Master of Public Policy
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San Luis Obispo, CA

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Welcome to the Master of Public Policy program at Cal Poly! The faculty, staff and current students of the MPP program and Political Science department welcome you to our program and university.

Our mission is to prepare future public policy leaders for the dynamic and complex world of the 21st century. International issues, such as poverty and terrorism, and domestic issues, such as education and health care, continue to present significant challenges to public policy analysts and to decision makers. In our ever-shrinking, increasingly “globalized” world, you must be prepared to offer sound policy analyses on complex issues. The MPP degree from Cal Poly equips you with the tools necessary to have an impact on future policy decisions. Our faculty members combine professional and academic experience to train you in the skills of policy-oriented research and practice.

Core courses in our program cover public policy, economic policy, policy analysis and applied quantitative and qualitative methodologies. One-third of the required units are drawn from electives, allowing you to customize your course of study according to specific areas of interest and expertise. Numerous departments offer elective courses to fulfill elective requirements, including City and Regional Planning, Business, Agribusiness, Economics, Forestry and Natural Resources, Political Science, Psychology, Sociology and Statistics.

Cal Poly is a great place to pursue graduate studies. For the past 22 years, U.S. News & World Report has recognized Cal Poly as the “best public Masters university in the West”. Forbes.com recently ranked Cal Poly third nationally, behind UC Berkeley and the University of Virginia, for alumni earnings. Cal Poly’s Learn by Doing philosophy is an integral component of our program. Our accomplished faculty work closely with you on real world problems and practical issues. You also receive experiential training through field research and internship experiences. Located halfway between San Francisco and Sacramento to the north and Los Angeles to the south, Cal Poly provides numerous opportunities for professional internships within California. Further, you can pursue internships in Washington, D.C., and internationally, depending on your interests. As a core aspect of the MPP program, the internship provides you with valuable opportunities to further focus your career goals and to enhance your understanding of policy analysis techniques.

The MPP program supports student presentations and participation at professional and academic conferences across the nation. Through these conferences, you have the opportunity to present your original research to expert audiences as well as to network with policy professionals. Our program has a tremendous track record in both conference acceptances and presentations by graduate students.

Financial support for graduate students in our program may include scholarships, fellowships, non-resident tuition waivers and student loans available through Cal Poly and outside organizations. The MPP program at Cal Poly is among the least expensive in the state, making it an excellent value.

Cal Poly is located on the beautiful California Central Coast in the “happiest city in the United States”, San Luis Obispo. The city is about 10 miles from the Pacific Ocean. The surrounding community provides a variety of outdoor activities to help you enjoy the beautiful natural environment surrounding the city. Faculty, students and community members enjoy the weekly Farmers’ Market, green spaces and outdoor cafes and coffee shops.
The skill and knowledge bases provided by a Master of Public Policy degree allow you flexibility to shape your degree to align with your career interests. Public Policy graduates can work for governments to help design, implement and evaluate policy programs. Analysts can work for think tanks, idea factories and research centers to predict the effects of policy changes and to plan for future policy decisions from a more theoretical approach. You can also work to help persuade decision makers and the public about different policy options. Because of this flexibility and variation in types of work and across fields of specialty, salaries can vary. However, the demand for such skills and knowledge bases is growing as the world faces increasingly complex problems.

MPP students regularly participate in national research conferences.
Graduate work is different than the type of undergraduate and professional work you may have previously done. In your undergraduate work, you likely spent a fair amount of time learning how to answer questions posed by your professors. In your professional work, you may have spent quite a bit of time doing directed work on particular projects and tasks. One of the aims of the MPP program at Cal Poly is to teach you how to ask interesting questions and be able to design and implement a process to answer them. The transition from answering to asking questions can sometimes be difficult and uncomfortable.

The Cal Poly MPP program is designed to provide you with the skills, knowledge and competencies to create a fulfilling public policy career. Core courses in the program cover public policy, economic policy, policy analysis, leadership and applied quantitative and qualitative methodologies. Further, you have the flexibility to choose a set of electives that will allow you to develop specific content knowledge designed around your interests and future career plans. This combination of required and elective courses encourages your growth and professional practice to support your search for interesting questions and important answers.

Responsibility of the Student

Students come into the MPP program with a wide variety of professional and academic experiences. Each of you will be well-prepared for some aspects of graduate study and not as well-prepared for others. While the Cal Poly faculty and staff will support you through this process, you are ultimately responsible for your own development and learning. Such development is intentional. As such, you must take responsibility for it.

Graduate school is a professional experience, and you should treat it as such. You should anticipate spending between 20-35 hours per week preparing for class – completing assignments, researching, writing, preparing for presentations, discussing material and reading. The amount of time you spend per week may vary depending on the courses in which you are enrolled and the particular time of the quarter. The type of work you do will also vary by course and assignment. You will work alone, in small teams and sometimes in large teams. These are the sorts of experiences you will find in your professional career, and you should take the opportunity here to develop both individual and group skills.

Thinking of graduate school as a professional experience also means that you should conduct yourself professionally. This includes treating University staff, faculty and other students with respect. Such norms of respect and professional behavior mean that you should make appointments with faculty members to meet outside office hours and that you should remember that you are a representative of the MPP program when you work with other departments, offices and programs on and off campus. Your behavior reflects on the program and can make it more or less difficult for us to provide such experiences and opportunities for you and other students in the future. Unprofessional behavior also includes incidents of cheating or plagiarism as outlined in the University Policies section of this handbook. Continued or extreme incidents of unprofessional behavior are grounds for being placed on Administrative Academic Probation or being disqualified and/or expelled from the MPP program and/or the University.
You will learn both from the content presented in courses and from the process of figuring things out. While faculty members will support your learning by designing assignments, setting performance standards and determining guidelines, they will rarely provide step-by-step instructions or tell you exactly what to remember from readings. Readings, assignments and activities are intended to develop your critical thinking and processing skills in an environment that is both supportive and demanding.

The University and the faculty provide the resources for your success at Cal Poly. You have the responsibility and the opportunity to take full advantage of those resources in the pursuit of a fulfilling graduate experience and career.

The Role of the Faculty

Cal Poly Faculty are an important component in the support of your education and a graduate degree. Each faculty member is responsible for developing relevant course content, including readings, in-class activities and assessment methods and rubrics.

MPP faculty take their role as educators very seriously and believe strongly that education continues outside the classroom. Your faculty members are dedicated to their research and professional work outside of the classroom as evidenced by their work with governments, non-profits and other research opportunities. Faculty members may ask you to participate on such projects as a way of further developing your professional commitment.

Faculty members share high academic standards and dedication to student learning. They have diverse approaches to the process of educating, in their experiences and interests in the professional and academic realms and opinions. Your education is only enhanced through working with and appreciating such differences.
MPP Program

Description

The Master of Public Policy degree program (MPP) is professionally oriented and open to students who wish to pursue analytic careers in government, nonprofit organizations, consulting, advocacy and related policy occupations. The program is structured to prepare graduates with the competency and creativity to excel in careers in the ever-changing world of public policy. The core courses cover public policy, public policy analysis, economic and regulatory policy, research design, quantitative methods and leadership. Policy internships and the graduate seminar round out the academic experience.

The MPP program is designed to meet the needs of those who have earned baccalaureate degrees in a variety of disciplines, including, but not limited to, economics, history, political science, social sciences, psychology, city and regional planning, business administration, education, environmental studies and natural resource management.

The program is two years in duration for students taking 8 or more units per term. It consists of 60 approved units (not including courses necessary to compensate for deficiencies). Because of the sequencing of courses, students admitted to the program are expected to begin study in the fall quarter. In their second year, students undertake the development, presentation and discussion of individual research projects in a two-term seminar (POLS 590). After the completion of POLS 590, students are required to pass a comprehensive exam as the culminating experience. The program offers students opportunities to develop close working relationships with faculty. Self-directed study, tailored to student interest and needs, is encouraged.

MPP Learning Objectives

1. MPP students will be able to think critically and creatively about public policy theory, analysis and application. In particular, students will develop knowledge and skills in quantitative and qualitative analysis, argumentation and the process and practice of research in general and as applied to a substantive policy area.
2. MPP students will develop skills for the clear, concise and effective communication of ideas. This includes evidence, analysis and arguments via written, visual and oral methods.
3. MPP students will demonstrate expertise in the field of public policy, including an appreciation of the connections between a particular substantive area and the social, political, economic and technological contexts in which it exists.
4. MPP students will develop leadership capacities that will prepare them to work productively as individuals and in groups.
5. MPP students will develop tools that prepare them to participate constructively in the process of creating, implementing and evaluating public policy.
6. MPP students will learn to recognize and reconcile diverse perspectives, and the tradeoffs they entail, in pursuit of the public interest.
7. MPP students will utilize internship experiences and course knowledge to prepare them for dynamic and professional careers in the ever-changing field of public policy.
Courses

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<td>POLS 518 Public Policy Analysis</td>
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<td>POLS 540 Leadership &amp; Management</td>
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<td>POLS 550 Regulatory and Economic Policy</td>
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<td>POLS 586 Policy Internship</td>
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<td>POLS 590 Graduate Seminar</td>
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<td>POLS 595 Directed Supervised Reading for MPP Comprehensive Exam</td>
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Standard Curriculum Flowchart

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<td>POLS 518 Elective *</td>
<td>POLS 540/50</td>
<td>POLS 586 *</td>
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<td>POLS 510</td>
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<td>POLS 560</td>
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<tr>
<td>Year 2</td>
<td>POLS 590 Elective *</td>
<td>POLS 590 Elective*</td>
<td>POLS 595 Elective (8) *</td>
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* Please note that electives and internship units are subject to approval by the MPP Director. You are also able to schedule them at your convenience.

Please be aware that MPP Policy requires that you take all courses on your Formal Study Plan for a letter grade, unless otherwise specified in the course description.

Special Programs

You have the opportunity to pursue multiple post-baccalaureate degrees while at Cal Poly. Traditionally, students who have opted to pursue two degrees chose the Master of City and Regional Planning program or the Master of Business Administration degree in addition to the Master of Public Policy. Depending on your interest, other combinations are available. If you are interested in pursuing multiple degrees, please be aware that you will want to talk with the Directors of both programs early to ensure your understanding of admission and graduation requirements, to file appropriate paperwork and to outline your course work.
Support for Professional Conference Participation

The program encourages MPP students to attend professional conferences to present original research, typically POLS 590 projects, or research conducted with professors. These conferences are great opportunities to see professional policy analysis in practice, present your own research, receive critical feedback, network and find potential employment.

The program regularly uses some of its allotted funds to help support travel and registration costs for such conferences. The amount of funding per year varies based on the availability of funds and the number of students applying for funds each year. Students interested in potential presentation opportunities should talk with the Director early to discuss such opportunities.

MPP Elective Courses

Elective coursework in the MPP program should be used to develop an area of policy expertise. In order to develop an area of policy expertise, you are required to apply 16-20 elective units toward a specific policy specialization. You may develop policy expertise by choosing courses from a wide array of disciplines throughout the university.

Elective units may be chosen from 400 or 500 level courses offered by various academic departments as appropriate. Please note that these electives are subject to change based on other departments’ current course offerings. It is important to check with the instructor of the elective course to determine the current applicability the course has with the MPP degree. Only 12 of the 16 required elective units in the program may be at the 400 level. For a description of each course, see Cal Poly’s online 2015-2017 Catalog (http://catalog.calpoly.edu/). Courses not listed here may also be applicable; please contact the Director for approval. Students may need to inquire with the professor of particular elective courses about prerequisites and availability.

Agriculture
AG 452 Issues Affecting California Agriculture (4)  AGB 514 AGB Managerial Leadership and Communication (4)

Agribusiness
AGB 405 Agribusiness Marketing Research Methods (4) AGB 543 Agribusiness Policy and Program Analysis (4)
AGB 411 Agribusiness Risk Management (4) AGB 555 Technological and Economic Change in Agribusiness (4)
AGB 412 Advanced Agricultural Policy (4) AGB 563 International Agribusiness and Trade (4)
AGB 422 Logistics in Global Agribusiness (4) Animal Science
AGB 427 Advanced Agribusiness Data Analysis ASCI 520 Comparative Animal Nutrition (4)
AGB 445 Produce Marketing (4) Architecture
AGB 450 Agribusiness Strategy Formulation (4) ARCH 401 Toward a Barrier-free Environment (4)
AGB 452 Agriculture Market Structure and Strategy (4) ARCH 445 Urban Design in Architecture (4)
AGB 510 International Development and Agribusiness (4) ARCH 532 Research Methods in Architecture (4)
Biology
BIO 401 Principles of Conservation Biology (4)
BIO 414 Evolution (4)
BIO 415 Biogeography (4)
BIO 421 Wetlands (4)
BIO 427 Wildlife Management (4)
BIO 442 Behavioral Ecology (4)
BIO 444 Population Ecology (4)
BIO 445 Community Ecology (4)
BIO 446 Ecosystem Ecology (4)

Biomedical Engineering
BMED 450 Contemporary Issues in Biomedical Engineering (4)

Bioresource and Agricultural Engineering
BRAE 418 Ag Systems Management (4)
BRAE 448 Bioconversion (4)

Business
BUS 404 Government and Social Influences on Business (4)
BUS 409 Law of Real Property (4)
BUS 410 The Legal Environment of International Business (4)
BUS 417 Taxation of Corporations and Partnerships (4)
BUS 422 Accounting for Government and Not for Profit Entities (4)
BUS 433 International Business Finance (4)
BUS 436 Entrepreneurial Finance (4)
BUS 443 Case Studies in Finance (4)
BUS 445 Ethics and Behavioral Finance (4)
BUS 446 International Marketing (4)
BUS 453 Digital and New Media Marketing (4)
BUS 472 Labor Relations (4)
BUS 473 Employment Law (4)
BUS 477 Managing Change and Development (4)
BUS 478 Organization Design (4)
BUS 489 Negotiation (4)

City and Regional Planning
CRP 401 Disaster Recovery (3)
CRP 404 Environmental Law (3)
CRP 408 Water Resource Law and Policy (3)
CRP 420 Land Use Law (4)
CRP 430 Professional Planning Practice (4)
CRP 435 Transportation Theory (4)
CRP 436 Collaborative Planning (4)
CRP 438 Pollution Prevention and Control (4)
CRP 440 Climate Action Planning (3)
CRP 442 Housing and Planning (3)
CRP 445 Planning and Urban Ecology (4)
CRP 452 Community Design Methods (4)
CRP 458 Local Hazard Mitigation - Planning and Design (4)
CRP 470 Selected Advanced Topics (4)
CRP 472 Planning Colloquium (4)
CRP 501 Foundations of Cities and Planning (4)
CRP 512 Introduction to Visual Communication and GIS (4)
CRP 513 Planning Research Methods (4)
CRP 516 Demographic and Analytic Tools (4)
CRP 518 Policy Development (4)
CRP 520 Feasibility Studies (4)
CRP 525 Plan Implementation (4)
CRP 530 Planning Agency Management (4)
CRP 535 Land Use and Planning Law (4)
CRP 545 Principles of Environmental Planning (4)
CRP 548 Principles of Urban Design (4)
CRP 552 Community and Regional Planning Studio (4)

Civil Engineering
CE 424 Public Transportation (4)

Communication Studies
COMS 413 Advanced Organizational Communication (4)
COMS 418 Health Communication (4)
COMS 419 Media Effects (4)
COMS 435 American Political Rhetoric (4)

Economics
ECON 403 Industrial Organization (4)
ECON 404 International Trade Theory (4)
ECON 406 Applied Forecasting (4)
ECON 408 Mathematical Economics (4)
ECON 410 Public Finance and Cost-Benefit analysis (4)
ECON 413 Labor Economics (4)
ECON 417 Development of Economic analysis (4)
ECON 424 Monetary Economics (4)  
ECON 431 Environmental Economics (4)  
ECON 432 Economics of Energy and Resources (4)  
ECON 434 Urban Economics (4)  
ECON 435 Economics of Land and Water (4)

Environmental Design  
EDES 406 Sustainable Environments (4)  
EDES 409 Implementing Sustainable Principles (4)  
EDES 409 Advanced Implementation of Sustainable Principles (4)

Ethnic Studies  
ES 410 Advanced Topics in Comparative Ethnic Studies (4)

Food Science and Nutrition  
FSN 415 Nutrition Education and Communications (4)  
FSN 417 Nutrition Counseling (4)

Natural Resources Management and Environmental Sciences Disaster Management and Homeland Security  
DMHS 401 Disaster Recovery (4)  
DMHS 405 Managing Sustained Operations (4)  
DMHS 432 Disaster Operations Planning (4)

Earth Science  
ERSC 414 Global and Regional Climatology (4)

Forestry and Natural Resources  
FNR 401 Disaster Recovery (3)  
FNR 404 Environmental Law (3)  
FNR 406 Indigenous Peoples and International Law and Policy (3)  
FNR 408 Water Resource Law and Policy (3)  
FNR 414 Sustainable Forest Management (4)  
FNR 416 Environmental Impact Analysis and Management (4)  
FNR 418 Applied GIS (3)  
FNR 425 Applied Resource Analysis (4)  
FNR 432 Disaster Operations Planning (4)  
FNR 435 Natural Resources Policy Analysis (4)  
FNR 450 Community Forestry (3)  
FNR 455 Wildland - Urban Interface Fire Protection (3)  
FNR 465 Ecosystem Management (4)  
FNR 472 Leadership Practice (1) (Also listed as REC 472)  
FNR 475 Sustainable Forest and Environmental Practices (3)

Food Science and Nutrition  
FSN 410 Nutritional Implications of Food Industry Practices (4)  
FSN 416 Community Nutrition (4)  
FSN 420 Critical Evaluation of Nutrition Research (4)  
FSN 426 Food Systems Management (4)  
FSN 480 Policy Arguments in Food and Nutrition (4)

Geography  
GEOG 414 Global and Regional Climatology  
GEOG 440 Geo-Social Applications of GIS

History  
HIST 410 Recent America Since 1950: Shattering of the American Consensus (4)  
HIST 432 United States Environmental History (4)  
HIST 435 American Women's History from 1870 (4)

Horticulture and Crop Science  
AEPS 437 Park and Public Space Management (4)

Kinesiology  
KINE 450 Worksite Health Promotion Programs (4)  
KINE 453 Lifestyle Prescriptions for Wellness  
KINE 503 Current Health Issues (4)  
KINE 510 Advanced Health Behavior Change Programs (4)  
KINE 511 Management and Administration in Kinesology (4)  
KINE 534 Planning Health Promotion Programs (4)
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<th>Course Title</th>
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<td>Landscape Architecture</td>
<td>LA 402 Design Theory and Exploration Focus Studio</td>
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<td>LA 433 Cultural Environments</td>
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<td>Military Science</td>
<td>MSL 401 Developmental Leadership I</td>
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<td>Philosophy</td>
<td>PHIL 439 Selected Problems in Ethics and Political Philosophy</td>
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<td>Political Science</td>
<td>POLS 419 Social Movements and Political Protest</td>
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<td>POLS 420 Contemporary Foreign Policy</td>
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<td>POLS 426 International Organizations and Law</td>
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<td>POLS 445 Voting Rights and Representation</td>
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<td>POLS 451 Technology and Public Policy</td>
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<td>POLS 471 Urban Politics</td>
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<td>Psychology</td>
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<td>PSY 475 The Social Psychology of Prejudice</td>
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<td>Recreation, Parks, Tourism and Administration</td>
<td>RPTA 413 Tourism and Protected Area Management</td>
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<td>STAT 421 Survey Sampling and Methodology</td>
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<td>STAT 423 Design and Analysis of Experiments II</td>
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<td>STAT 425 Probability Theory</td>
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<td>STAT 426 Estimation and Sampling Theory</td>
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<td>STAT 465 Statistical Communication and Consulting</td>
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<td>STAT 512 Statistical Methods</td>
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<td>STAT 512 Statistical Methods</td>
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<td>STAT 513 Applied Experimental Design and Regression Models</td>
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<td>STAT 523 Design and Analysis of Experiments I</td>
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<td>STAT 531 Statistical Computing with R</td>
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<td>Wine and Viticulture</td>
<td>WVIT 423 Wine Law and Compliance</td>
<td>(4)</td>
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<tr>
<td>Women's Studies</td>
<td>WS 450 Feminist Theory</td>
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POLS 400/500 Independent Studies

In circumstances where regularly offered elective courses do not match your area of expertise, you can apply up to 4 units of POLS 400 and 4 units of POLS 500 as elective units toward your MPP degree. The workload for such independent study courses should be commensurate with the level of the course. Moreover, according to the Academic Catalog, graduate courses, including POLS 500, should “cope with more complex ideas, problems, techniques and materials than in undergraduate courses. Graduate study requires searching and exhaustive analysis, identification and investigation of theories and principles; application of theory to new ideas, problems and materials; extensive use of bibliographic and other resource materials, with emphasis on primary sources for data; and demonstration of competence in scholarly presentation of the results of independent study.”

The ultimate design of independent study courses is a negotiation between you and the faculty member in terms of content, readings, deliverables and workload; the faculty member has the final say over what is appropriate. As a rough benchmark, you should anticipate approximately 120 hours of work for 4 units of independent study. If you are interested in an independent study, you should contact professors with related interests and talk with them about the potential for such study. If you are unsure about which professors might have matching interests, please contact the Director for advice.

Course Descriptions

POLS 500 Independent Study (1–4)
Individual research, studies, or surveys under the supervision of the faculty. Total credit limited to 4 units. Prerequisite: Graduate standing with minimum of 12 units.

POLS 510 Research Design (4)
Approaches to policy research, question development, hypothesis framing, literature reviews, sampling, measurement and approaches to analysis. 4 lectures. Prerequisite: Graduate standing or consent of instructor.

POLS 515 Public Policy (4)
Theoretical and practical approaches to public policy making and contemporary policy issues, such as markets; regulation; criminal justice; housing; environment; poverty; health care and education. 4 lectures. Prerequisite: Graduate standing, or consent of instructor.

POLS 516 Public Finance (4)
Economic and political factors affecting federal, state and local governments. Intergovernmental relations and policy considerations in finance, debt management and tax administration. 4 lectures. Prerequisite: POLS 515, or consent of instructor.

POLS 517 Organizational Theory (4)
Major theoretical approaches, concepts, case studies and debates related to organizational theory. Emphasis on applications of concepts to public and non-profit organizations. 4 lectures. Prerequisite: POLS 515, or consent of instructor.
POLS 518 Public Policy Analysis (5)
Contextual, problem oriented analysis of the societal problems and possible solutions to them. Development and use of concepts and tools related to policy evaluation with particular emphasis on qualitative methods. 4 lectures, 1 activity. Prerequisite: POLS 560 or consent of instructor.

POLS 540 Leadership and Management in Public Policy (4)
An exploration of the changing notion of leadership in public policy. Focus on understanding and developing leadership capacity within the complex inter-organizational structure in which the student works. For graduate students. 4 seminars. Prerequisite: POLS 515 or consent of instructor.

POLS 550 Regulatory and Economic Policy (4)
Theory, politics and applications of government regulatory and economic policy, and skills and experience necessary to use this knowledge in applied policy making situations. 4 seminars. Prerequisite: POLS 515 or consent of instructor.

POLS 560 Quantitative Methods (5)
Social science methodology focusing on research design and quantitative methods used in policy and political research, such as multi-regression, non-linear techniques, diagnostics and time series. Advanced computer packages used to analyze challenging data sets. 4 lectures, 1 activity. Prerequisite:

POLS 568 Topics and Issues in Public Policy (4)
Selected advanced topics applicable to public policy problems. The Schedule of Classes will list topic selected. Total credit limited to 8 units. 3 seminars and a research project. Prerequisite: POLS 515 or consent of instructor.

POLS 570 Selected Advanced Topics (1-4)
Directed group study of selected topics for graduate students. Open to undergraduate and graduate students. The Schedule of Classes will list title selected. Total credit limited to 8 units. 1-4 lectures. Prerequisite: Graduate standing or consent of instructor.

POLS 586 Policy Internship (4–8) (CR/NC)
Supervised work experience in a government or related public agency. Intern will function as an employee engaged in comparable work. Credit/No Credit grading only. Total credit limited to 8 units. Prerequisite: Completion of 12 units in the Master of Public Policy Program and consent of instructor.

POLS 590 Graduate Seminar (4)
Seminar designed as a culminating component to the Master of Public Policy Program. Individual research under the supervision of the faculty within a small discussion environment, leading to a graduate project or paper that demonstrates practical mastery of the MPP curriculum. Total credit limited to 8 units. 4 seminars. Prerequisite: POLS 560 or consent of instructor.

POLS 595 Directed Readings for MPP Comprehensive Exams (2) (CR/NC)
Directed readings and preparation for Master of Public Policy (MPP) comprehensive exams. Regular consultation between advisor and student. Credit/No Credit grading only. 2 seminars. Prerequisite: POLS 590.
Internships

You are required to complete an internship (POLS 586) as preparation for professional practice. Faculty and staff assist in placing interns in a government, non-profit or private organization that uses the skills relevant to policy analysis and problem solving. Internships may be paid or unpaid, depending on the organization.

Internships can serve a variety of functions, depending on your interest. The main objective is to provide you a professional experience utilizing the skills and knowledge learned in the classroom. Beyond this, you can use the internship to springboard into a permanent job, to obtain specialized knowledge or some combination of the above.

Recent Internship Placements

Applied Behavior Analysis
Association of California School Administrators
The Becky Fund, Peru
California State Assembly Intern with Katcho Achadjian
California State Senate Intern with Sam Blakeslee (Maddy Institute)
Cambria Community Services District, Fiscalini Ranch
Cities of Atascadero, Guadalupe, Mountain View
City of Pasadena, Housing Department
City of San Luis Obispo, Public Works Department
City of San Luis Obispo, Utilities Conservation Department
Community Action Partnership of San Luis Obispo County
Congressional Sportsmen Foundation, Washington, DC
Congresswoman Lois Capps, Washington, DC
County of San Luis Obispo, County Probation Department
County of San Luis Obispo, Department of Public Health
U.S. Department of State
First 5, San Luis Obispo County
Heritage Watch
Gallo Coastal Winegrowning
Northwest Federation of Community Organization, Portland, OR
Port San Luis Harbor District
Port San Luis Lighthouse Keepers
Public Policy Solutions
Santa Maria Valley Humane Society
Shaw Power Group
SLO County Integrated Waste Management Authority
The Sonoran Institute
Tobacco Control Program
Vandenberg Village Community Services District
Institute for Advanced Technology and Public Policy

If you have completed 12 units of graduate study, you are eligible for an internship. The faculty coordinator must approve of the internship prior to arranging for credit. By University policy, you must be enrolled in internship units via POLS 586 during internship work; this requirement includes internships completed over the summer. The course has credit/no credit grading based on successful completion of internship hours and appropriate documentation.

At the beginning of your internship, you must have the internship site supervisor submit a letter to your internship professor that details the hours, duration of position, type of work, responsibilities and whether or not the internship is paid. Any special responsibility or project you negotiate may be
stated in the letter, which serves as an informal contract for you, the organization and the university. At the end of your internship, you must have your internship site supervisor submit a letter to your internship professor that indicates successful completion of the internship hours and work. Additionally, at the end of the internship, you must submit a reflection paper that, at a minimum, discusses the work you completed, presents the lessons you learned and compares those lessons to relevant coursework.

**Arranging an Internship**

The University serves as a clearinghouse for internship placement. Graduate policy internships are designed to fit each student’s interest. While the University and the department identify and refer opportunities to you and will work with you to identify meaningful and relevant experiences, ultimately successful placement is your responsibility. Key strategies for identification include networking, referral and web-site announcements, frequently forwarded by the Director. Often the most crucial key to successful placement is starting early.

The University has cooperative arrangements with the California State University at Sacramento, which operates an internship program in Sacramento. Additionally, the Washington Center provides internship placement in the Washington, DC area. Information sheets on internships are located in Hallway 11 of Building 47.

A student interning with Congresswoman Lois Capps.
The Culminating Experience

Comprehensive Examination

You are required to successfully pass a Comprehensive Exam before completion of the degree. You are eligible to take the exam once your core coursework and electives are completed by, or are expected to be completed during, the quarter you intend to take the exam. You must be in good academic standing to take the exam.

The intent of the comprehensive exam is to ensure that all students graduating from the MPP program have a fundamental understanding of the field that they are about to enter. The exam is designed as an opportunity for you to demonstrate your mastery of the concepts and techniques developed in the core courses, as well as your ability to critically analyze public policy in an applied setting. You are encouraged to form small study groups to review course material and prepare for the exam; however the exam itself must be an individual effort.

The exam contains four questions covering the broad areas of the core courses (POLS 515, POLS 518, POLS 550 and Methodology (POLS 560, POLS 510, qualitative methods from POLS 518). You must be able to integrate all pertinent course work into your responses to the questions. Answers must have citations to relevant literature, and all exams must only rely on materials with full citations that appear in your final reading list for the answers. You must also demonstrate your ability to analyze and discuss quantitative data. In each question, where appropriate, you must relate the written answer to your identified field of substantive expertise.

READING LIST: The purpose of the MPP Comprehensive Examination Reading List, which is prepared by you in consultation with the Director and/or the professor of POLS 595, is to prepare you to take the examination by identifying the relevant body of literature necessary to respond to examination questions. Accordingly, the detailed MPP Comprehensive Examination Reading List must provide all of the references necessary to respond to questions on the examination, including those questions that require examples from your declared area of policy expertise. Citations on the reading list should cover all of the required and recommended readings in core and elective courses. In addition, your reading list should include important and relevant readings that you used in order to complete research projects and papers in those courses, as well as any other readings you deem important to your area of expertise.

Only those readings included in your MPP Comprehensive Examination reading list may be used to respond to examination questions. Examination essays must be fully cited with detailed references to these readings. You are required to submit your completed reading list that includes literature from all of your core courses, an identified area of policy expertise and relevant literature pertaining to this policy area by the date specified by the Director. Incomplete reading lists will not be reviewed. You will receive approval or requests for revision of your reading lists within two weeks of submission. Reading lists must be fully approved at least five weeks prior to the examination date.

REQUIRED EXAM PREPARATION MEETING: You must attend the Exam Preparation Meeting during the quarter you plan to take the exam. If you are taking the exam during a spring
quarter, this meeting will take place as part of the POLS 595 course.

**EXAM SCHEDULE:** The exam will be offered twice a year during the fall and spring quarters. The comprehensive examinations may not be taken prior to the last quarter of course work. You must give notice to the graduate director by the end of the second week of classes during the quarter in which you plan to take the exam. The graduate director will notify you as to the date of the examination by the fifth week of classes. You will pick up the exam on the specified Friday (anytime after 9:00 am) from the Political Science Office or via email and must return a hard copy to the Political Science Office on the following Monday (by noon). You have the weekend to complete the exams and late exams will not be accepted. If you are working or completing an international internship or an out-of-state/area internship, the exam will either be faxed or emailed to you. You will have the same time restrictions and must either fax or email the exam back by the specified time.

**ACADEMIC DISHONESTY:** The MPP Program, the Department of Political Science and the College of Liberal Arts do not tolerate academic dishonesty. You are expected to complete your exam individually. Any student who engages in academic dishonesty (which includes, but is not limited to, plagiarism or receiving outside assistance from another person) will immediately be dealt with according to university policy and responses may include expulsion from the university and disqualification from the program. For more information pertaining to academic dishonesty please consult and review Section 41301, Title V, California Code of Regulations, which can be accessed through the Cal Poly web page.

**ACADEMIC PROBATION:** You must have a 3.0 GPA overall in the courses listed on your formal study plan in order to earn the Master's degree. Therefore, if you are on academic probation, you will not be allowed to take the comprehensive exam until you have met the GPA requirements for the degree and are no longer on academic probation. If you are put on academic probation at the end of the quarter when the exam was taken, the degree will not be awarded until the GPA deficit is resolved.

**EXAM GRADING:** Exams will be graded anonymously (you will be identified by your student ID number). A committee of three professors will grade each exam, and your answers will be assigned one of three grades: pass with distinction, pass, or fail. You must receive passing grades on all four questions to successfully complete the exam. You must also make an honest attempt at all four questions in order to pass any one question; incomplete exams (exams where there is not an honest attempt to answer all four questions) will not be graded and will result in a failure of the exam. In cases of grading conflicts, the determination of pass or fail will be arrived at by majority rule from the committee. To pass with distinction, you must receive a grade of pass with distinction on every question. You will have one additional test opportunity to attempt to pass any question topics/content areas where you received a failing grade. Second exams must be taken during a regularly scheduled examination period. The second exam must be taken within one year of the original exam. This second exam includes only the questions/content areas on which the student failed; exam time on the second exam will be adjusted according to the number of questions being re-taken. Failure to pass the comprehensive examination after two attempts will result in academic disqualification from the program.
**Graduation Requirements**

The following is a summary of the most critical Cal Poly graduation requirements. Students are advised to examine the Graduate Programs section of the Cal Poly Catalog for additional information and details about the requirements for graduation. When questions arise about these requirements, it is the responsibility of the student to discuss them first with the Director.

**Continuous Enrollment Policy**

Under a policy implemented Fall Quarter 2009, graduate students are required to maintain continuous enrollment from the time of first enrollment in a graduate program until completion of the degree. Continuous enrollment is defined as being enrolled during fall, winter and spring quarters each year. You can maintain continuous enrollment either by 1) being enrolled as a regular student; 2) obtaining approval for an education or medical leave prior to the quarter when such a leave would begin; or 3) registering in a special course designated for this purpose, during quarters in which you are not regularly enrolled.

The special course, GS 597, is listed in the University catalog and is taken through Cal Poly Continuing Education. GS 597 is a variable-unit course, offered credit/no credit. Credits in GS 597 do not count toward meeting degree requirements.

Students who fail to fulfill this continuous enrollment requirement will be not be permitted to graduate even if all degree requirements have been completed until payment has been made for all quarters of non-enrollment. This requirement is not retroactive to terms prior to Fall 2009. In addition, you must be enrolled the quarter you graduate and complete all degree requirements, including Incompletes and independent studies.

For additional information on the requirement and on enrolling in GS 597, please see the Continuing Education website: http://grad.calpoly.edu/policies/continuous.html.

**Graduation Writing Requirement**

The Graduation Writing Requirement (GWR) is a CSU-mandated requirement designed to ensure that you can write proficiently before you enter the professional work force. All Cal Poly students who are seeking a degree, including Master’s degrees and teaching credentials, must fulfill the GWR. This degree requirement must be fulfilled before your diploma can be awarded.

This requirement can be met by demonstrating to the University Writing and Rhetoric Center (UWRC) that you have completed the requirement by taking an appropriate course at Cal Poly or another California State University or University of California campus or through an exam completed and passed at Cal Poly or another CSU or UC. Similar course or exam requirements from other universities will be considered on a case-by-case basis. We recommend that you address the GWR during your first year.

For additional information on the requirement, please see the UWRC website: http://writingcenter.calpoly.edu/content/gwr/index or by visiting the University Writing and Rhetoric Center in Building 10, Room 130, (805) 756-2067.
Administrative Paperwork

The following is a summary of the paperwork required for graduation. All current forms can be accessed at http://grad.calpoly.edu/forms/index.html. Please contact the Graduate Coordinator with questions and to submit all paperwork.

Working Formal Study Plan

You must have a Formal Study Plan (FSP) approved by the Director. You should begin completing the FSP during the first quarter of your first year. You will then meet with the Director/Program Coordinator individually to finalize the study plan. After your conference, the Director will forward the plan to the Chair, CLA Dean’s Office and the Graduate Education for signatures. You need to have a signed and approved FSP on file before registering for second year courses.

Exit Documentation

After registration for your final quarter (typically winter quarter second year), you need to meet with the Director to file necessary paperwork for graduation. It is your responsibility to make an appointment with the Director and ensure all paperwork is complete and filed.

Final Formal Study Plan, Petition for Special Consideration

All students must file a Final Formal Study Plan prior to graduation. Typically, this is done immediately after registration for spring quarter courses in the second year. In certain circumstances, you may also need to file a Petition for Special Consideration. This form is required if you need an exception from the requirements of the program. The Director will forward the plan to the Chair, CLA Dean’s Office and the Graduate Education for signatures.

Advancement to Candidacy

The Advancement to Candidacy form is completed by the Director and certifies that the GWR and FSP have been completed and are on file and that you are not on Academic Probation prior to taking the culminating exam. The Director will forward the plan to the Chair, CLA Dean’s Office and the Graduate Education for signatures.

Request for Graduation Evaluation

You must complete and submit the Request for Graduation Evaluation form at the start of the quarter you intend to graduate. You will submit the completed form to Graduate Education for approval.

Thesis/Exam Approval Form

After your successful completion of the Comprehensive Exam, the Graduate Coordinator will file the Exam Approval Form with Graduate Education. This form certifies that you completed the exam and is necessary for graduation.
Campus and Program Policies

In addition to the Academic Requirements and Responsibilities outlined in the Cal Poly Catalog, the MPP program maintains the following policies governing student behavior and performance. Failure to adhere to the policies below may result in Administrative Academic Probation or Administrative Disqualification.

Professional Behavior

The MPP program is both academically and professionally focused. As such, faculty expect that you maintain professional behavior in academic, internship and other interactions with the University and community. This includes treating University staff, faculty and other students with respect. Such norms of respect and professional behavior mean that you should make appointments with faculty members to meet outside office hours and that you should remember that you are a representative of the MPP program when you work with other departments, offices and programs on and off campus. Your behavior reflects on the program and can make it more or less difficult for us to provide such experiences and opportunities in the future. Unprofessional behavior may also include incidents of cheating or plagiarism as outlined in the University Policies section of this handbook. Continued or extreme incidents of unprofessional behavior are grounds for being placed on Administrative Academic Probation and/or disqualification from the program and/or University.

Adequate Progress toward Degree

While the MPP program is designed to be somewhat flexible to allow you to balance work, family and academic obligations, you must show evidence of making adequate progress toward the completion of your degree. This includes enrolling in appropriate core and elective courses as well as minimizing the use of incompletes in courses. At the discretion of the Director and MPP faculty, students who repeatedly take Incompletes in coursework or who are not making adequate progress toward the degree may be put on Administrative Academic Probation until the Incompletes are completed or until degree progress is made. Students on Administrative Academic Probation for failure to progress towards degree objectives may also be subject to disqualification from the program and the university.

Academic Performance

By University policy, graduate students must maintain satisfactory scholarship. Specifically, this means you must maintain a grade point average of 3.0 or better in all courses used in the formal program of study for the degree. Failure to do so may result in disqualification from the program and the university.

Academic Integrity Policy

The MPP program takes academic integrity seriously. For more information, please see the Appendix or the Cal Poly Catalog or the College of Liberal Arts Academic Integrity Policy (http://politicalscience.calpoly.edu/students/advising/policy).
MPP/Political Science Statement on Plagiarism

Projects/Reports/Research Papers that are turned in for one course may not be a Project/Report/Research Paper that was turned in for another course at this university or at another institution. To do so constitutes a form of plagiarism as defined by the Department of Political Science and the MPP program at Cal Poly. If it is determined that the content of both papers is substantially similar, the consequences of this form of plagiarism may include failure in one or both of the courses and the possibility of Academic Probation, Academic Disqualification and/or disciplinary action such as suspension or expulsion. Determination as to whether the papers are substantially similar and as to whether the student will fail one or both of the courses will be at the discretion of the faculty members involved.

“Substantially similar” includes using the same graphs, sections, paragraphs, or sentences in work submitted in two or more courses. These examples are not meant to be exhaustive. Ultimately, the instructor will determine whether the work that the student submitted for his or her course was “substantially similar” to that of another course and reserves the right to determine, in a given instance, what action(s) on the part of the student violates the academic honor code. If a student has any questions about whether the work that he or she wants to submit in one course is “substantially similar” to other work that he or she has submitted or plans to submit in another course, then he or she is obligated to consult the instructors of both courses.

E-mail and My Cal Poly Portal

You will automatically receive a calpoly.edu email address. As this is the official channel of communication at Cal Poly, the MPP program requires you to regularly access your Cal Poly email account or set the Cal Poly email account to forward to the account you regularly access (e.g., Gmail, Yahoo, etc.).

Your Cal Poly email address will also be added to the MPP listserv upon enrollment in first quarter courses. This listserv is an important source of information regarding courses, enrollment, program information, internship and job opportunities.

My Cal Poly (https://my.calpoly.edu) is a web portal that features information and services in a customizable format. The portal is the main access point for email, PolyLearn web-based course information, class registration, campus announcements, etc. Information on using and personalizing the portal can be found at http://www.servicedesk.calpoly.edu/content/my_cp_support/index.
For more information, please see the Political Science faculty page (http://politicalscience.calpoly.edu/faculty-staff).

**Amelia Andrews**: Assistant Professor. B.A. Political Science and International Studies (2007), Case Western Reserve University; M.A. Government and Politics, Certificate in International Law (2009), St. John's University; Ph.D. Political Science (2015), Purdue University. Public policy, framing, agricultural policy, experts, environmental policy.

**Craig Arceneaux**: Professor. B.A. Political Science (1989), California State University, Fullerton; M.A. Political Science (1991), The Ohio State University; Ph.D. Political Science (1997), University of California, Riverside. Latin American politics, comparative political institutions, democratic transitions and civil-military relations.

**Martin Battle**: Assistant Professor. B.A. Modern History and Politics, University of Sheffield; M.A. Political Science (2000), University of Wisconsin-Madison; Ph.D. Political Science (2006), Washington University in Saint Louis. Comparative politics, statistical and research methods, decentralization and devolution.


**Ron Den Otter**: Associate Professor. B.A. (1989), University of California, Davis; J.D. (1992), University of Pennsylvania; Ph.D. (2003), University of California, Los Angeles. Public law, political theory, constitutional theory, deliberative democracy.


**Michael Latner**: MPP Director and Associate Professor. B.A. (1995), Political Science, California State University, Chico; M.A. (2004), Ph.D. (2008), Political Science, University of California, Irvine. Political behavior, electoral systems and representation, political geography, urban politics and
methodology.


**Elizabeth Lowham**: Department Chair and Associate Professor. B.A. (2001), Geology, Carleton College; M.A. (2003), Ph.D. (2007), Political Science, University of Colorado, Boulder. Public policy, methodology, environmental policy, leadership and collaboration studies.


**Ning Zhang**: Associate Professor. B.A. (1999) School of International Relations, Beijing University, China; Ph.D. (2007), Political Science, University of California, Santa Barbara. International relations, Chinese politics, sustainability.
Admissions

The following information concerns admission procedures for the Master of Public Policy degree program.

Admission Deadlines

<table>
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<tr>
<th>Quarter</th>
<th>On-line Application Deadline</th>
<th>Additional Documentation Deadline</th>
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<tr>
<td>Fall Quarter</td>
<td>February 1</td>
<td>March 1</td>
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<tr>
<td>Winter Quarter</td>
<td>No Admissions</td>
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<tr>
<td>Spring/Summer Quarter</td>
<td>No Admissions</td>
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At this time, the program only accepts applications for Fall quarter.

Minimum Admission Requirements

1. Possession of a baccalaureate degree from an accredited college or university;
2. A grade point average of not less than 3.00 in all undergraduate coursework;
3. Related undergraduate coursework or work experience;
4. The quality of previous educational and professional experiences as measured by:
   a. Biographical and career data (resumes, examples of reports, letters of recommendation, etc.),
   b. Professional training in fields such as budgeting, management and supervision in the public, health, or nonprofit sectors and
   c. A personal statement describing a student’s experience and reasons for applying to the program.
   d. GRE scores are recommended, but not required, for admission.
5. Applicants, regardless of citizenship, whose preparatory education is principally in a language other than English, must take either to TOEFL or IELTS exam. A TOEFL score of 550 or higher (paper version), 213 (computerized version) or 80 (internet based) is required. The minimum IELTS score is 6.0.

Admission Materials

Cal Poly Admissions requires the following:

2. Once you have submitted your on-line application, have all the colleges and universities that you have attended send official transcripts directly to Cal Poly Admissions:
3. For further information, including additional requirements and deadlines for international students, please see: http://admissions.calpoly.edu/apply/gradtips.

In addition to the Cal Poly requirements, the Master of Public Policy program requires that applicants submit the following items directly to the program via Interfolio (http://apply.interfolio.com/22141):

1. Personal Statement detailing your understanding of, interest in and use for a public policy degree from the perspective of your career and educational goals.
2. Three (3) confidential letters of recommendation. The required letters of recommendation must include at least one academic reference and at least one professional reference. The letters of recommendation must be written in English and ought to address relevant academic coursework, work experience and other preparation that make you a strong candidate for the MPP program.
3. Unofficial transcripts.
4. Resume/CV.
5. GRE scores are not required; however, they may be included as part of the application packet. Scores may be particularly relevant if your GPA does not meet the 3.0 threshold. GRE scores should be sent electronically from the testing agency directly to Cal Poly Admissions.
6. You may also submit additional supporting evidence, including a writing sample.

**Important Contacts**

**Cal Poly Admissions (on-line applications and transcripts):**
Phone: 805.756.2311
E-mail: admissions@calpoly.edu
Web: http://admissions.calpoly.edu/apply/howtoapply

**Financial Aid Office (federal and state aid information):**
Phone: 805.756.2927
Fax: 805.756.7243
E-mail: financialaid@calpoly.edu
Web: http://www.ess.calpoly.edu/_finaid/

**MPP specific information:**
Phone: 805.756.2984
E-mail: politicalscience@calpoly.edu
Web: http://mpp.calpoly.edu
Financial Aid

The main source of financial aid for graduate students at Cal Poly comes from Stafford loans. Some loans, but not all, are based on financial need. For more information on financial aid, please see http://financialaid.calpoly.edu/. In particular, graduate students are frequently eligible for the State University Grant (http://financialaid.calpoly.edu/_finaid/types_aid/grants.html). Also, there are scholarships available, both through Cal Poly and outside organizations. These scholarships have varying requirements that may be based on merit and/or need.

The University offers several forms of financial aid targeted for graduate students. These include, but may not be limited to TA/GA positions, Non Resident Tuition Waivers, Resident Tuition Waivers, Graduate Equity Fellowships, and Graduate Presentation Awards. For more information on available grants and fellowships for graduate students, please see http://grad.calpoly.edu/resources/index.html.

Faculty members in the Political Science Department can hire Research Assistants and Teaching Assistants based on need and available resources. These positions are part-time, non-benefitted positions. They provide valuable experience that can be used on your resume, for seeking an internship, or for continuing your studies at the graduate level. If you are interested in potential assistantships, you should provide a resume to the Director who will share it with appropriate departmental faculty. You should also seek out such positions with faculty members one on one.
Student Discipline

Student Disciplinary Procedures

The campus is not a sanctuary immune from civil law and authority, and students may be prosecuted for violation of the law, whether an action occurs on the campus or off; however, University sanctions will be imposed only for those violations that interfere with University functions.

Student Disciplinary Procedures, effective on the California State University campuses, are described in Executive Order No. 628, pursuant to Section 41301 and 41302, Title 5, California Code of Regulations. The stated purpose of Executive Order No. 628 is to provide fair and just procedures to both students and the institution, but which determination can be made concerning whether or not violations of student conduct and conduct related regulations have occurred.

Expulsion, Suspension and Probation of Students

Violation of Sections 41301 and 41302 in Article 1.1, Subchapter 4, Chapter 1, Part V, Title 5 of the California Code of Regulations can result in disciplinary action on campus.

41301. Expulsion, suspension and probation of students. Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes with must be campus related;

(a) Cheating, or plagiarism in connection with an academic program at a campus.

(b) Forgery, alteration or misuse of campus documents, records, or identification; or knowingly furnishing false information to a campus.

(c) Misrepresentation of oneself or of an organization to be an agent of a campus.

(d) Obstruction or disruption, on or off campus property, of the campus education process administrative process, or other campus function.

(e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.

(f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
(g) Unauthorized entry into, unauthorized use of, or misuse of campus property.

(h) On campus property, the sale or knowing possession dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in the California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction and analysis.

(i) Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or a campus function without prior authorization of the campus president.

(j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.

(k) Abusive behavior directed toward, or hazing of, a member of the campus community.

(l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.

(m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.

Updated 9/1/12