5/481 ST: The Art of Local Government Management: Mind, Body & Soul  
Spring 2010

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Office Hours: Monday: 10-11 AM, 12-2 PM, 5-6 PM  
Wednesday: 10-11 AM, 12-2 PM  
Friday: 10-11 AM; 12-1 PM

URSI Style Sheets

Course Objectives: This course is designed to help students understand the mind (theory), body (practice) and soul (ethics) of the local government environment. Students will study professional skills and issues which contribute to the effectiveness of the practitioner in the local government arena. Students will also explore career opportunities and responsibilities.

Learning Outcomes: This course has two major learning outcomes. The first is to assure that each student has a clear understanding of professional issues and skills which impact and contribute to the effectiveness of the local government practitioner. The second is to assure that each student understands professional local government career opportunities/responsibilities and actively explores his/her professional career path and goals. Pursuit of these objectives will be furthered through the research, analysis, writing and oral presentation of short analytical reports, an in-depth research paper on a planning or management topic and presentation of it will further facilitate the student's knowledge and understanding.

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. Other resource people 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: 

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<tr>
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<th>Graduate Students</th>
<th>Undergraduate Students</th>
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<tr>
<td>Seminar discussion (frequency &amp; quality)</td>
<td>25 pts.</td>
<td>30 pts.</td>
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<td>Assigned oral &amp; written presentations</td>
<td>40 pts.</td>
<td>40 pts.</td>
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<tr>
<td>Research paper &amp; presentation</td>
<td>20 pts.</td>
<td>30 pts.</td>
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<tr>
<td>Portfolio</td>
<td>15 pts.</td>
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Grading Scale: 

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<tr>
<td>90 - 100 pts.</td>
<td>A</td>
<td>80 - 89 pts.</td>
<td>B</td>
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<tr>
<td>70 - 79 pts.</td>
<td>C</td>
<td>60 - 69 pts.</td>
<td>D</td>
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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).

**Other Policy:**
Please turn off cell phones and beepers during class time.

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**Seminar Guide**

**Session**

Jan. 11  Distribution and discussion of seminar syllabus and assignments. Review information on research assignments including research with human subjects.

Jan. 16  No class – Martin Luther King Holiday

Jan. 25  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.
          b. Discussion with resource speaker from Career Development Center.

Feb. 1   a. Submit (1) career plan, (2) resume and (3) Grad students only – bring portfolio. 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.

Feb. 8   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. 22  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. 1   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. 8   No class – Spring Break

Mar. 15  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.

Research paper bibliography is due.

Mar. 22  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.

Mar. 29  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. 5  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. 12  No formal meeting – Independent research

Apr. 19  a. Research paper due. The paper should be organized as follows: cover page, table of contents, introduction, executive summary, body of the report and recommendations or conclusions, bibliography of at least 10 sources, and appendices (such as interview forms and research with human subject statement). You should use APA style manual. 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, 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.

Apr. 26  Research paper presentations concluded. Seminar debriefing.