

**CHFD 5901**  
**(Revised 8/8/06 due to DECAL Meeting)**

**Legislative Aide Orientation Class**  
**Fall, 2006 - 1 credit hour**  
**Tuesdays, 8:00 - 9:00 am**  
**Dawson 112**

**Instructor:** Dr. Mick Coleman  
mcoleman@fcs.uga.edu

**Graduate  
Assistant:** Mandi Colson

**Readings:** Coleman, M., (2005). *The Jack Ellard legislative aide program orientation handbook* (revised, May, 2006). Athens, GA: The College of Family and Consumer Sciences, The University of Georgia.

☞ Available at Bel-Jeans

**Goal:** The goal of this class is to provide students with the basic information and skills they will need to enter into their legislative aide positions at the state capitol.

**Objectives:**

1. To acquaint aides with their potential legislative aide responsibilities.
2. To review basic policy concepts and principles.
3. To compare the academic culture and the legislative culture.
4. To write a policy briefing paper and make a professional presentation
5. To develop skills in researching and tracking state and federal legislation.

**Assignments (see class schedule below for assignment & due dates):**

- #1 Policy Scan
- #2 Report from FACS Leadership Retreat
- #3 Policy Implications of FACS Research
- #4 Profiles of House / Senate Committee
- #5 Profile of Legislator
- #6 Report on Meeting with Assigned Legislator (*Tentative*)
- #7 Writing a Weekly Update
- #8 Skills Presentation
- #9 Policy Briefing Presentations
- #10 Report on Community Policy Meeting
- #11 Capitol Tours - Key Points of Information

**Class Schedule:\***

**Date**

**Class Topics and Assignments**

August 22	NO CLASS (mandatory DECAL meeting)
August 25 – 26	- FACS Leadership Retreat
August 29	- Introductions - Review Syllabus - Stipend & Housing Reminders - <u>Assignment #1</u> - Policy Scan - <u>Assignment #2</u> – Report from FACS Leadership Retreat
September 5	- <i>Section I of Handbook: Introduction and Class Assignments</i> - <i>Section II of Handbook: Legislative Office Etiquette</i> <ul style="list-style-type: none"><li>● Making introductions</li><li>● Etiquette</li><li>● Do's and don'ts of being a legislative aide</li><li>● Challenging personalities</li><li>● Ethical dilemmas</li></ul> - <u>Assignment #9</u> - Policy Briefing Presentation - <u>Assignment #10</u> – Report on Community Policy Meeting
September 12	- <b>Due: Assignment #1 - Policy Scan</b> - <b>Due: Assignment #2 – Report from FACS Leadership Retreat</b> - Basic Policy Concepts and Themes - <u>Assignment #3</u> Policy Implications of FACS Research
September 19	- <i>Section III of Handbook: Students' Perspectives</i> - FACS Home Department Requirements - <u>Assignment #8</u> - Skills Presentation
September 26	- <i>Section IV of Handbook: Communication Issues</i> <ul style="list-style-type: none"><li>● Communicating Effectively in the Public Arena</li><li>● Legislative Talk</li></ul> - Understanding Polls
October 3	- <b>Due: Assignment #3 - Policy Implications of FACS Research</b> - <i>Section V of Handbook: Overview of Georgia Government</i> - Working within the Legislative Culture
October 10	- Tracking Legislation: Meet in Dr. Coleman's Office - <u>Assignment #4</u> - Profile of House / Senate Committee - <u>Assignment #5</u> - Profile of Legislator - <u>Assignment #6</u> - Plan for Meeting with Assigned Legislator **

- October 17           - **Due: Assignment #4 - Profile of House / Senate Committee**  
 - **Due: Assignment #5: Profile of Legislator**  
 - *Section VI of Handbook: Correspondence*  
 - *Section VII of Handbook: Writing Weekly Updates*  
 - Assignment #7 - Writing a Weekly Update
- October 24           - Katrina Bowers  
                           · Funding  
                           · Thank-You Letters  
                           · Stipends & Clothing Allowance  
 - **Due: Assignment #7 - Writing a Weekly Update**  
 - *Section VIII of Handbook: Tips from Previous Legislative Aides*  
 - Assignment #11 - Capitol Tours - Key Points of Information
- October 31           - *Section IX of Handbook: Maps*  
 - *Section X of Handbook: Tour Information*  
 - **Due: Assignment #11 – Capitol Tours–Key Points of Information**
- Information**  
 - *Section XI of Handbook: Miscellaneous Forms and Directions*  
 - Assignments for Revising Handbook
- November 7           - **Due: Assignment #10 – Report on Community Policy Meeting**  
 - Plan Trip to Capitol  
 - Assign Tasks for Day at the Capitol  
 - Check on Status of Assignments #8 & #9
- November 14         - **Due: Assignment #8 - Skills Presentations**
- November 21         - **Due: Assignment #9 - Policy Briefing Presentations**
- November 28         - **Due: Assignment #6- Report on Meetings with Assigned Legislators (Tentative)**  
 - Wrap-Up / Questions  
 - Check on Housing Arrangements  
 - Names, SSNs, and Addresses for Stipends
- December 5          - Capitol Visit (another date will be used, if this one is unavailable)

\* \* The instructor reserves the right to amend this syllabus, including schedule, should unforeseen circumstances so dictate.

\*\* Please wait to plan your meeting with your assigned legislator until Dr. Coleman notifies you that a letter of introduction from the college has been mailed. In some cases, it may not be possible for you to conduct an interview with your assigned legislator. We will handle this situation on a case-by-case basis.

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**Grading:**

Good news! There are no tests in this class. Your letter grade will be based on your attendance and timely completion of all projects.

All projects (excluding project #6) will be graded on a 0-100 point scale. Project #6 will not be graded. Grades will be averaged in calculating the class grade.

Ten (10) points will be deducted from your total accumulation of points for each class that is missed without appropriate written documentation.

The final letter grade will be assigned according to the following total point spread.

A: 90 or higher      B: 80-89      C: 70-79      D: 60-69      F: 69 or Lower

