

**Department of Public Administration
Undergraduate Advising Letter
Academic Year 2016-2017
Issued August 25, 2016**

(Phone numbers and URLs current as August 25, 2016)

Greetings Undergraduate Public Administration Students

Welcome future public service professionals to the Public Administration Program at California State University, San Bernardino!

Your success and progress in the Department of Public Administration (DPA) curriculum depends on both your commitment to learning and to navigating toward successful graduation. This advising letter attempts to ensure a successful educational experience. The following information is relevant to all students, whether you are new or previously enrolled in our program. It is divided into three sections: (1) Current Issues of Note—updated information of special importance, including course specific comments; (2) Useful Student Resources—URL links to information most frequently requested; and (3) General DPA Matters—basic information that supports your success and facilitates the DPA's service to students.

Please read the following carefully to keep yourself on track to your planned graduation date. Each quarter, we regrettably encounter students who fail to follow important procedures timely. The latest version of this document is always posted on the DPA website <http://pa.csusb.edu/> under the "Advising" section.

Current Issues of Note

✓ **Division of PA Undergraduate Advising Responsibilities**

CBPA Student Services Center (SSC) JB-134, 909-537-3358

- General questions and information sessions;
- Advising for all "undeclared" concentrations;
- Student level perspective on course loads and registration process;
- Meet with students to review academic "roadmap," PAWS, course scheduling, and course loads;
- Guide course selections to ensure General Education, concentration, and minor requirements met;
- Support students in addressing personal, financial, and medical difficulties;
- Serve as referral link to University services and resources;
- Provide information about scholarships, awards, research fellowships, exchange programs, and other opportunities;

- Provide information about rules, regulations, and degree requirements; and
- Limited course substitutions by professional advisors under guidelines from the Bulletin or DPA.

DPA Assigned Faculty Advisor, as needed

- Provide guidance & mentor students;
- General guidance in field of study;
- Support students in research, graduate school application, and career counseling;
- Address unusual course substitution issues;
- Explain design of academic program, including concentration and minor, and the desirability of PA as a career field;
- Provide academic information about rules, regulations, and degree requirements;
- Provide guidance on electives; and
- Writing letters of recommendations and act as references for graduate/professional applications as well as research/employment opportunities.

✓ **Undergraduate Coordination**

Dr. Jonathan Anderson serves as the Undergraduate Coordinator for AY 2016-17. He will oversee undergraduate advising and approve course substitutions recommended by DPA advisors. You may reach him at jonathan.anderson@csusb.edu

✓ **Assigned Faculty Advisors**

Faculty advising assignments for AY 2016-17 are listed below by the first letter of the students' last name:

Letter	Advisor	Office	E-mail Address
A	Dr. Collins	JB-546	kimberly@csusb.edu
B-F	Dr. Fudge	JB-543	mfudge@csusb.edu
G	Dr. Silard	JB-426	anthony.silard@csusb.edu
H-L	Dr. McWeeney	JB-515	tmcweeney@csusb.edu
M-P	Dr. Ni	JB-441	yni@csusb.edu
Q-S	Dr. Roman	JB-552	aroman@csusb.edu
T-Z	Dr. Van Wart	JB-514	mvanwart@csusb.edu

✓ **Faculty Advising on an As Needed Basis**

In most instances your advising needs will be served by the CBPA SSC. Should you go to a faculty advisor or the DPA Office (JB-456) in error, the faculty advisor or office staff will refer to the SSC.

Please see your assigned faculty advisor as needed. You may see your advisor during scheduled office hours or by appointment through e-mail. Include your Coyote identification number (CID) and use your official CSUSB e-mail. Always bring an updated PAWS Report to your advising session with your thoughts and questions formulated in advance. Be sure to download the pdf version of the PAWS report. This automatically expands all fields. Professionalism requires that you keep your appointments on time and that you notify your advisor as soon as possible if you cannot make a scheduled appointment.

✓ **Tentative Course Schedule**

The DPA posts a tentative course schedule each academic year and revises it periodically. Please visit the DPA website to review this and other important information: <http://pa.csusb.edu/> There are always some changes and the schedule is always a working draft until the first day of classes in a given quarter (fortunately it is rare for the department to cancel classes). Generally speaking, the DPA makes every effort to accommodate those students inconvenienced by schedule changes. It is more difficult and sometimes not possible to accommodate those who have failed to plan well.

✓ **Registration**

AY 2016-17 priority registration begins as follows:

May 26-June 17	Fall Quarter 2016 Priority Registration
October 31-Nov. 22	Winter Quarter 2017 Priority Registration
February 13-March 6	Spring Quarter 2017 Priority Registration
May 1-17	Summer Quarter 2017 Priority Registration

✓ **Graduation Check**

Undergraduates must have completed 135 quarter units towards their degree to be eligible to file a graduation check. Please see the Registrar's website for information regarding this:

<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>

Course Specific Comments

A complete listing of courses for the PA Concentration may be reviewed through one of the URL links under "Useful Student Resources." Below are specific comments that students find helpful about selected courses.

✓ **MGMT 306—Expository Writing for Administration**

Please enroll in MGMT 306 as soon as you earn junior status. The DPA prefers MGMT 306 because it specifically deals with administrative writing. However, other 306 courses across campus are acceptable. Competent writing is essential in the PA curriculum as well as professional performance in public and nonprofit agencies.

✓ **PA 305—Organizations in Multicultural and Diverse Societies**

PA 305 is an elective course which also fulfills the requirement for one upper-division course under the Multicultural/Gender Requirement.

✓ **PA 315—Government-Business Relations**

PA 315 is offered approximately 12 times per year, including twice each summer. That makes it much easier to schedule than other public administration courses. Therefore, it is recommended that, while ensuring you take it prior to PA 490, you take this course when your schedule can not accommodate the more infrequently offered courses.

✓ **PSCI 320—The Legislative Process or PSCI 330—State and Local Politics**

Undergraduate PA students are required to take either PSCI 320 or PSCI 330. These courses are offered irregularly so please take them as they are available. Occasionally, other Political Science courses may be permitted as course substitutions depending upon course availability. Course substitutions are considered for the following:

PSCI 410—American Constitutional Law
PSCI 411—The Bill of Rights
PSCI 431—The American Presidency

These course substitutions may be made by the CBPA SSC staff.

✓ **PA 380—Introduction to Public Administration**

PA 380 is offered every quarter, including in the Summer Session and online periodically. We recommend that you make every effort to take this as your first course in PA since it orients you to the field while serving as a foundation for other courses. Further, if you are uncertain whether you want to earn the PA concentration, the DPA recommends this as your starting place.

✓ **HSCI 455—Health Policy and Law**

Health Care Management Concentrations pursuing a PA Minor may substitute HSCI 455 for PA 472—Administrative Law.

✓ **ECON 475—Public Economics**

Undergraduate PA students are required to take ECON 475. The Economics Department tends to offer this course only once annually and normally during the day. The DPA also considers Finance 313—Business Finance as an acceptable course substitution and the Accounting and Finance Department routinely offers multiple sections of the course. Please see CBPA SSC staff about completion of a Course Substitution Form.

✓ **PA 490—Senior Assessment Seminar in Public Administration**

PA 490 is a mandatory course. Prerequisites are as follows: Senior standing, the upper division writing requirement, PA 307, PA 315, PA 380, PA 462, PA 463 and PA 472. A PAWS audit is conducted to enforce this requirement and enrolled students are dropped from the course if they do not meet the prerequisites. You need to plan your courses to ensure that you have completed these prerequisites prior to enrolling in PA 490.

Useful Student Resources

CSUSB requires that you familiarize yourself with the content of the CSUSB Bulletin of Courses at: <http://bulletin.csusb.edu/>. Major relevant sections of the Bulletin for undergraduates may be located as follows.

Academic Calendar: <http://bulletin.csusb.edu/calendar/>

Admissions: <http://bulletin.csusb.edu/admission-university/>

CBPA Student Services Center (SSC):
<http://cbpa.csusb.edu/students/studentServicesCenter/index.html>

Undergraduate Degrees and Programs: <http://bulletin.csusb.edu/undergraduate-degree-programs/>

Public Administration Concentration (B.A. in Administration, Concentration in PA):
<http://bulletin.csusb.edu/colleges-schools-departments/business-public-administration/administration-public-concentration-ba/>

Please note that PA Concentrations substitute the following courses from the B.A. in Administration requirements.

Substitute ECON 475 (when available) for FIN 313

Substitute PA 307 for MKTG 305

Substitute PA 472 for FIN 314

Substitute PA 490 for MGMT 490

Public Administration Minor: <http://bulletin.csusb.edu/colleges-schools-departments/business-public-administration/public-administration-minor/>

Public Administration Course Descriptions: <http://bulletin.csusb.edu/coursesaz/pa/>

Academic Support and Campus Services: <http://bulletin.csusb.edu/academic-support/>

Student Life: <http://bulletin.csusb.edu/student-life/>

Financial Information: <http://bulletin.csusb.edu/financial-information/>

Academic Regulations and Standards: <http://bulletin.csusb.edu/academic-regulations/>

Previous Bulletins: <http://catalog.csusb.edu/>

University Advising and Academic Services:
<http://undergradstudies.csusb.edu/advising/index.html>

Student Academic Resources Guide:
<http://undergradstudies.csusb.edu/advising/studentguide4.pdf>

View My PAWS Report Tutorial:
http://cms.csusb.edu/ehelpStudent/grades_paws/mv/ST_View_My_PAWS_062314/ST_View_My_PAWS_062314.htm

Computer Skills and Access (Technology Support Center): <https://support.csusb.edu/>

CBPA Business Writing Resource Center, Jack Brown Hall, Room 462, register online for an appointment: <https://csusb.mywconline.com/>

General DPA Matters

The following material relates to general DPA matters to support student success.

1. Visit the DPA Website and Include Your Coyote Identification (CID) when using your CSUSB E-mail

Your interests are best served by regularly checking the departmental website for items of interest at <http://pa.csusb.edu/>

Please always use your CSUSB e-mail address and include your CID on all University correspondence. Also keep your contact information updated, and check your e-mail daily for important communications. CBPA and the DPA sends out urgent student information throughout the year. You will be placed on a listserv and you are expected to check your e-mail regularly.

2. Electronic Communication

Electronic communications are encouraged for routine matters. The benefits are that you frequently receive a faster response, you have a written record, and you save a trip to campus during office hours.

3. Course Enrollment

Please register as soon as possible for courses, as many of our required courses fill to the maximum capacity quickly. Refer to the Bulletin for specific instructions about how to add a class: <http://bulletin.csusb.edu/academic-regulations/>

4. Computer Skills and Access

Students are expected to have basic computer skills and access. Some classes require some course work to be done online. Fully online classes are media enhanced. They require substantial computing capacity which may include downloading additional software programs. If your computer has insufficient capabilities, or you are experiencing technical difficulties, please use the computer labs provided for you on campus in places such as Jack Brown Hall.

5. Plagiarism and Cheating

The following is quoted directly from the AY 2016-17 Bulletin: "Plagiarism and cheating are violations of the STANDARDS FOR STUDENT CONDUCT CODE and may be dealt with by both the instructor and the STUDENT CONDUCT ADMINISTRATOR. Procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the OFFICE OF STUDENT CONDUCT AND ETHICAL DEVELOPMENT.

Plagiarism is the act of presenting the ideas and writing of another as one's own. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

- Copying, in part or in whole, from another's test, software, or other evaluation instrument;
- Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;

- Using or consulting during an examination sources or materials not authorized by the instructor;
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is academically dishonest and subjects the offending student to penalties up to and including expulsion. Students must make appropriate acknowledgements of the original source where material written or compiled by another is used.”

University regulations permits instructors to fail students in a class, and allows programs to administratively disqualify students from the program of study. The DPA actively discourages plagiarism and investigates it through various means such as <http://www.turnitin.com> If asked to do so, students may be required to provide full source materials for review or an electronic copy of their work or both. Online students may be asked to retake tests in proctored environments at the discretion of the instructor. Failure to do so will be considered positive evidence of misconduct. Please check the following for clarification and examples and to improve your writing generally:

<http://libguides.csusb.edu/plagiarism2?hs=a>
<http://owl.english.purdue.edu/owl/resource/589/01/>
<http://libguides.sjsu.edu/plagiarism>
<http://pa.csusb.edu/additionalResources/documents/PAwritingstyleguide.pdf>

6. Prerequisites

Prerequisites are enforced. You need to take responsibility for ensuring you meet them to avoid surprises. They are detailed in the course descriptions in the Bulletin.

7. Grades

You must earn a “C” or better in all units to fulfill the requirements of the concentration. Your grade point average is important for scholarship consideration as well as other discretionary determinations. An undergraduate grade point average of 3.0, or better, is also required for most graduate programs. Protect your future career options by maintaining good grades.

8. Electives

Electives provide an opportunity to explore student interests. Additionally, they can build an emphasis in a particular area. For example, PA is a highly desirable

background for those interested in nonprofit agencies. A student with such an interest may want to use their two electives to take two of the three following classes to bolster their credential in this area: PA 514—Management of Private Nonprofit Organizations, PA 516—Public and Nonprofit Project Management, and PA 568—Accounting for Government and Nonprofit Organizations.

9. PA Minor

Any non-PA concentration in the CBPA is stronger with a minor in PA. Many other CSUSB concentrations across campus could benefit from the minor also. If you have a non-PA concentration, consider a minor in PA as early in your program as possible. The minor requires the following:

- ECON 200 (Required for all CBPA concentrations already)
- ECON 475 (FIN 313 may be substituted and is required for all non-PA CBPA concentrations already)
- MGMT 302 (Required for all CBPA concentrations already)
- PA 380
- PA 462
- PA 463
- PA 472 (HSCI 455 may be substituted for Health Care Management Concentrations)

10. Online Undergraduate Course Offerings

The DPA offers some courses online occasionally. Ensure that you know the teaching mode of each class (e.g., classroom, fully online, hybrid, or televised). Online classes provide flexibility in one sense, but are often demanding in another. Online classes often start faster and require more activities in lieu of class time, in addition to tests, papers, group projects, etc. Do not be fooled into thinking online classes are easier. Indeed, sometimes you will find them less forgiving of periods of “inattention.” Below are two websites with student self-appraisal guides for your convenience in evaluating your online readiness. You are encouraged to review each of these before signing up for an online class.

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp>
<http://www.cuesta.edu/student/aboutacad/distance/survey.html>

11. Manage Your Education

Do not stretch yourself too thin. More than “just getting a degree,” your future career success will relate to what you actually have learned. Good grades are evidence of relative learning. They also relate to commitment, quality, discipline, and professionalism—all important values for future employees. Every undergraduate’s situation is different. Many students take 16 units per quarter to ensure graduation in four years (based on attending three quarters each

academic year). You may lower this per quarter load to the extent that you complete some course work through the summer sessions. If you are raising a family and/or working fulltime, please consider pacing yourself differently. Freshman and community college transfers may find it wise to take fewer than 16 units during their first quarter to acclimate to the quarter system. Additionally, to keep on track, you should check your PAWS report periodically.

12. CBPA Student Services Center (SSC)

The SSC supports students through initial advising for CBPA students, continuing guidance to undeclared majors, and assistance in selecting a concentration. It provides support by coaching and connecting students with internship opportunities. Further, it serves as a professional resource to faculty advisors on detailed elements of student advising and University rules and regulations as needed. The URL for the SSC follows.

<http://cbpa.csusb.edu/students/studentServicesCenter/index.html>

13. Internships

Internships are recommended for students who wish to enhance their résumé with more work experience. They are also a great networking opportunity. Please do not wait until the last moment to seek an internship, since it takes some time to set one up. Because of the range of interests, students are responsible for seeking out internship locations in local city, county, and state governments, federal agencies, water districts, and other appropriate organizations. Students seeking internships should contact Jessica Chavez, Internship Coordinator, in the SSC (jessicac@csusb.edu).

14. Career Guidance

If you wish or need career guidance, you are encouraged to seek such advice from multiple sources. Talk with your assigned faculty advisor, other students, and professionals in public and nonprofit agencies. Begin such conversations early in your program. Do not postpone this! In short: (a) decide what you want to do with your degree, (b) ensure that your education is consistent with your career goals, and (c) network on an on-going basis to increase your chances of learning about job opportunities. There is no career magic that occurs at the end of your program. Keep a look out for career fairs; find opportunities to do agency site visits; and attend the local Inland Empire American Society for Public Administration (IEASPA), and SSC events. The University also has a Career Development Center located at <http://career.csusb.edu>. It will provide information to you about job fairs. A series of useful tips on job searches, interviewing, resumes, etc. is located at <http://static.monstertrak.com/careerguide/>. The Career Center also provides a résumé critique service free of charge! Useful surveys of public administration career and salary information are located at the following websites:

<http://www.naspaa.org/students/careers/careers.asp>
<http://www.publicservicecareers.org/>

15. Pi Alpha Alpha (PAA)

PAA is the Honor Society for Public Administration. The DPA established a local chapter in 2014. It encourages and recognizes outstanding scholarship and accomplishment in public affairs and administration. Its objectives, such as fostering integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. PAA membership identifies those with the highest performance levels in educational programs preparing them for public service careers. Induction ceremonies take place each year. To be eligible for membership, undergraduate students must have the following:

- Completed 20 units required for the public administration degree
- Possess a 3.5 GPA for all public administration courses
- Possess a 3.0 overall GPA
- Are in the last quarter of junior status

16. Public Administration Office (JB 456) Staff Contact Information

Two staff members are available to assist and refer you to other CBPA and University resources.

Toni Ditty, Administrative Support Coordinator II
tditty@csusb.edu (909) 537-5758, JB 456

Karla Shipman, Administrative Support Assistant
karla.shipman@csusb.edu, (909) 537-5758, JB 456

Concluding Comments

Please look for updates on advising issues in the future.

Best wishes for AY 2016-17!

Public Administration Faculty