
Public Administration and Urban Studies

In the College of Professional Studies and Fine Arts

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Faculty

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Roger W. Caves, Ph.D., Professor of Public Administration and Urban Studies (M.C.P. Graduate Adviser)

James A. Gazell, Ph.D., Professor of Public Administration and Urban Studies

Stuart H. Gilbreath, Ph.D., Professor of Public Administration and Urban Studies

Dipak K. Gupta, Ph.D., Professor of Public Administration and Urban Studies

Lawrence A. Herzog, Ph.D., Professor of Public Administration and Urban Studies

Darrell L. Pugh, Ph.D., Professor of Public Administration and Urban Studies (M.P.A. Graduate Adviser)

L. Paul Sutton, Ph.D., Professor of Public Administration and Urban Studies

Dalton S. Lee, D.P.A., Associate Professor of Public Administration and Urban Studies

Natalie Pearl, Ph.D., Associate Professor of Public Administration and Urban Studies

Robert L. Stock, Ph.D., Associate Professor of Public Administration and Urban Studies

Patricia A. Wilson, D.P.A., Associate Professor of Public Administration and Urban Studies

Susan E. Baer, Ph.D., Assistant Professor of Public Administration and Urban Studies

Kyle Farmbry, Ph.D., Assistant Professor of Public Administration and Urban Studies

Jeffrey S. McIlwain, Ph.D., Assistant Professor of Public Administration and Urban Studies

M. Celeste Murphy, Ph.D., Assistant Professor of Public Administration and Urban Studies

Evelyn Zellerer, Ph.D., Assistant Professor of Public Administration and Urban Studies

General Information

Public Administration and Urban Studies offers graduate study leading to the Master of Public Administration degree, and the Master of City Planning degree. Research facilities provided include the Institute of Public and Urban Affairs and the Public Administration Center.

The San Diego metropolitan community affords significant internship opportunities for the graduate student in federal, state, and local government agencies.

The Public Administration and Urban Studies' M.P.A. degree is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA) and listed on its annual roster of accredited programs found to be in conformity with standards established for professional master's degrees in public affairs and administration.

Master of Public Administration Degree

This degree permits the selection, under advisement, of a program of course and seminar work which may be oriented toward a generalist approach or with a research focus on organizational behavior and development, public policy, fiscal policy and administration, recreation administration, or urban administration. Also offered are concentrations in criminal justice administration and city planning, each consisting of 15 units within the required program for the Master of Public Administration. Since management responsibilities are shared by administrators in a number of professional areas in the public service,

the student is encouraged to supplement the study of government and administration with graduate courses in economics, sociology, psychology, business administration, and other related areas.

Admission to Graduate Study

All students must satisfy the general requirements for admission to the University with classified graduate standing, as described in Part Two of this bulletin. The student must also satisfy the following requirements: (1) a 3.0 grade point average in the undergraduate major and a 2.75 overall average; (2) an acceptable score on the GRE General Test; and (3) satisfactory completion of Public Administration 450 or equivalent course, and at the discretion of the graduate adviser students should have suitable background in social science statistics.

Students applying for admission should electronically submit the University application available at www.csumentor.edu.

The following materials should be submitted as a complete package directly to the School of Public Administration and Urban Studies:

- (1) Two sets of official transcripts (in sealed envelopes);
- (2) GRE scores (official notification);
- (3) Two letters of reference from individuals who have known the student's academic work and/or employment performance;

Mail or deliver your complete admissions package to:

School of Public Administration and Urban Studies
(Attention: Dr. Darrell Pugh)
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4505

Advancement to Candidacy

All students must meet the general requirements for advancement to candidacy, as described in Part Two of this bulletin and be recommended by the faculty. In order to be recommended for advancement, a student must have achieved a grade point average of 3.5 in Public Administration 600 and three additional courses from among Public Administration 604, 605 or 606, 630, 642, 650, 660, with no grade below B-.

Specific Requirements for the Master of Public Administration Degree

(Major Code: 21021)

In addition to meeting the requirements for classified graduate standing, the student must satisfy the basic requirements for the master's degree as described in Part Two of this bulletin. Students must also complete as a part of their programs: (1) at least 27 units of 600- and 700-numbered courses including Public Administration 600, 604, 605 or 606, 630, 642, 650 and 660; (2) a minimum of nine additional units of 500 level or graduate courses in public administration or related fields selected under advisement. An internship of 12 units (one semester) beyond the 36 units of coursework is required of students who have not had equivalent experience. The internship normally will be served in a governmental agency where the intern will perform duties of an administrative nature. Placements typically will be made in the office of a city manager, a budget office, a personnel office or in the office of the head of a major operating department. Public Administration 799A, Thesis, must be included in the program unless Plan B with a comprehensive written examination in lieu of the thesis is selected by the student with the approval of a graduate adviser; and (3) Students who specialize in Public Personnel and Labor Relations must take Public Administration 530, 531, 632, 633, and 643.

Concentration in Criminal Justice Administration (Major Code: 21051)

Students must complete 15 units from the following courses as part of the M.P.A. degree:

- CJA 601 Seminar in the Administration of Criminal Justice (3)
- CJA 602 Seminar in the Criminal Justice System as a Social Institution (3)
- CJA 604 Seminar in Criminal Justice and Urban Administration (3)
- CJA 791 Seminar in Readings in Criminal Justice Administration (3)
- CJA 797 Research in Criminal Justice Administration (3) Cr/NC/RP

Concentration in City Planning (Major Code: 02061)

Students must complete the following courses as part of the M.P.A. degree:

- PA 525 The U.S. City Planning Process (3)
- CP 630 Seminar in Urban Planning Implementation (3)
- CP 640 Seminar in Urban Planning Theory (3)
- CP 670 History of Urban Planning (3)
- CP 690 Seminar in Land Use Planning Principles and Techniques (3)

Master of City Planning Degree

Admission to Graduate Study

All students must satisfy the general requirements for admission to the University with classified graduate standing, as described in Part Two of this bulletin. The student must possess a bachelor's or higher degree in sociology, geography, political science, economics, architecture, or landscape architecture, or any fields related to planning (students with degrees other than those listed may be allowed to enter

the program under appropriate conditions). In the event that deficiencies occur in a student's background and training, the graduate committee will examine the student's past record and recommend a program to make up the deficiencies.

Students seeking admission to the graduate program in urban planning which leads to the Master of City Planning degree should address their inquiries to the director of the program. Detailed instructions concerning application procedures will be sent to the applicant along with all necessary forms. As there are specific requirements for the program it is not sufficient merely to file the general university admission forms. Students are admitted to the program in the fall and spring semesters of each year.

Upon admission to the program, the student must meet with the graduate adviser to determine the number of units of internship needed to satisfy the degree requirements.

Advancement to Candidacy

All students must meet the general requirements for advancement to candidacy, as described in Part Two of this bulletin and be recommended by faculty. In order to be recommended for advancement, a student must have (1) achieved a grade point average of 3.0 in 15 units of city planning courses, or (2) passed satisfactorily a written examination in areas of deficiency. The examination will be offered at the end of the spring semester for all students who have completed 12 or more units of study toward the master's degree.

Specific Requirements for the Master of City Planning Degree

(Major Code: 02061)

In addition to meeting the requirements for classified graduate standing for the purpose of pursuing the Master of City Planning degree, the student must complete an approved program of studies consisting of at least 48 units of approved 500-, 600-, and 700-numbered courses, with no more than nine units of 500-level courses, to include:

1. Public Administration 525. The U.S. City Planning Process (3)
City Planning 625. Quantitative Techniques in Urban Planning (6)
City Planning 630. Seminar in Urban Planning Implementation (3)
City Planning 640. Seminar in Urban Planning Theory (3)
City Planning 670. History of Urban Planning (3)
City Planning 690. Seminar in Land Use Planning Principles and Techniques (3)
City Planning 700. Urban Design and Land Use Planning Studio (6)
2. Nine units of 600- and 700-numbered courses in planning elective courses, readings and research.
3. City Planning 796. Internship in Urban Planning (3-6) Cr/NC
4. Public Administration 604. Methods of Analysis in Public and Urban Affairs (3)
5. Other electives to complete program selected with the approval of adviser.
6. Students in Plan B are required to pass comprehensive written examinations in general city planning and in three areas of study. Students who have approval of the graduate adviser to pursue Plan A must include on their programs City Planning 799A, Thesis.

At least 39 units must be completed in residence at San Diego State University, and at least 24 units of program courses shall be enrolled in and completed after advancement to candidacy.

Not more than a total of nine units in courses 797 and 798 will be accepted for credit toward the degree.

Courses Acceptable on Master's Degree Programs in Public Administration and Urban Studies (CJA) (C P) (P A)

**Criminal Justice Administration
UPPER DIVISION COURSES**

- 502. Juvenile Deviance and the Administration Process (3)**
Prerequisite: Criminal Justice Administration 321.
Problems of implementing and evaluating policies and programs for prevention of juvenile delinquency and treatment of juvenile offenders; an assessment of the proposed standards and goals for juvenile justice administration.
- 510. Contemporary Issues in Law Enforcement Administration (3)**
Prerequisite: Criminal Justice Administration 310.
Assessment of problems confronting administrators of law enforcement agencies and of recent efforts to enhance the capability of agencies to control criminal activity while guarding individual liberties.
- 520. Prosecutorial Function in Administration of Justice (3)**
Prerequisite: Criminal Justice Administration 301.
Analysis of prosecutor's function at local, state and federal levels and in selected foreign nations, including appraisal of proposed national standards and goals for prosecutors.
- 531. Probation and Parole (3)**
Prerequisite: Criminal Justice Administration 330.
Basic concepts, history, legislation, and practices used in work with juveniles and adults who have been placed on probation or parole; criteria of selection, methods of supervision, and elements of case reporting.
- 540. Applied Planning, Research and Program Evaluation in Criminal Justice Administration (3) I, II**
Prerequisite: Criminal Justice Administration 301.
Application of planning, research and program development and evaluation principles to the field of criminal justice.
- 543. Community Resources in Criminal Justice Administration (3)**
Prerequisite: Criminal Justice Administration 301.
Exploration of present and probable roles of public and private agencies and volunteers in criminal justice administration.
- Public Administration
UPPER DIVISION COURSES**
- 510. Intergovernmental Relations in the United States (3) I**
Prerequisite: Public Administration 310 or 312 or 315.
Constitution, political and administrative characteristics of American federalism, including regionalism, interstate compacts, and grants-in-aid.
- 512. The Metropolitan Area (3)**
Prerequisite: Public Administration 310 or 312.
Problems of government and administration arising from population patterns and physical and social structures of metropolitan areas.
- 520. Decision Making in the Urban Community (3)**
Prerequisite: Public Administration 310.
Processes of decision making in the management of urban communities.
- 525. The U.S. City Planning Process (3) I**
Prerequisite: Public Administration 320 or graduate standing.
Description and critique of traditional city planning process; styles and roles of city planner; city planning values and ethics.

- 530. Negotiation and Bargaining in the Public Service (3)**
Prerequisite: Public Administration 301.
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.
- 531. Governmental Employer-Employee Relations (3)**
Prerequisite: Public Administration 330.
Historical development, legal basis, and organizational implications of governmental employer-employee relations; emphasis on California local government.
- 540. Public Administrative Systems Analysis (3)**
Prerequisites: Public Administration 301 and a statistics course.
Systems and organization analysis; work standards and units; procedures analysis; administrative planning.
- 550. Budgetary and Financial Administration in the Public Sector (3) II**
Prerequisites: Public Administration 301 and 450.
Management trends in public sector financial administration; budgetary procedures and techniques; control and monitoring systems. Cash management, capital projects management, debt administration, disbursement, funds management, and auditing.
- 570. Administrative Law (3)**
Prerequisite: Public Administration 301.
The law of public office and public officers, powers of administrative authorities, scope and limits of administrative powers, remedies against administrative action.
- 580. Comparative Public Administration (3)**
Prerequisite: Public Administration 301.
Administrative organization and process of selected foreign and American governments. Analysis of the cultural basis of administrative systems.

**Public Administration
GRADUATE COURSES**

- 600. Scope of Public Administration (3)**
The development of public administration as an academic discipline; a systematic evaluation of the rise and operations of large-scale public bureaucracies.
- 604. Methods of Analysis in Public and Urban Affairs (3)**
Prerequisite: Credit or concurrent registration in Public Administration 600.
Research design for problems and cases in public affairs; summarizing and organizing data; methods of projection; sampling theory and application; using census and other secondary data sources.
- 605. Seminar in Research Methods in Public Administration (3)**
Prerequisites: Public Administration 600 and 604.
Examination of basic research approaches, i.e., legal, historical, and small-group, etc.
- 606. Seminar in Quantitative Approaches to Public Administration (3)**
Prerequisites: Public Administration 600 and 604.
Advanced techniques for analyzing problems in public and urban affairs; emphasis on computer applications.
- 620. Seminar in Management of Urban Governments (3)**
Selected problems in the management of urban governments. Maximum credit six units applicable to a master's degree.
- 621. Seminar in the Metropolitan Area (3)**
Prerequisite: Public Administration 310, 512 or 520.
Selected problems in the government and administration of the world's major metropolitan areas.

630. Seminar in Public Personnel Administration (3)

Prerequisite: Public Administration 600.

Analysis of selected problems in personnel administration; special emphasis on organizational development and consultation skills as emerging personnel functions. Maximum credit six units applicable to a master's degree.

632. Seminar of Organization Development in the Public Sector (3)

Prerequisite: Public Administration 600.

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

633. Collective Bargaining in the Public Sector (3)

Prerequisite: Public Administration 530 or 531.

Simulation of public sector collective bargaining. Students will participate in all facets of the bargaining process including data collection, proposal preparation, formal and informal negotiation, fact-finding and mediation. Videotape feedback will be used extensively.

640. Seminar in Public Administration (3)

Selected topics. May be repeated with new content. See Class Schedule for specific content. Maximum credit six units applicable to a master's degree.

642. Seminar in Administrative Theory (3)

Prerequisite: Public Administration 600.

Organization and management; the executive role, decision making; bureaucracy; authority and power; communication and control and organizational system; tactics and strategies in effective management.

643. Seminar in Administrative Behavior (3)

Prerequisite: Public Administration 340.

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

650. Seminar in Public Financial Management (3)

Prerequisite: Public Administration 450.

Economics and politics of the public sector. Theories of public expenditure analysis and revenue generation. Issues of ethics and efficiency in government financial policy.

660. Administration and Public Policy Development (3)

Prerequisite: Public Administration 600.

Social, political and administrative problems involved in governmental program development and change.

791. Readings in Public Administration (3) Cr/NC

Prerequisites: Public Administration 600 and advancement to candidacy.

Selected readings in the literature of public administration.

792. Problem Analysis (3)

Analytical treatment of selected problems in Public Administration. Review of methods for investigation and reporting of data. Consideration of problems in preparation of projects or thesis.

796. Internship in Public Administration (3-12) Cr/NC

Prerequisite: Consent of instructor.

Students will be assigned to various government agencies and will work under joint supervision of agency heads and the course instructor. Participation in staff and internship conferences. Admission by consent of instructor. Maximum credit twelve units.

The 12 units of 796 will be exempt from the University's requirement that courses graded Cr/NC be limited to 30 percent of units for the master's degree.

797. Research in Public Administration (3) Cr/NC/RP

Prerequisite: Consent of director of public administration and urban studies.

Research in one of the areas of public administration. Maximum credit six units applicable to a master's degree.

798. Special Study (1-3) Cr/NC/RP

Prerequisite: Consent of staff, to be arranged with the director and instructor.

Individual study. Maximum credit six units applicable to a master's degree.

799A. Thesis (3) Cr/NC/RP

Prerequisites: An officially appointed thesis committee and advancement to candidacy.

Preparation of a project or thesis for the master's degree.

799B. Thesis Extension (0) Cr/NC

Prerequisite: Prior registration in Thesis 799A with an assigned grade symbol of RP.

Registration required in any semester or term following assignment of RP in Course 799A in which the student expects to use the facilities and resources of the university; also student must be registered in the course when the completed thesis is granted final approval.

**City Planning
GRADUATE COURSES**

620. Seminar in Urban Planning Methodologies (3)

Procedures and analytical techniques for advanced urban planning analysis.

625. Quantitative Techniques in Urban Planning (6)

Three lectures and nine hours of laboratory.

Prerequisite: Public Administration 604.

Contemporary techniques and methodologies of planning analysis; a practicum emphasizing survey research, environmental impact techniques; case studies in demographic and economic analysis.

630. Seminar in Urban Planning Implementation (3)

Prerequisite recommended: City Planning 620.

Analysis of the content and function of zoning, subdivision regulation, codes, capital budgeting, urban renewal, model cities, and other implementation methods and programs.

635. Seminar in Housing and Housing Policy (3)

Study, definition and analysis of housing needs and problems. Public policies and programs addressed to housing issues. Alternative solutions and the role of the private and public sectors.

640. Seminar in Urban Planning Theory (3)

Prerequisite recommended: City Planning 630.

Alternative theories of planning and organization of the planning function. Emphasis on conceptual foundations, relationship to governmental structure, decision making, and ideological and ethical orientations.

650. Seminar in Urban Theory (3)

Study of the various empirically and normatively based theories of the city and urbanization process, with emphasis on communication and transaction and institutional approaches.

665. Seminar in Urban and Regional Planning Analysis (3)

Theories and techniques of urban and regional planning analysis.

670. History of Urban Planning (3)

History of urban development and of the field of urban planning.

680. Seminar in Readings in Urban Planning (3)

Selected topics in urban planning. May be repeated with new content. See Class Schedule for specific content. Maximum credit six units applicable to a master's degree.

690. Seminar in Land Use Planning Principles and Techniques (3)

Two lectures and three hours of laboratory.

Prerequisite: City Planning 630.

Land-use and physical planning principles and techniques at the regional, community, specific and subdivision planning levels.

700. Urban Design and Land Use Planning Studio (6)

One lecture and ten hours of laboratory.

Prerequisite: City Planning 690.

Preparation of land-use plans and planning reports at the regional, community and subdivision levels.

710. Seminar in Theories of Urban Design (3)

Perspectives and methodologies of contemporary urban design and its contribution toward improving the quality of the physical, social and economic environment.

720. Seminar in Land Use and Environmental Law (3)

Cases and studies in zoning, coastal planning, growth management and environmental assessment.

730. Seminar in Urban Transportation Planning (3)

Issues, techniques and practices in urban transportation planning with general emphasis on interrelations between transportation and land use planning.

796. Internship in Urban Planning (3-12) Cr/NC

Students will be assigned to various government agencies and will work under joint supervision of agency heads and the course instructor. Participation in staff and internship conferences. Maximum credit twelve units.

797. Research in Urban Planning (3) Cr/NC/RP

Prerequisite recommended: Consent of director of city planning program.

Research in one of the areas of urban planning. See Class Schedule for specific content. Maximum credit six units applicable to a master's degree.

798. Special Study (1-3) Cr/NC/RP

Prerequisite recommended: Consent of staff.

To be arranged with director of city planning and instructor. Individual study. Maximum credit six units applicable to a master's degree.

799A. Thesis (3) Cr/NC/RP

Prerequisites: An officially appointed thesis committee and advancement to candidacy.

Preparation of a project or thesis for the master's degree.

799B. Thesis Extension (0) Cr/NC

Prerequisite: Prior registration in Thesis 799A with an assigned symbol of RP.

Registration required in any semester or term following assignment of RP in Course 799A in which student expects to use the facilities and resources of the university; also student must be registered in the course when the completed thesis is granted final approval.

**Criminal Justice Administration
GRADUATE COURSES**

601. Seminar in the Administration of Criminal Justice (3)

Prerequisite: Criminal Justice Administration 301.

Administrative problems of criminal justice systems.

602. Seminar in the Criminal Justice System as a Social Institution (3)

Prerequisite: Criminal Justice Administration 301.

Examination of criminal justice system as both cause and consequence of social change; nature of institutional change with application to criminal justice system components.

604. Seminar in Criminal Justice and Urban Administration (3)

Prerequisite: Criminal Justice Administration 540.

Critical analysis of influences on crime control and the criminal justice process of actions by urban administrators, legislators and the private sector in areas such as housing, education, public health and transportation, and urban development policies.

696. Selected Topics in Criminal Justice Administration (3)

Prerequisite: Criminal Justice Administration 601 or 602.

Analysis of contemporary issues of major import to the administration of criminal justice. May be repeated with new content. See Class Schedule for specific content. Maximum credit six units applicable to a master's degree. Maximum combined credit of six units of 596 and 696 applicable to a 30-unit master's degree.

791. Seminar in Readings in Criminal Justice Administration (3)

Prerequisite: Six graduate units in criminal justice administration.

Selected readings in the literature of criminal justice administration.

796. Internship in Criminal Justice Administration (3-12) Cr/NC

Prerequisite: Consent of instructor.

Students will be assigned to various government agencies and will work under joint supervision of agency heads and the course instructor. Participation in staff and internship conferences. Maximum credit twelve units.

797. Research in Criminal Justice Administration (3) Cr/NC/RP

Prerequisite: Consent of coordinator of criminal justice administration.

Research in one of the areas of criminal justice administration. Maximum credit six units applicable to a master's degree.

798. Special Study (1-3) Cr/NC/RP

Prerequisite: Consent of staff; to be arranged with coordinator and instructor.

Individual study. Maximum credit six units applicable to a master's degree

799A. Thesis (3) Cr/NC/RP

Prerequisites: An officially appointed thesis committee and advancement to candidacy.

Preparation of a project or thesis for the master's degree.

799B. Thesis Extension (0) Cr/NC

Prerequisite: Prior registration in Thesis 799A with an assigned grade symbol of RP.

Registration required in any semester or term following assignment of RP in Course 799A in which the student expects to use the facilities and resources of the university; also student must be registered in the course when the completed thesis is granted final approval.