

Undergraduate Advising Guide

Impacted Program

The public administration major is an impacted program. Students must enter the University under the public administration pre-major. To be admitted to the public administration major, students must meet the following criteria:

- a. Meet premajor requirements described in the catalog in effect at the time they declare the premajor at SDSU (assuming continuous enrollment).
- b. Complete 21 units in the following courses with a grade of C or higher: Accounting 201; Information Decision Systems 180; Economics 101 and 102; Political Science 102; Public Administration 200 (This course maybe taken concurrently with PA major required courses); and a 3-unit course in elementary statistics. These courses cannot be taken for Credit/No Credit (CR/NC);
- c. Complete a minimum of 60 semester units.
- d. Have a cumulative GPA of 2.4 or higher.

To find your PA Faculty Advisor, please see the PA bulletin board located in PSFA 100 Lobby.

The School of Public Affairs

The School of Public Affairs offers a Bachelor of Arts degree in Applied Arts and Sciences in Public Administration. The option of an emphasis in City Planning is offered. A minor in Public Administration (24 units plus 15 units of prerequisites) is also available. For either the major or the minor the *Public Administration Master Plan- Worksheet* included in this package, must be completed, signed by your faculty advisor, signed by the Undergraduate Coordinator and filed with

Requirements and Procedures

REQUIREMENTS: (To review lower division requirements please visit the Academic Advising Center located in the Student Services Building, Room 1551 or call 619-594-6668, email: advising@mail.sdsu.edu).

The PA major requires Seven (7) lower division prerequisite courses; a total of 21 lower division units. Seven (7) upper division required courses (21 units), and five (5) upper division electives courses (15 units); a total of 36 upper division units.

The elective courses may be used to pursue an informal emphasis and may include courses from departments other than PA. See your faculty advisor for assistance in making these selections.

Internship requires permission of Internship Coordinator prior to registering for internship.

PROCEDURE: At the end of each semester (after grades are posted) PA pre-majors will be evaluated by the Office of Advising and Evaluations and automatically declared a PA major if all pre-requisite requirements have been met.

Students not meeting the minimum pre-requisite requirements may petition for special consideration by completing the "Declaration or Change of Major"

form, which may be obtained from the Lobby of PSFA 100 or the Office of the Registrar (SSW 1641).

Attach an official or unofficial transcript(s) from all institutions of higher education you have attended, or attach your Degree Evaluation AND place in the drop box in PSFA 100. Your transcripts MUST show that you have completed all 7 required courses. (PA 200 maybe taken concurrently with PA major required courses); **BE SURE TO HIGHLIGHT ON YOUR TRANSCRIPTS EVIDENCE OF EACH OF THE SEVEN CLASSES TAKEN.** If approved, it is the student's responsibility to take the form to the Office of the Registrar.

PROCEDURE: To complete your PA Major: Instructions for Graduation. You must fill out a PA Master Plan Worksheet at the beginning of your last semester at SDSU. The Worksheet is included in this packet. Complete as much of the Worksheet as you can prior to seeing your faculty advisor. For advice on filling out the Worksheet, see your PA advisor. Be sure your advisor signs the worksheet.

Turn in your signed Master Plan Worksheet to the PA Coordinator along with you Degree Evaluation attached. Once approved it will be left for you in the student "Pick Up" box (on the table in PA lobby) with the PA Official Pro-

gram (triplicate form-white, yellow, pink) attached.

You should then copy the worksheet information onto the PA Official Program and leave it with the worksheet attached in the student "Drop" box (on table in PA lobby). The PA Coordinator will review the form, sign it and leave it in the PA office. The PA office will forward the white sheet to the Office of Advising & Evaluations-Graduation Specialist. The yellow sheet is filed in the PA office. The pink sheet and worksheet (your copies) are returned in the student "Pick Up" box. Turn around is about one week.

You should choose and visit your faculty advisor early in your student career so that you are aware of the procedures for meeting the requirements for the PA department.

University graduation requirements are NOT handled at Public Administration. Please see your University advisor at Academic Advising Center.

In order to amend an Official Program that has been filed, the student must submit a *Request for Adjustment of Academic Requirements* available from the Office of the Registrar (Student Services Building, Room 1641) to the Undergraduate Coordinator.

Graduate/Undergraduate PA Coordinator and Intern Coordinator

Undergraduate PA Coordinator

Dr. Stuart Henry
 Phone: 594-4355
 Office: PSFA 105
 Stuart.Henry@sdsu.edu
 Email: ugradpa@mail.sdsu.edu

Graduate PA Coordinator

Dr. Louis M. Rea
 Phone: 619-594-6083
 Room: PSFA 177
 Email: MPA@sdsu.edu

Undergraduate Intern- ship Coordinator

Bernie Rhinerson
 Phone: 619-594-2096
 Room: PSFA 179
 Email: brhiners@mail.sdsu.edu

Faculty

Dr. Salvador Espinosa 594-5880
 Office: PSFA 178
 Email: sespinos@mail.sdsu.edu

Dr. James Gazell (fall only) 594-4604
 Office: PSFA 153
 Email: jgazell@mail.sdsu.edu

Dr. Darrell Pugh 594-4546
 Office: PSFA 173
 Email: dpugh@mail.sdsu.edu

Dr. Shawn Flanigan 594-4339
 Office: PSFA 162
 Email: sflaniga@mail.sdsu.edu

Dr. Lawrence Herzog 594-6964
 Office: PSFA 111
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Dr. Robert Stock 594-4068
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Administration

Dr. Stuart Henry, School Director
 Phone: 594-4355
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Administration Office
 PSFA 100
 Phone: 594-6224



Malcolm Forbes
 "Education's purpose is to re-
 place an empty mind with an
 open one."

Unofficial Transcripts available Online

Unofficial transcripts can now be found on the web. Please visit www.sdsu.edu/e-services and click on "Unofficial Transcripts" to view and/or print unofficial transcripts. At this web site students can also update addresses, register for classes, pay fees, check grades, change major, and much more.

www.sdsu.edu

STATISTICS PREREQUISITE
 Appropriate courses for satisfying lower division statistics requirement.

Select one from:
 ECON 201 Statistical Methods
 POLS 201 Elementary Stat for Pol Science
 PSY 270 Statistical Methods in Psych
 SOC 201 Elementary Social Statistics
 STAT 119 Elementary Statistics for Business
 STAT 250 Basic Statistical Methods
OR an equivalent statistics course from a Community College

Informal Emphasis:
 The following are some examples of ways of utilizing the 15 elective units to achieve an informal emphasis — it does not appear on your degree. See your advisor for additional assistance and be sure to pay attention to possible prerequisites.

INFORMAL EMPHASIS EXAMPLES

Criminal Justice (Any CJ courses, MIL S 411; SOC 443, 444, 445 or 543)

Fiscal Administration (PA 540, 550; or any ECON courses listed below)

Personnel & Labor Relations (PA 530, 531; ECON 380; PSYCH 320)

Public Policy (PA 320, 350, 480, 510, 512, 520, 525; COMM 505; POL SCI 531, 560)

Environmental Policy (PA 320; BIOL 315, 327, 354; ECON 453; GEOG 370; GEOL 303; HIST 540; PHIL 332)

Culture and Race (PA 350, 475; AFRAS 320, 325, 380, 448, 452; AMNID 400; ANTH 444; ASIAN 460; COMM 479; GERO 360; SOC 355, 555; SWORK 350; or WMNST 375)

US/Mexican Border Policy (PA 485; CCS 306, 355; ECON 360, 458; POLS 568, 575; or SWORK 350)

National Defense Policy (PA 315, 480, 580; AS 300A & B; ECON 330, 360; ISCOR 301, 320; MIL S 410, 411; PHIL 528; POLS 375, 393, 478, 479 or 575)

Additional Electives

The following is an extensive, but not comprehensive listing. If you have other choices see your advisor. Be sure to pay attention to prerequisites. As impactation occurs a department may not allow non-majors admission to some of these courses.

CJ 300—Crime, Law & Justice

CJ 301—Law in Society

CJ 302—Crime and Behavior

CJ 303—CJ & Social Control (formerly CJA 301 and NOT open if CJ A 301 was taken before Fall 2008)

CJ 305—Professions & Ethics

CJ 310— Law Enforcement

CJ 320—Criminal Law

CJ 321—Juvenile Justice

CJ 330—Corrections

CJ 333—The Judiciary

CJ 420—Constitutional Issues in CJ

CJ 430—Prisons in Theory & Practice

CJ 510—Contemporary Issues in Law Enforcement

CJ 520—Prosecutorial Function

CJ 531—Probation and Parole

CJ 540—Applied Plan, Research/Pro Eval CJ

CJ 543—Community Resources in CJ

AS 300 A & B— Air Force Leadership/Mgmt

ACCTG 508—Accounting for Not-for-Profit Organizations

AFRAS 320—Pol Economy of Race & Class

AFRAS 325—Public Policy and Afro American Community

AFRAS 380—Blacks in the American Justice System

AFRAS 448—Black and Non-Black Interpersonal Relations

AFRAS 452—Race Relations Strategies

AMNID 400—Amer Indian Political Experience

ANTH 430—Anthropology of Law & Dispute Processing

ANTH 444- American Culture

ANTH 529—Urban Anthropology

ANTH 531—Applied Anthropology

ART 547—Environmental Theory

ART 577—History of Architecture

ASIAN 460—Contemporary Issues in Filipino-American Community

BIO 315—Ecology & Human Impacts on Environment

BIO 327- Conservation of Wildlife

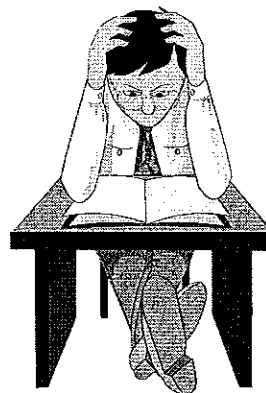
BIO 354—Ecology & the Environment

CCS 306- Mexican Immigration

Public Administration

CCS 355- US Mexico International Border
 CFD 477- Adm Child Development Programs
 COMM 307—Communication in Professional Settings
 COMM 406—Organizational Communications
 COMM 479—Organizational Communications Across Cultures
 COMM 481—Public Relations Media and Methods
 COMM 491- Group Interaction
 COMM 502—Law of Mass Communication
 COMM 505—Government & Telecommunication
 COMM 589- Ethical Issues in Communication
 ECON 311—History of Economic Thought
 ECON 330—Comparative Economic Systems
 ECON 338—Economic History of the US
 ECON 360—International Economic Probs
 ECON 365—Econ of Energy
 ECON 380—Labor Problems
 ECON 453—Env. & Natural Resource Economics
 ECON 454—Econ of the Ocean
 ECON 458- Urban Economics
 ECON 490—Money and Banking
 GEOG 354—Geography of Cities
 GEOG 370- Environment & Natural Resource Conservation
 GEOG 484—Geographic Information Systems
 GEOG 554—World Cities
 GEOG 556—Location and Spatial Structure of Cities
 GEOG 572—Land Use Analysis
 GEOG 559—Urban Transportation Geography
 GEOL 303—Natural Disasters
 GERO 350—Social Policy and Aging
 GERO 360—Minority and Ethic Aging
 HIST 441—Environ. Problems in Historic Perspective
 HIST 445— California History
 HIST 535—Age of Roosevelt

HIST 536—The US Since World War II
 HIST 540—Environmental History of US
 HIST 545— Constitutional History of US
 HIST 549—History of San Diego
 HIST 581—Topic is Urban History
 HIST 584— Topics in Env. History
 ISCOR 301—Conflict and Conflict Resolution
 ISCOR 320—International Security/Nuclear Age
 MIL S 410—Senior Leadership Seminar
 MIL S 411—Contemporary Military Policy
 PH 301— Foundations & Prac. Of Public Health
 PH 304—Environ & Public Health
 PH 305— Med Care Organization & Delivery
 PH 331— Emergency Preparedness & Disaster Response
 PH 362—International Health
 PH 450—Public Health Policy
 PHIL 329—Social Ethics
 PHIL 332- Environmental Ethics
 PHIL 333—Philosophy of Technology
 PHIL 510- Philosophy of Law
 PHIL 528—Theory of Ethics
 POLS 335—Public Policy
 POLS 346- Law and the Political Systems
 POLS 347A- 347B American Const Law
 POLS 348- The Supreme Court and Contemp Issues
 POLS 370- Political Violence
 POLS 375- International Relations
 POLS 393—Institute on World Affairs
 POLS 422—Urban Policies
 POLS 430—Immigration and Border Politics



POLS 436—The American Presidency
 POLS 478—Conduct of American Foreign Relations
 POLS 479- National Security Policy
 POLS 531—Interest Groups and Political Movements
 POLS 560—Comparative Public Policy
 POLS 564—Environ Politics in Global Perspective
 POLS 568—The Mexican Political Systems
 POLS 575—International Relations/Pacific Rim
 PSY 320—Personnel and Industrial Psych.
 PSY 340—Social Psychology
 PSY 365—Drugs and Behavior
 RWS 503W—Technical Writing
 SOC 320—Sex/Gender Role Amer Soc
 SOC 355—Minority Group Relations
 SOC 430—Social Organizations
 SOC 443- Crime and Society
 SOC 444- Juvenile Delinquency
 SOC 445—Sociology of Deviance
 SOC 450—Social Change
 SOC 531—Working and Society
 SOC 543—Police, Courts and Corrections: The Sociology of Crime and Punishment
 SOC 554—U.S. Mex. Transborder Populations and Social Change
 SOC 555—Immigrants and Refugees in Contemporary American Society
 SWORK 350—Cultural Pluralism
 SWORK 370—Social Policies/Social Issues
 WMNST 370—Women and the Law
 WMNST 375- Sex, Power and Politics
 WMNST 385- Women's Work

Note: One course (3 units) from your upper division, general education *Explorations* may be used from your PA Electives, if it appears on the above list. Upper division courses cannot be counted for both Major and Minor.

Every attempt has been made to include the most relevant and up-to-date information in this Advising Guide. Students should nevertheless, become thoroughly familiar with the University and School requirements contained in the current edition of the San Diego State University Catalog.



**PUBLIC ADMINISTRATION
MASTER PLAN WORKSHEET**

Name: _____
Last _____ First _____ Middle _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Student ID# _____

Home Telephone # _____

Work Telephone # _____

Expected Graduation Date: _____

PA Major	YES	NO
PA Minor	YES	NO
City Planning Emphasis	YES	NO

**INSTRUCTIONS FOR COMPLETING THE
PUBLIC ADMINISTRATION WORKSHEET:**

Provide all information required—Local addresses and phone numbers should be used.

Enter a check (✓) next to each course or requirement you have completed.

Enter an "X" if course was completed elsewhere. Note institution and course # after course name.

Enter an "E" if you are currently enrolled in the course.

Enter an "P" if you plan to take the course in the future.

Enter the course number and full title of any unspecified course (e.g. electives from other departments and Statistics course).

Circle course selected for PA 310 or 312 or 315 and PA 497 or PAx498.

Required courses for Minor are noted as (Minor). The minor also requires two (2) Public Administration elective courses.

Interpretation (PAx498) requires 1) Completion of all lower division requirements for the major, 2) A declared upper division PA major, 3) Senior standing preferred, 4) A grade point average of 2.85 or higher in major (all PA classes) AND An overall grade point average of 2.6 or higher.

Completion of PA 301 and PA 310 or PA 312. City Planning emphasis PA 310 is required and for electives (5 courses, 15 units) student must take PA 320, PA 420, and PA 525 and must choose two courses from PA 341 or PA 350 or PA 510 or PA 512.

Students are strongly encouraged to consider taking two 500 level courses.

NOTE: Once the Undergraduate Coordinator approves and signs this worksheet, you MUST transfer this information onto the PA Official Program and turn it in to either the student drop box in PSFA 100 or the Undergraduate Coordinator's office.

Make sure to apply for Graduation at the University Cashiers Office (SSW 1620)

PREREQUISITES: (7 courses—21 units)

Complete 21 units in the following courses with a grade of "C" or higher. These courses cannot be taken for Credit/No Credit (CR/NC)

PA 200 The Urban Scene (this course may be taken concurrently with PA major required courses.)

ACCT 201 Financial Accounting Fundamentals

ECON 101 Principles of Economics (Minor)

ECON 102 Principles of Economics (Minor)

POL SCI 102 Intro to American/CA Government and Politics (Minor)

IDS 180 Principles of Information and Decision Systems (Minor)*

3 unit statistics (Minor) * (specify course)

*Minors must also take one course from IDS 180 or statistics

REQUIRED COURSE: (7 courses—21 units)

(Refer to catalog for course descriptions)

PA 301 Concepts and Issues in Public Administration (Minor)

PA 310 Management of Urban Govt. or PA 312 Management of State Govt.

or PA 315 Management of Federal Govt. (Minor) (CIRCLE COURSE TAKEN

PA 330 Public Personnel Administration (Minor)

PA 340 Administrative Behavior

PA 450 Fiscal and Budgetary Policy (Minor)

PA 460 Administration and Public Policy Development

PA 497 Investigation and Report or PA x498 Internship in PA (CIRCLE COURSE TAKE

Electives (5 courses—15 units) (see previous pages for courses from other Depts.)

- PA 310** Management of Urban Govt.
- PA 312** Management of State Govt.
- PA 315** Management of Fed. Govt.
- PA 320 Intro Urban Planning
- PA 341 Administrative Management
- PA 350 Contemporary Urban Issues
- PA 420 Method Analysis City Planning
- PA 440 Microcomp Apps in CI and PA
- PA 475 The Am. City in the Cinema
- PA 480 Leadership and the Public Sector
- PA 485 Planning/Pub Policy U.S.-Mex.
- PA 490 Comm. Org. Diverse Society
- PA x496 Experimental Topics (take 3 x 1-unit courses)
- PA 499 Special Study

Insert electives from other Depts. here

Minors must select two (2) elective Public Administration courses.

** DO NOT DOUBLE COUNT IF TAKEN AS REQUIRED CLASS

"X" courses (e.g., PA x496) offered via Extended Studies at additional cost

NOTE: YOU CAN ONLY DOUBLE COUNT ONE (1) Explorations

course for one of your 5 electives.

Approved (Faculty Advisor): _____ Date: _____

Approved (Undergraduate Coordinator): _____ Date: _____