

URBAN MANAGEMENT PROCESS - 601

Urban & Regional Studies Institute
Fall Semester

Instructor: Miriam Porter, 222F Morris Hall

Office Phone: (507) 389-5032

E-Mail: miriam.porter@mnsu.edu

Office Hours: Mon. 11-12 AM; 1-3 PM

Wed. 11-12 AM; 4-5 PM

Fri. 11-12 AM; 4-5 PM and by appointment

TEXTS

Required:

Banovetz, James M.[editor]. Managing Small Cities and Counties (Washington DC: ICMA, 1994).

Hall, Jay. Styles of Management Inventory (Woodlands: Teleometrics, Intl., 1995).

Berman, E.M., West, J.P., Bonczek, S.J. [editors]. The Ethics Edge (Washington DC: ICMA, 1998).

Recommended:

Students will find helpful background information in the following books which are available at the library:

Newell, Charldean [editor]. The Effective Local Government Manager, 2nd ed. (Washington, DC: ICMA, 1993);

Fredrickson, H. George [editor]. Ideal and Practice in Council-Manager Government (Washington DC: ICMA 1989).

COURSE GOAL

This course is designed for you as an adult learner to provide an overview of local government operations, management practices, and issues. In addition, the course is designed to delve into the student's style and notions of effective management.

COURSE OBJECTIVES

After participation in the class and completion of course requirements you will have the knowledge and skills to:

1. Understand local government operations and services.
2. Understand in more depth the breadth and scope of local government issues.
3. Understand public interest and the professional ethics relating to management of city and county resources.
4. Gain greater insights into your management strengths and areas to improve upon.

INSTRUCTIONAL METHODOLOGY AND TEACHING STRATEGIES

A variety of techniques will be used throughout the course including small group discussions, student presentation, lecture and guest speakers. Class attendance is strongly encouraged. Each course participant is expected to actively function as a researcher, writer, analyst, discussant, presenter and listener.

REQUIRED COURSE REQUIREMENTS

Readings: You are responsible for reading the text as assigned in the attached weekly schedule.

Projects: There are 3 projects for the course:

1. Administrative Journal - Keep a journal with one entry per week about a local government management issue which relates to the assigned reading. Include article title, author and source. The journal entry should summarize the article and contain your reflection on the issue and how it relates to the assigned reading. Your journal entries will be one basis for group discussion. You will be asked to hand in your journals at the end of the course.
2. Field Work - Select a local government organization from which to draw upon research information. Information you will need involves an interview regarding management responsibilities and style of the chief administrative officer (in addition, review job description, charter, city code, etc.); 2005 and 2006 budget; labor contract; and attendance of a city council meeting. This informational resource will provide material for class assignments as indicated on the attached weekly schedule.
3. Research Paper - A research paper on a topic approved by the instructor is to be written and presented to the class. Your paper should be organized as follows: cover page, table of contents; chapter one - statement of the problem or issue, literature review, research methodology; chapter two - major findings; chapter three - recommendations or conclusions; summary; bibliography and appendices. Please write clearly and concisely. Correct all English and typographical errors before submitting your final draft. The typewritten paper should be approximately 10-12 pages.

STUDENT EVALUATION

Class Participation	20 pts.
Projects	
Administrative Journal	20 pts.
Field Work Memo & Essays	40 pts.
Research Paper & Presentation	20 pts.

GRADING SCALE

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact the Disability Services Office at 507/389-2825 (V) or 1-800-627-3529 (MRS/TTY).

WEEKLY SCHEDULE

- Sept. 1 Class introduction; distribution and review of course outline
- Sept. 8 Read Banovetz - Chapter 1. Reading and journal discussion. Select a city or county for field assignment.
- Sept.15 Read Banovetz - Chapters 4 & 5. Reading and journal discussion. Movie “Back from the Brink”
- Sept. 22 Read Banovetz - Chapters 8 and 9. Reading and journal discussion. Complete and score the styles of management inventory and bring to class for discussion. Guest speaker.
- Sept. 29 Read Banovitz - Chapters 6 & 7. Reading and journal discussions. Prepare a 2-3 page memo regarding the role and responsibilities of the city manager. Discuss the manager’s management style and reason he/she entered the field. Base this memo on an interview with the chief administrative official from the community you have selected. Also review either the city charter, ordinance or statute (as applicable to the city you’ve selected) which provides the legal foundation for the authority of the chief administrative official. Be prepared to discuss.
- Oct. 6 Read Banovetz - Chapters 10 & 11. Reading and journal discussion. Movie “Making Government Work.”
- Oct. 13 Read Banovetz - Chapters 14 & 15. Reading and journal discussion. Analyze a labor contract from the local government and prepare a 2-3 page memo summarizing and reacting to the contract. Be prepared to discuss.
- Oct. 20 Read Banovetz - Chapters 2 & 3. Reading and journal discussion. Attend a city council meeting and write a 2-3 page essay describing the role of the manager, elected officials, staff and citizens at the meeting. Briefly discuss the issues presented and your reaction to how they were addressed. Follow-up with a review of local newspaper coverage on issues discussed. Be prepared to discuss.
- Oct. 27 No classes
- Nov. 3 Read Banovetz - Chapters 12 & 13. Reading and journal discussion. Based upon analysis of the local government budget, prepare a 2-3 page memo highlighting the budget and major changes from the previous year. Be prepared to discuss. Select research topic.
- Nov. 10 Research assignment (no formal meeting)
- Nov. 17 Read Banovetz - Chapter 16. Reading and journal discussion. Assign readings for Ethics Edge. Submit bibliography for research paper. Guest speaker.
- Nov. 24 Thanksgiving – no classes
- Dec. 1 Students will report on reading assignment and lead discussion on Ethics Edge. Turn in journal.
- Dec. 8 Research papers are due. Presentation of research papers.