

TO: MPA 500 Students

August 1, 2009

Greetings and Welcome to **MPA 500L700: Introduction to Public Administration** in the Fall 2009. The course begins on August 31st, 2009 and ends on October 23rd, 2009.

This course provides a general overview of the field of public administration, including theoretical and practical aspects of governmental processes. When it is over, you should know:

- the history and key theories of public administration as an academic field, including the major contributors to the field;
- how and why U.S. public administration differs from administration in the private sector and in other nations;
- why public administrators act the way they do in making and implementing policies and budgets, including legal, political and constitutional constraints.

As you enter the course for the first time, you will find the syllabus and other information in the left side tabs area of the opening page. Among other things, the syllabus contains our readings and assignments for each week. Each week please refer to the Syllabus and prepare as directed. The Syllabus serves a course calendar of activities. Please prepare for each week by doing the course by reading *before* you proceed to the course notes.

Here are the reading materials for the course:

Nicholas Henry, *Public Administration and Public Affairs*, 10th ed., Prentice Hall, 2007

Jay Shafritz and Albert Hyde, *Classics of Public Administration*, 6th ed. Wadsworth, 2007

You can order the books online from our Marist Bookstore (<http://marist.bkstore.com>). Please make sure to get your textbooks before class begins.

If you are a new student please take time to go through the “Course Demo” at the iLearn site.

If you have any questions, don’t hesitate to contact me at anytime – (e-mail is your best bet for me responding relatively quickly tony.carrizales@marist.edu) (845-575-3000 ext 2948)

I look forward to meeting you during the week of August 31st.
(<http://iLearn.marist.edu>)

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