

Minnesota State University, Mankato
URSI 650 Urban Administrative Services, Fall 2009
Urban & Regional Studies Institute
Dr. "J" Cherrington

This syllabus is subject to change without notice. Contact the professor for most recent changes

Morris Hall, Room 112

Weds Eve. 6-8:45 p.m.

Instructor:

Dr. "J" Cherrington, 104 Morris Hall

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Office Hours: These are posted on my office door or on my website.

www.intech.mnsu.edu/cherrington

Texts:

Required:

Klinger, Donald E. and Nalbandian, John. Public Personnel Management Contexts and Strategies, 5th edition-(not 6th edn.) (Prentice Hall, Englewood Cliffs, NJ, 1997). ISBN013-099307-7

Course Goal:

This course is designed for you as an adult learner to provide an overview of Urban Administrative Services. The emphasis is on the manager's perspective on human resource management rather than the personnel specialist's. It will examine the impact of performance contracting and privatization as alternatives to traditional civil service and discuss the evolution of public personnel systems under diverse conditions in developing countries. Overall, changes in law and changes in organizational policy and practice in public personnel management will be examined. Principles for developing a system of commonsense, highly useful, and realistic written communication will also be examined.

Student Learning Outcomes: By the end of the course, you will be able to:

1. Identify and become familiar with the components of human resource management systems.
2. Discuss the impact of performance contracting & privatization.
3. Analyze the roles of supervisors and managers in implementing the personnel policies and how to write job descriptions.
4. Understand the transition from position-based to performance- and employee-based jobs.
5. Analyze the continued movement toward flexible performance-based rewards for individual and teams.
6. Understand collective bargaining and the evolving role of public unions and employee rights.
7. Be familiar with recruitment and selection process'
8. Understand the transition from EEO and AA to work force diversity.
9. Understand management's responsibilities to provide a safe & healthy workplace
10. Understand & apply a comprehensive communication system to function more effectively in public sector professional settings.

Personal Skill Development Goals: In addition to the specific course outcomes, there are 4 additional goals that are most common to all other URSI graduate courses at MSU. They are:

- to develop your creative and critical thinking powers in addressing problems and opportunities.
- to develop your personal communication skills, both written and oral.
- to improve your ability to work and interact with others in a team approach.
- to improve your understanding and use of technology.

Instructional Methodology & Teaching Strategies: A variety of techniques will be used throughout the semester including small group discussions, lecture, guest speakers, and student presentations. Local government practitioner guest speakers, coupled with case study analysis, will provide a comprehensive approach for developing the skills to understand public personnel and communication management. My teaching style in this course is based on an “adult centered” model wherein students are active participants responsible for their own learning. I act as a facilitator and a resource to engage you in a meaningful academic experience.

Instructor Policies:

Staple multiple pages together and consecutively number them. *Each page* should have your name, section no., assignment description, and date submitted in the upper right corner. Keep your returned graded copy until completion of the course.

Late Assignments not accepted (without prior notice and a verified and **justifiable** reason, (e.g. heart attack, stroke, pregnancy).. If the latter does occur, you will still be subject to a progressive point reduction, after **5 M-F days NoCredit**.. Should an emergency arise, email your written assignment (to my email address on page 1) *before* the start of class to receive credit. *Note: Any email attachments must be in PC (not Macintosh) platform.*

Course Requirements: Students will be expected to have read, thought about, and prepared the assigned materials and case studies. You will be expected to engage in class discussion (to ask questions as well as to answer them). Students are expected to work closely with one another in discussing and grappling with the course topics. In order to build your oral presentation and facilitation skills, students will be asked to prepare PowerPoint presentations and lead a class discussion on topics to be discussed.

Attendance and Class Participation:

Class attendance and participation are critical. Poor attendance will result in your grade being lowered by one letter grade. Students who come late or leave early will not earn full attendance points.

Assigned Class Exercises/Case Studies/Participation:

1. During the semester each student will be asked to prepare homework consisting of announced case studies, exercises, and discussion questions. These must be typed in duplicate. These should be no less than 1 page (single-spaced) and often 2 pages will be necessary. However, the quality of the content is the most important aspect of these assignments.
2. These assignments will form the basis of class discussion. Be prepared to discuss yours.

3. Be sure to turn in two (2) copies of all assignments. One will be returned the following week, the other at the end of the semester..

Be sure your name and assignment description are on your work.

Class led presentations: In order to build your oral presentation and mediator skills, you will be asked to prepare a PowerPoint presentation and facilitate class discussion on assigned project(s).

- a) Submit an outline of your topic(s) presentation to the instructor and class at the beginning of your presentation. A PowerPoint outline works well for this.
- b) Your presentation should include questions that will facilitate class discussion and explore alternative points of view.
- c) Remember engaging the class in your discussion is an important criterion for grading.

You should email the instructor your PPT. by *Tuesday noon* on the week you present. Note: Be sure you use the topic as your file name.

Mid-Term: Format and date will be discussed.

Guest Speakers:

During the semester practitioners will be invited into the classroom to provide real-world insights into local government administrative service functions. The week prior to their visit, you should ask the instructor for some background information about the speaker. You will then prepare three questions related to that week's readings and the guest speaker's topic area. Include your name on an 8-1/2 x 11 sheet of paper and submit one copy (for credit) at the beginning of class to the instructor. Retain the other copy so you can pose your questions. Questions *must be typed and prepared in advance* of the start of class to receive credit. No credit for handwritten questions.

Written Report:

The project will be assigned for the date shown on the weekly calendar. It will be a two-part written and a PowerPoint presentation. The topic will be announced, and a handout will provide details. Assignment must be prepared in *duplicate* and type written.

Course Grading:

Homework assignments, case studies, participation, g.spkr Qs.	40
Report	
Written (20); PowerPoint Presentation 10	30
Mid-Term	15
Attendance (see notes above)	<u>15</u>
	100

Administrative Services URSI 650
WEEKLY SCHEDULE-F09

To be announced.