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’s 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 that 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

George W. Knepper, Ohio and Its People (2003 - Bicentennial Edition) - all


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; [http://www.legislature.state.oh.us/constitution.cfm](http://www.legislature.state.oh.us/constitution.cfm)

**Learning Process**

Students must complete the readings by Friday, March 7, 2008. 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 show that they have done their background reading.

The class will meet initially Sunday, March 9, 2008 at the Hyatt on Capitol Square at 75 East State Street, Columbus (614-469-8444; [http://capitolsquare.hyatt.com/hyatt](http://capitolsquare.hyatt.com/hyatt)). The plan is for the Sunday session to involve some lectures and walking tours so that students can familiarize themselves with their surroundings.

Between March 10 and March 13, 2008, 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 and the Levin College of Urban Affairs. 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 1, 2008.

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. 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 before the session of any schedule conflicts.

The University’s online platform Blackboard will enhance the seminar. Students will receive the course materials and announcements through the seminar’s Blackboard website. Students must check Blackboard frequently. Blackboard provides an easy way to reach Seminar participants and the professor. In addition, students must submit their written assignments to the professor through Blackboard’s assignment drop box.

Dates to Remember:

**Cleveland-based sessions at the Levin College of Urban Affairs**

**Friday, January 25 (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 1 (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 29 (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 18 (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
Assignments #3 & 4 due
Honor & Graduate Student Assignments due

**Wednesday, May 7, 2008**
Online Final Exam must be completed via Blackboard
Field Study in Columbus, Ohio – March 9 through March 13, 2008 & Follow-up

March 9 (1:00 -5:00 p.m.)
Overview of the Field Study
Small Group Assignments Distributed
Virtual Tour of State Capitol
http://www.ohiochannel.org/your_state/ohio_statehouse/index.cfm
Walking Tour of the State Capitol Complex
Presentation: “The Week Ahead in Columbus”

March 10-13
Agency Locations - TBA
Legislative Shadowing
Supreme Court oral arguments
A detailed schedule will be posted

March 13
Goodbye Columbus (4:00 p.m.)

March 14
Asynchronous Online Discussion

March 18
Assignment #2 (Columbus journal)
Due by midnight

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 February 1, 2008). 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. Biographies of historical figures are acceptable.

Assignment #2 - “Columbus Journal” (due March 18, 2008). 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 Blackboard for review by the professor. This journal provides
official documentation of the student’s participation in the field study.

Assignment #3 - Group Project (due April 18, 2008). Students will form small groups to prepare a four-page “newsletter article” about a morning or afternoon that the class spent in Columbus. Please consult the book, *Know Your Ohio Government*. This article should:

1. Describe what took place
2. Synthesize information from the speakers
3. Identify the most important things learned.
4. Discuss how students can use what they have learned to make a difference.

Blackboard 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 **Blackboard email**. Students can forward their Blackboard email to their preferred email address. These online tools allow students to learn from each other while making it easy to collaborate on group projects. However, the online learning environment is deadline intensive. **Checking Blackboard frequently is imperative in this seminar and counts as part of your online participation.**

Assignment #4 – Relationship Building (due April 18, 2008). 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 Professor.

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

Honor student assignment - 5-page review of the Ashworth book (due April 18). 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 18). Each graduate student has a sixth assignment to review the Ashworth & Wright books. Graduate students must (a) identify the lessons they learned from both authors and (b) reflect on the extent to which those lessons had relevance in Columbus.

Doctoral-level assignment: State agency profile or policy analysis (due on April 18). 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 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 1)</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>5%</td>
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<tr>
<td>2. Columbus Journal - individual (due: Mar. 18)</td>
<td>20%</td>
<td>15%</td>
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<tr>
<td>3. A newsletter article - group project (due April 18)</td>
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<td>15%</td>
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<tr>
<td>4. Relationship Building Letters (due April 18)</td>
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<td>5%</td>
<td>5%</td>
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</tr>
<tr>
<td>5. Final Exam (due: May 7)</td>
<td>20%</td>
<td>20%</td>
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<tr>
<td>6. Book Review(s) (due April 18)</td>
<td>10%</td>
<td>15%</td>
<td>5%</td>
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<tr>
<td>7. Active &amp; prompt participation</td>
<td>25%</td>
<td>25%</td>
<td>20%</td>
<td>20%</td>
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<tr>
<td>8. State agency profile or policy analysis (due April 18)</td>
<td>10%</td>
<td>15%</td>
<td>5%</td>
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</tbody>
</table>

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 or is consistently tardy will 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. Contacting me via Blackboard is the best way to communicate with me because I check it daily.

I will be available at the Hyatt on Capitol Square during our time in Columbus. I will hold office hours at the hotel from 5:00 p.m. to 6:00 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; [http://www.legislature.state.oh.us/constitution.cfm](http://www.legislature.state.oh.us/constitution.cfm)
   - Keller, “Institutional Analysis” - handout on Blackboard

III. **Lawmaking & the Legislative Process**
   - Wright, Chapters 2 -7, 9-11
   - Ohio Legislative Process: [http://www.legislature.state.oh.us/process.cfm](http://www.legislature.state.oh.us/process.cfm)
   - Navigating a Bill: [http://www.lsc.state.oh.us/research/navigatebill.html](http://www.lsc.state.oh.us/research/navigatebill.html)

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
   - Knepper, 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: Sign Into Blackboard

1. Go to http://www.csuohio.edu/elearning/blackboard

2. Click on the “Log into CE6" button. Please check your browser and enable pop-ups to make sure that they are compatible with Blackboard.

3. Use your CSU CampusNet I.D. and password to log in.

4. The Columbus Seminar (UST 473-573/PAD 573) should appear in the Courses list.