

University of North Texas at Dallas
Spring Semester 2016
SYLLABUS

PLDR 5400: Managing Financial Resources
3 Credit Hours

Department of	Management	School of	Liberal Arts and Sciences
Instructor Name:	Charles Reed		
Office Location:			
Office Phone:	(214) 653 - 6655		
Email Address:	Charles.Reed@untdallas.edu		
Office Hours:	By Appointment Only		
Virtual Office Hours:	n/a		
Classroom Location:	DAL1 208		
Class Meeting Days & Times:	Tuesdays 6:00pm – 8:50pm		
Course Catalog Description:	Principles of the budgetary process and innovations in budget preparation with emphasis on the role of the budget as a tool for financial control, improving program performance, and policy making. Topics include budget innovation, accounting, and financial reporting.		
Prerequisites:	Admission to the MS in Public Leadership program.		
Co-requisites:	n/a		
Required Text:	1. Bland, R. (n.d.). <i>A budgeting guide for local government (Third ed.)</i>.		
Recommended Text and References:	Additional readings will be assigned in class.		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 338-1616; web: http://www.untdallas.edu/our-campus/library UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com		
Course Goals or Overview:	Students will learn the value of managerial research, identifying, diagnosing and assessing problems or opportunities, and selecting, implementing, and evaluating a course of action.		
Learning Objectives/Outcomes:	At the end of this course, the student will		
1.	Manage the process of building and adopting a budget		
2.	Analyze major revenue sources for governments both State and local and other public agencies		
3.	Classify the major types of budget formats used by state and local governments		
4.	Apply various analytical techniques to the budgeting process		

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by the instructor in class.

TOPICS	DATE
Course Introduction: Syllabus Review and Introduction to Public Budgeting	January 19, 2016

Reading for January 26: Bland, Chapters 1 and 7	
The Budget Cycle Reading for February 2: Bland, Chapter 8	January 26, 2016
The Budget Cycle Continued Reading for February 9: Bland, Chapter 2	February 2, 2016
Introduction to Revenue Reading for February 16: Bland, Chapter 3	February 9, 2016
Property Tax Assignment 1 Due Reading for February 23: Bland, Chapters 4 and 5	February 16, 2016
Other Revenue and Service Charges Reading for March 1: Handout	February 23, 2016
Assignment 2 Presentations and Mid-Term Handed Out Reading for March 8: Bland, Chapter 6	March 1, 2016
Using Taxes for Economic and Political Purposes MID-TERM DUE Reading for March 22: Bland, Chapters 9	March 8, 2016
The Budget Cycle Continued Reading for March 29: Bland, Chapter 10	March 22, 2016
The Budget Cycle Continued Reading for April 5: Bland, Chapter 11	March 29, 2016
Debt and Capital Improvements Reading for April 12: Handout	April 5, 2016
Assignment 3 Presentations Reading for April 19: Bland, Chapter 12	April 12, 2016
Budgeting for Improved Performance Reading for April 26: Handout	April 19, 2016
Fiscal Impact Analysis Reading for May 3: Handout	April 26, 2016
Budgeting Exercises	May 3, 2016
Final Exam Assignment 4 Due	May 10, 2016

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Syllabus Assignments – The assignments will be given to students on January 26th, February 16th, March 8th, and April 12th. Students will be expected to complete the assignments by the appropriate due date.

Weekly Assignments – This semester, students will be assigned weekly assignments related to the topics

discussed to be completed outside of class time.

Participation – A healthy class experience is dependent upon not only the instructor, but also instructor-student and student-student interactions. This class not only incorporates a manageable amount of readings, but also injects “real-world” exercises that allow students to put theory in to practice. Poorly prepared students not only affect their own grades, but diminish the overall learning experience of his or her classmates.

Mid-Term Exam – The mid-term exam will be handed out on March 1st and will be completed at home. It is due March 8th. This will be a series of short answer questions and an essay.

Final Exam – The final exam will be administered on May 10th. This will be a series of short answer questions and an essay. The student will be responsible for bringing a blue/green book for completion.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Syllabus Assignments	10% per assignment	40%
Weekly Assignments	As assigned	10%
Participation	-	10%
Mid-Term Exam	One Exam	20%
Final Exam	One Exam	20%
Total:		100%

Grade Determination:

- A = 90% or better
- B = 89 – 80%
- C = 79 – 70%
- D = 69 – 60%
- F = less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:

Assignments in this class must reflect the following format:

- Font: Times New Roman, Size 12
- Cover Page with Assignment Title, Class Title, Date, and Student Name
- Double-spaced

Late Policy:

Students are expected to turn in all assignments at the **beginning** of the class on the date the assignment is due. This course includes FIRM deadlines scheduled throughout the semester. **Deadlines will NOT be extended for any reason** so do not ask for an extension. If you miss an assignment, work very hard to earn the maximum number of points on all subsequent assignments. Extra credit is not available for this course. Except for unavoidable circumstances, students will not be allowed to make up missed assignments or the exams.

Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs.%20Education.%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

Blackboard:

A number of our required readings may be posted on Blackboard. Please print them out and read them before the date in which we will discuss them. They are listed under the "Content" section for this course. Please let me know if you have any issues finding them.

Use of Cell Phones & Other Electronic Gadgets in the Classroom

Students who prefer to use laptops to take notes in class are more than welcome to do so. However, please refrain from engaging in other activities (Facebook, shopping, etc.) that will serve as a distraction for both you and me.

Also, while we have all become increasingly reliant upon our technological devices to keep us in the loop both professionally and personally, this class has a "No Cell Phone" policy. This policy is particularly focusing on the growing trend of in-class texting, but it is certainly not limited to this behavior. If you need to use your cell phone, please feel free to leave the class as you see fit. Our time in class is limited, and despite our busy lives, I would like to spend the class period focused on the material.

Incompletes:

A semester grade of incomplete will be given only under extreme and unusual situations. Additionally, to be fair to all students in the course, when the work is completed, the student will not receive higher than a B for the course, regardless of how many points were earned in the course. More importantly, an incomplete will only be granted for students who are in good standing within the class (A/B grade) and have completed all work (except for the final) at semester's end. An incomplete is not a substitute for a poor grade.