



**VALDOSTA STATE UNIVERSITY**  
**Department of Political Science**  
**Master of Public Administration Program**  
**Information for Online Students**

Welcome to the summer semester of the Master of Public Administration Program, City Management concentration, at Valdosta State University. We are offering five classes for summer semester: PADM 7020 IA, Public Sector Planning (CRN # 50369), Professor Brian McDougal; PADM 7040, Non-Profit Management (CRN# 50370), Professor Bonnie Peterson; PADM 7050 IA Labor Law (CRN # 50365), Dr. Lee M. Allen; PADM 7300 IA Foundation Seminar in Public Administration, (CRN # 50371 ), Dr. James Peterson; and PADM 7900 IA/7210 IA (co-requisite courses), (CRN #s 50372/50373), Capstone Seminar in Public Administration/Internship in Public Administration, Dr. Nolan Argyle. **PADM 7300 is required for all students entering the program and must be taken in the student's first semester. PADM 7900/7210 must be taken during the student's final semester of coursework.** Please contact Dr. Argyle at [nargyle@valdosta.edu](mailto:nargyle@valdosta.edu) with any questions you may have concerning your program requirements.

Information concerning upcoming courses in each track, including the City Management concentration, may be found at [www.valdosta.edu/pa/](http://www.valdosta.edu/pa/) along with a variety of other documents and information useful to students; click on "Schedules" to access all schedules in the public administration program, including online courses. This page will be kept updated, and will replace some material previously mailed to student.

You may find registration information on the VSU website by going to [www.valdosta.edu](http://www.valdosta.edu) and then going to the pull-down window to the Bursary. Click on Fee Deadlines, which will provide information on all registration periods<sup>1</sup> and the payment deadlines, as well as containing a link to online payment. You may register online by going to the Valdosta State University homepage at [www.valdosta.edu](http://www.valdosta.edu) or by telephone at 229-245-2200. (If you haven't used the online system before, you will need to know your login and password.<sup>2</sup> Your login is your Social Security number, and your password is your six-digit date of birth.) If you have any problems please notify the MPA office by email or telephone. My e-mail address is [nargyle@valdosta.edu](mailto:nargyle@valdosta.edu). If you have any problems with registration, please e-mail or call me at 229-293-6058. You may pay your fees using either Visa or Master Card by calling 229-333-5718/5719 or 1-800-618-1878 (choose option 6). You may also pay online by going to the VSU homepage, clicking on "How to Pay Fees Using Your Credit Card," and following the instructions.

You may order texts online from the VSU Bookstore or another vendor of your choice. The Bookstore has a secure line for credit card purchases. The bookstore should have a complete list of required texts, by course, available approximately 4 weeks prior to the start of class. A list of texts is included with this letter.

If this is your first semester in the program, you may find your course(s) by following the instructions under "Online Course Access." All students are expected to read and to be familiar with the student handbook and portfolio guidelines (available at [www.valdosta.edu/mpa/students](http://www.valdosta.edu/mpa/students) ).

Again, welcome to the MPA program's summer semester. Please contact me if you have any questions, or if you need us to assist you in getting registered.

Sincerely,

Nolan J. Argyle, PhD  
Coordinator, DPA and MPA

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Enc: Text Information



<sup>1</sup> For registration schedules, go to the VSU homepage, click on "Registration and Advising," then find the "Guides a & Final Exam Schedule" and click on the appropriate semester.

<sup>2</sup> System employees using TAP will register differently. If you are one, please make sure you let the MPA coordinator know which course(s) you will be signing up for. This is **critical for the summer semester**.

The following texts are required for courses in the online (City Management) concentration of the Master of Public Administration (MPA) program for Summer 2007.

**PADM 7020 IA, Professor Brian McDougal**

Levy, John M. 2006. *Contemporary Urban Planning*, 7<sup>th</sup> ed. Upper Saddle River, NJ: Pearson/Prentice Hall. ISBN 0-13-193068-0.

**PADM 7040 IA/, Professor Bonnie Peterson**

Herman, Robert D. 2005. *The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 2<sup>nd</sup> ed. San Francisco: Jossey-Bass. ISBN 0-7879-6995-8.

Goliembewski, Robert T. and Jerry G. Stevenson. 1998. *Cases and Applications in Nonprofit Management*. Itasca, IL: F. E. Peacock. ISBN 0-87581-412-3.

**PADM 7050 IA, Dr. Lee M. Allen**

**Required:**

Hall, Daniel. 2003. *Administrative Law: Bureaucracy in a Democracy*, 2<sup>nd</sup> ed. Upper Saddle River, NJ: Pearson/Prentice Hall. ISBN 0-13-090969-6.

**Recommended:**

Cann, Steven J. 2002. *Administrative Law*. Thousand Oaks, CA: Sage. ISBN 0-7619-2164-8.

Koch, Charles H., Jr. and Sidney A. Shapiro. 1996. *Law Outlines: Administrative Law*. Casenotes Publishing. ISBN 0-87457-185-5.

Gellhorn, Ernest and Ronald M. Levin. 2006. *Administrative Law and Process: In a Nutshell*, 5<sup>th</sup> ed. West Group. ISBN 0-3141-4436-2. (Any edition of this text will do.)

**PADM 7300 IA, Dr. James Peterson**

Scott, Gregory M., and Stephen M. Garrison. 2006. *The Political Science Student Writer's Manual*. 5<sup>th</sup> Ed. Upper Saddle River, NJ: Prentice-Hall. ISBN 0-13-189259-2.

Stillman, Richard II. 2004. *The American Bureaucracy: The Core of Modern Government*. 3<sup>rd</sup> Ed. Belmont, CA. Thompson/Wadsworth. ISBN 0-534-61420-5.

Balanoff, Howard R., ed. 2007. *Annual Editions: Public Policy and Administration*. 9<sup>th</sup> Edition. Dubuque, Iowa: McGraw-Hill Companies. ISBN 0-07-351626-0.

**PADM 7900/7210 IA, Dr. Nolan Argyle**

Yin, Robert K. 2003. *Case Study Research: Design and Methods*, 3<sup>rd</sup> ed. Thousand Oaks, CA: Sage. ISBN 0761925538.

Scott, Gregory M., and Stephen M. Garrison. 2006. *The Political Science Student Writer's Manual*, 5<sup>th</sup> ed. Upper Saddle River, NJ: Pearson Prentice-Hall. (ISBN 0-13-189259-2) [You should have this book from your foundation seminar.]