



**Course Syllabus: Strategic Human Management in Organizations**  
**Dillard College of Business Administration**  
**MGMT 3623 Section X10**  
**Fall Semester 2024, August 26-December 14, 2024**

**Contact Information**

**Instructor:** Sonia White

**Office:** Dillard 278

**Office Phone:** (940) 397-6996

**E-mail:** [Sonia.white@msutexas.edu](mailto:Sonia.white@msutexas.edu)

**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 and introduction of the role and scope of human resource management in organizations and the differences between nonprofit and other organizations.

**Learning Goals**

*Specific Learning Goals*

Upon successfully completing this course, the student should have refined their understanding of real-world nonprofit business planning.

1. Identify and describe best practices of strategic human resources management (SHRM) practices, and the differences from for-profit businesses;
2. Analyze, evaluate, and interpret SHRM theories, practices and processes and then apply them to a simulated "real-world scenario/situation" by analyzing and creating real-life SHRM tools and materials.
3. Understand and apply best practices, theories, and principles of human resources to nonprofit and for-profit scenarios;

*General Learning Goals*

1. Students will demonstrate problem solving and decision-making abilities through the critical analysis, evaluation and interpretation of strategic human resource management and specifically for nonprofit organizations.

2. Students will demonstrate competency in writing for common business scenarios.
3. Students will demonstrate competency in presenting for common business scenarios.
4. Students will utilize technology for business applications.
5. Students will demonstrate ethical reasoning skills within a business and nonprofit environment.
6. Students will understand the influence of multicultural issues on business activities.

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**

Pynes, Joan E. (2013). Human Resource Management for Public and Nonprofit Organizations: A strategic approach, 4<sup>th</sup> Edition. Jossey-Bass. ISBN: 978-1-118-46034-4. Purchase through the **Perusall** platform on D2L.

Additional readings and materials may be posted to D2L.

### *Perusall*

Perusall is a learning tool that you will access through D2L. Perusall helps you **learn faster** by discussing the course content and communicating with your classmates. Collaboration gets you help whenever you need it, makes learning more fun, enables you to help others (which research shows is also a great way for you to learn), and helps the instructor make class better by emphasizing information that you need.

If you have a question or information to share about a passage in the readings, highlight the text and type in a comment as an comment. You can also respond to a classmate's comment in threads (Facebook style) in real-time or upvote

questions you find helpful. Good comments contribute to the class by stimulating discussion, explaining your thought processes, helping others, and drawing attention to good points. If a particular classmate's point is relevant, you can explicitly "mention" them, and they will be immediately notified, even if they are not presently signed on.

You will be given weekly reading assignments, usually 1-2 chapters from your textbook and/or articles I have assigned. Each student is expected to make a minimum number of annotations (comments or questions) for each chapter. Other students can also comment on the annotations or make their own comments. It is important to have a mix of starting your conversations and participating in other conversations. All weekly annotation assignments will be due on Saturdays by 11:59 pm. Each weekly annotation assignment is worth 5 pts.

### **Why are we using Perusall?**

- Helps you master readings faster, understand the material better, and get more out of class
- You will collaboratively annotate the weekly readings with your classmates
- The help you give and receive will get everyone past confusions quickly and make the process more fun
- Discussions are stimulated by posting good questions or comments and by helping others answer questions
- Research shows that thoughtfully annotating leads to higher learning
- Thoughtfully annotating means:
  - deeply engaging with points in the readings
  - stimulating discussion
  - offering informative questions or comments
  - helping others by addressing their questions or confusions

### **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
Perusall chapter annotation assignments, 5 pts each	65
Five mini-projects, 50 points each	250
*Final, analysis and paper presentation	100
<b>Total Points</b>	<b>415</b>

\*Students who have an “A” or above after completing all homework assignments and mini-projects 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	281.9 and above	Above 89.5 - exempt
B	250.4-281.8	79.5 – 89.4 – not exempt
C	218.9-250.3	69.5 - 79.4 – not exempt
D	187.4-218.8	59.5 – 69.4 – not exempt
F	Below 178.4	Below 59.4 – not exempt

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

Letter Grade	Points	Percentage
A	371.4 and above	Above 89.5
B	329.9-371.3	79.5 – 89.4
C	288.4-329.8	69.5 - 79.4
D	246.9-288.3	59.5 – 69.4
F	Below 246.8	Below 59.4

### **Perusall Annotations – 65 points total**

Persuall has a getting started page found [here](#) Links to an external site.. Please review this page before reading the directions below. Because Persuall is integrated with D2L, you should not have to create an account directly with the site, so you can skip that information.

- 12 Perusall sessions over the semester (plus 1 practice session)
- Due dates marked on course schedule and in D2L
- A minimum number of annotations will be specified in directions for the assignment located on Perusall (e.g., a minimum 4 comments)
- What kind of comments can you make?
  - a connection between ideas - explain how something found in one place is reflected in another (for example, perhaps one image shows something that was discussed in a video or podcast, or maybe a particular sentence in one document can be related to the ideas in another)
  - ask a question if you find something confusing - explain what confuses you and ask if anyone has an answer (this is fine, but you'll need to be careful to make sure it's a thoughtful question for credit; just asking a question that is answered in the textbook/reading is not useful, nor is asking something that can be Googled!)
  - thoughtfully answer a question using all sources of information from our course
  - analyze the text - take a specific piece of the reading and analyze why/how it reflects the workplace and or topic
  - add more information - offer a link to a webpage that discusses the material in a new way, something interesting that gives it context, etc.
  - explain the importance - why would this be important to know in the nonprofit context or in the human resource landscape?
  - compare and contrast to something you learned about in another course, work training, or your own assumptions
  - relate to a real-world example that has happened to you

#### *How is Perusall Graded?*

- Must be submitted on time to be graded
- Once again, “annotating thoughtfully” means:
  - deeply engaging with points in the readings
  - stimulating discussion
  - offering informative questions or comments
  - and helping others by addressing their questions or confusions (to help you connect with classmates, you can “mention” a classmate in a comment)
- For each assignment, your on-time annotations will be graded based on the overall body of your annotations (e.g., all of your annotations are combined).

#### **Mini-Projects – 250 points total**

Five individual homework activities will be assigned over the semester to assess students’ comprehension of lectures, reading assignments, and assigned videos covered in the course. Each assignment is posted in the respective module and is due on the Friday of the week assigned (see syllabus calendar for assignment due dates). Assignments are due in D2L. Each assignment is due by 11:59 on Friday unless otherwise noted in the syllabus. Each MINI-PROJECT assignment is worth 50 points.

## **Final Analysis Paper & Presentation – 100 points**

The final is an analysis paper and presentation. This assignment should demonstrate how well the student has comprehended the course content and can apply that course content to a problem. Students must take the final if they have LESS THAN AN "A" in the course after completing all Perusall assignments and mini-projects. I will notify students if they are exempt from the final when we return from the Thanksgiving break.

Further instructions and guidelines for the presentation are included in the Presentation Guidelines document and the Presentation Rubric located in 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