

POLITICAL SCIENCE 5390

ADMINISTRATION IN LOCAL GOVERNMENT

**Wednesday
6:00-9:00 p.m.
OSH 106**

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OVERVIEW AND COURSE OBJECTIVES

Introductory courses in public administration and courses focusing on major administrative processes such as budgeting or human resource management often fail to address local government administration. This course has two specific purposes:

1. To foster a better understanding of the processes of local government management.
2. To explore alternative approaches to local government administration.

We will accomplish these purposes through reading assignments, class discussion, case studies, guest speakers, and observation and reporting about the workings of local government. There will be a midterm and a final examination.

BOOKS

David R. Morgan and Robert E. England, Managing Urban America, Fifth Edition, Chatham, NJ: Chatham House Publishers, 1999

James M. Banovetz, Managing Local Government, Second Edition, Washington DC: International City/County Management Association, 1998

COURSE REQUIREMENTS AND GRADING

Undergraduate students

Report on field observations	30%
Midterm	30%
Final	30%
Class Participation	10%

Reading assignments

It is important for you to complete assigned readings before each class and be prepared to discuss them. Case discussions are an essential part of your grade. When reading each case, ask the following questions:

1. What are the key issues in the case?
2. Who are the key players? What roles do they play?
3. How do the players interact with one another? Is this interaction important in the case?
4. How would you describe the behavior of the players? What seems to be motivating them?

Because local government administration is complex and situational, we will use case study discussion to develop important themes about management in the local political context.

Field work

Reading the assigned material and active participation in class discussions should give you a solid understanding of local government administration. The challenge for students is to leverage this understanding into improving day-to-day behavior. Accordingly, each student will complement their traditional academic activities with direct familiarity/observation of local government in action.

Each student will choose **one** local government entity as the subject of your field work. Once chosen, you will do as many of the identified steps as your selected government officials allow and prepare a written summary of your observations and conclusions. In addition, you will make a brief oral presentation to the class about your field work. The written report and oral presentation is due November 23. The requirements of the written report and oral presentation are attached.

Exams

There will be two exams—a midterm and final. The midterm will be given on October 12 and will cover material from the first class through October 5. The final will be given on December 7 and will cover material from the midterm through November 30.

REASONABLE ACCOMMODATION

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations.

All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services.

ACADEMIC HONESTY AND DISHONESTY

Academic honesty is expected, and dishonesty will not be tolerated. An act of academic dishonesty may result in a failing grade for the course and a recommendation for additional disciplinary action. The following guidelines constitute a violation of ethical standards for work completed in this course. Any of these violations is considered academic dishonesty and will be treated as such. These guidelines are in addition to any University-wide guidelines concerning academic dishonesty.

1. **Cheating.** The giving or receiving of any unauthorized assistance on any academic work.
2. **Plagiarism.** Presenting the language, structure or ideas of another person or persons as one's own original work.
3. **Falsification.** Any untrue statement, either oral or written, concerning one's own academic work or the academic work of another student, or the unauthorized alteration of any academic record.
4. **Original work.** Unless specifically allowed by the instructor, all academic work undertaken in this course must be original, i.e., it must not have been submitted in a prior course or be submitted in a course taken concurrently.

SCHEDULE AND ASSIGNMENTS

<u>Date</u>	<u>Topic</u>	<u>Assignments</u>
Aug. 24	Class expectations & course overview	Morgan & England, pp. 1-13 Banovetz, pp. 3-9
Aug. 31	The Environment for the Urban Manager	Morgan & England, Chap 1 Banovetz, Cases 6 & 7 Choose Local Government
Sept. 7	The Organization (and Reorganization) of Local Government	Morgan & England, Chap. 2 Banovetz, Case 4
Sept. 14	Local Government Policy Making	Morgan & England, Chap. 3 Banovetz, Cases 1 & 2
Sept. 21	Tools of Decision Making	Morgan & England, Chs. 4-5 Banovetz, Cases 10-12
Sept. 28	Service Delivery & Program Management	Morgan & England, Chap. 6 Banovetz, Case 16
Oct. 5	Productivity & Customer Service	Morgan & England, Chap. 7 Banovetz, Case 3
Oct. 12	MIDTERM	
Oct. 19	Management	Morgan & England, Chap. 8 Banovetz, Cases 19 & 21
Oct. 26	Human Resource Practices	Morgan & England, Chap. 9 Banovetz, Cases 13-15
Nov. 2	Money: Raising Revenue & Budgeting Expenditures	Morgan & England, Chap. 10 Banovetz, Cases 17&18
Nov. 9	Land Use Planning & Economic Development	Morgan & England, Chap. 11 Banovetz, Cases 8 & 9
Nov. 16	Ethics & Local Government Management	Banovetz, Case 20, ICMA Code of Ethics
Nov. 23	CLASS PRESENTATIONS	Written field work due

Nov. 30 Managing in the Future
Course summary

Morgan & England, Chap. 12

Dec. 7 **FINAL**