Instructor: Rene Hearns
Department: Urban Studies
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Office Hours: UR320 by Appointment

IMPORTANT
Student requiring special accommodations should immediately inform the instructor as well as contact the University Coordinator of Handicapped Services at 687-2015.

TEXTBOOK

COURSE DESCRIPTION
This course will introduce the student to policymaking, budgeting and financing government programs and operations at the local, state and federal levels. The formal concept of budgeting (revenues, expenditures and debt structures) will be covered. The class will review theories of public budgeting, budgeting language, budget types and budget formats. The student will learn how to evaluate and analysis public policy decisions by understanding the budget allocations and appropriations processes.

COURSE METHODS
The class will meet each Tuesday and Thursday (except for holidays) beginning January 16, 2007, from 4:00 p.m. until 5:50 p.m. in UR107. Methods will include lectures, WebCT, written reports and spreadsheet exercises, oral presentations, examinations, and guest speakers.

COURSE REQUIREMENTS
A. Attendance and punctuality are expected in all classes. If an absence is essential, the student is responsible for any assignments made or due during his/her absence.

B. Read textbook chapters and other readings BEFORE class and be prepared to discuss them in class.

C. Prepare and submit all written assignments in proper English with requested number of pages on time. Ten (10) points will be deducted on assignments turned in late. Assignments are late if they are not presented on the designated date by 4:30 p.m. Papers must be word-processed, double-spaced; grammar and spell checked with one-inch margins, unless different written directions accompany the assignment.

D. Students are required to maintain adherence to the academic regulations of Cleveland State University.
WRITTEN ASSIGNMENTS

Assignment A: Prepare and justify a budget from one the scenarios provided in handout on first day of class. Budget must be prepared using a spreadsheet program, while the budget justification must be prepared using a word-processing/spreadsheet program. Due January 23, 2007

Assignment B: Locate an article that deals with issues regarding government budgeting at any level. Write a paper reviewing the article based on readings topic areas and explaining how the writer does or does not follow the theory learned to date. You MUST use terms from the text in your review. Paper is not to exceed three (3) pages and the article (or a copy) utilized must be submitted with your paper. Due March 8, 2007

Assignment C: Analyze and describe a least one of the Governor’s program proposals as noted and funded in the Ohio Executive Budget for 2004 and 2005. This document can be accessed from the College’s drive http://urban.csuohio.edu/budget/ or through WebCT, or through the Ohio website at http://www.ohio.gov. The analysis should be approximately 8-10 pages for undergraduate students and 15-20 pages for graduate students. Due April 10, 2007

SOURCE ACKNOWLEDGEMENT – use APA style for class work.

“The CSU Student Handbook describes plagiarism as stealing and/or using the ideas or writings of another in a paper or report and claiming them as your own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement.”

A web page entitled “Plagiarism-How to avoid it” by CSU English Department can be found at http://www.csuohio.edu/a_and_s/faculty/handbook/genint/plag.htm

Citation style assistance can be found at http://www.ulib.csuohio.edu/vrd/citations.shtml

EXAMS

There will be two exams and weekly tests during the course of the semester. Even though they will not be comprehensive, there will be themes, concepts, and terms that are used throughout the course may appear in all the exams. A review will be held in the session before each exam.

CLASS PARTICIPATION

Since participation is essential to learning, students are expected to: be prepared, attend class, actively participate, and interact on a professional level with one another. Late arrivals and/or early departures will affect your grade.

Please feel free to contact me to discuss any concerns or difficulties that you have regarding this course.

Hearns: Spring 2007
**SYLLABUS**

**UST 459  BUDGET and POLICY ANALYSIS  SPRING 2007**

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**COURSE GRADE**

- Assignment A: 8%
- Assignment B: 10%
- Assignment C: 17%
- Weekly exams: 15%
- Midterm: 20%
- Final Examination: 20%
- Class Participation: 10%

**GRADE SCALE**

- A 94-100
- A- 90-93
- B+ 86-89
- B 80-85
- C 70-79
- D 60-69

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**COURSE SCHEDULE**

- **Jan 16 & 18**: Overview and Budget Basics
- **Jan 23 & 25**: Chapter 1 “Nature of Budgeting”
- **Jan 30 & Feb 1**: Chapter 2 “Government Revenues, Spending, and Borrowing”
- **Feb 6 & 8**: Chapter 3 “The Budget Cycle: A Brief Introduction”
- **Feb 13, 15, 20**: Chapter 4 “Budget Preparation:”
- **Feb 22**: “Martin Luther King holiday”
- **Feb, 27 & Mar 1**: Chapter 5 “Techniques of Budgetary Analysis”
- **Mar 6 & 8**: Midterm (WebCT)
- **Mar 13 & 15**: No Classes – *Spring Break*
- **Mar 20, 22 & 27**: Chapter 6 “Budget Adoption”
- **Mar 29, Apr 3 & 5**: Chapter 7 “Budget Execution”
- **Apr 10 & 12**: Chapter 8 “Financial Management”
- **Apr 17**: “President’s holiday”
- **Apr 19**: Chapter 9 “The Economy and the Budget”
- **Apr 24**: Chapter 10 “Intergovernmental Aspects of Public Budgeting”
- **Apr 26**: Chapter 11 “The Frustration of Budget Reform”
- **May 1 - 8**: Final (WebCT)/ essay

**Assignments**

- **Assignment A due January 23, 2007**
- **Assignment B due March 8, 2007**
- **Assignment C due April 19, 2007**

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Hearns: Spring 2007