

Master of Tribal Administration and Governance (MTAG)



Fall 2015

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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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 5120, Principles of Tribal Sovereignty II, 3.0 credits. Political, economic, and intergovernmental aspects of tribal self-government.

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>

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 11-12, 2015 – MTAG Student Orientation (itinerary provided separately)

Fall 2015 Class Meeting Dates – September 11-12; October 2-3; November 6-7; December 4-5

Spring 2016 Class Meeting Dates – January 15-16; February 19-20; March 18-19; April 22-23

Calendar and registration deadlines – 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.

Duluth lodging: <http://www.visitduluth.com/lodging/>

Student Account and UMD Email

Your Internet ID is your unique account name and provides access to all University network resources including myU portal, email, and more. To use it, you first need to activate it. See the [Student Internet Account Initiation](#) page. For additional information, please see the [Getting Started Guide](#).

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".

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/.

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. See, <http://d.umn.edu/onestop/student-finances/pay/index.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
Tami Lawlor: 218.726.7332, tvatar@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 11, 2015, 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](#). 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.