

Minnesota State University, Mankato  
URSI 650 Urban Administrative Services, Fall 2008  
Urban & Regional Studies Institute  
Dr. "J" Cherrington

Morris Hall, Room 112

Tuesday 2:00-4:45 p.m.

**Instructor:**

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

[www.intech.mnsu.edu/cherrington](http://www.intech.mnsu.edu/cherrington)

**Texts:**

Required:

Klinger, Donald E. and Nalbandian, John. Public Personnel Management Contexts and Strategies, 5<sup>th</sup> edition (Prentice Hall, Englewood Cliffs, New Jersey, 1997).

**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.

**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. .

**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 human resource 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:**

All written assignments must be prepared in *duplicate* and typewritten. One copy should be submitted at the start of class, the other should remain with you to refer to during class discussion. 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** (with prior notice and a verified and **justifiable** reason, (e.g. heart attack, stroke, pregnancy).. Other reasons subject to a progressive point reduction, i.e., **1 day 25%, 2-days 30%, 3 days 35%, 4 days 40%; 5 days 50%. > 5 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 an assigned topic(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 (Noon Monday before). on the week you present. Note: Be sure you use the topic as your file name and it is your final Ppt.**

**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.

**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.

**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