

SAN DIEGO STATE UNIVERSITY

Official Program of Study (OPS) and Advancement to Candidacy

School of Public Affairs Internal Form

Master of Public Administration and Master of Arts in Latin American Studies

Last Name First Middle Red ID #

Degree (MPA/MA) Major/Concentration E-mail

**The program requires 54-66 approved units with only 9 units of 500 level courses.
(*Up to 12 units may be waived based on number of internship units required).**

Core Courses	Course Title	Units	Grade or P=planned E=enrolled	
PA 600	Scope of Public Administration	3.00		
PA 604	Methods of Analysis in Public Affairs	3.00		
___ PA 605 or ___ PA 606	Seminar in Research Methods Quantitative Approach to Public Administration	3.00		
PA 630	Public Personnel Administration	3.00		
PA 642	Seminar in Administrative Theory	3.00		
PA 650	Seminar in Public Finance	3.00		
PA 660	Administration and Public Policy	3.00		
LATAM 600	Seminar in Latin American Studies	3.00		
LATAM 601	Seminar on Methodology of Latin American Studies	3.00		
<p>Complete five courses from at least two departments (15 units): Each course is 3 units. Check (✓) your five choices from two departments listed in this section and fill-in those course numbers in the right column. →</p>		Units 15.00		
<p>Anthropology ___ ANTH 520 Ethnographic Field Methods ___ ANTH 529 Urban Anthropology ___ ANTH 531 Methods in Applied Anthropology ___ ANTH 533 Race, Ethnicity, and Identity ___ ANTH 582 Regional Anthropology ___ ANTH 583 Topical Anthropology ___ ANTH 605 Seminar in Applied Anthropology</p> <p>Geography ___ GEOG 506 Landscape Ecology ___ GEOG 573 Population and the Environment ___ GEOG 574 Water Resources</p> <p>Latin American Studies ___ LATAM 540 History, Society, Ecology-Baja Peninsula ___ LATAM 550** Mex-US Border Latin American Persp <small>**May count as International Experience in Latin America</small> ___ LATAM 580 Special Topics ___ LATAM 750 Seminar: Study in Latin America ___ LATAM 797 Research LATAM 798 Special Studv</p> <p>Portuguese ___ PORT 535 Brazilian Literature</p> <p>Sociology ___ SOC 522 The Family in Comparative and Cross-Cultural Perspectives ___ SOC 554 Sociology of the US-Mexico Transborder Populations and Globalization</p>		<p>Economics ___ ECON 565 North American Economic Relations ___ ECON 600-level or above; may include related elective: ___ ECON 561 International Trade or ___ ECON 592 International Monetary Theory and Policy</p> <p>History ___ HIST 550 Colonial Mexico ___ HIST 551 Modern Mexico ___ HIST 558 Latin America in World Affairs ___ HIST 580 Topics in the History of War and Violence ___ HIST 640 Directed Readings in Latin American History</p> <p>Political Science ___ POL S 562 Religion/Politics in Comparative Perspective ___ POL S 564 Political Ecology of Latin America ___ POL S 565 Nations and Nationalism ___ POL S 566 Political Change in Latin America ___ POL S 567 Political Systems of Latin America ___ POL S 568 Mexican Politics ___ POL S 661 Sem Political Systems of Develop Nations ___ POL S 667 Seminar in Latin American Political Systems</p>	<p>Fill-in Course #</p> <p>Dept. One</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Dept. Two</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Grade or P=planned E=enrolled</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Spanish ___ SPAN 602 Foundation/Research Methods of Hispanic Linguistics ___ SPAN 606 Spanish American Literature: Independence to Present ___ SPAN 751 Seminar in Realism ___ SPAN 752 Seminar in Literature and Culture of the Fin-de-Siècle ___ SPAN 760 Seminar in Reading in the Transatlantic Imaginary</p>				

Complete three courses in <u>one theme</u> listed below (9 units): <i>Each course is 3 units. Check(✓) your three choices within only <u>one theme</u> listed in this section and fill-in those course numbers in the right column. →</i>		Units 9.00 Fill-in Course # <hr/> <hr/> <hr/>	Grade or P=planned E=enrolled <hr/> <hr/> <hr/>
<u>City Planning Theme</u> ___PA 525 The U.S. City Planning Process ___CP 630 Sem Urban Planning Implementation ___CP 640 Sem Urban Planning Theory ___CP 670 History of Urban Planning ___CP 690 Sem in Land Use Planning Principles and techniques	<u>Criminal Justice Theme</u> ___CJ 601 Sem Administration of CJ ___CJ 602 Sem Comparative CJ System ___CJ 603 Sem Community/Restorative Justice ___CJ 604 Sem CJ and Urban Admin ___CJ 605 Sem Juvenile Justice/Youth Violence		
<u>Public Personnel/Labor Relations Theme</u> ___PA 530 Negotiation/Bargaining Pub Service ___PA 531 Govt Employer-Employee Relations ___PA 632 Sem Org Dev Public Sector	<u>General PA Theme</u> ___PA 620 Sem Mngt of Urban Govts ___PA 632 Sem Org Dev Public Sector ___PA 640 Seminar in PA		

Foreign Language
Note: This is a requirement for Advancement to Candidacy but is not included in your program of study units.

___ ***Pass the ACTFL or ___SPAN 302 or ___PORT 401 or ___SPAN 500+	***Students must pass the American Council of Teachers of Foreign Language (ACTFL) oral proficiency examination in either Spanish or Portuguese with a score of 2.0 or above. Or complete with grade of "B" or better, SPAN 302 and PORT 401, or complete a SPAN 500+ course. Choose an option in the left column.←	Units 0.00
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International Experience in Latin America
Note: This is a requirement for Advancement to Candidacy but is not included in your program of study units.

___LATAM 550*** or ___****Study Abroad or ___****International Internship	Mexican-US Border from a Latin American Perspective ****International experience in Latin America through an approved study abroad or an international internship experience. Choose an option in the left column.←	Units 0.00
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Internship	Check(✓) which of the following applies to you: <input type="checkbox"/> I have already submitted an Internship Waiver Request form. <input type="checkbox"/> I plan to complete 12 units of PA 796. <input type="checkbox"/> My Internship Waiver Request Form is attached. Please note; Your OPS CANNOT be processed if none of the selections above is checked. The MPA Adviser will determine how many units you will be required to complete. The Internship Waiver Request Form can be found on the table in PSFA 100 or at http://spa.sdsu.edu .	*Number of internship units required <i>MPA Adviser completes this section:</i> _____ Units
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Thesis or Project (Culminating Research Experience)
Check(✓) ONE of the four options in this section: *(must be Advanced to Candidacy to register in any one of the following four options)*

Thesis: ___PA 799A or ___LATAM 799A	Thesis in Public Administration or Thesis in Latin American Studies	Units 3.00 <hr/> <hr/>	Grade or P=planned E=enrolled <hr/> <hr/>
Project (Culminating Research Experience): ___PA 797 or ___LATAM 797	A culminating research experience in lieu of thesis; must result in a project that is approved by the graduate adviser.		

Petition for Adjustment of Academic Requirements
Use this section for listing transfer coursework and/or for coursework you have petitioned. Attach your completed Petition of Adjustment of Academic Requirement form. This form can be found at http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx.

Course	University	Title	Adjustment Request	Units	Grade

I have read and accept this program of study (sign and date below)
 Student: _____ Date: _____
 I approve this program of study (sign and date below)
Student has met all programmatic requirements and is recommended for advancement to candidacy
 Graduate adviser: _____ Date: _____

Filing an Official Program of Study & Advancement to Candidacy Master of Public Administration and Master of Arts in Latin American Studies

Advancement to Candidacy

All students must meet the general requirements for advancement to candidacy as described in Part Four of this bulletin and be recommended by the graduate advisers of both programs. In addition, all students must (1) complete Public Administration 600 and three additional courses selected from Public Administration 604, 605 or 606, 630, 642, 650, 660; (2) complete Latin American Studies 600 and 601; (3) achieve a grade point average of 3.0 in these course with no grade below B-; (4) complete with a grade of B (3.0) or better, Spanish 302 or Portuguese 401, or their equivalents, or three units of 500-level or graduate coursework in Spanish, or pass the American Council of the Teaching of Foreign Languages (ACTFL) oral proficiency examination in either Spanish or Portuguese with a score of 2.0 or above; (5) demonstrate international experience in Latin America through an approved study abroad or an international internship experience, or successful completion of Latin American Studies 550, an approved study abroad experience course.

The first step in Advance to Candidacy is submitting your Official Program of Study (OPS)

- Students are eligible to submit an *Official Program of Study* (hereafter referred to as *OPS*) after completing PA 600 and at least three other required courses. Also required is a GPA of at least 3.00, and Classified Graduate Standing.
- The *OPS* should be submitted **NO LATER** than the semester prior to anticipated graduation and prior to signing-up for comprehensive exams or thesis.
- The MPA/MA LATAM program consists of 54 units with an additional 3 to 12 units of internship, if not waived.
- Students are to complete PA 796, which is a 12-unit internship requirement. However, this course may be waived completely or partially after submitting the Internship Waiver Request Form can be found in PSFA 100.
- If you have any questions please contact the MPA/MA LATAM Graduate Advisers:

Dr. Roddrick Colvin
PSFA 178
619-594-2880
rcolvin@sdsu.edu

OR

Dr. Ramona Perez
AL 377
619-594-1155
perez@sdsu.edu

Additional information for filing an OPS

Students should consult the current **Graduate Bulletin** for more information about the policies and procedures to be followed in completing and filing the Official Program of Study (OPS).

Do not include any core course in which the student received a grade of B- or lower, nor an additional course in which the student received a grade of C- or lower. Do not include any course with a WU (withdrawal unauthorized), or INC (incomplete authorized). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

After approval of the OPS, if there are changes that involve specific curricular requirements, a **Petition for Adjustment of Academic Requirement for the Master's Degree** must be filed. This form can be found at http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx