

Official Program of Study (OPS) and Advancement to Candidacy

Internal Form

# Master of Public Administration

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Red ID # \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
 Check Concentration: \_\_\_\_\_ General \_\_\_\_\_ City Planning \_\_\_\_\_ Criminal Justice

<b>REQUIRED COURSES</b>	<b>The program requires 36-48 approved units (*up to 12 units may be waived based on number of internship units required).</b>		
<b>Core Courses</b>	<b>Course Title</b>	<b>Units</b>	<b>Grade or P=planned E=enrolled</b>
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	3.00	
	Quantitative Approach to Public Administration		
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	
<b>Electives</b>	<b>YOU CAN CHOOSE UP TO THREE 500-HUNDRED LEVEL COURSES (9 units).</b> (Electives must be approved by MPA Coordinator. See reverse side of this form for a list of options. For City Planning and Criminal Justice concentrations, see reverse side of the form and /or refer to the Graduate Bulletin for electives). <b>Course Title</b>		
1.		3.00	
2.		3.00	
3.		3.00	
4.		3.00	
5.		3.00	
<b>Internship</b>	<b>Check which of the following applies to you:</b>		
*PA 796	<input type="checkbox"/> I have already submitted an Internship Waiver Request form (attach proof of waiver) <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 Coordinator 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 <a href="http://spa.sdsu.edu">http://spa.sdsu.edu</a> .		<b>*Number of internship units required</b>  MPA Advisor completes this section: _____ <b>units</b>
<b>Use space below for listing transfer coursework and/or for coursework you have petitioned.</b> <b>Attach your Petition of Adjustment of Academic Requirement form to this OPS for approval.</b> Indicate university, course abbreviation, number, title and units.			
<b>Choose ONE:</b>			
Plan A 799A <input type="checkbox"/>	Thesis (must be advanced to candidacy to sign-up for thesis) <i>(If you choose the thesis option, you may choose PA799A as one of your 3-unit electives)</i>		
Plan B <input type="checkbox"/>	Final comprehensive exam in lieu of thesis (report of exam required) (must be advanced to candidacy to sign-up for comp exams)		

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 advisor: \_\_\_\_\_ Date: \_\_\_\_\_

# Filing an Official Program of Study & Advancement to Candidacy

## MASTER OF PUBLIC ADMINISTRATION

- 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 program consists of 36 units with 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 on the table in PSFA 100 or at <http://spa.sdsu.edu>.
- If you have any questions please contact the MPA Graduate Adviser: **Dr. Mounah Abdel Samad** 619-594-4724  
msamad@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 course in which the student received a grade of C- or lower, 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?](http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx?)

#### MPA with Concentration in Criminal Justice

Students must complete 15 units from the following courses:  
 -CJ 602 Seminar in Comparative Criminal Justice System (3)  
 -CJ 603 Seminar in Community and Restorative Justice (3)  
 -CJ 604 Seminar in Criminal Justice and Urban Administration (3)  
 -CJ 605 Seminar in Juvenile Justice and Youth Violence (3)  
 -An approved CJ Related Elective (see your advisor)

#### MPA with Concentration in City Planning

Students must complete the following courses:  
 -C P 630 Seminar in Urban Planning Implementation (3)  
 -C P 640 Seminar in Urban Planning Theory (3)  
 -C P 670 History of Urban Planning (3)  
 -C P 675 Seminar in Environmental Policy and Planning  
 -C P 690 Seminar in Land Use Planning Principles and Techniques (3)

### MPA Elective Examples (each course listed below is 3 units)

**There may be prerequisites—it is the student's responsibility to check.**

**If you are interested in other classes, see the MPA adviser.**

Any PA, CJ, or CP course (500, 600, or 700 level)

ACCTG 508	Accounting Not-For-Profit Orgs	MGT 722	Seminar: Business Ethics & Social Institutions
ECON 565	N. American Economic Relations	MGT 723	Seminar: International Strat Management
ECON 630	Microeconomic Theory	MGT 743	Seminar in Business Plan Development
ECON 710	Seminar: Public Economics	PHIL 523	Theory of Knowledge
FIN 784	Seminar: Real Estate Finance & Valuation	POL S 564	Political Ecology of Latin America
GEOG 554	World Cities	POL S 577	Principles of International Law
H SEC 603	World Cities	POL S 603	Seminar: Foundations of Public Policy
H SEC 604	Seminar: Emergency Prep & Response	POL S 620	Seminar: American National Government
H SEC 650	St Abroad: Comp Sec Mexico	POL S 661	Seminar: Political Systems of Dev Nations
MGT 710	Seminar: World Business Environment	PSY 621	Seminar in Personnel Psychology
MGT 721	Seminar: Group Procedures/Leadership	SOC 730	Seminar in Social Institutions
		SWORK 601	Seminar: Social Welfare and Policy & Services

This is a guide only. Students should refer to the Graduate Bulletin for the most up-to-date information.