

Syllabus – SAMPLE – SUBJECT TO CHANGE
College of Public Service and Urban Affairs
Tennessee State University

Course Number: PA 6440

Title: Seminar In Urban Administration

Course Credit: Three Credits

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Wednesday 12:00 – 4:00
Thursday 1:00 – 4:30

Course Description: This class is conducted in seminar format in order to instruct the public administration student about the development and practice of urban administration in America. Various theories discussing the formulation of American local governments will receive attention, along with popular trends and issues affecting the decisions of urban administrators in the United States. This class will emphasize applying the theoretical knowledge discussed in class lectures to “real world” situations and events through the use of case study analysis. The student will be expected to demonstrate their knowledge of urban administration through various reading, writing and oratorical exercises.

Course Objectives: At the end of this course the student will be able to:

- Inform the student about the history and development of urban administration as a professional career.
- Create analytical reasoning techniques that the urban managers may apply to their professional career as an administrator in a public or non-profit agency.
- Establish communication skills that will assist the urban administrator in the various career endeavors associated with the management of public and non-profit agencies.

- Inform the urban administrative student about emerging issues and trends impacting the profession and discipline of public administration.

Topical Outline: Core functions of urban administration: human resources management, budgeting, public policy, the political environment of urban administration, and federalism.

Teaching Strategies: Lecture, class discussion, critical appraisal, individual presentations, essay papers, and final exam.

Required Texts:

Banovetz, James M. (ed). 2001. Managing Local Government: Cases In Decision Making. Published by ICMA.

Bogart, William T. 2002. The Economics of Cities and Suburbs. NJ: Prentice Hall. ISBN: 0-13-569971-1.

Ross, Bernard H., Myron A. Levine. 2001. Urban Politics: Power In Metropolitan America. Illinois: F.E. Peacock Publishers, INC. ISBN: 0-87581-6.

Course Requirements

Three Book Reports	300 points
Four Case Study Critiques (50)	<u>200 points</u>
Total	500 points

Grading Scale: Final Grades will be premised on cumulative points as follows: A = 500-420; B = 419 - 360; C = 359 - 280; D = 279 - 200; F = below 200.

Book Report:

Each student will prepare two book reports for the class. The book reports will critique the author's main arguments and provide an opinion of whether or not the student believes the book is valid for the subject of urban administration. Each book report should be between 3 – 5 pages in length.

Case Study Analyses:

Each student will be required to write a critique of two case studies in local government. Each case study critique will be between 4-5 pages in length and should discuss the major facts of the case and the student should tell whether or not they believe the right decision(s) was/were made and why. The format of each case study critique should be as follows:

- Identify the important facts in the case study
- What decision(s) were made in the case study

- Do you believe the decisions were appropriate
- Discuss any alternative solution(s) to the problem and support those solutions with additional research (In other words support your solution with similar cases)
- Conclusion
- Bibliography
- Make sure each section is labeled appropriately (Facts, Decision, Solution, Conclusion)
- Citation style: APSA, APA, Chicago
- All papers should use the following format: Times New Roman, 12 point font, 1" margins from left to right and top to bottom, and double spaced.

Grading Criteria for book Reports & Case Studies:

- 1) *Analysis:* A sufficient number of public administration concepts are used to analyze the situation discussed in the paper;
- 2) *References:* A variety of pertinent and timely references were sought and obtained in preparing the paper;
- 3) *Organization:* The main points are stated clearly and arranged in a logical sequence;
- 4) *Coherence:* The development of ideas, arguments and discussion shows consistency and logical connection;
- 5) *Clarity:* The ideas, arguments and discussion shows consistency and logical connection;
- 6) *Conciseness:* The language is direct and to the point, using sufficient space to say exactly what is intended and be readily understood by the reader;
- 7) *Grammar:* The written is in standard American English, with proper sentence structure, syntax, punctuation and spelling;
- 8) *Drafting:* The writing shows evidence of being drafted and revised before submission of the final copy.

**** All papers should use the following format: Times New Roman, 12 point font, 1" margins from left to right and top to bottom, and double spaced. Each student should submit two copies of their papers, of which, one will be returned with the grade.*

Additional Readings:

Additional readings will be assigned throughout the semester to accompany chapters in the required texts for this class. The instructor will provide these additional articles to the students approximately one week before the readings are due in class.

Note: *Following explicit directions is an important aspect of graduate school training. Therefore, it is important that the student follow the stated guidelines in this syllabus, throughout the course of this class, because failure to do so will result in point reductions. Furthermore, it will probably be to your best interest to submit papers to me before the due date (at least two weeks), so I can make suggestions on how you might want to change your work in order to receive a higher grade.*

Accommodations for Students with Disabilities: Any students who feel the need for academic accommodations due to a recognized disability by the TSU Handbook, will be given such adjustments only after the student goes through the proper channels at the university to receive such accommodations. The TSU Handbook is a good place to start if you are unaware of the “proper procedures.”

*** Note this syllabus is subject to change at the discretion of the instructor.