

**MPA (Management) Program**  
**Registration Information for Fall 2023**  
**Registration opens June 29, at 1:00 PM (Atlantic)**  
**Updated: July 5- change in MGMT 6400 Textbook**

*If after reading this information you still have questions, please contact Michelle at [michelle.hunter@dal.ca](mailto:michelle.hunter@dal.ca).*

**\*\*\*If you plan to take any terms off please contact our office before the term begins. The Faculty of Graduate Studies must determine what actions are needed to keep your file active. Failure to do so may result in fees being added to your account and registration being prohibited. \*\*\***

**Course information will be posted in Brightspace on the first day of class.**

### **How to Register**

A step-by-step registration guide (including a video) is provided by the Registrar's Office:  
[Registration on Open Learning Courses \(sharepoint.com\)](https://sharepoint.com)

We have also sent with this email, the Orientation package which provides helpful information for new and current students on Dalonline, Registration, Student Accounts (tuition, etc.)

**Registration Deadline: July 28, 2023**

**Using the CRNs below, for each class they wish to take, students must register for both:**

**1- Lecture (Lec) The online/blended portion (Section 70)**

**AND**

**2- Lab The intensive portion (please note locations/online offerings are subject to viable enrolment)**

- Though section 70 is assigned the full 3 credit hours for the course (intensive is 0 credit hours), you must register for and complete the intensive portion to earn the full 3 credit hours.
- **Intensives are mandatory and online or in-person attendance/access for the full session for which you have registered is required.**
- **Registration is required by the deadline to finalize class sizes, intensives, and Brightspace preparation. NOTE:** Courses and intensive locations offerings are subject to minimum enrolment
- Students may not add, drop or "switch" the online/blended portion section of a course after the Registration Deadline without consulting the CEGE office. Changes made after the deadline without doing so may result in removal from a course and additional fees being charged to your account.
- To confirm if registration went through, please verify your schedule in DalOnline.
- Drop dates will be provided when released by the university.

- Sample syllabi can be reviewed on the Course Selection Guide page, below the schedule. These are subject to change. <https://www.dal.ca/faculty/management/cege/current-students/mpam/course-selection.html>

### Account holds? Tuition / Financial Account Questions?

[Student.Accounts@dal.ca](mailto:Student.Accounts@dal.ca) 902-494-3998

Students are responsible for ensuring their account is up to date. Holds will prevent you from registering. CEGE staff do not have access to these details.

**Curriculum/Course Content Questions?** Please contact the instructor directly. All faculty email addresses can be found via the Dalhousie website.

### Textbooks

Students are responsible for ordering and purchasing their own textbooks. If a book is required for a course, its ISBN is located below the course details. Please direct all textbook questions to the instructor. Suggested retailers/publishers:

Indigo / Chapters      Amazon      Dalhousie Bookstore  
The publisher's website (McGraw-Hill, Pearson etc.)      [www.bookstore.ca](http://www.bookstore.ca)

## Fall 2023      Start Date: September 5, 2023

MGMT 5125	Policy Formulation	Markus Sharaput	
Online Portion	Section 70		CRN: 14439
Intensive Portion	Section B01- Halifax	Dec 13-15	CRN: 14440
	Section B02- Online, accommodating multiple time zones	Dec 18-20	CRN: 14441
<p>Required Textbook:</p> <p>Pal, L.A; Auld, G; Mallett, A (2021) <b>Beyond Policy Analysis: Public Issue Management in Turbulent Times</b>, 6th edition (Nelson/TopHat) e-Text ISBN-10: 0176886915 or print version ISBN-13:9780176886912</p> <p><a href="https://tophat.com/catalog/social-science/political-science/full-course/beyond-policy-analysis-public-issue-management-in-turbulent-times-6th-edition-leslie-a-pal-graeme-auld-alexandra-mallett/4454/">https://tophat.com/catalog/social-science/political-science/full-course/beyond-policy-analysis-public-issue-management-in-turbulent-times-6th-edition-leslie-a-pal-graeme-auld-alexandra-mallett/4454/</a></p> <p><a href="https://www.amazon.ca/Beyond-Policy-Analysis-Management-Turbulent/dp/0176886915">https://www.amazon.ca/Beyond-Policy-Analysis-Management-Turbulent/dp/0176886915</a></p>			
MGMT 5146	Research Methods	Isabelle Caron	
Online Portion	Section 70		CRN: 14442
Intensive Portion	Section B01- Ottawa	Dec 5-7	CRN: 14443
	Section B02 – Halifax	Dec 10-12	CRN: 14444
2 Required Textbooks:			

Alan Bryman, Edward Bell, James J. Teevan, **Social Research Methods**, Fifth Canadian Edition, Oxford University Press Canada 2019.

ISBN 13: 978-0199029440

<https://www.amazon.ca/Social-Research-Methods-Fifth-Canadian/dp/019902944X>

eText: <https://www.vitalsource.com/en-ca/products/social-research-methods-alan-bryman-edward-bell-v9780199029518>

## AND

Warren S. Eller, Brian J. Gerber and Scott E. Robinson, **Public Administration Research Methods**, Second Edition, Routledge, New York, 2018. ISBN: 978-1138059290

[https://blackwells.co.uk/bookshop/product/9781138059290?gC=4cfad707612&gclid=CjwKCAjwzY2bBhB6EiwAPpUpZt9Ntts9a5b6B\\_I1SKY5DnwHDSdpmYKsmJyISYN5Qo1oRQZ96WlqHBoCjSQQA\\_vD\\_BwE](https://blackwells.co.uk/bookshop/product/9781138059290?gC=4cfad707612&gclid=CjwKCAjwzY2bBhB6EiwAPpUpZt9Ntts9a5b6B_I1SKY5DnwHDSdpmYKsmJyISYN5Qo1oRQZ96WlqHBoCjSQQA_vD_BwE)

<b>MGMT 6650</b>	<b>Human Resource Management</b>	I. Caron	
Online Portion	Section 70		CRN: 13785
Intensive Portion	Section B01- Online, accommodating multiple time zones	Dec 13-15	CRN: 13786
	Section B02- Halifax	Dec 16-18	CRN: 14787

Required Textbook:

GUY, Mary E.; SOWA, Jessica E.; (2022) **Human Resource Essentials for Public Service**, Melvin & Leigh Publishers

ISBN 978-1-73604021-8

[www.melvinleigh.com](http://www.melvinleigh.com)

<https://www.melvinleigh.com/order/individual-book-orders>

<https://www.amazon.com/Human-Resource-Essentials-Service/dp/1736040219> (print or etext available )

<b>MGMT 6400 (Elective)</b>	<b>Municipal Government</b>		
Online Portion	Section 70		CRN: 14675
Intensive Portion	Section B01: Online or Halifax- TBD (Based on Registration #'s)	Dec 7-9	CRN: 14676

2 Required Textbooks:

1. Tindal, Tindal, Steward, Smith. (2017) **Local Government in Canada**, 9<sup>th</sup> edition (Nelson – Top Hat)

ISBN: 13:978-0-17-658297-5 and 10:0-17-658297-5

<https://retail.tophat.com/products/9780176582975>

## AND

2. Sancton, A, (2021) **Canadian Local Government: An Urban Perspective**, 3rd edition (Oxford University Press)

Paperback ISBN: 9780199035397 **UPDATED July 5**

## **Additional Electives available to MPA(M) Students:**

MGMT 5001 (80) Information People & Society- CRN 14662 - No Intensive

MGMT 5008 (80) Knowledge Management – CRN 14669 – No Intensive

BUSI 6326 (98) Management Skills Development – CRN 13373 & 13375 – Toronto Intensive Dec 5-7

BUSI 6990 (98) CSR, Ethics and Society – CRN 13380 Toronto Intensive Nov 28-30 CRN 13381 /Halifax Intensive Dec 14-16 CRN 13382
BUSI 6994 (98) Leading in Complexity – CRN 14416 & 14417 – Online Intensive Dec 1-3
BUSI 6996 (98) Sustainable Leadership – CRN 13386 & 13387 – Toronto Intensive – Dec 1-3

## Fees:

Effective May 2020 (Spring/Summer term), the Resource Fee, which covered all course materials, has been renamed the Auxiliary Fee. The Auxiliary Fee will be a reduced amount that will cover all course materials except textbooks. It includes the preparation of learning materials, copyright and licensing fees for cases, articles, and other materials associated with the delivery of the course. These course materials will be made available to you either in Brightspace or via distribution as hard copies at the intensives. Lesson notes will continue to be available electronically in Brightspace.

**FEE STRUCTURE PER COURSE\***      **Tuition \$2000 + Auxiliary \$125 = Total \$2125**

If your employer will be paying your tuition, please have them fill out the Third Party Billing form. This is necessary each semester if their assistance applies. <http://www.dal.ca/content/dam/dalhousie/pdf/admissions/ThirdPartyBilling.pdf>

<b>Last day for registration</b> For any changes to your registration after this date, please contact the CEGE office.	<b>July 23, 2023</b>
<b>Tuition fees due</b>	<b>September 19, 2023</b>
<b>Last day to add/drop course(s)</b> Student will receive full tuition. Dropped courses will not appear on your academic record.	<b>September 19, 2023</b>
<b>Last day to withdraw from a course without a “W” (Withdrawn) on your transcript.</b> Student will receive partial tuition refund.	<b>October 4, 2023</b>
<b>Last day to withdraw from a course and receive a “W” (Withdrawn) on your transcript.</b> Student will receive partial tuition refund.	<b>November 2, 2023</b>
<b>***Please Note: Non-completion of assignments or non-attendance at intensive sessions does NOT constitute withdrawal. The University must receive written notification of withdrawal.</b>	

## Student ID Card:

***Order your card today to access important library resources***

New students must go to the Dal Card office website and request an ID card.  
[https://www.dal.ca/campus\\_life/Dalcard.html](https://www.dal.ca/campus_life/Dalcard.html)

## Important Notes:

- 1. Passwords**
  - If you do not remember your Dal Online PIN code, enter your Dal ID on the login page and click on “Forgot PIN”
  - If your NetID password expired or you have forgotten your password; to reactivate it, please visit: <https://password.dal.ca>
- 2. New Students:** If you do not have your Student ID number (this is your B00#), please contact [cege@dal.ca](mailto:cege@dal.ca) Your Student ID is included on your official acceptance letter provided via email by the Faculty of Graduate Studies.
- 3. Change of Address:** If there are any updates to your contact information, please email [cege@dal.ca](mailto:cege@dal.ca). You will also need to make the changes to your academic record via Dal Online

4. The Faculty of Graduate Studies permits all students to have one **semester off** per school year (September – August). If you wish to take any terms off, please contact Sarah to request a Leave of Absence. ([s.hayes-brown@dal.ca](mailto:s.hayes-brown@dal.ca))
5. **Library Access/Writing Centre:** Our library is a great resource for all distance students. We highly recommend you visit the website. Some links that you may find interesting are:
  - Library Main Page: <https://libraries.dal.ca/>
  - Libraries Distance Services: <https://libraries.dal.ca/services/distance-services.html>
  - Writing Guide <http://dal.ca.libguides.com/writingcentre>
6. **Advanced Placement/Transfer Credit:** must be requested in your first term of study.  
<https://www.dal.ca/faculty/gradstudies/currentstudents/forms.html>
7. **Approval of Program of Study:** All students must approve the program of study requirements within the first term of study; please check Dal Online, Web for Student, Graduate Studies Information System (GSIS) to ensure this is completed.