

**SAN DIEGO STATE UNIVERSITY
SCHOOL OF PUBLIC AFFAIRS
& COLLEGE OF EXTENDED STUDIES**

**Online Master of Public Administration
Official Program of Study (OPS) and Advancement to Candidacy**

Last Name	First	Middle	Red ID #
Street Address			Apartment Number
City	State	Zip Code	Telephone Number
Degree (MPA)		Major/Concentration	E-mail

REQUIRED 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 606	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	
PA 798	Capstone Project	3.00	
ELECTIVES	STUDENTS CAN CHOOSE UP TO THREE 500-HUNDRED LEVEL COURSES Electives must be approved by MPA Coordinator. See reverse side of this form for a list of options.		
1. _____		3.00	
2. _____		3.00	
3. _____		3.00	
4. _____		3.00	

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: _____

Requirements for
Filing an Official Program of Study & Advancement to Candidacy
ONLINE 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.
- If you have any questions please contact the MPA Graduate Advisor: **Dr. Robert Sobie** 619-594-4604
rsobie@mail.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 "I"(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

MPA Elective Options

Students have the opportunity to choose four electives for the online MPA program. Because our program is cohort based (meaning everyone moves through the program together), students within each cohort will rank their top four choices for electives through an electronic survey following the orientation. The top four choices of the cohort as a whole will be identified and offered as part of the curriculum. Elective offerings may also be shaped by instructor availability.

PA 501 Nonprofit Relations and Government

Students will examine the ways nonprofit organizations interact with government institutions. Students will consider how nonprofits influence and pressure government through policy advocacy and activism, and how nonprofits partner with government in contracting, public service provision, and policymaking.

PA 530 Negotiation & Bargaining

Specific issues such as strategies, the effects of threat, the physical setting, use of a third-party observer and theories of advocacy. Emphasis on analyzing simulations of the bargaining process and developing effective negotiation skills.

PA 531 Employer-Employee Relations

Historical development, legal basis, and organizational implications of governmental employer-employee relations; emphasis on California local government.

PA 580 Comparative Public Administration

Administrative organization and process of selected foreign and American governments. Analysis of the cultural basis of administrative systems.

PA 620 Management of Urban Governments

Selected problems in the management of urban governments- this special topics course can be tailored to cohort interests.

PA 632 Organization Dev. in Public Sector

Organization development theory and practice. Emphasis on organizational diagnosis, intervention theory, team building and process consultation skills as they apply to public sector organizations.

PA 640 Community/Government Relations

Community/Government Relations within the context of this course is defined as: 1) Actively involving citizens in determining what (and how) government services will be provided to the community; and, 2) Establishing ongoing mechanisms for resolving problems of mutual interest to the community and government. In PA 640, students will examine current practices within their agencies and communities within the context of this definition.

PA 640 Emergency Management

Overview of emergency management disciplines, including the history of emergency management, hazards and risk assessment, mitigation, preparedness, communications, response, recovery, international disaster management, terrorist threats, and the future of emergency management.

PA 640 Assessing Government and Nonprofit Performance

Simply stated, understanding government and nonprofit performance matters. Not only to an interested public, but to policymakers, administrators, and employees. Management and measurement of public organizational performance cuts across virtually all specialty fields of public administration. Fields like budgeting, human resources, strategic planning, asset and risk management, organizational capacity building and learning, and inter-organizational collaboration. Reviewing these linkages will be brief, allowing more time and focus on the methods, models, and tools routinely available to public managers but often absent from an administrative toolbox. The course will explore organization-level performance and not on the technical aspects of software and systems design, procurement, and technical features of applications.

PA 640 Urban Planning Implementation

This course covers comprehensive plan making and the general plan as well as growth management techniques and their legal basis. The course also includes traditional planning implementation such as zoning, subdivision regulations, capital programs, taxation policies and other techniques used to implement plans and policies. Historical and contemporary case studies are utilized.

PA 640 US City Planning Process

Description and critique of traditional city planning process; styles and roles of city planner; city planning values and ethics.

PA 640 Policy Design and Analysis

This is an introductory course to policy analysis. Policy analysts are responsible for defining and framing public problems, identifying and evaluating possible strategies for addressing problems, using reason and evidence to evaluate options, and recommending solutions that are most appropriate. The goals of this course are to provide students with an understanding of the role that analysis plays in the policymaking process, to make students critical consumers of policy analysis, and to equip students with the basic skills necessary to write and present professional policy analysis.

PA 643 Administrative Behavior

Intrapersonal, interpersonal and group development knowledge which enhances the administrator's effectiveness. Simulations and structured experiential designs examine behaviors encountered in public bureaucracies.