



## **The San Francisco State University Public Administration Program San Mateo County Cohort Program**

Beginning Fall 2007, San Francisco State University will be offering a customized Master's in Public Administration degree program, to a select group of qualified San Mateo County, cities, special districts and nonprofit employees within San Mateo County. All courses will be offered on location in the county offices of San Mateo. San Mateo County Cohort students accepted into the program will be considered San Francisco State University students and will receive a diploma from SFSU. The Master of Public Administration at SFSU is a nationally recognized program which is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

The Masters in Public Administration at San Mateo County will be a 3 ½ year, seven semester, 39-unit cohort program emphasizing Public Management. It will consist of two evening courses per semester during the fall and spring only. First semester classes will start on 8/27 through 12/27 and will be held on Monday and Wednesday evenings. For general program information, go to: <http://bss.sfsu.edu/~mpa/>.

### **What are the program's admissions requirements and procedures?**

- Letter of application explaining why the applicant would like to attend graduate school, is interested in the public sector and / or non-profit work, and wants to attain the M.P.A. degree The letter must state clearly that the applicant is applying for the San Mateo County Cohort Program
- Two (2) letters of recommendation
- Send a set of transcripts to both the Public Administration Program and the Graduate Division
- Submit the CSU Application for Graduate Admission to the Graduate Division (online version or form available by email).
- A 3.0 grade point average in the last 60 units of undergraduate studies. If the student does not have a 3.0 grade point average during the last 60 units of undergraduate school, an alternate route to admissions is to earn at least 1100 on the verbal and quantitative portions of the Graduate Record Examination (GRE) and submit those scores to the Public Administration Program. The GRE is not otherwise required.
- Deadline for applications is May 1, 2007

### **Are there pre-requisite classes required?**

Prior to the end of the first year in the Program, all students will need to have completed a lower division micro-economics course, attaining at least a grade of B. This class can be taken at a junior college and is not considered to be part of the program.

### **Are there other requirements?**

All students accepted into the program must take the Graduate Essay Test prior to the end of the first year. This test costs \$50, is taken at the SFSU campus and must be paid by the student. For more info, go to: <http://www.sfsu.edu/~testing/>. If students do not pass the GET, an additional writing course is required.

### **What are the classes I need to take in order to obtain a Master's in Public Administration?**

The Program will consist of:

- *Eight core courses/24 units:*
  - PA 700: Introduction to Public Administration & Public Policy, 3 units
  - PA 705: Research Methods and Data Analysis I, 3
  - PA 706: Research Methods and Data Analysis II, 3

- PA 710: Microeconomic Analysis for Public Administration, 3
- PA 715: Policy-Making and Implementation, 3
- PA 720: Managing Organizational Behavior, 3
- PA 725: Managing Human Resources, 3
- PA 730: Managing Budgets in the Public Sector, 3
- *Four emphasis or Elective Courses, 12 units.* Students will be offered the Public Management elective emphasis, resulting in a selection of 4 electives from that option. The exact electives offered will be chosen after consultation with the students although PA 740: Public Management will be one of the electives as the required course in that emphasis.
- *Culminating Experience Requirement, 3 units.* Students will take PA 800: Capstone Course, containing the Written Comprehensive Examination requirement, also called the Strategic Assessment Memorandum.
- *Internship Requirement.* Students in the Program may waive the internship requirement if they have at least 12-18 months of full-time employment in the public or nonprofit sectors. The assumption is that all students applying for this cohort will have this experience. However, each must write a memo to the Program Director officially requesting the waiver to be considered.

### **What level GPA do I need to maintain?**

Students who receive a final grade lower than a C in any class are required to re-take the class on their own; they will need to make up the course at SFSU and will need to pay regular SFSU tuition and local fees while attending SFSU. Students may continue with the cohort, however, as they make up the other course. All students must maintain a 3.0 overall grade point average within the program.

### **What if I fall behind or need to drop out for a semester?**

Students who drop out of the program will need to make up any missed course(s) before they are eligible for graduation. The course(s) can be made up at the SFSU campus only. We urge potential students to consider all possible obstacles before applying for admission.

### **Will I be able to meet with faculty?**

Yes, whenever possible. A one-hour office time will be scheduled prior to each class and faculty are available via email and telephone.

### **Will I need to drive to SFSU to use the library?**

While all students are eligible to use the SFSU library, students will be able to access research materials via various on-line sources.

### **What about books?**

Books can be accessed through common sources such as Amazon. Readers and other papers will be made available by the SFSU bookstore.

### **What about courses requiring computer usage?**

San Mateo County will provide a computer teaching lab and software for students.

### **How much will the Program cost and who will pay?**

Cost of the program is \$250 per unit. For County employees, tuition reimbursement eligibility information is available from the San Mateo County Human Resources Department.

### **How and when will I be notified if I am accepted or rejected from the San Mateo cohort?**

If an MPA applicant submits a complete application, these applicants will be contacted by the Program Director within 30 days following the May 1 deadline.

### **If I apply to the San Mateo cohort and I am not accepted, will I automatically be accepted for the on-campus MPA program or will I need to reapply?**

If you apply for the cohort and are not accepted, your application will then be moved into the on-campus pool of applicants and considered for admission to the regular program.

### **How do I pay the fees for the San Mateo cohort?**

Students accepted into the San Mateo PA can register for classes in the following ways:

1. Over the Phone - Students can call a Registration Specialist at 415-405-7700 (press 5) and register for classes.
2. Mail - Students can mail in a registration form with their check or money order to SF State College of Extended Learning, 1600 Holloway Avenue, San Francisco, CA 94132-4160. (Check or money order should be made payable to *SFSU--CEL.*)
3. In person - Students can register for classes in person at either our Downtown Campus (at 435 Market) or our Main Campus (at 1600 Holloway Ave).

Payment for courses is due within 5 business days of registration, or the day before the course begins, whichever is sooner. Students that do not pay for their courses by their payment due date will be dropped for non-payment.

For more information on registration please go to

<http://www.cel.sfsu.edu/register/spring2007/howtoregister.cfm>

For more information on how to pay please go to

<http://www.cel.sfsu.edu/register/summer2007/howtopay.cfm>

### **What is a Cohort?**

A cohort is a distinct group of (in this case), Public Administration students that will progress together throughout the 3.5 year program. It is a unique opportunity to get to know, bond and work together as a group. A cohort such as this one will help you understand other County departments and will help you network to improve your knowledge base. The strength and advantage of a cohort can exceed the time frame of the class.

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Contact Richard Kay at [rkay@sfsu.edu](mailto:rkay@sfsu.edu)/415-405-7772 (email preferred), for any questions you may have about the program.