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Department of Political Science Records

Finding Aid

South Dakota State University Archives and Special Collections
Briggs Library (SBL) Room 241 Box 2114
1300 North Campus Drive
Brookings, SD 57007
Phone: 605-688-5094
Email: arcrefs@sdstate.edu

Collection Summary

Identifier

UA 6.10

Title

College of Arts and Sciences, Department of Political Science Records

Creator

Department of Political Science, College of Arts and Sciences, South Dakota State University

Dates

1981-2005

Extent

2.42 linear feet -- 2 records center boxes, 2 small document cases, photographs

Language

English

Repository

South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Access note

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Preferred Citation

Name of item. College of Arts and Sciences, Department of Political Science Records, UA 6.10. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Abstract

Political Science Program offers courses on American Politics, Political Theory, International Relations, Comparative Politics and Public Law. The collection is composed of records regarding Municipal Institute held by the Political Science Department at South Dakota State University as well as material regarding the International Institute of Municipal Officials, the South Dakota Local Government Institute, and records produced by the Department of Political Science.

Historical Note

The first catalog of the college, 1884-1885, listed political economy as a course of instruction. Political economy was a common 19th century composite subject, which included not only political science and economics, but sociology as well. During the 1890's, departmental grouping began to be formed and political science courses were included in a succession of departments. In 1905, the Department of History and Political Science was created. This was the administrative home for these two disciplines until they were split in 1967.

Political science courses are designed to achieve several objectives: 1) convey the values and tradition of our democratic governmental institutions and processes and encourage students to assert their talents in preserving and nurturing those values and traditions through participation in the body politic; 2) promote global awareness and understanding; 3) engender critical thinking and a high proficiency in communication skills; 4) serve the other social sciences as a cognate field; 5) provide the student majoring in political science with foundation and advanced courses in the many sub-disciplines of political science which, in turn, will contribute to the student's intellectual growth and occupational pursuits.

Political Science is now merged into the Department of Political, Sciences, Philosophy, and Religion.

Arrangement

This collection is arranged into two series:

Series 1. Departmental records

Series 2. Municipal Institute records

Contents Note

This collection is composed of records regarding Municipal Institute held by the Political Science Department at South Dakota State University as well as material regarding the International Institute of Municipal Officials, the South Dakota Local Government Institute, and records produced by the Department of Political Science.

Series 1. Departmental records.

The Departmental records are composed of pamphlets and newsletters produced by the Department of Political Science over the years.

Series 2. Municipal Institute records.

This series is composed of information relating to the International Institute of Municipal Clerks, as well as South Dakota's Local Government Institute which was held annually for municipal officials from 1985-1994. Folders include information and correspondence from the IIMC, information on the various certification programs available through the IIMC, information on the planning and programs of the South Dakota Local Government Institute, and a variety of sample city documents probably used for instructional purposes.

Key Words

International Institute of Municipal Clerks

Interns (Legislative) -- South Dakota

Model United Nations.

Municipal Clerk Program.

Municipal Institute.

South Dakota Local Government Institute.

South Dakota State College of Agriculture and Mechanic Arts. Department of History and Political Science.

South Dakota State University. Department of Political Science.

South Dakota State University. Department of History, Political, Sciences, Philosophy, and Religion.

Native American History Conference.

Administrative Information

Conditions Governing Access

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Researchers conducting extensive research are asked to make an advance appointment to access archival material. Please call or e-mail prior to visiting the collection and indicate as much detail as possible about a particular topic and intended use.

South Dakota State University supports access to the materials, published and unpublished, in its collections. Nonetheless, access to some items may be restricted as a result of their fragile condition or by contractual agreements with donors.

Copyright note

Copyright restrictions apply in different ways to different materials. Many of the documents and other historical materials in the Archives are in the public domain and may be reproduced and used in any way. There are other materials in the Archive carrying a copyright interest and must be used according to the provisions of Title 17 of the U.S. Code. The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted material.

Arranged and Described by

Crystal J. Gamradt, 1999 March 2, additions made 2008 August 14.

Container List

Series	Box	Folder	Description	Date(s)
1. Departmental records	1	1	European Studies Program (newsletter)	1982-1988
1. Departmental records	1	2	European Studies Program (pamphlets)	undated
1. Departmental records	1	3	Informational pamphlets	undated
1. Departmental records	1	4	Model United National (conference program)	2000
1. Departmental records	1	5	Pre-Law at SDSU (course announcement)	1999

Series	Box	Folder	Description	Date(s)
1. Departmental records	1	6	SD Legislative internship program	2000, 2002
1. Departmental records	1	7	SDSU Native American History Conference [memo]	2004-2005
2. Municipal Institute Records	2	1	Academy for advanced Education	1981-1995, undated
2. Municipal Institute Records	2	2	After Action Reports	1990-1991
2. Municipal Institute Records	2	3	Articles	1975-1993
2. Municipal Institute Records	2	4	Better Local Environment: A Resource Guide	1993
2. Municipal Institute Records	2	5	Certificates for South Dakota Local Government Institute Graduates	undated
2. Municipal Institute Records	2	6	Certified Municipal Clerk Program	1992, 1995, undated
2. Municipal Institute Records	2	7	Correspondence I	1983-1989
2. Municipal Institute Records	2	8	Correspondence II	1990-1992
2. Municipal Institute Records	2	9	Correspondence III	1993-2000, undated
2. Municipal Institute Records	2	10	Directory of South Dakota Municipal Officials	1991-1992
2. Municipal Institute Records	2	11	Everything...About Conducting a Joint Election	1993
2. Municipal Institute Records	2	12	Graphic Summary of South Dakota	1991-1993
2. Municipal Institute Records	2	13	Guide to Local Governments	1991-1992
2. Municipal Institute Records	2	14	Handbook for Institute Directors	1993
2. Municipal Institute Records	2	24	IIMC News Digest Interviews	1995
2. Municipal Institute Records	2	15	IIMC Annual Conference Bulletins	1987, 1996-1997
2. Municipal Institute Records	2	16	IIMC General Information	undated
2. Municipal Institute Records	2	17	IIMC Institute Report Forms	1987, undated

Series	Box	Folder	Description	Date(s)
2. Municipal Institute Records	2	18	IIMC Mid-Year Report	1991
2. Municipal Institute Records	2	19	IIMC News Digest I	1984-1990
2. Municipal Institute Records	2	20	IIMC News Digest II	1992
2. Municipal Institute Records	2	21	IIMC News Digest III	1993-1994
2. Municipal Institute Records	2	22	IIMC News Digest IV	1995
2. Municipal Institute Records	2	23	IIMC News Digest V	1996-1997
2. Municipal Institute Records	2	25	IIMC News Releases	1986-1997
2. Municipal Institute Records	2	26	IIMC Summit on Education	2000
2. Municipal Institute Records	2	27	Info for Candidates and/or Committees for City Elections	1994
2. Municipal Institute Records	2	28	Joint Municipal and School Election Calendar	1994
2. Municipal Institute Records	2	29	Liquor, Malt Beverage, Wine Manual, vol. I	1994
2. Municipal Institute Records	2	30	Management Excellence Certification Program	1997-1998
2. Municipal Institute Records	2	31	Managing Municipal Records (copy 1)	undated
2. Municipal Institute Records	2	32	Managing Municipal Records (copy 2)	undated
2. Municipal Institute Records	3	2	Miscellaneous IIMC Publications	1985, 1987, 1991, undated
2. Municipal Institute Records	3	1	Miscellaneous brochures	1993, undated
2. Municipal Institute Records	3	3	Parliamentary procedure	undated
2. Municipal Institute Records	3	4	Photographs (UA 6.10-0001 to UA 6.10-0022)	1985-1991, undated
2. Municipal Institute Records	3	5	Profiles of IIMC recognized Municipal Clerk Institutes	1991, 1993-1995, 1997
2. Municipal Institute Records	3	6	Publications of IIMC caalogs	1992-1993, 1995

Series	Box	Folder	Description	Date(s)
2. Municipal Institute Records	3	7	Records Management Workshop curriculum	1994
2. Municipal Institute Records	3	8	Records Management Workshop duplicate graphics	undated
2. Municipal Institute Records	3	9	Recycling Works!	undated
2. Municipal Institute Records	3	10	Risk Management/Loss Control Workshop	1991
2. Municipal Institute Records	3	11	Sample documents	1988, 1993-1994
2. Municipal Institute Records	3	12	Sample Municipal Institutes for Other States	1972-1994, undated
2. Municipal Institute Records	3	13	Scholarship information	1987, undated
2. Municipal Institute Records	3	14	Selected Schools for Municipal and County Officials	1991-1997
2. Municipal Institute Records	3	15	South Dakota Department of Commerce and Regulation publications	undated
2. Municipal Institute Records	3	17	South Dakota Local Government Institute	1986
2. Municipal Institute Records	3	18	South Dakota Local Government Institute	1987
2. Municipal Institute Records	3	19	South Dakota Local Government Institute	1988
2. Municipal Institute Records	3	20	South Dakota Local Government Institute	1989
2. Municipal Institute Records	3	21	South Dakota Local Government Institute	1990
2. Municipal Institute Records	3	22	South Dakota Local Government Institute	1991
2. Municipal Institute Records	3	23	South Dakota Local Government Institute	1992
2. Municipal Institute Records	3	24	South Dakota Local Government Institute	1993
2. Municipal Institute Records	3	25	South Dakota Local Government Institute	1994
2. Municipal Institute Records	3	26	South Dakota Local Government Institute	1995
2. Municipal Institute Records	3	27	South Dakota Local Government Institute 3 Year Curriculum	undated
2. Municipal Institute Records	3	28	South Dakota Local Government Institute-General Information	1990, undated

Series	Box	Folder	Description	Date(s)
2. Municipal Institute Records	3	29	South Dakota Local Government Institute-Miscellaneous Handouts	1993-1994, 1998, undated
2. Municipal Institute Records	3	30	South Dakota Local Government Institute-Presenter resumes	1993, undated
2. Municipal Institute Records	3	16	South Dkaota Local Government Institute (1985)	1984-1985
2. Municipal Institute Records	3	31	South Dkaota Main Street Project	1988-1989
2. Municipal Institute Records	3	32	South Dkaota Municipalities Bulletin	1989, 1992-1993
2. Municipal Institute Records	3	33	Statewide Comprehensive Solid Waste Management Plan	1991
2. Municipal Institute Records	4	1	Summary of Courses offered at IIMC Institutes	1987, 1990
2. Municipal Institute Records	4	2	Technical Clerk job description-City of Sioux Falls, SD	undated
2. Municipal Institute Records	4	3	Transcripts	1989-1993