public Sector Organization and Management	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Apr. 17-May 15 Jun. 05-Jul. 03	May 22 Jul. 10
POLS 573 Public Sector Human Resource Management POLS 595 Selected Issues in PA (first elective)	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Jul. 24- Aug. 21 Sep. 11-Oct. 09	Aug. 28 Oct. 16
POLS 574 Public Budgeting and Financial Administration POLS 595 Selected Issues in PA (second elective)	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Oct. 30-Dec. 04 Jan. 08-Feb. 05	Dec. 11 Feb. 12
POLS 579 Public Sector Information Mgmt. & Computing POLS 595 Selected Issues in PA (third elective)	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Feb. 26-Mar. 26 Apr. 16-May 14	Apr. 02 May 21
POLS 578 Research Design in Public Administration POLS 580 Data Analysis in Public Administration	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Jun. 04-Jul. 02 Jul. 23-Aug. 20	Jul. 09 Aug. 27
POLS 594 Applied Research Project POLS 590 Capstone: Philosophy of Public Service	S, 8:10-12:00, 1:10-5:00 S, 8:10-12:00, 1:10-5:00	Sep. 10-Oct. 08 Oct. 29-Dec. 03	Oct. 15 Dec. 10
<b>Internship</b> (can probably be waived for most students)			
<b>Comprehensive Examination</b>		Take home assignment	Due Dec. 17
<b>Notes:</b>			
<ul style="list-style-type: none"> <li>• A 30-minute break in each of the four-hour sessions is not shown.</li> <li>• The schedule does not take any of the holidays into consideration, except Thanksgiving and the holiday break in December.</li> <li>• A one-week break is included at the end of each teaching module (the equivalent of a quarter break).</li> </ul>			

<b>TABLE 3: TUITION AND FEES</b>	<b>\$</b>
Per unit, approximately	270
For six-week term, approximately	1,100
For the entire two-year degree program, about	15,400

## C. HOW TO APPLY TO THE EXTENDED EDUCATION MSPA PROGRAM

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

1.1 Your **APPLICATION TO CSULA** must be completed online.

Go to [www.csummentor.edu](http://www.csummentor.edu). Click on Graduate Admission Application and follow instructions in completing the application. In addition, you must arrange to have sent directly to the Office of Admissions an **official transcript** from all colleges and universities you have attended. The address is:

Office of Admissions  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032-8530

**For priority consideration, the Office of Admission must receive your application on or before December 1, 2009.**

1.2 Your **APPLICATION TO EXTENDED EDUCATION** must be mailed to:

California State University, Los Angeles  
Division of Extended Education  
Attn. MSPA Coordinator  
5151 State University Drive  
Los Angeles, CA 90032-8619

**Include the following:**

- Application form (see pdf file)
- personal statement (see instructions below)
- current résumé
- 2 letters of recommendation (with waiver form, see pdf file; letters can be mailed separately)

Please send directly to the Division of Extended Education, Attn. MSPA Coordinator, an **official transcript** from all colleges and universities you attended.

**For priority consideration, Extended Education must receive your application on or before December 1, 2009.**

2. Your **personal statement** should be a one-to-two page essay explaining why you are seeking the MSPA degree and how the degree will advance your career objectives. You can also tell us how your past employment and education have prepared you for the degree program – or perhaps not. (The two prerequisite classes are intended to prepare you for the rigors of the program.) If your cumulative undergraduate GPA is marginal, barely above the lower limit of 2.75, and if you think the GPA does not reflect your current abilities and potential, let us know why you think so. The GPA may be old; or you may have had problems involving finances, family, or health.
3. Your two **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. Please complete the upper part of the Waiver Form (See pdf file) and give it, together with a stamped envelope addressed to the Division of Extended Education (See address above), to the recommending person.