

# Public Policy and Administration

For faculty listing, see Personnel (<http://catalog.callutheran.edu/archives/2014-2015/grad/personnel>) .

## The Master of Public Policy and Administration (MPPA)

The Master of Public Policy and Administration program is designed to meet the educational needs of management professionals in the public and nonprofit sectors. Its faculty, with a service orientation, is dedicated to the education of the whole person. The student body is excellent and diversified, being composed primarily of individuals who are working in various private, public or nonprofit organizations.

The basic purpose of the Graduate Program in Public Policy and Administration is to provide a broad-based education for individuals who wish to pursue careers in administration or policy making in a variety of public service positions. Program emphasis is on state and local policy issues. The program is designed to provide each student with:

1. A knowledge and understanding of administrative organizations and legal processes affecting public policy decision-making;
2. The ability to identify those human and ethical values that should underlie the work of a public administrator;
3. An understanding of the proper relationship between public administration and the citizenry;
4. The capability of developing a sound social strategy;
5. The ability to perform effectively in a leadership role under a variety of conditions; and
6. The competency to conduct and present research relevant to public policy and administration.

## Requirements for the Master of Public Policy and Administration

(39 Credits)

### Public Policy and Administration Core (15 credits)

|        |  |   |
|--------|--|---|
| PA 550 | Research Methods                             | 3 |
| PA 568 | Ethics in Public Policy and Administration   | 3 |
| PA 593 | Public Administration Theory                 | 3 |
| PA 595 | Implementation and Analysis of Public Policy | 3 |
| PA 598 | Law and Public Policy                        | 3 |

### Elective Courses (24 Credits)

|   |  |    |
|---|--|----|
| Select eight of the following: <sup>1</sup> |  | 24 |
| PA 501                                      | Public Administration and Public Policy        |    |
| PA 502                                      | Public Policy Seminar                          |    |
| PA 505                                      | Local Economic Development                     |    |
| PA 507                                      | Strategic Planning                             |    |
| PA 508                                      | Sacramento Institute                           |    |
| PA 510                                      | Leadership                                     |    |
| PA 512                                      | Communication Skills for Public Administration |    |
| PA 554                                      | Public Budgeting                               |    |
| PA 556                                      | Inter-Governmental Relations                   |    |
| PA 562                                      | Human Resource Management                      |    |
| PA 565                                      | Organizational Theory and Development          |    |
| PA 570                                      | Civic Engagement                               |    |
| PA 571                                      | Non-Profit Management                          |    |
| PA 577                                      | Negotiation and Conflict Management            |    |
| PA 582                                      | Selected Topics                                |    |
| PA 590                                      | Independent Study                              |    |
| PA 596                                      | Urban Policy and Planning                      |    |
| PA 599A/599B                                | Thesis and Project                             |    |
| BUS 554                                     | Communication for Management                   |    |
| BUS 558                                     | Organizational Dynamics                        |    |
| BUS 559                                     | Leadership and Managerial Effectiveness        |    |

- 1 With the approval of the program director.

Note: Students may take up to 6 credits from any other graduate program.

## Completion Requirements

1. Comprehensive Examination (no credit) based on the five core courses; or Thesis or Project (3 credits). Credit will be counted toward 24 credits of elective courses.
2. Internship (no credit).

All candidates for the MPPA degree are required to complete an internship in public administration. The internship normally involves at least 100 hours of supervised work experience in an approved position. The internship should be completed within six months of the first term of enrollment. This requirement may be waived under certain circumstances.

Students may, with the approval of the program director, program dean and the university registrar, transfer relevant graduate level courses taken in allied graduate programs (e.g., MBA) at this or other regionally accredited universities.

## Courses

### **PA 500. American Foundations. (3).**

This course is a prerequisite for foreign students entering the MPPA program. It is designed to prepare students and enhance their knowledge about American policy and administration and their skills for graduate study in the program. Credits for this class do not count towards the required 39 credits for the degree.

### **PA 501. Public Administration and Public Policy. (3).**

Study of theories of administration and public policy to assist students in preparing for the MPPA comprehensive examinations.

### **PA 502. Public Policy Seminar. (3).**

Small group tutorial experience designed for in-depth exploration of a topic or problem.

### **PA 505. Local Economic Development. (3).**

This seminar examines strategies employed in the pursuit of state and local economic development. It emphasizes practical application and implementation of economic concepts and strategies which address the challenges of competitiveness, growth, sustainability, and community revitalization.

### **PA 507. Strategic Planning. (3).**

This course provides an understanding and application of strategic planning and performance measurements in the public and non-profit sectors. It emphasizes the practical application of economic concepts and planning tools which address the challenges of competitiveness, growth, sustainability, and community revitalization.

### **PA 508. Sacramento Institute. (3).**

The course provides a multi-perspective examination of policy development processes through first hand observation of the policy process. Students travel to Sacramento for a four-day seminar at the State Capital and interact with lawmakers, lobbyists, media, legislative analysts, regulators, political consultants and executive branch officials.

### **PA 510. Leadership. (3).**

The course is designed to develop a set of core competencies and improve leadership practices. Topics covered include the historical development of leadership theories, communication, strategic analysis, leadership styles, organizational structure, and teambuilding.

### **PA 512. Communication Skills for Public Administration. (3).**

The course is intended to prepare students to think strategically about communication and to improve writing, presentation and interpersonal communication skills within a managerial setting. Professional and interpersonal dialogue and group communications will be explored. Managerial writing, public speaking, positive self-presentation and techniques for effective meetings will also be covered.

### **PA 550. Research Methods. (3).**

Study of current methods of conducting research in public administration.

### **PA 554. Public Budgeting. (3).**

Public budget planning, formulation, analysis, and implementation. The fiscal role of government. The problems of revenue and expenditure planning, administration and control.

### **PA 556. Inter-Governmental Relations. (3).**

An analysis of the problems, practices and decisions relating to the management and financing of inter-governmental projects and policies.

### **PA 562. Human Resource Management. (3).**

Governmental personnel systems. Policies for classification, compensation, training and advancement. Public employee unionization. Developing strategies for collective negotiations in public organizations.

**PA 565. Organizational Theory and Development. (3).**

Organization, leadership and decision theory, and contemporary developments in management and behavioral sciences are emphasized.

**PA 568. Ethics in Public Policy and Administration. (3).**

An examination of moral issues which arise within a public organization, e.g., privacy, obligation to obey the law, government responsibility, etc.

**PA 570. Civic Engagement. (3).**

Examination of the forms and processes of civic engagement in contemporary settings of public and government. The class focuses on the organization and expression of public interests, and explores the means by which they are mediated and coped with by governing authorities.

**PA 571. Non-Profit Management. (3).**

The course is designed to introduce students to both principles and practices of management for nonprofit organizations. In addition to a survey of important issues facing the nonprofit sector and best practices, course topics will include governance, strategic planning, marketing, advocacy, public-private partnerships and fundraising.

**PA 577. Negotiation and Conflict Management. (3).**

This course is designed to explore the major concepts and theories of the negotiation process. Special emphasis will be given to the dynamics of interpersonal and intergroup conflict and resolution. Topics addressed include interpersonal influence techniques plus tactics and strategies involved with improved bargaining and negotiation. Students will learn key negotiation skills through an interactive experience that includes case studies, readings, videos and role-plays. Students will focus on the development of effective negotiation strategies and tactics. The course is designed to be relevant to the broad spectrum of negotiation challenges traditionally encountered by managers in business. (cross-listed with BUS 577).

**PA 582. Selected Topics. (3).**

Topics of current and particular interest or concern in public administration, e.g., arbitration and collective bargaining, criminal justice policy, environmental policy and public healthcare policy.

**PA 590. Independent Study. (1-4).****PA 593. Public Administration Theory. (3).**

Systematic analysis of the ideas and ideals which have influenced the study of public administration; exploring theories of public administration. Emphasis on state and local government.

**PA 595. Implementation and Analysis of Public Policy. (3).**

Examines how public policy is implemented and analyzed. Overview of change theory, systems analysis, and decision-making paradigms; concepts such as strategic planning, quality management, benchmarking and team building are addressed.

**PA 596. Urban Policy and Planning. (3).**

This course is designed to introduce students to the field of land use planning. It is intended to prepare students to make organizational decisions that will require a base of knowledge in urban planning concepts and policies, yet the course should interest any citizen concerned with how land use decisions impact their quality of life. Appropriately then, the focus of instruction will be on issues currently affecting Ventura County and its local municipalities - a lack of affordable housing, a displaced work force, and attempts to implement policies of smart growth and sustainability.

**PA 598. Law and Public Policy. (3).**

An analysis of the impact of court and legislative decisions on public policy, with particular emphasis on public institutions; how to conduct legal research; examining how public policy is shaped by law. Emphasis on researching and analyzing legal documents and appellate opinions pertinent to public policy. Topics include: employment discrimination; managerial liability for negligence in hiring, training, supervision, etc.; civil rights violations; employee rights in the workplace; and more.

**PA 599A. Thesis. (3).****PA 599B. Project. (3).**