



**Course Syllabus: Nonprofit Organizations & Society - SL**  
**Dillard College of Business Administration**  
**MGMT 3613 Section JX1**  
**Fall Semester 2024, August 26-December 14, 2024**

**Contact Information**

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**Office hours:** Monday, 3:30 pm to 5:00 pm. Tuesday and Wednesday, 9:00 am to 11:00 am, or by appointment. This is an online course, so I cannot see if you understand me when I lecture or provide feedback on homework. Therefore, it is up to you to contact me if you do not understand something or have questions about grading, instructions, or the course.

**Course Description**

Overview of the nonprofit sector's role, scope, and contributions via a service-learning pedagogy. Introduction to the financial and human strategies nonprofits use. Introduction to assessment methods used to measure program outcomes. This is a service-learning (SL) designated course with specific service-learning requirements. See the syllabus section "**Service Learning**".

**Learning Goals**

*Specific Learning Goals*

1. Students will understand the values and ethics embodied in the structure and nature of nonprofits from its board, staff, volunteers, and donors.
2. Students will understand the standards and codes of conduct expected and appropriate to professionals and volunteers working in the nonprofit sector.
3. Students will understand the role of individuals and nonprofit organizations and their strategies to impact social change, social movements, and the public policy process.
4. Students will understand nonprofit boards' roles and responsibilities and how they impact nonprofit governance and leadership.

*General Learning Goals*

1. Students will demonstrate competency with effective problem-solving and decision-making within a business and nonprofit sector.

2. Students will demonstrate competency in speaking for common business scenarios.
3. Students will demonstrate competency in writing for common business scenarios.
4. Students will demonstrate ethical reasoning skills within a business and nonprofit environment.

These general learning goals are among those the Dillard College of Business Administration established. General learning goals represent the skills that graduates will carry into their careers. While assessing student performance in obtaining these general learning goals, Dillard College is evaluating its programs. The assessments will assist us as we improve our curriculum and curriculum delivery.

### *Online Learning Goals*

1. Students will demonstrate the capability to use devices to communicate with other systems to access data, upload, and download.
2. Students will demonstrate proficiency with e-mail to create, send, respond, and use attachments.
3. Students will demonstrate the ability to use presentation graphics such as PowerPoint to create slides, displays, and presentations.
4. Students will demonstrate the ability to use word processing. This includes converting documents to the appropriate/required version for submission. Students must submit homework assignments as Word documents. Other formats are not acceptable.
5. Students will demonstrate the capability to navigate a learning system such as D2L/Brightspace and the internet.

### **Textbook & Instructional Materials**

I do not require a textbook. Some of the lectures may refer to a textbook. However, the content referenced will be covered through other sources such as videos, readings, lectures, or the best practices guide, ***Standards for Excellence***. I frequently refer to the ***Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector*** in this course. This guide is a nationally recognized best practice. All *Standards for Excellence* articles assigned in your syllabus can be found in Module: Standards for Excellence.

### **Service Learning**

This class will have a service-learning requirement. MSU defines service-learning as "a teaching method that combines academic coursework with the application of institutional resources to address challenges facing particular communities through collaborative service projects with those communities". This method focuses on critical, reflective thinking to develop students' academic skills, sense of civic responsibility, and commitment to the community.

This online course will be different from many other online courses you have taken. You are expected to interact with a local nonprofit, its staff, and its clients. You will take what you learn from lectures, videos, and assignments and apply that knowledge to think critically about what you observe. You will be asked to analyze and assess. You will be asked to provide your opinion and back up your opinion with the knowledge you have obtained from the course.

You must select a nonprofit that you would like to work with and get my approval to work with that nonprofit within the first couple weeks of the course. Next, you will ask the nonprofit if you can work with their organization and if they are willing to provide the documents required for the course. You and the nonprofit must sign an MOU acknowledging each entity's actions. If you select a nonprofit that works closely with children, then, you must get a background check and take a youth protection training course (per MSU rules) and complete any training the nonprofit requires. Lastly, you must volunteer at least 8 hours and write a reflection paper on your experience with the nonprofit. Each one of these steps requires you to provide documentation and is worth a service-learning grade.

#### *Selection of Nonprofit for service-learning requirement*

Each student must select a nonprofit to volunteer with and use that same nonprofit to complete homework assignments. The following criteria must be followed when selecting a nonprofit:

- The nonprofit you select **must** have an operating budget of at least \$100,000. **TIP:** You can look on the organization's website or GuideStar.org for Form 990. The total revenue and expenses are listed on the first page of Form 990.
- The nonprofit **must** be registered with IRS as a 501(c)3 organization. Please verify with the organization that the organization is a 501(c)3.
- The nonprofit **must** have a paid Executive Director or a paid staff person who performs the responsibilities of an Executive Director.
- The nonprofit **must** have opportunities for you to volunteer with the organization for at least 8 hours.
- The nonprofit **must** have the following materials available for review. You will need these items to complete HOMEWORK assignments:
  - **At least three years of IRS Form 990s**, NOT the Postcard 990 (you may be able to find this on the website, request it from the organization, or find it on GuideStar.org).
  - **A list of current board members and board officers** (usually found on the organization's website).
  - **A board member's job description or written board member responsibilities** (You must request this. It may be in the organization's bylaws or a separate job description).
  - **The organization's IRS determination letter.** (It may be on the website, but you may have to request)

- **A mission or vision statement** (usually found on the organization's website)
- **A description of programs or services AND the eligibility requirements for assistance.** Usually, you can find this information on the website or in brochures/flyers.
- **Board meeting agenda or board meeting minutes** (You will have to request this. You may also be able to request to attend a board meeting.)

I will provide you a list of screened nonprofits that I know meet the above criteria and understand the requirements of the course. I highly recommend that you choose one of these nonprofits. However, you may select a nonprofit that is not on the list. If you select a nonprofit that has not been pre-screened by me, **you** must ensure they meet the above criteria, NOT me. If your nonprofit does NOT meet the above criteria, it will make completing homework assignments, your service-learning component, AND your final research presentation difficult or impossible.

If you communicate or visit the nonprofit organization in person, you are expected to dress appropriately and behave professionally. When you communicate in writing with the organization, you should use appropriate salutations, spelling, capitalization, and grammar. You should be punctual and respectful of their time.

### **Important Dates**

Student registration: April 1 – August 25, 2024

Classes begin: August 26, 2024

Labor Day Holiday: September 2, 2024 (No face-to-face classes)

Deadline for December graduates to file for graduation: September 23, 2024

The last day for students to drop with a grade of "W": 4:00 p.m., November 25, 2024, drops after this deadline will receive grades of "F"

Thanksgiving Holidays begin at 10:00 pm: November 26 -29, 2024 (No face-to-face classes)

Last day of regular classes: December 6, 2024

Final examinations begin: on December 7, 2024

Commencement: December 14, 2024

### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. To report D2L problems, visit the [Online Problem Reporting System](#) and be sure you are using [d2l.msutexas.edu](http://d2l.msutexas.edu) to access D2L.

## Online Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer and working internet in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas buildings as well as the Academic Success Center. This online class can be accessed from any computer in the world that is connected to the internet. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

## Browser Requirements

For the best browsing experience students should use Mozilla Firefox, Google Chrome, or Apple Safari.

## Hardware Requirements

A computer, laptop, or iPad with webcam, microphone, and speakers to access Virtual Classroom, Skype, Zoom, Respondus Monitor Lockdown Browser, etc., is required for this course. **Chromebooks should not be used.** They are incompatible with Lockdown Browser. Please visit the [MSU Texas website](#) to review the most up-to-date technology requirements.

## Software Requirements

Students can get free access to the Office 365 web edition. Students should contact the helpdesk at 940-397-4680 or [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu) to get more information about accessing the software. **Please note that the D2L learning management system does not handle Pages or other Apple Mac software well.** If an assignment requires you to submit a document to D2L, please convert your homework assignments to Word documents or PDF before submitting them to avoid late submissions or no submission penalties.

Students are required to use Grammarly software or similar spelling/grammar software for all assignments. If you do not have a subscription to Grammarly, the Dillard College of Business Administration (DCOBA) provides FREE paid-version subscriptions for its students. Please let me know if you need access to Grammarly so I can assist you.

## Grading

Course Grade – Course grade is determined by the number of points accumulated by the student over the semester. Each assignment is worth an allocated number of points.

Table 1: Points allocated to each assignment

Assignments	Points
Homework Assignments, 6 at 50 points each	300
Quizzes, 3 at 100 points each	300
Service Learning Assignments, 5 at 50 points each	250
*Final Analysis and Research Presentation	150
<b>Total Points</b>	<b>1000</b>

\*Students who have an "A" or above after completing all homework assignments, all quizzes, and all service learning assignments will be exempt from the final. If you have less than an A, you must submit a final presentation, no exceptions.

Table 2: Grade points necessary to be exempt from the final.

Letter Grade	Points	Percentage
A	761 or above	Above 89.5 - exempt
B	676-760	79.5 – 89.4 – not exempt
C	591-675	69.5 - 79.4 – not exempt
D	506-590	59.5 – 69.4 – not exempt
F	505 or below	Below 59.4 – not exempt

Table 3: Points required for final letter grade in course with final.

Letter Grade	Points	Percentage
A	895 or higher	Above 89.5
B	795-894	79.5 – 89.4
C	695-794	69.5 - 79.4
D	595-694	59.5 – 69.4
F	594 or below	Below 59.4

### Service Learning Activities – 250 points total

The service-learning component consists of several parts (please see D2L and syllabus for due dates):

*Service-Learning Acknowledgement and Nonprofit Criteria Form" (50 points).*

This form outlines the criteria and requirements for Service-Learning and acknowledges that you understand these guidelines. This form also requires that

you submit three nonprofit selection choices. Under the "SERVICE-LEARNING module," you will find this form. There is also a list of suggested local nonprofits.

*"Memorandum of Understanding" MOU (50 points).*

Once you have decided on your nonprofit and Instructor White has verbally or in writing approved your selection, you must complete and submit the MOU. A representative from the nonprofit must sign this form, as well as the student. You will find this form in the Service-Learning Module.

*Background Check Authorization and Youth Protection Training*

**(only required by students who choose to work with an organization that works with vulnerable populations)**. A best practice for nonprofits is to

mitigate risk by conducting background checks on volunteers who may work with vulnerable populations such as minors, disabled individuals, and seniors. MSU Texas requires adult volunteers (including students) and employees to complete a background check and training when volunteering (including service-learning with a direct service component) with minors. You must fulfill these requirements BEFORE you start volunteering with your nonprofit. Additionally, your nonprofit may have unique criteria or guidelines to complete to volunteer. Links to the background check and youth protection training are located in the Service Learning module. You may be exempt from meeting this component if you have completed the background check and the youth protection training for a previous class or project. I will need written confirmation from Cody Ford that you are current on these requirements to be exempt from this assignment.

*Volunteer service (8 hours) and a volunteer hours log-in sheet (50 points).*

Each student will complete eight volunteer hours with the nonprofit, approved by Instructor Sonia White. All hours must be satisfied with the approved nonprofit. A volunteer hours log sheet (found in the Service-Learning module on D2L) must be completed and signed by the student and a representative of the approved nonprofit organization.

*Reflection Paper (100 points).*

The student must also complete a reflection paper (see reflection paper guidelines under the Service-Learning module). This paper should reflect on the service-learning experience and answer the provided prompts.

### **Weekly Homework Activities – 300 points total**

Homework Activities will be assigned to assess students' comprehension of lectures, reading assignments, and assigned videos covered in the course. Each lesson is posted in the respective module and is due on the Friday of the week assigned (see syllabus for assignment due dates). **Assignments are due in D2L and will not be accepted via e-mail.** Each drop box folder on D2L for homework assignments will be open to students from the first day of class and closed at 11:59 pm of the day the assignment is due. Each homework assignment is worth 50 points. I provide feedback on each of your homework

assignments, and I expect you to take the time to read my feedback which will contribute to your final presentation.

To complete each homework assignment, you must evaluate, assess, and analyze at least one piece of information about your selected nonprofit. These required documents are listed in the MOU that you sign with the nonprofit (and also listed above under "Selecting a Nonprofit"). **I encourage you to get as many of these documents up-front so that you have them available when needed for a homework assignment.**

### **Quizzes – 300 points total**

You will have three quizzes throughout the semester. These quizzes will cover assigned reading sections of the **Standards of Excellence**, posted videos, lectures, and vocabulary lists provided in the VOCABULARY LIST Module. Each quiz will have a time limit (80 minutes) and consist of short answers, fill-in-the-blank, multiple-choice, T/F, and essay questions. Each quiz is worth 100 points. Quizzes will be available 24 hours (12:01 am – 11:59 pm) on the due date. You must use Respondus Monitor and Lockdown Browser when completing quizzes. Plan accordingly and ensure you can access a laptop or computer with the required specifications. You can also use the MSU computer labs to take examinations.

**NOTE: When taking quizzes, you are audio and video recorded.** This means I can see you and your surroundings, and I can hear noises in the background or other people if they are talking to you. I can see you if you are lying in your bed, partially or inappropriately clothed, so please act accordingly. To ensure the integrity of the quiz, the following steps should be taken by YOU:

- At the start of the quiz, you will be asked to show your I.D. and clearly show your face so that I can ensure it is YOU taking the quiz. **If you do not follow this step, you will have a deduction from your quiz grade.**
- You will be asked to show your surroundings or do an environment check. This means explicitly showing the area around your computer. You should show me that you do not have books, notes, or other devices nearby to assist you with taking the quiz. This environment check should last at least 30-60 seconds, not 5-10 seconds. **If you do not follow this step correctly, you will have a deduction from your quiz grade.**
- Your face should always be seen in the video frame while taking the quiz. You should not get up during the quiz and leave the area. You should not cover up the video camera with any object. If your face is not in the video frame for a significant time, you will have a deduction from your quiz grade.
- **Lastly, if you did not follow ANY of the above guidelines or did not follow multiple guidelines you may receive a 0 (zero) for your quiz.**

The above guidelines protect you, demonstrating that you were NOT cheating. If you do NOT follow the guidelines and Respondus flags your quiz session, I do not



have the information necessary to determine if you were cheating or not and therefore may have to penalize you.

### **Final Analysis & Research Presentation – 150 points**

If you have an A in the class after completing all homework assignments, all quizzes, and all service-learning components you will be exempt from the final presentation. If you do NOT have an A upon completing the course requirements, you will be required to take the final, with no exceptions. See page six of the syllabus for a breakdown of the points needed.

Your final will be a video presentation which will be an overview of the best practices you observed your nonprofit follow or not follow during the semester. You will select at least three areas regarding best practice topics to discuss. The chosen topics must reference lectures, assigned readings, videos, previous homework assignments, and outside research. You should have a reference slide and have at least six credible sources/references listed on the slide.

Further instructions and guidelines for the presentation are included in the Presentation Guidelines document and the Presentation Rubric located in the ANALYSIS PRESENTATION module on D2L. See the syllabus and D2L for due dates.

The presentation should be a video presentation between 7-10 minutes long. The presentation should have a visual, such as a PowerPoint with talking points. You should also be seen in the video presentation, not just heard. There are multiple resources available for creating video presentations, such as Canva.com. Remember to be visible in the presentation, so ensure you appear professional. You should not wear athletic gear or casual clothing such as T-shirts or sweatshirts. You should not wear hats, caps, sunglasses, or other items that may obscure your face or facial expressions.

### **Extra Credit**

There will be multiple opportunities for extra credit this Fall semester. The following will be opportunities for extra credit:

- September 19, 5:00 pm, "Mr. Thank You Presentation," Clark Student Center, Room TBD, 5 pts
- October 26, 8:00 am – 12 pm, Together We Make a Difference community wide service event, 10 pts
- October 1-31, Mustang Pantry Canned Food and Hygiene Product drive: collection will occur in the Center for Nonprofit Management office, located on the first floor of Dillard, across from Einstein's. 1 pt for each item, up to 5 pts.

## Instructor Class Policies

### *Academic Integrity*

Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. **Please understand that integrity is very important to me. Instances of academic dishonesty will be handled quickly and severely.** Cutting and pasting text from the internet without citing the source, including AI-generating tools, constitutes plagiarism. Cheating (using old assignments and/or exams, original thoughts/words from another source) on a written assignment is considered academic dishonesty. Copying or using other people's work, including AI tools, is considered academic dishonesty in this course. I use plagiarism software and AI detection software to identify instances of using uncited and unattributed sources. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct (see University Policies). Any assignment found to have resulted from cheating, collusion, and/or plagiarism will be given a grade of zero, at a minimum. Repeated offenses may result in failing the course.

### *Acceptable and Unacceptable Use of AI Tools*

While AI-based tools can aid in research and learning, it is crucial to understand the limits and appropriate use of such tools. Students are encouraged to leverage AI tools for tasks like data analysis, language translation, and correcting spelling and grammar (such as Grammarly). Learning to use AI **responsibly and ethically** is an important skill in today's business community. However, using AI tools to generate content submitted as your original work and not citing or attributing AI as a source is a breach of academic integrity and constitutes plagiarism in this course.

Generative AI tools can be helpful tools in the academic setting as well as in the professional setting. However, they are NOT a substitute, nor should they be used as a replacement for your own original thoughts and academic work. The use of generative AI tools (ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Fine-tuning your research questions
- Finding information on your topic
- Drafting an outline to organize your thoughts; and
- Checking grammar and style

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you, to answer essay or short-answer questions on quizzes or tests, or content you post on D2L or Zoom chat.
- Completing group work that your group has assigned to you.
- Writing a draft of a writing assignment.

- Writing an entire sentence, paragraph, or paper to complete class assignments.

You are responsible for the information you submit based on an AI query (e.g., that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be appropriately documented and cited, as would any use of someone else's work or thoughts, to stay compliant with university policies on academic dishonesty. Any assignment that used generative AI tools in unauthorized ways will be given a grade of zero. Repeated offenses may result in failing the course. When in doubt about permitted usage, please ask for clarification. All instances of academic dishonesty will be reported to the Department Chair, the Dean of Dillard College of Business, and the Dean of Students. If you as a student need guidance on how to cite and reference AI sources, I have provided the following resource:

<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

### *Attendance and Class Participation*

Regular and active participation is an essential aspect of this online course. The instructor expects that students will log on a minimum of three times every seven days. You must read the online textbook each week, watch all of the lectures and assigned videos, and complete the weekly chapter assignments. Your full participation every week is not only a requirement but also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and makeup assignments no later than the due dates. Missing assignments and/or not logging in the minimum number of times for two weeks may constitute non-attendance or excessive absences. They may result in the instructor dropping the student from the course.

### *Course Communication*

I will provide all course content, updates, readings, handouts, and other communication using D2L. Students may also check their grades via D2L. Students must log in to D2L regularly to stay current with the class. I will provide feedback on homework assignments via D2L. If you have any questions or need help, the best way to reach me is via e-mail. I will communicate with the class through D2L and student MSU e-mail.

Note: Ensure your e-mail settings are set up so you receive communications via D2L. It is your responsibility to manage your settings.

### *Course Syllabus*

This syllabus is a guide for the course and is subject to change. Syllabus changes will be communicated via D2L, e-mail, and announced in class if applicable.

\***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### *E-mail Communication Guidelines*

I expect upper-division students (which you are!) to be able to communicate professionally. Occasionally, you may have to communicate with me. When communicating with me via e-mail, always include your first and last name and the course name in the subject line. Be sure to have a proper salutation in your e-mail to me. You can address me as Ms. White, Instructor White, or Professor White. Do not address me by my first name or leave out the salutation, as that is not considered professional or appropriate. Your e-mail should have proper spelling, punctuation, and capitalization. Your e-mail should also have a "signature," including your first name, last name, and M#. If your e-mail does not follow these guidelines, I may not answer your e-mail. All of these guidelines reflect business-appropriate and professional e-mail communication standards. Many of you use your phones to send emails, so you may have to adjust your typical responses to reflect a more professional tone.

### *Grading and Feedback*

All the course activities will generally be graded one week or less after the set due date. You can check your grades by going to Gradebook. If you are not able to see your grade or my feedback, please let me know so that I can correct the situation. If there is any discrepancy in the grade, you must contact me immediately.

### *Inclement Weather/Closing of Campus*

Since this is an online course, campus closure for inclement weather will not change the structure of the course or affect the due dates of assignments. In other words, just because the campus is closed due to weather, you will still be responsible for submitting assignments and adhering to the syllabus. If there are any extenuating circumstances that might change the due dates, I will notify the class via email and posting on D2L.

### *Late Work - Makeup Work/Tests*

No late submission will be accepted and graded. All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. It is the instructor who decides if the situation warrants special consideration or any extensions, not the student. If the instructor makes any concessions for late submission, valid documentation is needed for the acceptance of late assignments. If the student does not provide the documentation they will receive a score of zero for all late submissions.

Your computer being down is not an excuse for missing a deadline, as there are many places to access this class and D2L. Our online classes can be accessed from any computer in the world which is connected to the Internet. Being out of town or traveling (e.g. such as university sponsored athletics) is also not an excuse for missing deadlines, as activities are made available for a full-week before they are due.

Note: The due dates and times for the activities will adhere to the Central Time Zone.

### *Midterm Progress Report*

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account or Navigate account. Only at-risk students will receive the Midterm Progress Report. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the course instructor.

### *Response Policy*

I always try to respond within 24 hours to an email or phone message left during regular business hours, which I consider Monday through Friday, 8:00 am – 5:00 pm. As I strive to maintain healthy life-work boundaries, if you contact me after 5 pm on Friday, do not expect a reply until Monday. For scheduled University Holidays, I try not to look at email on those scheduled holidays but I will respond on the next scheduled workday. If I am out of the office for a planned absence, I try to have an out of office reply on my email or post my planned absence on D2L. A planned absence may affect my normal response time.

### *Turnitin or Similar Detection Tools*

This course may utilize plagiarism or AI detection tools to evaluate assignments. If you are found to have more than 25% of similarity or AI detection, and/or you fail to disclose the use of AI or cite any sources properly, you may be at risk of academic dishonesty and plagiarism which will be dealt with as explained above.

## **University Policies**

### *Academic Integrity and Academic Misconduct*

Academic integrity involves upholding ethical standards in all academic activities. This encompasses originality in work, proper attribution of sources, and honesty in assessments and assignments. Concerning university-wide academic integrity, students are referred to the [Student Honor Creed](#) in the undergraduate catalog and in the MSU Student Handbook. The procedures outlined in this policy will be followed for alleged incidents of Academic Dishonesty. Academic dishonesty is cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct

[Office of Student Conduct](#)

### *Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

### *Smoking/Tobacco Policy*

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

#### *Alcohol and Drug Policy*

To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity.

#### *Campus Carry*

For more information, visit [Campus Carry](#).

#### *Active Shooter*

For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

### **Student Handbook**

The Midwestern State University Student Handbook is a source of valuable information regarding student responsibilities, obligations, and privileges while attending the university. This handbook is available online from the Midwestern State University website at <https://msutexas.edu/site-policies> and within the myMSUTexas portal. Copies are available at the Clark Student Center Information Desk and Residence Hall offices. Failure to read this handbook does not excuse students from the requirements and regulations described within. Refer to: [Student Handbook](#)

### **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

## Course Schedule:

Week	Topics	Read	Watch	Assignment due
Week 1 - Aug 26-31 Start Here! Module; Service Learning Information Module	Syllabus and Syllabus Acknowledgement	Module 'Start Here! Week 1 Read the syllabus carefully & sign Syllabus Acknowledgement Form Review List of Approved Nonprofits	<i>Welcome to Course Video</i> <i>LECTURE: What is Service Learning</i>	HW Syllabus Acknowledgement Form AND Syllabus Review & Student Info Sheet <b>DUE WEDNESDAY, AUG 28 BY 11:59 PM</b>
Week 2 - Sep 1-7 MONDAY, SEP 2 LABOR DAY HOLIDAY Standards for Excellence Module; Module 1-Service Learning Overview	Introduction; Service Learning; Nonprofit Management as a Career	Service Learning Information Module; Module 1 – Service Learning Overview Read the Nonprofit Minor Brochure	<i>Lecture videos:</i> Nonprofit Management as a Career (Module 1)	Service-Learning Step 1: Service Learning and Nonprofit Selection & Acknowledgement Form due by 11:59 pm on Friday, Sep 6.
Week 3 - Sep 8- 14 Module 1-Service Learning Overview –	Introduction to Standards for Excellence; Service Learning	See all Standards for Excellence resources in the <i>Standards for Excellence Module</i> Review MOU Nonprofit; Letter to Nonprofits and Nonprofit Email Template in Service Learning Information Module	<i>Lecture video: "Standards for Excellence Overview"</i> (Module 1-Week 3) <i>YouTube Video: Creating a Culture of Accountability</i> (Module 1-Week 3)	Contact your nonprofit this week so that you can Complete & Submit a Memorandum Of Understanding (MOU) next week.  See MOU Nonprofit, E-mail Template and Letter to Nonprofits in <i>Service-Learning Module</i> .
Week 4 - Sep 15-21 Module 2	Mission and Vision	<i>Other documents in D2L:</i> See SFX Document in <i>Standards for Excellence Module</i> , "SFX Mission Vision & Planning"	<i>Lecture Link: "Mission Strategy Part 1 and Part 2"</i>	Service Learning Step 2 - Complete & Submit Memorandum Of Understanding (MOU) by 11:59 pm on Friday, Sep 20

Week	Topics	Read	Watch	Assignment due
Week 5 - Sep 22-28 Module 2	Mission and Vision	<i>Other documents in D2L:</i> See SFX Document in <i>Standards for Excellence Module</i> , "SFX Mission Vision & Planning"	<i>Videos:</i> How to Write a Mission Statement; How to write a Vision Statement; Overview of the Strategic Planning Process	HW Mission/Vision due by 11:59 pm Friday, Sep 27, 2024 IF YOU ARE WORKING WITH A NONPROFIT THAT REQUIRES YOU TO VOLUNTEER/WORK WITH CHILDREN YOU <u>MUST</u> START PROCESS for Background Check & Minor Training – you must complete the form and send it to <a href="mailto:cody.ford@msutexas.edu">cody.ford@msutexas.edu</a>
Week 6 - Sep 29-Oct 5 Module 1 & 2	Mission and Vision Review Modules 1 & 2 and Vocabulary List #1 for QUIZ #1	Review materials in Modules 1 & 2 Review Vocabulary List #1 in Vocabulary Lists Module	Re-watch all videos in Modules 1 & 2 to prepare for QUIZ #1 Please review the Quiz section of the syllabus for requirements when using Respondus Monitor.	MODULE 1 & 2 - QUIZ #1 – Complete Quiz by 11:59 pm, Friday Oct 4. The quiz will cover videos, HW assignments, assigned reading on the syllabus through Sep 28 and vocabulary list #1. See Compliance and Ethics H.W. & Board of Directors H.W. Reach out to your nonprofit ASAP for necessary documents!



Week	Topics	Read	Watch	Assignment due
Week 7 - Oct 6-12 Module 3	Module 3: Personnel Staff & Volunteers	<i>Other documents in D2L:</i> See SFX Document in <i>Standards for Excellence Module</i> , "Personnel Policies" and "Volunteer Policies"	<i>Lecture Link:</i> Diversity, Equity & Inclusion; Leadership, Staff & Volunteers <i>Videos:</i> DEI 201: What is Diversity, Equity & Inclusion?; Equality, Diversity and Inclusion: Open your Mind <i>Lecture Link:</i> "Leadership: Staff and Volunteers" Posted in Module 3; <i>Videos:</i> Linked In Talent Solutions – Gen Z at Work; Do Something U – How to recruit and retain volunteers	Service Learning Step 3 (for those working with children) – <u>Complete</u> Background Check & Minor Training- must provide documentation you have completed BOTH by 11:59 pm on Friday, Oct 11, BEFORE you can start volunteering with your nonprofit  HW-Volunteer Practices due by 11:59 pm Friday, Oct 11.
Week 8 - Oct 13-19 Module 4 –	Module 4: Leadership: Executive Director and Board of Directors	See SFX Document in <i>Standards for Excellence Module</i> , "Board Member Responsibilities" and "Board & Executive Partnership"	<i>Lecture Link:</i> "Leadership: Board Parts 1 & 2" <i>Videos:</i> Board Leadership: How to be an awesome board member Lecture link: Executive Director/CEO Leadership <i>Videos:</i> Executive Leadership, Jim Collins	HW - Board of Directors due by 11:59 PM on Friday, Oct 18
Week 9 - Oct 20-26 Module 4	Module 4: Executive Leadership Review Modules 3 & 4 and Vocabulary List #2 for QUIZ #2	Review materials in Modules 3 & 4 Review Vocabulary List #2 in Vocabulary Lists Module	Re-watch all videos in Modules 3 & 4 to prepare for QUIZ #2	MODULE 3 & 4 - QUIZ #2 – Complete Quiz by 11:59 pm, Friday Oct 25. Quiz will cover videos and assigned reading on syllabus through 3/9/2024 and vocabulary list #2.

Week	Topics	Read	Watch	Assignment due
Week 10 - Oct 27-Nov 2 Module 5	Module 5: Legal Compliance & Ethics: CONFLICT OF INTEREST	See SFX Document in <i>Standards for Excellence Module</i> , "Legal Requirements" and "Disclose It", "Conflict of Interest" and "Code of Ethics"	<i>Lecture links:</i> Compliance & Ethics and Internal Controls for Nonprofits <i>Videos:</i> Why Nonprofits are Particularly Vulnerable to Fraud	HW - Compliance & Ethics due by 11:59 pm Friday, Nov 1
Week 11 - Nov 3-9 Module 6	Module 6: Finance & Operations	See SFX Document in <i>Standards for Excellence Module</i> , "Financial Planning & Monitoring" and "Internal Controls & Financial Policies"	<i>Lecture Links:</i> "Form 990 Parts 1 & 2" <i>Videos:</i> Understanding the IRS Form 990	Pre-view your H.W. – IRS Form 990. This H.W. may require more time than some other H.W. assignments, so take a look at it NOW. You will need THREE YEARS of Form 990s! Request from your nonprofit or download from Guidestar.org
Week 12 - Nov 10-16 Module 6	Module 6: Finance & Operations Module 7: Resource Development; Service Learning hours	See SFX Document in <i>Standards for Excellence Module</i> , "Financial Planning & Monitoring" and "Internal Controls & Financial Policies"	<i>Lecture Link:</i> "Nonprofit Financial Statements" <i>Lecture Link: Resource Development</i>	HW-IRS Form 990, due by 11:59 pm on Friday, Nov 15.
Week 13 - Nov 17-23 Module 5 & 6 Module 7	Review Modules 5 & 6 Vocabulary List #3 for QUIZ #3	Review materials in Modules 5, 6 Review Vocabulary List #3 in Vocabulary Lists Module	Re-watch all videos in Modules 5 & 6 to prepare for QUIZ #3	QUIZ #3 Complete Quiz #3 by 11:59 pm Friday, Nov 22. The quiz will cover videos, lectures, and readings assigned since Oct 27 and vocabulary list #3  Service-Learning Step 4: Completed Volunteer Log and Volunteer Hours Due by 11:59 on FRIDAY Nov 22

Week	Topics	Read	Watch	Assignment due
Week 14 - Nov 24-30 Nov 27-29 THANKSGIVING HOLIDAY BREAK	Module 7: Reflection Paper	No new materials	No new materials	Work on Reflection Paper due on Monday
Week 15 - DEC 1-7	Module 7: Reflection Paper			Serving-Learning Step 5: Reflection Paper Due by 11:59 on <u>MONDAY</u> <u>DEC 2</u> (or earlier).
Final December 9 Module – Final Presentation Guidelines and ALL Modules	Module 9: Select topics you want to discuss in the Analysis Presentation and review topics	Review and re-read Standards of Excellence topics related to your Analysis Presentation topic	Review and rewatch lectures and videos related to your Analysis Paper topic; review comments on H.W. assignments relevant to your topic	Students with an "A" are exempt from the final! All other students are required to turn in the Final Research and Analysis Presentation DUE Mon