

Urban Professional Seminar - 615  
Urban & Regional Studies Institute  
Spring 2007

**Instructors:** Miriam Porter, Morris Hall 222F  
Office Phone: 389-5032  
Office Hours: Monday & Wednesday: 12-2 PM  
Friday: 12-3 PM  
and by appointment

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**Text:** Ashworth, K. 2001. Caught Between the Dog and the Fireplug or How to Survive Public Service.  
URSI Style Sheets

**Seminar Objectives:** This professional seminar has two objectives. The first is to assure that each student has a clear understanding of professional issues and skills which contribute to the effectiveness of the local government practitioner. The second is to assure that each student understands professional urban career opportunities/responsibilities and actively explores his/her professional career pattern and goals. Pursuit of these objectives will be furthered through the research, analysis, writing and oral presentation of short analytical reports and substantial research on a planning or management topic.

**Seminar Procedures:** Since this is a seminar, each member will be expected to actively participate as a group discussant, researcher, analyst, writer, communicator, and listener. The seminar instructor will serve as a facilitator and resource person. Resource persons will be available for selected seminar meetings. This seminar has a set of activities consisting of reading, research, analysis, writing, seminar discussion, research oral/visual reports, resource presentations, student/faculty conferences, field study, and final examination. Class attendance required.

**Seminar Evaluation:**

Seminar discussion (frequency & quality)	25 pts.
Assigned oral & written presentations	40 pts.
Research paper & presentation	20 pts.
Portfolio	15pts.

**Grading Scale:**

90 - 100 pts.	A
80 -89 pts.	B
70-79 pts.	C
60-69 pts.	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).

## **Seminar Guide Spring Semester 2007**

- Jan. 22 Distribution and discussion of seminar syllabus and assignments. Review information on research assignments including research with human subjects.
- Jan. 29
- a. Submit written topic statement on a research topic: describe the research topic, its significance to local government and your proposed research methodology. If you research will include human subjects, provide a description of such. Students who have completed two or more academic terms (and previously written at least two graduate research papers) shall select a topic upon which he/she has previously conducted research and then conduct advanced research upon that topic for the research assignment in this course. Discuss research topic (Apr. 19 research paper is due).
  - b. Discussion with resource speaker from Career Development Center.
  - c. Plan to attend URSI Career Panel Presentation on Jan. 31 at 11 AM in the Student Union. Lunch follows.
- Feb. 5
- a. Submit (1) career plan, (2) resume and (3) portfolio (with the name of your advisor on the portfolio assignment). Career plan should include knowledge/skills assessment (refer to handout) and career/life plan with 1 year, 3 year and 5 year goal statements and implementation strategies. In class discuss your career plan. Also discuss information you gained from the panel presentation.
  - b. Discuss research progress with instructor.
- Feb. 12 Research the topic of consensual decision-making and group dynamics. Consult 2-3 resources (periodicals, books, interviews) and provide a short written essay (2-3 pages) of your research. Present for class discussion. Read: Learning from Your Boss," p. 34, "Relations with a Governing Board," p. 89 and "More on Governing Boards," p. 102.
- Feb. 19 No formal class meeting – research paper bibliography
- Feb. 26 Identify two quotations on leadership that you find particularly inspiring. Reflect in a written essay (2-3 pages) why you find the quotations meaningful. Present for class discussion. Read: "Subordinate Leadership, Getting Help from Above," p. 63, "Taking the Initiative, or Risk Taking Inside Government," p. 73, "Walking with King's," p. 134, "Delegating, or Working for Your Subordinates," p. 145, and "A Few Thoughts on leadership," p. 168.  
Research paper bibliography is due.
- Mar. 5 Research the topic of public/media relations with the public sector. Consult 2-3 resources (periodicals, books, interviews) and provide a short written essay (2-3 pages) on your research. Present for class discussion. Read: "Working with the Press," p. 23.
- Mar. 12 No classes – spring break

- Mar. 19 Research the topic of negotiations and conflict management. Consult 2-3 resources (periodicals, books, interviews) and provide a short written essay (2-3 pages) on your research. Present for class discussion. Read: "Dealing with Unpleasant and Difficult People," p. 45, and "More on Unpleasant People," p. 54,
- Mar. 26 Research the topic of professionalism. Consult 2-3 resources (periodicals, books, interviews) and provide a short written essay (2-3 pages) on your research. Factor in the topic of morals/ethics in your essay. Present for class discussion. Read: "The Kinds of Pressure and Influence used on You," p. 82, "Bona fide Bureaucratic Behavior," p. 121 and "Ethics and Morality in Public Service," p. 152.
- Apr. 2 Research the topic of political-administrative dichotomy. Consult 2-3 resources (periodicals, books, interviews) and provide a short written essay (2-3 pages) on your research. Present for class discussion. Read: "Working with Politicians," p. 1.
- Apr. 9 Research the topic of citizen education engagement/engagement. Consult 2-3 resources (periodicals, books, interviews) and provide a short written essay (2-3 pages) on your research. Present for class discussion. Read: "Summing Up," p. 178.
- Apr. 16 Research professional association and organizations. Interview a member and review association mission and goals. In a short paper describe the mission, benefits of membership, and responsibilities of members. Present for class discussion.  
- Portfolio is due
- Apr. 23 No formal meeting – research assignment
- Apr. 30 a. Research paper due. The paper should be organized as follows: cover page, table of contents and illustrations, introduction, body of the report and recommendations or conclusions and summary, bibliography of at least 10 sources, and appendices (such as interview forms and research with human subject statement). You should use APA style manual. Please write clearly and with good logic. Carefully proofread your paper. Correct all English and typographical errors before submitting your final draft. Papers are likely to be 15 to 20 pages in length.  
b. Oral presentation with visuals (overheads, videos, slides, PowerPoint) with class handout (2 pages) outlining significance of your research and findings. Presentations should be of 15 minutes in length and should demonstrate strong oral/visual communication skills and effective subject matter mastery (refer to URSI Style Sheets). Carefully organize and practice your presentation,. Discussion period for each paper presentation will follow the presentation.  
- Seminar debriefing