TM 103 Introduction to Tribal Administration

1 Credit

**Instructor:** Carrie Stevens

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**Class Schedule**

May 5th, 6th, 7th from 8:30 am – 5 pm

Final Assignment due May 9th, 5pm

Course Description

This course will review the knowledge, skills, and abilities required to successfully serve as a Tribal Administrator for a Tribal Government within Alaska, including: introduction to Federal Indian Law, basics of Tribal Self-Governance/BIA 638 Contracts programs and funding, overview of tribal financial management, reporting fundamentals and role of the Tribal Administrator.

**Student Learning Outcomes**

Upon completion of this course the student will:

1. Recognize the history of Federal Indian Law in Alaska and the continued importance of the federal relationship with Alaska Tribes.
2. Identify the basics of self-governance programs and funding, IHS and BIA.
3. Describe the fundamentals of Tribal Financial management, including the application of: Tribal Council fiduciary responsibility, policies and procedures, annual budgeting, internal controls, financial oversight and reporting and grant reporting.
4. Explain the role of a Tribal Administrator, including teamwork, supervision and working for tribal councils.

**Instructional Methods:** Instructional methods will consist of lecture and group activities.

**Course Policies**

1. Respect and encourage your fellow students;
2. Attend and actively participate in **all** class sessions;
3. Read all assignments in preparation for a facilitated discussion;
4. Complete **all** assignments on assigned due date;
5. Notify the instructor in advance of known times of lateness or absence. Please keep continued contact with instructor if unforeseen circumstances arise.

**Text:** Alaska Tribes, and Tribal Nations Videos

Course Materials Provided

Students are required and expected to:

1. Maintain a learning environment, respect and encourage fellow students;
2. Attend and actively participate in **all** class sessions;
3. Notify the instructor in advance of known times of lateness or absence;
4. Complete **final class assignment** by the assigned due date.

**Evaluation/Grading Policy & Course Requirements/Policies:**

**This is a Pass/Fail Course** Grades will be assigned based on the percentage of the total points possible that a student earned for the course in accordance with the following:

|  |  |
| --- | --- |
| **% of Total** | **Grade** |
| 100 – 70 | Pass |
| 0-69 | Fail |

***Attendance (5%)*:** Because attendance in class is required to both gain information from the lecture and to be able to participate in activities, attendance is graded as part of this course. Attendance will be taken at the beginning of each day and immediately after the lunch break. Late arrivals will receive pro-rated credit for attendance at that portion of class. Students with valid reasons for missing class who notify the instructor of their absence *prior* to that portion of class (excused absence) will retain ½ of attendance points for that portion.

***Participation (5%)*:** Group discussions and overall group dynamics are an essential part of the learning experience for this course. Students are expected to actively participate in group discussions and exercises in a variety of roles. Participation points for a missed class session cannot be made up.

***In-class Assignments (30%)*:** Student will critique an assortment of tribal administration case studies. Case study critiques should address each of the major tribal management principles discussed in class, therefore critiques should become more complex as the course progresses.

***Knowledge and Skills Break-out Discussions (25%)*:** Students will be required to actively contribute to break-out discussion where skills sets are analyzed and discussed.

***Final Papers (35%)*:** Students will be required to complete a final written assignments.

*\*Note: New University Policy in affect states that Incompletes (I) will change to an “F” letter grade after one year.*

*University policies consider plagiarism a serious offense. Plagiarism happens when anyone does not give adequate credit for any ideas or materials used in class or in class projects. If you are uncertain if you are giving proper credit to the information you are using or collecting, ask the instructor for guidance on this topic. This course will follow all University policies and regulations set out in the 2007-2008 Catalog. If there is any uncertainty about class procedures, this course syllabus and the Catalog are expected to describe these procedures.*

**Final Paper**

A final paper must be submitted to the instructor by Tuesday May 9th. The final paper is a two page summary essay of your in-class learning applied to your everyday work for your Tribal Government. The paper must include 3 simple steps you can take to improve Tribal Administration within your Tribal Government.

The paper must follow the following guidelines:

1. Include two written pages;
2. Be typed in size 12 font with one inch margins, line spacing must be 1 ½ ;
3. Author and summary statement must appear at the top of the first page in bold font;
4. Written with a professional writing style and free of all grammatical errors and typos.
5. Be submitted to instructor by e-mail by the deadline.

**Course Outline**

Tuesday – May 5, 2015

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|  | Topic |
| **8:30 AM** | Welcoming |
| **9:00 AM** | TCC Morning Presentations:  Budgets: IHS and BIA budgets are different  Green Book Activity  Check Request/Budget Revisions |
| **10:00 AM** | Job Placement & Training |
| **10:30AM** | Indian Child Welfare Act (ICWA) |
| **11:00 AM** | Higher Education and Adult Education |
| **11:30 AM** | Social Services |
| **12:00 PM** | Lunch |
| **1:15 PM** | Alaska Tribes Video  The Story of Federal Indian Law in Alaska |
| **2:15 PM** | Tribal Government Administration Roles |
| **3:45 PM** | *Team Building Exercise* |

Wednesday – May 6, 2015

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| --- | --- |
|  | Topic |
| **8:30 AM** | Financial Management Fundamentals |
| **9:30 AM** | Solid Governance Policies and Procedures |
| **10:30AM** | Tribal Government Annual Budget |
| **12:00 PM** | Lunch |
| **1:15 PM** | *Communication Exercise* |
| **2:15 PM** | Financial Management Systems |
| **3:15 PM** | Financial Reporting |
| **4:15 PM** | Single Audits |

Thursday– May 7, 2015

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| --- | --- |
|  | Topic |
| **8:30 AM** | Audit Prep |
| **10:00 AM** | Quickbooks – Creating a Chart of Accounts for Tribal Programs |
| **12:00 PM** | Lunch |
| **1:15 PM** | *Visioning Exercise* |
| **2:15 PM** | Grant Writing and Grant Management |
| **2:45 PM** | Doyon Grants/Funding Opportunities |
| **3:15 PM** | Supervisor Training  Employee evaluations and why they are important |
| **4:00 PM** | *Exercise – Having Difficult Discussions* |

**Support Services**

**UAOnline:** <http://uaonline.alaska.edu> Your resource for transcripts, accounts, and other personal information.

**Rural Student Services:** <http://www.uaf.edu/ruralss> Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. We can help you with: Academic Requirements, Registration for Classes, Finding Financial Aid, Explaining Housing Options, Declaring a Major, Career Exploration. Call1-888-478-1452 or e-mail us at [fyrss@uaf.edu](mailto:fyrss@uaf.edu)

**I-AC English Tutor:** I-AC offers direct and personal tutorial support for all phases of all your reading and writing assignments. All you need is the desire to improve your skills and the willingness to work at it. Our tutor, Roy Stamey, will put you at ease and help you with everything associated with your assignments: reading comprehension, brainstorming and generating writing topics, organizing ideas, developing research strategies, use of citation styles (MLA, APA, and Chicago), and editing for clarity, word choice and general correctness. He is available to work with you through the internet, phone, fax, in addition to being regularly available on campus for face-to face sessions. Roy’s hours are flexible so that he can work with you as needed. Give him a call at (888)474-5207, or better yet, email him at [rstamey@alaska.edu](mailto:rstamey@alaska.edu) He is here for you.

**Information Technology :** If you are having problems with a UAF account, you will need to contact the UAF help desk. Call 1.800.478.4667

**Disability Services:** The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. The Tribal Management Program will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

*The University of Alaska Board of Regents has clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska  If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for reporting include: 1) You may access confidential counseling by contacting the UAF Health & Counseling Center at 474-7043; 2) You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-6600; 3) You may file a criminal complaint by contacting the University Police Department at 474-7721.*