CLEVELAND STATE UNIVERSITY
Maxine Goodman Levin College of Urban Affairs
SPRING SEMESTER 2010

SYLLABUS
SEMINAR IN CITY MANAGEMENT
PAD 619

Instructor: Sylvester Murray
Time: Thursday 6:00 – 8:50 p.m.
Office Hours: UR 342 by appointment. Please e-mail
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TEXT BOOK

COURSE DESCRIPTION
The governance of the American Municipality is the primary focus, with a concentration on the role of city management as a public profession in the process of constitutional and equitable governance. The Morgan text is intended to provide a comprehensive overview of urban management, including the environmental context, political structures, service delivery, organizational theory and management processes.

LEARNING OBJECTIVES
• Students will expand their understanding of local government as an institution and where it stands in American governance.
• Students will develop working understanding of the forms of local government management and the roles of chief executive and chief administrative officers.
• Students will gain an academic and practicum understanding of administrative management’s role in each phase the policy cycle – agenda setting, formulation, implementation, evaluation, change and termination.
• Students will learn how to foster professionalism, ethical behavior and social equity in the conduct of public affairs.

COURSE REQUIREMENTS
a. Attendance and punctuality are expected in all classes. If an absence is essential, the student is still responsible for any assignment made or due during the absence.
b. Prepare and submit all assignments according to instructions. A lesser grade will be given if instructions are not followed, and points will be deducted on assignments turned in late.
c. Students should not engage in disruptive actions such as private conversations, cell phones and chewing gum loudly.
ASSIGNMENTS
Assignments will be given for special work activities, e.g. topical paper reports, interviews, speaker assessments, and oral presentations. Instructions for such assignments will be given at least two weeks in advance.

GRADING
Your course grade will be based on:

- Assignments (4) 80%
- Final Exam 20%

GRADING SCALE

- A 90 - 100
- B 80 - 89
- C 70 - 79

SCHEDULE OF TEACHING AND LEARNING EVENTS

January

21  Orientation

28  Morgan #1 Managing American Cities in the 21st Century

February

04  Morgan #2 Cities and Intergovernmental Relations

11  No Class  (recognition – external meeting attendance)

18  Morgan #3 Urban Political Structure

25  Morgan #4 Urban Policymaking

March

04  Morgan #5 Urban Planning and Development

11  Morgan #6 Decision-Making and Analysis

18  Spring Break

25  Morgan #7 Urban Service Delivery

April

01  Morgan #8 Management Process: Theory and Practice

08  Morgan #9 Human Resources/Collective Bargaining

15  Morgan #10 Finances and Budget

22  No Class  (recognition – shadowing experience)

29  Morgan #11 Managing the Urban Future
ASSIGNMENTS

#1
Attend a meeting of the Cuyahoga County Mayors and Managers Association.
Write a paper which:  
Paper due:

#2
Attend the Ohio City/County Managers Association meeting in Columbus, February 24-25, 2010
Or attend a City Council meeting where there is a city manager or chief administrative officer.
Write a paper which:  
Paper due:

#3
Shadow and Interview a public management official. (Sy must approve individually)
Write a paper which:  
Paper due:

#4
Assume responsibility for facilitating the class on _____________________________________________
You must present the information in the chapter, and print for distribution a summary of the terms & concepts that should be on a final exam. You may invite outside speaker.