

July 16, 2007

New San Mateo County Cohort Students

Greetings:

Welcome again to the Department of Public Administration at San Francisco State University!

By now, you should have received an initial mailing from us, registration information from the University (which we told you to ignore), and at least one email from us. All of this, and the information below, is to get you started for your first classes on the first day of school.

- 1) The first day of classes is **Monday, August 27th** from **6 – 9 p.m.** That class will be PA 720: Managing Organizational Behavior. The second class of the week will be on Wednesdays, also from 6 – 9 p.m.
- 2) Program orientation for the San Mateo County Cohort Program will be held at **5 pm** on that first day of classes-- **Monday, August 27th**-- in our regular classroom for the cohort in the Probation Services Building. Class will then begin at 6 pm. Light refreshments will be served.
- 3) Students in the San Mateo County Cohort Program will register **either in person on the first day of classes if you have a check or, if you want to use a credit card, by telephone** (to the College of Extended Learning using the information in the attached Fact Sheet)-- NOT online in July as the University information states. Students in the Cohort are registering with the College of Extended Learning, and not through the Registrar, as students on campus are doing. The registration form is also included in this mailing.
- 4) Information on passes for the building will be sent by email.
- 5) Books for the classes can be ordered online through the University Bookstore by going to <http://sfsubookstore.com/catalog/default.php/cPath/85> and ordering for the two classes listed below. Since there are more than one section of the PA 700 class, make sure you order for the correct section number. Since classes on campus are still in session right now for summer, Fall books will not be available until July 24th.

The first two classes offered, the Fall 2007 classes, will be:

PA 700: **Introduction to Public Administration and Public Policy**

(Description: Introduction to the discipline of public administration and concepts in public administration, nonprofit administration and public policy. History and theory of the field. Emphasis on basics of professional writing and oral presentations.)

Wednesdays, 6-9. **Schedule number 42223**

PA 720: **Managing Organizational Behavior** (Description: Structures, goals, and behavior in organizations; focus upon organizational change and development.)

Mondays, 6-9 pm. **Schedule number 42222**

We are looking forward to working with you in this new program! Please let us know if you have any questions by calling 415-338-2985 or emailing mpa@sfsu.edu .

Sincerely

Genie N.L. Stowers, Ph.D.
Professor and Chair

Att: Map to Classroom Building
List of Students in Cohort
Registration Form
Cel Fact Sheet for Registration

