Section I: Program Descriptions

Description of Undergraduate Program: “….” (Source: 2007-2008 Undergraduate Catalog)

“Political science is the study of politics, government and public policy at the local, state, national and international levels. It is concerned with the struggle for power and the exercise of power in public institutions. Political science seeks to reveal the patterns of behavior associated with politics, to explain the functioning of political and governmental institutions, to appraise alternative public policies, and to assess government’s role in society.

The purpose of the political science program is to provide instruction for all University students in the basics of United States and Texas government; to contribute to the development of university students through study of the ideas and practice of politics; and to prepare political science majors for careers in many fields and graduate study. The program also offers a limited number of graduate courses for students selecting political science in the Master of Arts in Interdisciplinary Studies program, and as electives in the Master of Public Administration program. The major in political science provides a proper background for a variety of diverse careers.”

Tracks Offered for Undergraduate Major:

Public Administration/Policy: This track is designed to provide the political science major with a foundation for a career in government.

Professional Political Science: Students wishing to become campaign professionals and consultants are encouraged to pursue this track.

Comparative/International: Students interested in pursing a career in the international
arena of politics or business are encouraged to follow this career track.

**Academic:** The academic track is designed for students wishing to pursue advanced degrees in political science.

**Undergraduate Catalog Course Listings for Public Administration (and Political Science):**
The course listings are available in the University’s Undergraduate Catalog, which is available at:  [http://www.tamucc.edu/academics/index.html](http://www.tamucc.edu/academics/index.html)

**Description of Graduate Program:** “…” (Source: 2007-2008 Graduate Catalog)

“The Master of Public Administration (MPA) program is designed to prepare students for managerial careers in the public and not-for-profit sectors of the economy. The MPA has been designed to meet the needs of full-time employees wishing to earn their degree through part-time study. Students in the program will take a core of eight courses in order to increase their understanding of administrative theory, policy making, data analysis, public budgeting and finance, and human resource management. Additionally, each student will select one of five program tracks, which specify the remaining course work in their program. The student may choose from specialized tracks in public management, non-profit management, criminal justice, health care administration, and environmental science.

Graduates of the Master of Public Administration program will be able to:
- demonstrate knowledge and understanding of the underlying concepts and principles of public administration and the ability to evaluate and interpret them in the context of the Texas Coastal Bend community, the state and the nation.
- demonstrate the ability to interpret, evaluate and present qualitative and quantitative data, develop lines of argument and make sound judgments in accordance with theories and concepts of public administration.
- evaluate the appropriateness of policy and management options related to the public sectors and communicate results accurately, reliably and with structured coherent arguments.
- carry out budgeting operations, policy and program analysis.
- be sufficiently prepared for further training and to develop new skills within a public management environment.”

**Tracks Offered for Graduate Major:**
(Source: 2007-2008 Graduate Catalog)

**Public Management Track**

**Non-Profit Management Track**

**Criminal Justice Track**
Health Care Administration Track  
Environmental Science Track

Graduate Catalog Course Listings for Public Administration:  
The course listings are available in the University’s Graduate Catalog, which is available at:  [http://www.tamucc.edu/academics/index.html](http://www.tamucc.edu/academics/index.html)

### Section II: Collection Levels

The designated collection levels will provide the appropriate support for the University’s curriculum and academic programs. These levels are ideal collection targets and are dependent on funding.

The library adheres to library collection standards set by the State Higher Education Coordinating Board ([http://www.thecb.state.tx.us/](http://www.thecb.state.tx.us/)), the Southern Association of Colleges and Schools ([http://www.sacs.org/](http://www.sacs.org/)), and other accreditation agencies

<table>
<thead>
<tr>
<th>Subjects</th>
<th>LC Call Number Range</th>
<th>Collection</th>
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<tr>
<td>Environmental Management</td>
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<td>Industrial Management</td>
<td>HD 28- HD 70</td>
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<td>Industrial Policy</td>
<td>HD 3611 – HD 4730.9</td>
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<td>Criminal Justice Management</td>
<td>HV 7231 – HV 9960</td>
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<td>Non-profit Management</td>
<td>HV 40 – HV 69</td>
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<td>Public Administration</td>
<td>JF 1338 - JF 2112</td>
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<tr>
<td>P.A. (U.S. Federal)</td>
<td>JK 404 – JK 1685</td>
<td>3</td>
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<tr>
<td>P.A. (Canada, Latin America)</td>
<td>JL 1- JL 3899</td>
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<tr>
<td>Health Care Management</td>
<td>RA 1 – RA 1270 (RA 971)</td>
<td>3</td>
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Section III: Preferred Collection Formats and Languages

Preferred Collection Format(s): Electronic for periodicals and indexes; print for monographs.

Lower-Priority Collection Formats: Print, Microform

Language: English is the language of the collection.

Section IV: Noteworthy Publishers:

Sage http://www.sagepub.com
Harcourt http://www.harcourt.com
Praeger http://www.praeger.com/
M.E. Sharpe http://www.mesharpe.com/

Section V: Specialized Lists/Bibliographies in this Subject Area:

2. Resources for College Libraries http://www.rclweb.net/

Section VI: Weeding Policy
( Including Frequency of Collection Assessment):

Due to the changing nature of the field, the collections for Public Administration (in the Main and Reference collections) will be examined, and weeded, every five years.

Weeding criteria include (1) Currency and relevance of material to the curriculum; (2) Updated/revised editions; and (3) Physical condition of the title (please see the “Weeding” section of the General Collection Development Policy).
Section VII: Gift Policy:

The library will accept donations of materials (monographs, periodicals, etc.) in this subject area. All donors are encouraged to fill out, and sign, a form with the Technical Services Department when the library accepts those materials. If the donor allows the library to keep all donated materials, then the library has the discretion about whether to integrate those materials into the collections or use them in another capacity, such as: (1) Donating those titles to another library; (2) Including them in the annual book sale; or (3) Recycling the materials if no other parties or organizations can use the materials. However, the donor can also specify on the form that they would like all donated materials returned to them if the library cannot add those materials to the collections.

The library will add gift books to the collections only if they support the curriculum and student research in Public Administration.

The Library will generally add print periodical titles to its collections under the following conditions: (1) The library already has a current subscription to that title; (2) The library has determined that there is adequate room for older print volumes of that title; (3) The library does not own those titles but they fit the subject’s selection criteria.

Revised by M. Pfeifer, 8/5/2008

Approved by Library Director 8/15/2008.