

WEST TEXAS A&M UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND CRIMINAL JUSTICE

EMA/POSC 4307 Municipal Government
Web-Based
Fall 2020

Instructor: Dr. Ming Xie (*She | Her | Hers*)

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NOTE: I will respond to messages within 24 hours, excluding weekends, holidays, and breaks.

Office Hours: Tuesday-Thursday 12:00pm-3:00pm or by appointment

Required Text:

Nelson, K. L., & Stenberg, C. W. (2017). *Managing local government: An essential guide for municipal and county managers*. Thousand Oaks, CA: CQ Press. ISBN: 9781506323374

Course Description:

This course is designed to examine the organization, legal aspects, functions and administration of the American municipality; relationship of the city to other units of government; current problems of city governments.

Course Objectives:

Upon completion of the course, students should gain knowledge of:

- Demonstrate an understanding of how and why urban areas emerged and developed in the U.S.
- Analyze governmental attempts to respond to citizens' needs in the urban environment.
- Synthesize material explaining how and why machine politics developed in the United States and how reformers were able to end the urban political machines.
- Compare and contrast the manner in which various groups have competed for, and exercised, political power in urban areas.
- Demonstrate an understanding of service delivery and the management of service delivery in urban areas.
- Analyze arguments concerning the rise of suburbs and the effects of the relationship between suburbs and the inner cities.
- Make judgments about the attempts to remedy urban sprawl and other "problems" produced by suburbanization.

Program Learning Outcomes:

- Students will be able to demonstrate an understanding of how managerial and institutional principles are specially modified for the public-sector and nonprofit environments.
- Students will be able to demonstrate how they define and apply these principles to link emergency management literature.

Course Requirements:

- **Chapter Summary (20%)**

Students are supposed to read the book chapter before logging on WTClass each week. As a demonstration, students are required to summarize the key points of the weekly reading and submit a summary by **11:59p.m. on Thursday** of that week. The summary should be submitted as a file attachment in Word or PDF format. The summary is also expected to

- 1) Cover all the key points of the readings in 2-3 organized paragraphs
- 2) Have a brief conclusion of student comments
- 3) Avoid simply listing these key points
- 4) Be about 300-500 words in length.

Points may be deducted for these reasons: late submission; not abiding by the word-count limit; similarity (plagiarism check) over 15%; lack of conclusion; missing key arguments of chapter; poor writing.

There are 11 chapters, only 10 will count towards your grade.

- **Discussions (20%)**

There are 5 discussion board questions posted throughout the semester. Each student will answer the question and then respond to at least 3 posts written by classmates. The discussion posts should

- 1) answer the question
- 2) use arguments/theories in the reading
- 3) be with real-world cases

The first answer is due by **11:59p.m. on Tuesday**, while the comments are due the end **following Thursday** of the same week. No class discussion will be made up without a prior request approved by the instructor.

- **Literature Critique (20%)**

Each student is required to complete a literature critique paper. The topics should be selected from the textbook and linked to emergency management or public administration. **There is no late submission for the literature critique**, so please start early. The critique paper should be submitted via Turnitin on WTClass by **11:59p.m. Monday 11/09**.

Point deductions may be caused by: (1) similarity (plagiarism check; quotations included) over 20%; (2) lack of a reasonable “backbone” to support the critique; (3) missing in-text citations when making an argument; (4) poor writing; (5) not following the APA format; (6) missing one or more of the required elements (see instruction posted on WTClass).

- **Exams (40%)**

Two exams are given to determine understanding of the course material. Exams will cover all aspects of the course such as readings, lectures, videos, handouts, discussions, and any other course materials uploaded to WTCClass. The course exams consist of multiple-choice, true-false and short answer questions. All students must take all course exams in the week it is posted.

Exam attempts are timed and each student will only get one attempt to complete the exam. Typically, there is plenty of time built into the exam for the student to complete all questions. No make-up exams are allowed unless prior arrangements are made. These exams will assess the student’s knowledge of textbook and lecture material.

Evaluation

Students should be aware that the instructor grades assignments according to the description in the WTAMU Catalog. An A is reserved for those students that have excelled or mastered the material or activity. A B is reserved for those students that have met all required areas and went beyond them with, perhaps, a few mistakes. A C is reserved for those students that met the required elements of the assignment with appropriate effort and went no further. A D is reserved for those students that almost met all of the required elements of the assignment, but with additional effort would have met them all. Finally, an F is reserved for those students that did not meet the required elements and, obviously did not put forth the required effort.

Every effort is made to make the grading system and rubrics as transparent and fair as possible. You may contest a grade up to one week after it is returned. If you believe that there has been an error on your assignment or exam, please wait 24 hours after receiving the grade. After that period, please submit a written description of the error you believe occurred along with the assignment or exam to the instructor for re-grading. Clerical errors and outright mistakes will be corrected; decisions about the amount of partial credit to give for an answer will not be revisited. Please note that your grade could increase, decrease, or remain the same upon reconsideration.

- **Grading System**

Task	Points
Chapter Summary (10 x 20 points each)	200
Discussion Posts (5 x 40 points each)	200
Literature Critique	200
Exams (2 x 200 points)	400 points
Total	1000 points

- **Grading Scale**
Percentage Letter Grade

90.0 - 100	A
80.0 - 89.9	B
70.0 - 79.9	C
60.0 - 69.9	D
0 - 59.9	F

CoVid 19 Restrictions and Rules

Current University Requirements: Beginning July 1, unless a health-related exception exists, wearing a face covering is required for all individuals (faculty, staff, students, and visitors) on the campus of West Texas A&M University and campus facilities in the following areas:

- Indoor public areas on campus, including all non-private office or residential spaces, such as lobbies, restrooms, common spaces in residence halls, conference rooms, break rooms, elevators, and related campus-community areas; and
- Outdoor spaces where six feet or more of physical distancing is challenging to maintain reliably. Students will be required to wear a face covering in all classrooms and teaching/research laboratories; however, faculty will not be required to wear face coverings in explicit learning spaces to facilitate clear instruction.

Current Faculty Senate Statement: The WT Faculty Senate places the highest priority on the health and safety of our university's students, faculty, and staff. In cooperation and consultation with Academic Affairs and Dean's Council, Faculty Senate strongly supports that everyone in the WTAMU campus community abide by the provisions, both present and future, set out by system and university administration to maintain health and safety during the COVID-19 pandemic. Further, Faculty Senate calls upon WT faculty to set an example for others by consistently and correctly wearing masks or face coverings while on campus, or at WT-sponsored events, as well as maintain at least six feet of physical distance.

Course Policies and Responsibilities

You will be responsible for assigned readings, quizzes, class lectures/discussions, participation in-class and other assignments.

- **Attendance**
Attendance is important to succeed in this and any course in college. Your attendance is measured by your participation and completion of online activities.
- **Late Work**
Late assignments will automatically be penalized 10% if they are submitted after the due date. Assignments will not be accepted if they are more than 24 hours late without making prior arrangements with the instructor. For example: if an assignment is due on Friday at 11:59 PM turned in on Saturday at 1:00 PM, a B paper would be dropped to a C. If the student does not submit the paper until Monday at 07:00 AM, no credit will be given for the assignment. Please note: The Late Policy does NOT apply to course exams. There are no make-up exams allowed in this course unless prior arrangements are made.
- **Retakes**
If an assignment is returned to the student to be redone, it will be assessed a 15% penalty each time it must be redone. It is in the student's best interest to read/listen to assignment directions carefully so as to complete the assignment correctly the first time.
- **Extra Credit**

Each exam will offer 5 extra credit questions worth 3 points each. This allows for a total of 30 possible extra credit points throughout the semester. No other extra credit will be given on an individual basis.

Course Policies and Responsibilities:

You will be responsible for assigned readings, quizzes, class lectures/discussions, participation in-class and other assignments.

Academic Integrity

All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the [Code of Student Life](#).

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University's Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

ADA Statement

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with [Student Disability Services](#) (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone (806) 651-2335.

Title IX Statement

West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator Richard Webb – Old Sub, **or** call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, **or** call 806.651.2340
- WTAMU Police Department – 806.651.2300, **or** dial 911

- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
<https://www.notalone.gov/>

For more information, see the Code of Student Life.

Evacuation Statement

If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651-5000 or 911). In the event an evacuation is necessary: evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

WT Attendance Policy for Core Curriculum Classes

For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

FALL 2020 COURSE CALENDAR

The schedule is tentative and subject to change.

Week 1, 08/24 - 08/30: Introduction

- Introduction to EMA/POSC 4307
- Syllabus
- Self-introduction

Week 2, 08/31 - 09/06: Managing Local Governments in a Dynamic World

- Read Chapter 1
- Chapter 1 Summary (20 points)
 - Due Thursday 09/03 by 11:59pm

Week 3, 09/08 - 09/13: U.S. Local Governments in Historical Context

- 09/07 Labor Day- No classes
- Read Chapter 2
- Chapter 2 Summary (20 points)
 - Due Thursday 09/10 by 11:59pm
- Discussion #1 (40 points)
 - Initial post due Tuesday 09/08 by 11:59pm
 - Comments due Thursday 09/10 by 11:59pm

Week 4, 09/14 - 09/20: Types, Functions, and Authority of U.S. Local Governments

- Read Chapter 3
- Chapter 3 Summary (20 points)
 - Due Thursday 09/17 by 11:59pm

Week 5, 09/21 - 09/27: Working across Boundaries

- Read Chapter 4
- Chapter 4 Summary (20 points)
 - Due Thursday 09/24 by 11:59pm
- Discussion #2 (40 points)
 - Initial post due Tuesday 09/22 by 11:59pm
 - Comments due Thursday 09/24 by 11:59pm

Week 6, 09/28 - 10/04: The Career of the Local Government Manager

- Read Chapter 5
- Chapter 5 Summary (20 points)
 - Due Thursday 10/01 by 11:59pm

Week 7, 10/05 - 10/11: Midterm Exam

- Complete Midterm Exam (200 points)
 - Due Thursday 10/08 by 11:59pm

Week 8, 10/12 - 10/18: Roles and Relationship

- Read Chapter 6
- Chapter 6 Summary (20 points)
 - Due Thursday 10/15 by 11:59pm
- Discussion #3 (40 points)
 - Initial post due Tuesday 10/13 by 11:59pm
 - Comments due Thursday 10/15 by 11:59pm

Week 9, 10/19 - 10/25: Enhancing Council-Manager Effectiveness

- Read Chapter 7
- Chapter 7 Summary (20 points)
 - Due Thursday 10/22 by 11:59pm

Week 10, 10/26 - 11/01: Citizen Engagement

- Read Chapter 8
- Chapter 8 Summary (20 points)
 - Due Thursday 10/29 by 11:59pm

Week 11, 11/02 - 11/08: Service Delivery Strategies and Innovation

- Read Chapter 9
- Chapter 9 Summary (20 points)
 - Due Thursday 11/05 by 11:59pm
- Literature Critique (200 points)
 - Due Monday 11/09 by 11:59pm

Week 12, 11/09 - 11/15: The Managers' Toolbox

- Read Chapter 10
- Chapter 10 Summary (20 points)
 - Due Thursday 11/12 by 11:59pm
- Discussion #4 (40 points)
 - Initial post due Tuesday 11/10 by 11:59pm
 - Comments due Thursday 11/12 by 11:59pm

Week 13, 11/16 - 11/22: Emerging Issues and Management Challenges Facing Local Governments

- Read Chapter 11
- Chapter 11 Summary (possible 20 points)
 - Due Thursday 11/19 by 11:59pm

Week 14, 11/23 - 11/29: International City/County Management Association (ICMA): Ethics and Practices

- Read Appendix 1&2
- Discussion #5 (40 points)
 - Initial post due Tuesday 11/24 by 11:59pm
 - Comments due Thursday 11/26 by 11:59pm

Week 15, 11/30 - 12/05: Final Preparation

- No assigned material

Week 16, 12/07 - 12/11: Finals Week

- Complete Final Exam (200 points)
 - Due Thursday 12/10 by 11:59pm