Master of Tribal Administration and Governance (MTAG)

Fall 2014

Student Handbook

Students should also refer to the UMD Graduate Catalog, the UMD Graduate School Handbook, and other resources to obtain information about Graduate Education at UMD

*The University is an equal opportunity educator and employer.*
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<td><strong>FACULTY</strong></td>
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</tr>
<tr>
<td>Tadd Johnson</td>
<td>108 Cina Hall</td>
<td>218-726-6878</td>
<td><a href="mailto:taddjohn@d.umn.edu">taddjohn@d.umn.edu</a></td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
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<tr>
<td>Joseph Bauerkemper</td>
<td>114A Cina Hall</td>
<td>218-726-7844</td>
<td><a href="mailto:jkb@d.umn.edu">jkb@d.umn.edu</a></td>
</tr>
<tr>
<td>Kim Greiner</td>
<td></td>
<td></td>
<td><a href="mailto:kgreiner@d.umn.edu">kgreiner@d.umn.edu</a></td>
</tr>
<tr>
<td>Edward Minnema</td>
<td>116B Cina Hall</td>
<td>218-726-8884</td>
<td><a href="mailto:eminnema@d.umn.edu">eminnema@d.umn.edu</a></td>
</tr>
<tr>
<td>Diane J. Rauschenfels</td>
<td>116B Cina Hall</td>
<td>218-726-8547</td>
<td><a href="mailto:djrausch@d.umn.edu">djrausch@d.umn.edu</a></td>
</tr>
<tr>
<td>Erik Redix</td>
<td>116B Cina Hall</td>
<td>218-726-8478</td>
<td><a href="mailto:redix@umn.edu">redix@umn.edu</a></td>
</tr>
<tr>
<td><strong>STAFF</strong></td>
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<tr>
<td>Tami Lawlor</td>
<td>112A Cina Hall</td>
<td>218-726-7332</td>
<td><a href="mailto:tvatalar@d.umn.edu">tvatalar@d.umn.edu</a> <a href="mailto:umdmtag@d.umn.edu">umdmtag@d.umn.edu</a></td>
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<tr>
<td>(office hours M-F, 7:30 a.m.-4:00 p.m.)</td>
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MTAG Course Descriptions

**Year One – Fall Semester**

MTAG 5110, Principles of Tribal Sovereignty I, 3 credits. General background of the history, development, structure, and politics associated with indigenous governments.

MTAG 5210, Tribal Administration & Governance I, (Strategic), 3.0 credits. Overview of the integration and application of strategic management principles in tribal governments.

MTAG 5310, Foundations of Leadership and Ethics, 3.0 credits. Traditional tribal values, leadership philosophies, and practical applications.

**Year One - Spring Semester**


MTAG 5220, Tribal Administration & Governance II (Operations), 3.0 credits. Overview of organizational management theories with an emphasis on tribal governments.

MTAG 5320, Applied Leadership and Ethics, 3.0 credits. Effective modern tribal leadership and ethics in tribal communities. Tribal philosophies, applied leadership, and ethical principles.

**Year Two – Fall Semester**

MTAG 5230, Advanced Tribal Administration & Governance I (Human Resources,) 3.0 credits. Principles and implementation of human resource management for tribal governments.

MTAG 5430, Tribal Finance, Accounting and Budgets I, 3.0 credits. The tribal manager’s role in overseeing the finance, accounting, and budgeting functions of a tribal government, from the federal budget process to the role of the tribal bookkeeper in properly managing federal, grant, and tribal funds.

MTAG 5530, Federal Indian Law I, 3.0 credits. Examines the formulation, implementation, and evolution of Indian policy from pre-colonial times to the self-governance era.

MTAG 5997, Directed Project, 2.0 credits. Designed to give students practical experience in the field while assisting a tribe with a project that meets their own identified priorities. Students are expected to complete the Directed Research Contract found at: [http://www.umdmtag.org](http://www.umdmtag.org)

**Year Two - Spring Semester**

MTAG 5440, Tribal Finance, Accounting and Budgets II, 3.0 credits. The tribal manager’s role in ensuring the tribal government is in compliance with federal laws and regulations. This course will also focus on compliance with federal grants, the preparation of year-end financial statements, and the role of circulars from the federal Office of Management and Budget.

MTAG 5240, Advanced Tribal Administration & Governance II (Project), 3.0 credits. Principles and implementation of project management for tribal governments.

MTAG 5540, Federal Indian Law II, 3.0 credits. The U.S. Supreme Court cases that have impacted Indian Country and individual Indian people.
Important Dates

September 4-5, 2014 – MTAG Student Orientation (itinerary provided separately)

Fall 2014 Class Meeting Dates – September 5-6; October 10-11; November 7-8; December 5-6
Fall 2014 class meetings will be held on the UMD campus.

Spring 2015 Class Meeting Dates – January 23-24; March 6-7; April 10-11; May 1-2
Spring 2015 class meetings will be held on the UMD campus.

Calendar and registration deadlines – [http://www.d.umn.edu/fareg/important_dates.php](http://www.d.umn.edu/fareg/important_dates.php)

Lodging

Students are responsible for making lodging accommodations for MTAG weekends.

Negotiated rates have been established at the Days Inn Duluth Lakewalk and Edgewater Resort & Waterpark. Both properties offer a complimentary breakfast each morning and complimentary shuttle to and from UMD. The rate at the Edgewater also includes passes to the waterpark and all amenities.

Days Inn Lakewalk – Friday and Saturday $69
Edgewater Resort & Waterpark – Friday and Saturday $89.00

Black Bear Casino, call for negotiated rates. Mention you are with the MTAG program.
Phone: 218-878-2327
Toll Free: 1-888-771-0777

Cloquet Forestry Center
Single and double occupancy dorm-style rooms. Kitchen facilities are available within each lodging unit.
Cost: $20 per person per night. All lodging is subject to 6.875% tax. No pets allowed. Call (218) 726-6401 for room availability.


Student Account and UMD Email

Your University Internet ID provides access to your UMD email account. All UMD students have one ID and Password to access their course sites and their U of M email account. Your Internet ID and Password allow you to access your personal information within the U of M system and give you access to your WebCT or Moodle classroom and your email account. You use this information to register for classes, update your address, check your grades, manage your financial information, view your transcripts, etc.

If you are new to UMD, you need to initiate your account.

If you are a returning student and have already initiated your account, you may continue using your username and password that you previously created.
*If you do not remember your U of M ID and Password, you will need to contact University of Minnesota 1-HELP by dialing 612-301-4357 and selecting option "1".

To login to your UMD email account, click on the “login to email” at http://www.d.umn.edu/email/ and enter your Internet ID and password. Questions and/or issues regarding your UMD email account can be directed to the ITSS Helpdesk at 218-726-8847. More information about UMD email, including resetting passwords and receiving messages on your mobile smartphone can be found at: http://www.d.umn.edu/itss/email

**Note:** Your UMD email account is considered your primary source for communications from the University. All communications regarding financial aid, tuition, class announcements, etc. will be sent through this account.

## Registration

The U of M Graduate School Office of Admissions requires official transcripts before students are allowed to register. Registration instructions will be provided with your letter of admission. Registration at UMD is administered online at www.d.umn.edu/Register/. The class schedule is also accessible online at www.d.umn.edu/courseinfo/.

### Registration Deadlines

Graduate students must register before the term-specific, University-wide registration deadline. For calendar and registration deadlines, refer to http://www.d.umn.edu/fareg/important_dates.php.

### Late Registration Fees

To avoid a late registration fee, students must register before the first day of the term. If you register during the first 14 days of the term, you will be charged $50 for late registration. After the first 2 weeks, you will be charged a $100 late registration fee to register.

Registration questions should be directed to Tami Lawlor at 218.726.7332 or umdmtag@d.umn.edu.

## Senior Citizens Education Program

The Senior Citizen Education Program (SCEP) is part of a Minnesota state statute in order to provide senior citizens with higher education opportunities. If you meet the residency and age requirements of the SCEP, you may audit courses free of charge or take courses for credit at $10 per credit, refer to http://www.d.umn.edu/onestop/university-studies/special-programs/senior-citizen/

## Student Health Insurance

MTAG students are not assessed the student services fees; therefore, MTAG students ARE NOT benefit eligible for the Student Health Insurance. However, you must still provide proof of existing coverage. Enter accurate health insurance information at registration.
Payment of Tuition and Fees
The University of Minnesota offers electronic billing and payment of your student account bills (tuition, fees, housing, etc.). The electronic billing and payment system will automatically send an email notification to the student’s U of M email address when the bill is ready to be viewed online. Students need their U of M Internet ID and password to login to the System. Your payment must be received by the due date to avoid a late payment charge. If your payment is less than the minimum amount due, or arrives after the billing statement due date, you will be charged a $30 late payment fee and a hold will be placed on your record. This fee is in addition to the $35 per semester installment/re-billing fee. The UMD Tuition and Fees Payment Schedule is available at www.d.umn.edu/umdbo/sarfeechart.html.

Financial Aid
Financial Aid is administered directly through Financial Aid & Registrar.

NOTE: To be eligible for financial aid, students need to be registered for a minimum of 6 credits each term.

Questions or concerns about financial aid should be directed to:
Student Assistance Center: 218.726.6711, umdhelp@d.umn.edu
Jody O’Connor: 218.726.7160, joconnor@d.umn.edu
Tami Lawlor: 218.726.7332, tvatalar@d.umn.edu

The UMD Tuition and Fee schedule is available at:
http://www.d.umn.edu/registrar/tuition_and_fees.html

Technology
An Introduction to Online Learning will be held on Friday, September 5, 2014, beginning at 2 p.m., in Kirby Plaza 173/175 on the UMD Campus. It is mandatory that you have your own laptop as staff will be available to assist with bookmarking important pages, activating your Moodle account, and resolving any compatibility issues with course content, Moodle, etc. You are encouraged to make your required technology purchase at UMD’s Computer Corner to take advantage of Mac and Windows laptops and accessories often below retail and sales-tax free purchases.

In order to take an online class, you will need to maintain a minimum level of capacity and flexibility with computer equipment and other technological issues. Minimally, you’ll need to be comfortable with these programs:

- Microsoft Word (or compatible word processing software)
- Adobe Acrobat Reader
- Internet Explorer or Mozilla FireFox browser with Flash, Shockwave and Java plugins
- The ability to use a web-based email program to send and receive messages and attachments

These courses assume you already have:

- Equipment - a computer running Windows XP/Vista/7, a printer, and Internet access (modem, wireless or cable).
• Software - Microsoft Office including Word, Excel, and PowerPoint software to support file exchange between students enrolled in the course and the instructor.
• Communication software that lets your computer interact with the Internet, email software, and a World Wide Web browser. If you need any additional software, it will be stated in the course syllabus.
• Computer skills to use these software tools—remember, your professor is not a computer trainer! You should have experience sending and receiving emails with attachments.
• For general computer questions, please contact your local Internet provider or hardware/software vendor.

You will also need:
• Familiarity with the online part of your course. Some online courses may use ordinary websites written in HTML, while others will use special course management software that you access through the Web. Using course management software may take time to get used to. Instructions will be provided at the orientation on September 5th.

Support
• Student questions related to UMD email, WebCT, Moodle, Internet ID or password issues should be directed to ITSS TechCenter, 218.726.8847, helpdesk@d.umn.edu, or Tami Lawlor, 218.726.7332, umdmtag@d.umn.edu.
• Questions related to your local Internet access should be directed to your local Internet Service Provider.
• The ITSS TechCenter in Kirby Plaza 165 combines services for help desk, technical support, computer repair, equipment checkout, and classroom and computer lab support into one area. One place to stop for "Answers, Advice and Assistance" with all of your UMD technology needs.

Master’s Degree

Graduate Degree Plan
The Graduate School expects master’s students to submit an official degree program by filing a Graduate Degree Plan after completing 10 credits, but no later than one term prior to completion of the degree.

An approved copy will be sent to the student in the mail at the address provided on the Graduate Degree Plan. The copy will be stamped “approved” by the Graduate School.

Please note filing and tracking of Graduate Degree Plans will be changing to an electronic system. Updated information about the filing and tracking of these forms will be made available by the UMD Graduate Office.

Application for Degree
To qualify for graduation for a particular month, a student must submit the Application for Degree Form on or before the first business day of that month and must complete all other requirements (including necessary forms and fees) by the last business day of that month.

The Application for Degree form will be provided to students when appropriate. Failure to file by the date required will place the student into the next month’s graduation.
Graduation and Commencement

Graduation
Degrees are awarded on the last business day of each month. To qualify for graduation for a particular month, a student must submit the Application for Degree Form on or before the first business day of that month and must complete all requirements (including necessary forms and fees) by the last business day of that month. Transcripts showing the award of the degree are available by request two-to-three weeks following the official date of conferral. Diplomas are issued by the Office of the Registrar and should be received in the mail four-to-six weeks following the official date of conferral.

Commencement
The UMD Graduate School commencement ceremony is held each year in May. Graduates are encouraged, but not required, to attend. Commencement information, including deadlines and forms, will be provided to students during Spring semester. Students can only participate in one ceremony. If a student does not participate in the ceremony for which they are scheduled, they are unable to participate in any subsequent ceremony. The commencement ceremony has open attendance; tickets are not required.

Immunizations
Minnesota law requires all students born after December 31, 1956, who enroll in a Minnesota college or university to be immunized against diphtheria, tetanus, measles, mumps, and rubella. The law also requires the University to collect the information requested and maintain the record for one year. To avoid registration delays, the Student Immunization Record must be completed and received by Health Services.

University ID Card
The U Card is your Official University of Minnesota photo ID card. MTAG students will visit the U Card office during orientation.

Food and Vending Services
Information and hours of operation on food and vending services is available at:
http://www.d.umn.edu/food/

Library
The UMD Library provides a variety of services which are critical to graduate students, including electronic collections, e-books, research databases, and other resources superior to resources available elsewhere on the Internet for writing term papers, completing course assignments, and conducting academic research. The on-site collections include more than 700,000 print items and a large number of sound and video recordings, DVDs, and microforms. Graduate students are encouraged to become familiarized with available services as early as possible in their graduate studies. The library’s Web site, www.d.umn.edu/lib, serves as the campus starting point in the search for authoritative information resources and the first choice when looking for information pertaining to coursework and research. For
expert assistance, reference librarians are available to offer one-on-one advice. Contact them by telephone, by e-mail, through online chat, or in person at the library. “Ask Us!” is a service that offers library assistance to students and the campus community at www.d.umn.edu/lib/askus.
Library information professionals also provide introductory and advanced group instruction.

**Parking Services**
Information pertaining to parking on the UMD Campus and maps is available at:
http://www.d.umn.edu/parking/

**Course Materials**
MTAG students will be visiting the Bookstore during orientation. Students may also order textbooks and course materials online from the [UMD Bookstore](http://www.d.umn.edu/parking/). The online ordering system links directly to your instructor's textbook order so you never need to worry about getting the wrong edition or materials. You will need your Internet ID and password.
### Master of Tribal Administration and Governance Course Schedule 2014-2015

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<td>Principles of Tribal Sovereignty I</td>
<td>3 cr.</td>
<td>Fall</td>
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<td>MTAG 5120</td>
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<tr>
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<td>Advanced Tribal Administration and Governance I (HR)</td>
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