URBS 401/501: Foundations  
Thursdays, 6:00 – 8:45 PM  
MH 112  
Spring 2008

Prof. Beth Wielde  
Office: 106 Morris Hall  
Office Phone: 507/389-1714  
Office Fax: 507/389-6377  
E-Mail: beth.wielde@mnsu.edu  
Web Site:  
https://mavdisk.mnsu.edu/wieldb/

Office Hours:  
Monday: via e-mail  
12:00 – 3:00

Tuesday:  
9:00 – 11:00  
12:30 – 2:00

Wednesday  
12:00 – 1:00

Thursdays:  
9:00 – 11:00  
12:30 – 2:00

Course Description  
Foundations is designed to give a broad survey of the fields of planning and management, and examine the intricate ties between the two fields. Public sector work is both internal (in the hierarchies and political processes followed by staff and elected officials) and external (by the constant contact with the public).

This course will provide an overview as to what planners and managers do, the vocabulary of the profession, the basic techniques of the field such as reading a plat, and insight into what it is like working in the profession of public service.

D2L Use  
This course will rely heavily on D2L for communication and course materials. If you have not yet activated your account, you must do so immediately. If you experience trouble with activation, contact the Academic Computing Help Desk at 507-389-6654.
Books and Materials
There are two books assigned for this course:


Course Grades
Grades will be given based on a points systems. There are 104 points available for the course. Grades are given at the 90/80/70 scale.

Course Projects
Ongoing: Attendance (14 points)
Students will earn one point per session attended. There are 14 sessions during the semester. Students are allowed to miss one session without detriment to their attendance score.

Feb 21: Meeting Notes, Meeting #1 (15 points)
Students are required to attend at least one City Council or Planning Commission meeting and respond to specific questions about the experience.

Feb 28: Mid Term Project: Topic of Interest (25 points)
Each student decides on an URSI major for a different reason. This assignment will allow students to explore their area of interest at a deeper level. Undergraduates will respond to questions provided on the assignment sheet, graduate students will write an informative memo.

*Grads: To complete this assignment and have your points recorded, you will be required to prepare a 15 minute informative session on your topic, presented to the class. Lack of presentation on May 1 will drop your score by half.*

April 17: Comparative Meeting Assignment (25 points)
This is part 2 of the assignment due on Feb 28. You will attend a second meeting at a different community, and compare/contrast the two.

May 1: Practitioner Interview (25 points)
Students are to meet with a practicing planner, manager, consultant, developer etc. working in the job they would like to hold one day.
**Extra Credit Policy**
By the time you reach this level in your academic career, you should be able to earn the grades you need based on performance of the requirements for the class. There is no extra credit option for URBS 401/501: Foundations.

**Attendance**
Class attendance is crucial. The class is held only once a week, and missing one means missing a significant amount of material. You are responsible for procuring notes from another student. If you want to discuss the notes with me to clarify the material, I am happy to sit down with you – but you must bring notes along with you. This is to avoid “starting from scratch,” basically making me give a second lecture.

**Enrollment**
You must be enrolled in the course during the semester to earn a grade. I will not “hold over” a grade, allowing you to take the class one semester and officially enroll in another. This sometimes happens if the tuition bill cannot be paid, or there is another dispute on student status. Basic rule: if you don’t have D2L access, you cannot participate in the class.

**Students with Disabilities**
MSU provides students with disabilities reasonable accommodation to participate in educational programs, activities, or services. Students with disabilities requiring accommodation to participation in class activities or meet course requirements should first register with the Office of Disability Services, located in 0132 Memorial Library, telephone 507/389-2825, TDD 711, and then contact me as soon as possible.

**Cheating, Plagiarism, and Other Academic Fraud**
Simply put, don’t do it, even for extra credit. The worst original work is better than the most perfectly plagiarized. It’s okay to insert other people’s ideas, just make sure you cite them; after all, you would want credit for an idea you had, right? And remember, I’ve read and seen a lot of stuff; they actually pay me to do it, so do you want to take the odds that it’s a paper I’ve used for my dissertation research?

Cheating is not tolerated in any case. If you are caught cheating (and both the T.A. and I are watching!), you will receive an automatic ‘F’ for the class and your case will be handled according to University policy.

**General Education Requirements**
This course does not fulfill a General Education category requirement.
This course fulfills an URSI Undergraduate Core requirement
This course fulfills an URSI Graduate Core requirement
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 17</td>
<td>Syllabus Review</td>
<td></td>
</tr>
<tr>
<td>Jan 24</td>
<td>Historic Urban Evolution</td>
<td>ICMA, Ch 18</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Local Government Structures</td>
<td>Wood and Baker, Ch 6, 7, 8</td>
</tr>
<tr>
<td></td>
<td>Councils and Commissions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part I: Government in Context</td>
<td></td>
</tr>
<tr>
<td>Feb 7</td>
<td>Planning Basics, Ethics, Metro Wide Gov't</td>
<td>ICMA Ch 1, 2</td>
</tr>
<tr>
<td>Feb 14</td>
<td>Operational and Comp Planning</td>
<td>ICMA Ch 7, 12, 14,</td>
</tr>
<tr>
<td>Feb 21</td>
<td>International Planning, Environmental Planning</td>
<td>ICMA, Ch 5, 8</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Cities of the Future</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td><em>Video: Sky City, City in a Pyramid</em></td>
<td>Mid Term Due, Grad &amp; Undergrad</td>
</tr>
<tr>
<td>Mar 6</td>
<td>Work Day – Use the time to meet with your practitioner</td>
<td>None</td>
</tr>
<tr>
<td>Mar 13</td>
<td>SPRING BREAK</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Part II: Planning</td>
<td></td>
</tr>
<tr>
<td>Mar 20</td>
<td>Management and Leadership</td>
<td>Wood and Baker, Ch 1 &amp; 2</td>
</tr>
<tr>
<td>Mar 27</td>
<td>Communications and HR Budgeting and Finance Basics</td>
<td>Wood and Baker, Ch 3, 4, 5, 9 ICMA Ch 16</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Data Privacy and Security</td>
<td>None – Guest Speaker notes due at end of session</td>
</tr>
<tr>
<td>Apr 10</td>
<td>Building Consensus</td>
<td>ICMA, Ch 17</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Management Ethics and Career Issues</td>
<td>Wood &amp; Baker, Ch 10, 11 Comparative Meeting Assignment DUE</td>
</tr>
<tr>
<td>Apr 24</td>
<td>Wrapping It Up: Topics and Trends in Planning and Management</td>
<td>None</td>
</tr>
<tr>
<td>May 1</td>
<td>Grad Student Presentations</td>
<td>FINAL PROJECT (Practitioner Interview) DUE</td>
</tr>
</tbody>
</table>