I. Course Description

This course focuses upon intergovernmental relations; the interdependent roles of governors, legislatures, and courts in policy-making and implementation; the organization, functions, and jurisdiction of local governments; interaction of political parties and interest groups with formal institutions and processes; and problems in selected functional areas. Emphasis will be placed upon socio-economic trends leading to change in state and local governments, consequent issues raised, and proposals made in response to such issues.

II. Required Books

The required books for the course are:


III. Recommended Books


IV. READING ASSIGNMENTS

1. **Introduction**: Bowman and Kearney, Chapter 1; Zimmerman, Chapter 1

2. **National-State Relations**: Bowman and Kearney Chapter 2, Zimmerman; Chapter 2

3. **The State Constitution**: Bowman and Kearney, Chapter 3; Zimmerman, Chapter 4
4. **Parties, Pressure Groups, and Elections:** Bowman and Kearney, Chapters 4-5; Zimmerman, Chapter 5

6. **The State Legislature:** Bowman and Kearney, Chapter 6; Zimmerman, Chapter 6

7. **The Governor:** Bowman and Kearney, Chapter 7-8; Zimmerman, Chapters 7-8

8. **The Judicial System:** Bowman and Kearney, Chapter 9; Zimmerman, Chapter 9

9. **Local Government:** Bowman and Kearney, Chapters 10-12; Zimmerman, Chapter 3

10. **Education Policy Making:** Bowman and Kearney, Chapter 15

11. **Environmental Policy Making:** Bowman and Kearney, Chapter 18

12. **State-Local Personnel:** Zimmerman, Chapter 8

13. **State-Local Government Finance:** Bowman and Kearney, Chapter 13; Zimmerman, Chapter 10

V. **CLASS ATTENDANCE AND SPECIAL PROBLEMS**

Class attendance is **MANDATORY** and each student is responsible for materials presented in lectures which contain information not found in the assigned readings. **UNEXCUSED ABSENCES RESULT IN A LOWERING OF THE COURSE GRADE.**

If you experience health, financial, or other problems interfering with your studies, please notify me and we may be able to make special arrangements during the problem period.

VI. **RESEARCH PAPER**

One copy of your research paper (maximum of ten pages) describing and analyzing your home local government is **due at the beginning of the class IN THE CLASS ROOM on December 1, 2008.** Your research paper must have a title page and a bibliography. New York City students should confer with me relative to limiting the scope of your research paper.

Failure to turn in the paper by the deadline results in an **AUTOMATIC ZERO** for the paper. Students must submit by **September 19, 2008,** a short written prospectus describing briefly the topic of the research paper and the methodology (library research, questionnaires, interviews, data analysis, etc.) to be employed. Failure to submit the prospectus and on the due date results in an **AUTOMATIC ZERO.** PAPERS SUBMITTED WITHOUT PAGE NUMBERS RECEIVE A GRADE OF ZERO.
Care should be exercised in writing the paper to ensure that answers are provided to the following questions: Where? When? For Whom? By Whom? How? What? In addition, avoid using indefinite words, such as “this” alone.

Each research paper must describe the structure of the local government—city, town, or village—and the major problems, such as solid waste disposal and water supply, facing the local government. Inquire whether there is an active Board of Ethics and whether it has issued advisory opinions. Recommendations should be made relative to needed changes, if any, in the structure of the government and new approaches to solving the major functional problems. For general information on governmental structure, see the fifth edition of the Local Government Handbook published by the New York State Department of State (available on-line).

Sources of information include annual reports of your local government, audit reports issued by the New York State Department of Audit and Control, bond prospecti issued by an investment bank(s) on behalf of your local government, local newspaper articles, and vertical files in your local public library. Also consult Moody’s and Standard and Poor for their ratings of the quality of your local government’s credit.

Prior to conducting interviews, please prepare and submit a written survey instrument for comments. Do not ask a municipal officer what his/her duties are since these duties are listed in a charter and/or state statutes. Furthermore, do not ask “factual” questions if the answers are in the local public library or local newspapers.

The research paper must be based upon “primary” sources of information; i.e., the original publication containing the information and personal interviews. A “secondary” source should be utilized only when the “primary” source is unavailable since a “secondary” source may contain typographical errors and/or materials taken out of context. In addition, a number of public officials have been embarrassed by relying upon a “secondary” source when it is revealed the “secondary” source cited is a non-existent document.

Please use CAPTIONS (HEADINGS)—center and side—to divide your paper into sections. The first caption could be a center one entitled STRUCTURE. Depending on the type of local government, the side captions under STRUCTURE could be MAYOR, CITY COUNCIL or TOWN SUPERVISOR, or TOWN COUNCIL, or VILLAGE BOARD.

Your second center caption should be MAJOR PROBLEMS. Use the names of specific problems as side captions under the center caption. Your third center caption should be CONCLUSIONS AND RECOMMENDATIONS.

NOTES. Documentation of information not commonly known is important, but over-documentation should be avoided. A complete citation must be provided for every direct and indirect quotation of a statement made by another individual. Citations must be provided for all constitutional provisions, statutes, administrative rules and regulations, court decisions, and opinions of Attorneys General and State Comptrollers.

Notes must be placed at the FOOT OF THE PAGE and must follow the style listed below:
1. The first reference to a work must be a full citation. Subsequent citations must be by the author’s surname and an abridged but unambiguous title and precise page(s).


3. *Ibid.* may be used.

4. A definite scheme of abbreviations may be used in the notes for sources repeatedly cited provided a list of abbreviations is provided.

5. A citation to data and information obtained by interview should include the name of the interviewee, title of the interviewee, place of the interview, and date of the interview. If subsequent references are made to the same interviewee, a statement may be included after the first citation that this interview “hereinafter will be referred to as Smith Interview.”

6. **Exact page references must be cited.**

7. Include page numbers for internet sources if available.

**SAMPLE NOTE ENTRIES**


4 de Tocqueville, *Democracy in America*, pp. 103-05.


**SAMPLE BIBLIOGRAPHIC ENTRIES**


**VII. BIBLIOGRAPHY AND LIST OF INTERVIEWS.** Your paper must include a bibliography, a list of internet sources, and a list of interviews if you conducted interviews. Each
must be typed on a separate page with the headings BIBLIOGRAPHY, INTERNET SOURCES and INTERVIEWS.

Depending upon your sources of information, the bibliographic entries should be placed under the following categories: Books and Monographs, Public Documents, Articles, and Unpublished Materials. Each work cited in a note must be included in the Bibliography. Other works consulted but not cited, such as the Local Government Handbook, must be included in the Bibliography. Please note that bibliographic entries are alphabetized by authors’ surnames; i.e. Smith, Robert A. For journals, include the volume number.

The List of Interviews must include the name and title of the interviewee, place of interview, and date of interview. The List of Internet Sources must include the address and name of the source, and date accessed.

PAPERS WILL BE RETURNED WITHOUT A GRADE IF THEY CONTAIN AN EXCESSIVE NUMBER OF TYPOGRAPHICAL, GRAMMATICAL, AND SPELLING ERRORS. The grade on the research paper will be lowered if instructions are not followed.

VIII. QUIZZES AND EXAMINATIONS

Periodic short quizzes will be administered to assess progress made. In addition, two one-hour examinations and a final examination will be administered. The first examination will cover reading assignments 1-5, the second examination will cover reading assignments 6-8, and the third examination—on December 16, 2008, from 8:00-10.00 a.m.—will cover reading assignments 9-12.

A make-up quiz or examination will be administered only if the student has an official excuse.

See the attached quiz and examination given during the Autumn semester 2006.

IX. COURSE GRADE

Each of the following will count as one-fifth of the course grade: Each of the three examinations, quizzes collectively, and the research paper.

X. OFFICE HOURS AND TELEPHONE NUMBERS

Office hours are 10:20 a.m. to 11:20 a.m. on Wednesdays and Fridays in the Contact Office of Rockefeller College located in the Humanities 16. In addition, office hours are noon to 3:30 p.m. on Wednesdays and noon to 2:30 p.m. on Fridays in Room 288 of Richardson Hall on the downtown campus. (Take a University bus to Draper Hall and walk one building back toward the uptown campus). Other hours may be scheduled by appointment. Messages can be left in my mailbox in Rockefeller College located on the first floor of Milne Hall on the downtown campus, or in the Contact Office in Humanities 16.
My office telephone number is 442-5378. You may leave a voice mail message if I am not in the office or you may telephone me at my home (439-9440). Facsimile: 442-5298. Electronic Mail: zimmer@albany.edu

State University of New York at Albany

STATE AND LOCAL GOVERNMENT

GENERAL REFERENCE WORKS


*Index to Legal Periodicals*.


*New York State Constitution*.


*Public Affairs Information Service Bulletin*.

Publications of the Bureau of the Census of the United States Department of Commerce.

Reports issued by the United States Advisory Commission on Intergovernmental Relations.

Reports issued by the 1967 New York State Constitutional Commission.


