

May 2009

Dear Graduate Students,

Welcome to the online course MPA 500L700, Introduction to Public Administration! This course runs from May 26, 2009 to July 3, 2009.

Many of you may have been out of school for quite some time and others may be unfamiliar with the online learning process. Relax. You will not only get through it and survive but you will hopefully learn to love public administration studies. It is a matter of taking one step at a time and being patient with you. So dust off your old study skills and we can get started. I will be able to assist you as you learn the online process and the class materials.

Do not worry about your grades. Instead focus on the learning materials and your improvement and your grades will fall into place. Your fellow students and I will be providing you feedback through the semester to assist you.

The syllabus is your tour guide. Please refer to it often as it outlines the course expectations, due dates, and class materials. If you have any questions regarding the syllabus, or anything else, please do not hesitate to contact me. Saying you didn't understand the course requirements is not a legitimate excuse for poor work and late submittals.

Your required reading includes:

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

Shafritz, Hyde and Parks, *Classics of Public Administration*, **5th ed.**, Thomson/Wadsworth, 2004

Arrangements have been made with the Marist College Bookstore to purchase these books. You may telephone the bookstore at 845-575-3620 or contact the store online at: marist@bkstore.com .

Keep the Shafritz/Hyde and Henry books--you'll use them in at least one later MPA course. It is probably a good idea to keep them until the end of your MPA program; Henry is a pretty good handy reference book, and professors will be impressed if you quote from anything in Shafritz and Hyde, especially if they didn't assign it.

It is absolutely critical for you to complete your readings and it is strongly advised for you to read ahead. Some reading assignments are larger than others and advance planning on your part will prevent the assignments from being too

cumbersome for your schedule. Essential principles will be discussed with the class but it is very important for you to raise questions on issues requiring clarification for your own benefit.

When you sign on to the course, the first thing you will be asked to do is to provide a personal profile. Mine will be posted along with yours. Our goal will be to create an online community and help you all network so you will have study peers you can work with throughout your entire degree program.

I am looking forward to seeing you online. While we learn together, we will hopefully have fun too!

Sincerely,

Dr. Clare Armstrong-Seward