

PUBLIC ADMINISTRATION (M.P.A.)

Academic Year

2011-2012

School

Graduate School [School Web site](#)

School Dean

Henry Flores, Ph.D. hflores@stmarytx.edu

Department

Public Administration

Program Director

Art Vega, Ph.D. avega2@stmarytx.edu

Admission Requirements

To be considered for admission into St. Mary's University Graduate School, you will need to submit the following (along with application):

- (2) Letters of Recommendation
- (2) Official Transcripts reflecting your degree earned.
- Official GRE/GMAT/MAT
- Official TOEFL (80 Computer based) (international students only)
- Financial Guarantee (international students only)

Program Specific Admission Requirements

Admissions is granted only to those with high promise for success in graduate study and a strong motivation for public service. Potential may be demonstrated by experience in increasingly responsible positions and previous schooling. Admission decisions taken into account previous schooling, letters of recommendation, and a writing sample or GRE test performance. Writing samples consist of an essay to the question: "why public service matters?" If GRE scores are submitted in lieu of writing sample, the minimum Academic Index required is:

$$\text{GPA} \times \text{Average GRE} [(\text{Verbal} + \text{Quantitative} + \text{Analytical}) / 3] = 1380$$

PUBLIC ADMINISTRATION (M.P.A.)

Degree Requirements

Public Administration (30hrs)

Course #	Course Title	Hours
<u>Core Curriculum (24hrs):</u>		
PA6300	Quantitative Methods for Public Administration	3
PA6301	Public Administration & Management	3
PA6302	Policy Formation & Implementation	3
PA7302	Leadership & Organizational Culture	3
PA7303	Ethics in Public Sector	3
PA7304	The Management of Public Budgets	3
PA8301	Internship I	3
PA8302	Internship II	3
<u>Electives (6hrs):</u>		
Any Graduate level PA course with the exception of PA 6000		6
Total hours		30

Department Courses and Descriptions

PA 6300 **Political Science Research Methods (same as PO 6300)** (3)

This course is designed to introduce graduate students to the principles of social science research design and the various statistical techniques used to manipulate social science data. Students will be introduced to various research techniques and methods utilized in all facets of the discipline from behavioral research to public policy analysis.

PA 6301 **Public Administration and Management (same as PO 6301)** (3)

A survey of the field of public administration and public policy including politics and the policy process, organization theory, management principles, human resources management, fiscal policy, program design and evaluation, and ethics.

PA 6302 **Public Policy and Planning** (3)

This course is designed to introduce graduate students to the processes through which public policy decisions are reached. The course integrates an understanding of the role and interaction played by the disparate variables that affect public policy decisions. A particular part of the course is dedicated to developing an understanding of how local governments plan for economic development, the use of land and other natural resources.

PA 6305 **American Political Institutions (same as PO 6305)** (3)

A study of the interrelationships between the three branches of government, intergovernmental relations

PUBLIC ADMINISTRATION (M.P.A.)

and major trends in state governments.

PA 6318 **Introduction to Non-Profit Management (same as PO 6318)** (3)

A survey of the main body of literature in the nonprofit field. Topics may include mission design, budgeting, finance fiscal management, organizational design, human resource policies, legal issues, and ethics.

PA 6319 **Non-Profit Management (same as PO 6319)** (3)

A survey of the main body of literature in the nonprofit field. Topics may include mission design, budgeting, finance fiscal management, organizational design, human resource policies, legal issues, and ethics.

PA 6345 **Business, Government, and the Public** (3)

A study of business as a political actor and its relationships with governmental and other non-governmental political actors. Specific policy areas to be analyzed may include work place safety and health, economic and industrial, environmental, consumer affairs, taxing and banking. A consideration of Catholic Social Teaching and the U.S. economy may be included.

PA 7300 **Directed Readings** (3)

PA 7302 **Leadership and organizational Culture** (3)

This is a course that offers a comparative study of organizations and how different types of organizations affect the nature and style of leadership. The environment, structure and culture of public, non-profit and private sector organizations and leadership will be compared and contrasted. The purpose of this course is to give the future public leader insight and understanding into the differences and similarities of the organizations that comprise public life and affect public policy.

PA 7303 **Ethics in the Public Sector (same as PO 7303)** (3)

This course engages the student in thinking systematically about morals and conduct and making judgments about right and wrong as a public official. Three primary questions are addressed: 1) What counts? 2) What is at stake? 3) How can public officials ensure professional success and ethical survival?

PA 7304 **The Management of Public Budgets (same as PO 7304)** (3)

This course focuses on the operational level of public budgeting and finance systems rather than the specific details of practice or theory. It is designed to train public managers to exercise control over the financial resources of their organization through an understanding of accounting, budgeting, and financial practices following the guidelines of the governmental Generally Accepted Accounting Principles (GAPP). This course will help public managers to understand financial language and practices so that they can interpret financial reports, control organizational resources, ensure that financial systems support each other, and maintain the financial integrity of their organization.

PA 7305 **Municipal Law** (3)

This course examines how cities in the states of Texas function. This course will explore the jurisdiction of cities and their powers. Special attention will be paid to the common issues public officials must face on a daily basis; land use regulations, how to purchase materials and build city facilities; conducting

PUBLIC ADMINISTRATION (M.P.A.)

open meetings and public disclosure requirements and much more. This course will discuss the reasons why a city, as a public entity, cannot be run like a business enterprise and vice-versa

PA 7306 Urban Economic Development (3)

This course is designed to introduce the student to the rationale behind the development and growth of cities. The course will begin with a discussion of the origin of cities and what function they play in society and culminate with an exploration of the intricacies of the politics underlying why cities take the physical forms that they do.

PA 7307 Local Politics and Public Conflict Resolution (3)

How disputes over public policy choices and outcomes are either resolved constructively or evolve into chronic community conflicts is the focus of this course. Conflict is viewed as an opportunity for positive growth and change in local communities if and when leaders in these communities demonstrate the will and point the way to constructively resolve conflict. This course examines the sources of public policy conflicts, ways of resolving and transforming the conflict into constructive change, and the leadership competencies associated with effectively meeting this challenge.

PA 7386 Public Policy Evaluation (3)

The methods of critical thinking and microeconomic analyses are used to evaluate current government policy proposals. The values underlying the policy and the likely consequences are analyzed. Examples include minimum wage, affirmative action, deficit spending, health insurance, trade, and flat tax.

PA 8301 Internship (same as PO 8301) (3)

Credit will be awarded upon completion of two consecutive regular academic semesters or one regular academic semester and two summer semesters work with an elected or appointed official at the national, state, or local levels. The PA graduate program director will coordinate the Internship with the public official under whom the Intern will serve. The Intern will keep a weekly log of his or her activities and will prepare at least one paper based upon special projects assigned during the Internship.

PA 8302 Internship (same as PO 8302) (3)

PA 8310 Applied Public Service Management (same as PO 8310) (3)

Limited to in-service students (graduate students with one or more years of full-time employment in the public or non-profit sector). Students will be required to undertake an advanced organizational and strategic analysis of a public or non-profit organization under the supervision of a designed faculty member.

PA 8320 Applied Public Management (same as PO 8320) (3)

PA 8325 Business in an Interdependent World (same as BA 8325) (3)

A survey of the effects that differences in the cultural, economic, legal, political, social, and technological environments of countries have on the way business is conducted throughout the world. Also explored are the effects that regional economic and political arrangements, and international institutions are having on firms involved in business activities that cross national borders. The course concludes with an

PUBLIC ADMINISTRATION (M.P.A.)

examination of some of the contemporary issues and challenges confronting U.S. business people at home and overseas as a consequence of the growing globalization of economic activities.

PA 8365 Human Resources Management (same as BA 8365) (3)

Emphasizes the application of the latest human resource theory in the operation of the modern organization. Special attention is given to the role of strategic thinking in human resource management applications, the initiation of missioning and visioning in the implementation of a quality philosophy in the organization, and to the application of the latest quantitative and qualitative programs in the field of human resource management.

PA 8390 Organizational Behavior (same as BA 8390) (3)

Comparative analysis of the major bodies of theory and empirical facts generated by the study of individuals and groups within various organizational settings. Special attention to the psychological and sociological variables crucial in interpreting and predicting behavior of individuals and groups within the organization, noting comparative aspects of management as related to service and governmental organizations and institutions.

PO 6300 Political Science Research Methods (same as PA 6300) (3)

This course is designed to introduce graduate students to the principles of social science research design and the various statistical techniques used to manipulate social science data. Students will be introduced to various research techniques and methods utilized in all facets of the discipline from behavioral research to public policy analysis.

PO 6301 Public Administration and Policy (same as PA 6301) (3)

A survey of the field of public administration and public policy including politics and the policy process, organization theory, management principles, human resources management, fiscal policy, program design and evaluation, and ethics.

PO 6302 Topics in Public Administration and Urban Affairs (3)

PO 6303 Urban Political Institutions and Processes (3)

A study of power, conflict and consensus in the urban political arena. Includes a survey of the research sources and methods of research in urban politics. Trends in urban political representation, decision-making and service delivery.

PO 6304 Topics in American and State Governments (3)

PO 6305 American Political Institutions (same as PA 6305) (3)

A study of the interrelationships between the three branches of government, intergovernmental relations and major trends in state governments.

PO 6306 Topics in Public Law (3)

PUBLIC ADMINISTRATION (M.P.A.)

PO 6307 Public and Constitutional Law (3)

The role of the judiciary in the interpretation and application of constitutional and public law. Problems and issues arising from various legal areas as well as judicial behavior.

PO 6308 Topics in Political Theory (3)

PO 6309 Seminar in Political Theory (3)

An introduction to the schools of thought and methods of analysis that could include normative or empirical political theory. An in depth evaluation of the traditions of discourse in political thought to include classical and contemporary political theorists.

PO 6310 Topics in Comparative and International Politics (3)

PO 6311 International Politics (3)

Study of various theories, problems and conditions in international politics. May include analyses of the foreign policies of selected nations, with special emphasis upon the United States and the Soviet Union.

PO 6312 International Relations Theory (3)

This course will provide students with an understanding of the diversity of approaches to the study of international relations, along with an appreciation of key concepts and frameworks. Another aim is to identify themes and issues that have enduring importance rather than those which are of the moment.

PO 6313 Comparative Political Systems (3)

A study of the political behavior and institutional structure and function of selected national states. Study could include democratic and/or totalitarian systems, as well as developing nations.

PO 6314 Topics in Political Behavior (3)

Study of one of a broad range of topics in political behavior, including electoral behavior, political socialization, political participation, ethnic politics, politics and religion.

PO 6315 United States Foreign Policy (3)

History of U.S. foreign policy; consistencies and variations. Analysis of the role of vital interests of the United States in the world today.

PO 6316 Great Political Thinkers (3)

An introduction to the schools of thought and methods of analysis that could include normative or empirical theory. An in depth evaluation of the traditions of discourse in political thought to include classical and contemporary political theorists.

PO 6318 Introduction to Non-Profit Management (same as PA 6318) (3)

A survey of the main body of literature in the nonprofit field. Topics may include mission design, budgeting, finance fiscal management, organizational design, human resource policies, legal issues, and ethics.

PUBLIC ADMINISTRATION (M.P.A.)

PO 6319 **Non-Profit Management (same as PA 6319) (3)**

PO 6320 **Behavior and Management in Public Service Organizations (3)**

An extensive review of the concepts of organizational theory and behavior applied to public organizational settings.

PO 6323 **European Integration (3)**

This course will examine the historical evolution of the European Economic Community, the economic and political impact of the collapse of Communism on Western Europe, and the problems/possibilities for future economic and political integration.

PO 6324 **National Security Policy (3)**

This course will examine the politics and economics of national security issues. Special emphasis will be given to the changing international paradigm (i.e., post Cold War) and the impact on domestic political and economic decision making.

PO 6342 **Inter-American Security Issues (3)**

This course will examine the politics and economics of current security issues in the Americas. Military and non-military security issues will be discussed. Examples are: narco-trafficking, role of the military, human rights, environmental policies, population, etc.

PO 6343 **European Security Issues (3)**

This course will examine the politics and economics of current security issues in Europe. Military and non-military security issues will be discussed. Examples are: the changing role of NATO, a united European defense system, environmental security issues, technological transfers, and immigration/refugee patterns.

PO 6352 **U.S. Latino Communities (3)**

Examination of U.S. cities with significant Latino populations, as well as urbanization issues of U.S. - Mexican border.

PO 6353 **Urban Issues in the Americas (3)**

Comparative examination of phenomenon of organization in Latin America (e.g., Mexico City, Buenos Aires, Sao Paulo, Santiago, etc.).

PO 6354 **Campaign Management (3)**

This course is designed to give students an overview of the functioning of a political campaign. Topics covered include the creation of a campaign organization, development of a strategic plan, the use of media, fund raising activities, and the organization of field operations. This latter topic includes construction of databases, polling, phone banking and block walling. This is a survey seminar in applied political science.

PO 6356 **Campaign Finance: Political and Legal Aspects (3)**

Scope includes campaign finance law on the national, state, and local levels; history of growth of money and electoral campaigns; effects of money on American electoral system; research methods in campaign

PUBLIC ADMINISTRATION (M.P.A.)

finance sources; campaign finance reform and democratic government.

PO 6358 Gender Politics (3)

This course is designed to provide students an overview of the relationship between gender and politics. Topics include: the role of women in politics, women as candidates, officeholders and voters, gender differences in attitudes and beliefs, and issues that have particular relevance to women, i.e. gender discrimination and equal rights.

PO 8301 Public Service Internship (same as PA 8301) (3)

Credit will be awarded upon completion of two consecutive regular academic semesters or one regular academic semester and two summer semesters work with an elected or appointed official at the national state, or local levels. The PA graduate program director will coordinate the Internship with the public official under whom the Intern will serve. The Intern keeps a weekly log of his or her activities and will prepare at least one paper based upon special projects assigned during the Internship.

PO 8302 Internship (same as PA 8302) (3)

PO 8310 Applied Public Service Management (same as PA 8310) (3)

Limited to in-service students (graduate students with one or more years of full-time employment in the public or non-profit sector). Students will be required to undertake an advanced organizational and strategic analysis of a public or non-profit organization under the supervision of a designed faculty member.

PO 8320 Applied Public Management (same as PA 8320) (3)

PO 8390 Organizational Behavior (same as PA 8390) (3)

Comparative analysis of the major bodies of theory and empirical facts generated by the study of individuals and groups within various organizational settings. Special attention to the psychological and sociological variables crucial in interpreting and predicting behavior of individuals and groups within the organization, noting comparative aspects of management as related to service and governmental organizations and institutions.

PO 9301 Internship (3)

Credit will be awarded for work with an elected or appointed official at the national, state or local level. Three hours may be earned during a regular academic semester or six hours may be earned upon completion of two consecutive regular academic semesters or one regular academic semester with two summer semesters. A member of the graduate faculty will coordinate the Internship with the public official under whom the Intern will serve. The Intern keeps a weekly log of his or her activities (20 hours per week) and will prepare at least one paper based upon special projects assigned during the Internship. The course may be repeated for a total of 6 hours.

CM 7332 Public Relations Writing and Campaigns (3)

The study, analysis, and application of principles of and formats used in public relations communication to consumers. Participants learn how to collect, prepare and distribute information through the mass

PUBLIC ADMINISTRATION (M.P.A.)

media, reports, and other forms of public information campaigns. Additionally, the course offers experience in the preparation and execution of campaign strategies, presentation of position papers, and scenarios to work out realistic and efficient solutions to communication and public relations problems.

CM 7334 **Grant Proposal Writing** (3)

This course is designed to teach the fundamental process of grant development for the beginning grant writer. Participants will be expected to develop a complete grant proposal suitable for submission to a funding agency. Those registering for the course should have conducted preliminary, independent research about a potential grant development project suitable for a major grant submission. Projects may be related to education, public works, museum programs, art, research, or similar areas. Specific projects are normally developed during the first two weeks of the course.

CM 7341 **Interpersonal Communication Skills** (3)

Explores the theory and research pertaining to interpersonal communication skills in dyadic, group, and organizational contexts with emphasis on developing the skills necessary for effective personal and professional relationship building and maintenance, listening, problem solving, and conflict management. Other topics include the dynamics of culture and power in communicative interactions, the ethics of interpersonal communication, and differences in communicative styles.

CM 7343 **Business Communication** (3)

A study of style, organization, and formats used in business communication--both corporate and non-corporate--including interoffice communications, major letter formats, and business report writing. Emphasizes critical thinking, problem solving, and maturity in handling tone and style.

CM 7347 **Technical Writing** (3)

A study of the methods and processes organizations require to produce and use technical information through planning, drafting, and revising. Emphasis on the organization and presentation of written information.

CM 9324 **The Law and Ethics of Mass Communication** (3)

A study of the historical development of the First Amendment and a discussion of the moral reasoning which informs a responsible exercise of press freedom. Participants will pay special attention to areas of law essential for mass communication practitioners, such as libel, invasion of privacy, copyright, and information access. The course also includes a discussion of the growing convergence between information delivery systems and ensuing patterns of regulation and deregulation.

CS 6305 **Computer Literacy** (3)

Survey of computer systems and their applications. The fundamentals of software are studied and applied through word processing, data base, spread sheet, DOS, and E-mail applications. For non-majors only.

HS 6395 **History of Colonialism** (3)

A readings and research seminar on the problems and interpretation of the evolution of Western colonialism from the 15th through the 20th centuries. Colonial settlement, transition from mercantilist to capitalist economies, international slavery, imperialism, the anti-colonial and independence movements, and neo-colonial movements are some of the themes that may be addressed.

PUBLIC ADMINISTRATION (M.P.A.)

HS 8305 History of Cuba and Its Relations with the United States (3)

A readings seminar that considers Cuba's historical development from the eighteenth through the twentieth centuries. This is accompanied by a particular focus on how Cuba's development was influenced by its relations with the United States so an understanding of how Cuba became a communist nation after 1959 will be achieved. The course also considers Communist Cuba and its relations with the United States.

HS 8311 Latin American Cultural History (3)

A readings seminar that considers Latin American History from the perspective of philosophy, intellectual currents, religion, literature, and the arts. In considering some or all of the above fields of study, the question of central concern will be what constitutes a Latin American identity or world view. What is unique about the Latin American experience?

HS 8325 Topics in the History of Mexico (3)

A reading and research seminar focusing on Mexico from the arrival the Spanish to the present. Topics may include the Conquest, the establishment of New Spain, the Independence Movement, national development in the nineteenth century, the Revolution of 1910, the rise of nationalism, emergence of the social welfare state in the twentieth century, one-party rule, and industrialization. Of particular emphasis will be the forces that brought change in Mexican society during the nineteenth and twentieth centuries.

HS 8334 Topics in the History of Argentina (3)

A readings and research seminar focusing on the political, economic, social, and cultural history of Argentina. Topics sometimes focus on particular periods and at other times concentrate on themes central to Argentina's historical development.

HS 8335 Topics in the History of Brazil (3)

A readings and research seminar focusing on the political, economic, social, and cultural history of Brazil. Topics sometimes focus on particular periods and at other times concentrate on themes central to Brazil's historical development.

HS 8340 History of United States-Latin American Relations (3)

A readings and research seminar that traces the relationships between Latin America and the United States during the nineteenth and twentieth centuries. The course examines historical developments that have helped define the political, economic, and cultural interactions between the two regions, beginning with United States western expansionism during the first half of the nineteenth century and concluding with relations in the 1990s.

IR 6311 Topics in Inter-American Studies (3)

Department Faculty

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PUBLIC ADMINISTRATION (M.P.A.)

Department Website

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