The **Columbus Seminar** is a *field study* of state government. Its purpose is to give students both an intellectual understanding of and experience with the basic public organizations and institutions of Ohio’s state government. This course is part of the undergraduate major in Urban Studies and an elective course in graduate programs, such as the MPA, the MUPDD and MSUS. While the field experiences are common to all students, the Seminar’s academic requirements are tailored to meet different educational levels. This means that honor students and graduate students will do an additional assignment and must perform at higher standard.

The Seminar will focus is on how state government operates at the institutional level and how Ohio incorporates constitutional values and public interests. During the field experience, students will meet important officials drawn from all branches of state government – the legislature, the executive branch, and the court system. The Seminar will also include leaders from the state’s largest independent agency (PUCO), the media, and non-governmental organizations who interact frequently and intensively with the state. Seminar students will meet MPA and CSU alumni who are working in state government or affiliated organizations in Columbus. The Levin College has limited the seminar’s size so that students will have maximum opportunity for meaningful interaction with the speakers.

In the last thirty years, the institutions of state government have been transformed and expanded. As Carl Van Horn (2006, 2) argues, the rising importance of state government has been “a quiet revolution.” Some changes are the product of landmark court decisions while the integration of the U.S. economy into the global market system has triggered others. Therefore, state government has strengthened its policy and economic roles to accommodate these shifts. At the same time, state government has expanded its role in traditional services, such as law enforcement and education. In effect, state governments have more prominence in American politics and public administration, and job opportunities for professional staff have increased in this new environment. Nevertheless, state government in Ohio confronts unprecedented challenges to meet these new and continuing problems while public expectations are rising in an era of diminishing resources and reduced trust.

**Required Readings**


Kenneth Ashworth, *Caught Between the Dog and the Fireplug, or How to Survive Public Service* (2001)- selections; the entire book is a required reading for all graduate students


**Required Readings for All Students Available through Electronic Reserve**


The Ohio Constitution (Articles 2, 3, & 4), excerpts from: [http://www.legislature.state.oh.us/constitution.cfm](http://www.legislature.state.oh.us/constitution.cfm)

**Learning Process**

Students are expected to complete the readings by Friday, March 9, 2007. By completing the readings before the experiential part of the seminar, students will learn more from the guest speakers. In all meetings in Columbus, students must listen carefully and ask intelligent questions respectfully to demonstrate that they have done their background reading.

The class will meet initially at the Hyatt on Capitol Square at 75 East State Street, Columbus (614-469-8444; [http://capitolsquare.hyatt.com/hyatt/hotels/index.jsp](http://capitolsquare.hyatt.com/hyatt/hotels/index.jsp)) The plan is for the Saturday and Sunday sessions to involve some lectures and walking tours so that students will be familiar with their Columbus surroundings. A special panel with former governors is also being planned.

Between March 12 and March 15, 2007, Seminar students will meet in state agency locations, based at the Riffe Building or the Rhodes Tower. Some sessions will be held at an agency location, such as the Ohio Supreme Court, so that students can observe live the operations of state government. Occasionally, students will attend a night hearing of a legislative committee or even a reception. While meeting with agency personnel, students must dress for a business meeting and display a professional demeanor.

Students are ambassadors of Cleveland State University. Therefore, they must adhere to the highest standards of legal and ethical behavior at the hotel and during all agency and legislative visits. Each student must sign a waiver of liability by February 2, 2007.
Punctuality is required at all seminar sessions. **Tardiness will be penalized.** State officials have agreed to take time out of their busy schedules to meet the Columbus Seminar, and students must respect their commitment by arriving promptly. Students’ arrival times will be monitored and recorded by the seminar assistant. Given that the core learning of this course is in the Columbus field experience, students may not miss more than two (2) of the scheduled meetings. Students who miss more than two sessions will automatically receive an “F” grade for the course. Please inform the Professor or the seminar assistant **before the session of any schedule conflicts.**

The seminar is enhanced by WebCT. Students will receive the course materials and announcements through the seminar’s website. Students must check WebCT every day. This is an easy way to access the professor and other students. In addition, students must submit their written assignments to the professor through WebCT.

**Dates to Remember:**

**Cleveland Levin College of Urban Affairs**

**Friday, January 26 (4:00-6:00 p.m.)**  
Sweet Seminar Room - UR 241  
Overview of the course - VVC, PAS  
Introduction to state government  
Lecture by Professor Larry Keller  
Room Assignments Distributed

**Friday, February 2 (4:00-6:00 p.m.)**  
Sweet Seminar Room - UR 241  
Overview of state government institutions  
Professor Larry Keller (guest speaker)  
Waiver of Liability due

**Friday, February 23 (4:00- 6:00 p.m.)**  
Sweet Seminar Room - UR 241  
State government in Cleveland  
Panel of State Officials  
Patrick Sweeney, Convener  
Assignment #1 due (biography)

**Friday, April 20 (4:00- 6:00 p.m.)**  
Sweet Seminar Room -UR 241  
Career Development Panel:  
Mr. Joseph Nanni, Director of Human Resources, Cuyahoga County  
Ms. Linda Pfaff, CSU Career Counselor  
Seminar Debriefing

**Field Study in Columbus, Ohio**

**March 10 (1:00 -5:00 p.m.)**  
Check In/ Overview of Field Study  
Tour of the State Capitol
March 11 (10:00 a.m. -5:00 p.m)  Presentations, special panel of governors

March 12-15  
Agency Locations - TBA
Legislative Shadowing
Supreme Court oral arguments
A detailed schedule will be posted

March 15  
Goodbye Columbus (4:00 p.m.)

March 20  
Assignment #2 (Columbus journal) due by 11:55 p.m.

Seminar Requirements & Assignments

All students must complete five (5) written assignments. As the Seminar emphasizes practical learning, these requirements are “real world” assignments. Undergraduate Honor students, as well as masters and doctoral students, must complete additional assignments commensurate with their educational level.

Assignment #1 - “Biography” (due on February 23, 2007). Each student must write a brief biography about an important state official that describes what s/he does, and the official’s educational background and significant accomplishments. The biography should also address the official’s motivation for choosing a state government career and the student’s rationale for selecting this official. This assignment must not be longer than four pages, double spaced and typed. Students are encouraged to make personal contact with this official by phone or email. Please do not submit a transcription of the official’s Web-based biography.

Assignment #2 - “Columbus Journal” (due on March 20, 2007). While in Columbus, each student must keep a brief journal by logging each day’s activities and reflecting on those experiences. Students must include an assessment of their legislative shadowing experience: what went well and what didn’t. On returning to Cleveland, each student must submit the journal as a typed report via WebCT for the professor’s review. This journal provides official documentation of the student’s participation in the field study.

Assignment #3 - Group Project (due on April 20, 2007). Students will form small groups to prepare a four-page “newsletter article” about a morning or afternoon spent in Columbus. This article should:

(1) Describe what took place
(2) Synthesize information from the speakers
(2) Identify the most important things learned.
(3) Discuss how students can use what they have learned to make a difference.
WebCT provides four tools to facilitate the group work. The first tool is the **discussion board**, which allows for asynchronous exchanges. The second tool is a **private space** assigned to each group so that members can share files. The third tool is the **chat room**, where each group may conduct synchronous discussions. The fourth tool is **WebCT email**. Students can forward their WebCT email to their preferred email address. These online tools allow students to learn from each other while making it easy for students to collaborate. However, the online learning environment is deadline intensive. **Checking WebCT frequently is imperative in this seminar.**

Assignment #4 – Relationship Building (due April 20, 2006). Each student must prepare the 10 personalized letters of thanks on CSU stationery to selected Seminar speakers. Those letters and envelopes must be turned into the Seminar Assistant.

Assignment #5 - Final Examination (must be completed via WebCT by May 7th).

Honor student assignment - 5-page review of the Ashworth book (due on April 20\(^\text{th}\)). Each honor student has a sixth assignment to summarize the Ashworth book. The student must also identify lessons learned from Ashworth and to reflect on the extent to which those lessons had relevance in Columbus.

Master’s level assignment: 10-page review of the Ashworth & Wright books (due on April 20\(^\text{th}\)). Each graduate student has a sixth assignment to review the Ashworth & Wright books. The student must also identify lessons learned from both authors and to reflect on the extent to which those lessons had relevance in Columbus.

Doctoral-level assignment: State agency profile or policy analysis (due on April 20th). Doctoral students are expected to apply the Ashworth, Wright, and van Horn books in a 20-page paper. This paper should be a brief history of an Ohio agency or policy that integrates insights gleaned from the Columbus field experience. Alternatively, a doctoral student may propose a research project that extends the Seminar readings. In either case, the quality of the work must be worthy of doctoral effort, emphasizing the use of theory to interpret action and history. Doctoral students are released from the book reviews and relationship-building assignment.

The following chart displays how the course assignments are weighted for different categories of Seminar students.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Undergraduates</th>
<th>Undergraduate Honor Students</th>
<th>Graduate Students</th>
<th>Doctoral Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Biography (due Feb. 23)</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>5%</td>
</tr>
<tr>
<td>2. Columbus Journal - individual (due: Mar. 20)</td>
<td>20%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>3. A newsletter article - group project (April 20)</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>4. Relationship Building Letters (due April 20)</td>
<td>10%</td>
<td>5%</td>
<td>5%</td>
<td>---</td>
</tr>
</tbody>
</table>
5. Final Exam (due: May 7th) 20% 20% 20% 20%
6. Book Review(s) (due April 20) ----- 10% 15% ---
7. Active & prompt participation 25% 25% 20% 20%
8. State agency profile or policy analysis ----- ----- ----- 25%
Total 100% 100% 100% 100%

Grading Scale

“A” = 95-100; “A-” = 90-94; “B+” = 85-89; “B” = 80-84; “B-” = 75-79; “C+” = 70-74;
“C” = 65-69; “D” = 60-64

Please note that at the graduate level, a grade of “B-” and “C” are below standards. Graduate
courses do not include grades of “C+” or “D.”

Academic misconduct will not be tolerated. Plagiarism or cheating will result in an “F” for the
course. Unprofessional or inappropriate behavior in Columbus will also result in an “F” for the
course. As stated above, any student who misses more than two sessions in Columbus will
automatically receive an “F” in the course.

Office Hours

In Cleveland, my office hours will be Fridays, from 2:30 to 4:00 p.m, before our class
sessions. If these times are not convenient, please contact me to set up a mutually convenient
time. My office number and email are at the top of the syllabus. WebCT is another way to get
in touch with me because I check it frequently.

I will be available at the Hyatt on Capitol Square during our time in Columbus. I will
hold office hours in the hotel lobby from 8:00 p.m. to 10:00 p.m. (Monday, Tuesday, &
Wednesday), unless we have an evening session.

Order of Readings

I. Conceptual Overview of State Government & Politics
League of Women Voters, Know Your Ohio Government
Keller, “Connecting Organizations to Philosophy” (handout)
Knepper, Chapters 1-4
Rosenthal (Introduction in the Wright book)
Wright, Chapter 1

II. Ohio’s Three Branches: History & Conflict in State Government
Knepper, Chapters 5, 7, 8, 9, 12 & 17, 18
Rehnquist excerpts (on electronic reserve)
The Ohio Constitution (excerpts on electronic reserve)
Keller, “Institutional Analysis” - handout on WebCT
Ashworth, “Working with Politicians, pp. 1-22

III. Lawmaking & the Legislative Process
Wright, Chapters 2-7, 9-11

IV. Policy Process & Analysis
Ashworth, “Taking the Initiative” pp. 73-81
Ashworth, “Ethics & Morality in Public Service” pp. 23-33
Ashworth, Working with the Press, pp. 23-33
Krepper, Chapter 6, 10-11, 13-16
Wright, Chapters 8, 12

V. The Budget & Accountability Tools
Ashworth, “Bona Fide Bureaucratic Behavior” pp. 121-133
Ashworth, “Walking with Kings” pp. 134-144

VI. Strategic Leadership & Public Service
Ashworth, “A Few Thoughts on Leadership” pp 168-177
Ashworth, “A Summing Up” pp. 178-184
Wright, Epilogue (pp.226-236)

Appendix – How to Log Onto WebCT