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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Red ID #</th>
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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).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade or</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>PA 600</td>
<td>Scope of Public Administration</td>
<td>3.00</td>
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<tr>
<td>PA 604</td>
<td>Methods of Analysis in Public Affairs</td>
<td>3.00</td>
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<tr>
<td>PA 605 or PA 606</td>
<td>Seminar in Research Methods</td>
<td>3.00</td>
<td></td>
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<tr>
<td>PA 630</td>
<td>Public Personnel Administration</td>
<td>3.00</td>
<td></td>
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<tr>
<td>PA 642</td>
<td>Seminar in Administrative Theory</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA 650</td>
<td>Seminar in Public Finance</td>
<td>3.00</td>
<td></td>
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</tr>
<tr>
<td>PA 660</td>
<td>Administration and Public Policy</td>
<td>3.00</td>
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<tr>
<td>LATAM 600</td>
<td>Seminar in Latin American Studies</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LATAM 601</td>
<td>Seminar on Methodology of Latin American Studies</td>
<td>3.00</td>
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</tbody>
</table>

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.  →

**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  

**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  

**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

**Geography**  
__GEOG 506 Landscape Ecology  
__GEOG 573 Population and the Environment  
__GEOG 574 Water Resources  

**Latin American Studies**  
__LATAM 540 History, Society, Ecology-Baja Peninsula  
__LATAM 550** Mex-US Border Latin American Persp  
**May count as International Experience in Latin America  
__LATAM 580 Special Topics  
__LATAM 750 Seminar: Study in Latin America  
__LATAM 797 Research  
__LATAM 798 Special Study  

**Portuguese**  
__PORT 535 Brazilian Literature  

**Sociology**  
__SOC 522 The Family in Comparative and Cross-Cultural Perspectives  
__SOC 554 Sociology of the US-Mexico Transborder Populations and Globalization  

**Spanish**  
__SPAN 602 Foundation/Research Methods of Hispanic Linguistics  
__SPAN 603 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  

Page 1 or 3  
Fall 2016
Complete three courses in one theme listed below (9 units):

Each course is 3 units. Check (✓) your three choices within only one theme listed in this section and fill-in those course numbers in the right column.

<table>
<thead>
<tr>
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<th>Adjustment Request</th>
<th>Units</th>
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City Planning Theme
- 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

Criminal Justice Theme
- 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

Public Personnel/Labor Relations Theme
- PA 530 Negotiation/Bargaining Pub Service
- PA 531 Govt Employer-Employee Relations
- PA 632 Sem Org Dev Public Sector

General PA Theme
- 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.

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</table>

International Experience in Latin America
Note: This is a requirement for Advancement to Candidacy but is not included in your program of study units.

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Internship
Check(✓) which of the following applies to you:

- I have already submitted an Internship Waiver Request form.
- I plan to complete 12 units of PA 796.
- 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.

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)

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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.

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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 courses 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 or at http://spa.sdsu.edu/forms/MPA_INTERNSHIP_WAIVER_REQUEST_FORM2016.pdf

If you have any questions please contact the MPA/MA LATAM Graduate Advisers:

Dr. Shawn Flanigan OR Dr. Ramona Perez OR Dr. Larry Herzog
PSFA 162 AL 377 AL 377J
619-594-4339 619-594-1155 619-594-4940
sflaniga@mail.sdsu.edu perez@mail.sdsu.edu laherzog@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 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

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