Course Syllabus: Nonprofit Organizations & Society

Dillard College of Business Administration
MGMT 3613 Section JX1 Online
Spring 2026

Contact Information

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Office hours are designed for you, providing a private environment where we may talk about your work, performance in class, and other topics. According to University policies, faculty are required to have at least five office hours posted. However, if my posted hours do not work for your schedule, please make an appointment to meet at a different time.

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, "*So what is service-learning?*".

Textbook & Instructional Materials

There is not a required textbook. Instructional materials will be posted as needed on D2L. 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 framework for nonprofit organizations. All *Standards for Excellence* articles assigned in your syllabus can be found in Module: Standards for Excellence. This is a service-learning and experiential

learning course, so much of what you learn is also from your observations and reflections of your interactions with local nonprofits. I also have posted a **Writing Handbook** which provides guidance on APA style, AI usage and other helpful writing guidance.

Learning Goals

Specific Learning Goals

Upon successfully completing this course, the student should have completed several nonprofit management best practices assignments and refined their understanding of real-world nonprofit business management.
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

Upon successfully completing this course, the student will demonstrate:
1. Competency with effective problem-solving and decision-making within a business and nonprofit sector.
2. Competency in writing for common business scenarios.
3. Competency with technology such as Microsoft applications, the internet and other virtual applications such as Zoom, D2L, and Respondus monitor.
4. Ethical reasoning skills within a business and nonprofit environment.

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

Online Goals

Students will demonstrate:
1. The capability to use devices to communicate with other systems to access data, upload, and download.
2. Proficiency with e-mail to create, send, respond, and use attachments.
3. 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.
4. The capability to navigate a learning system such as D2L/Brightspace and the internet.

Student Handbook

Refer to: [Student Handbook](#)

So, what is 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. More details for each step are provided in D2L.

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Course Grading and Grade Weights

Table 1: Points allocated to each assignment

Assignments	Points
Three (3) Quizzes, 100 pts each, drop the lowest	200

Assignments	Points
Five (5) Homework Assignments, 75 pts each	225
Three (3) Service Learning Assignments, 100 pts each	300
Service Learning Reflection Papers, 100 pts	100
Final Exam/Paper	200
Total Points	1025

Table 2: Points necessary to be exempt from final:

Points	Percentage
738 or above	Above 89.5 = exempt from final
Below 738	Below 89.4 = not exempt from final

Table 3: Total points for final grade.

Grade	Points
A	917 or more
B	815 to 916.9
C	712 to 814.9
D	610 to 711.9
F	609.9 or less

Homework Assignments

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 project. To be eligible to receive full credit for a homework assignment, it must be submitted by the due date. I deduct 10% for each day an assignment is late, up to five days. For example, if an assignment is one day last, I will deduct 10% before any other deductions (5 points); two days late, 20% (10 points); three days late, 30% (15 points), etc. After five days you will receive a zero for the assignment. Any time after the initial due date is considered late (i.e. if the assignment is due at 11:59 pm, and it is submitted at 12:01, it is one day late).

To complete each homework assignment, you must evaluate, assess, and analyze at least one nonprofit best practice and how it applies to a public document from your selected nonprofit. These required documents are listed in the MOU that you sign with the nonprofit. **I encourage you to get as many of these documents up-front so that you have them available when needed**

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for a homework assignment. A successful homework activity should include references to lectures, videos, and instructional materials posted on D2L and demonstrate your ability to synthesize information from the course and apply it to a real-life nonprofit. You responses to questions should include in-text citations and references to materials from the course and from external sources if applicable. For example, using a nonprofit's website or their Form 990 is an external resource and should be cited and included in references appropriately.

Refer to:
- *Writing Handbook* for guidance on APA style, AI usage, and general writing guidance.
- Assignment instructions and guidelines for this assignment posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on this assignment.
- See the syllabus and D2L for due dates.

Quizzes

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. I will drop the lowest quiz grade. Quizzes will be available approximately 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. I can see if you are vaping, smoking, drinking, or eating. The same behavior guidelines that apply to in-person exam taking, applies to online exams, so please dress and act as if you were in class or my office. See quiz taking guidelines posted in D2L under "Start Here" module.

Please refer to:
- Quiz instructions and guidelines posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on this assignment.
- See the syllabus and D2L for due dates

Service Learning Assignments

Service learning components consists of several assignments (please see D2L and syllabus for due dates). The following are service-learning assignments:
- Service learning Acknowledgement and Nonprofit Criteria Form (100 points)

- Memorandum of Understanding (MOU)(100 points)
- Volunteer service and volunteer log-in sheet (100 points)
- Child Protection Training and background check (P/F)
  - Background checks are mandatory for students volunteering with minors
  - Students may be exempt from this criteria if they have recently completed for a previous class or project (but must verify exemption)

Service Learning Acknowledgement and Nonprofit Criteria Form

This form outlines the criteria and requirements for Service-Learning and acknowledges that you understand these guidelines. This form is also how you submit your nonprofit selection choices. This form is found under the Service-Learning module along with a list of suggested local nonprofits. **Failure to submit this assignment by the due date will result in the student being dropped from the class for non-participation.**

Memorandum of Understanding (MOU)

Once you have been approved (this will be a written approval from me via email or D2L feedback) you must meet with your nonprofit, complete the MOU with the nonprofit and submit the signed MOU (both you and a representative from the nonprofit must sign the MOU. This form is found under the Service-Learning module. **Failure to submit this by the due date will result in the student being dropped from the class for non-participation.**

Child Protection Training and Background Check

A best practice for nonprofits to mitigate risk is by requiring training and conducting background checks on volunteers. MSU Texas requires adult volunteers (including MSU students) representing MSU to complete a background check and training when volunteering (including service-learning) with minors. For this class I require ALL students to have completed the Youth Protection Training within the last 12 months. If you have completed the Youth Protection training for another class or for a previous volunteer project, I will need written confirmation that you are current on this requirement (usually this is from Cody Ford). If you are selecting a nonprofit that works with minors and your volunteer/service-learning will have you working directly with minors you must also complete a background check. Again, if you have completed this component recently for a previous class or project you may be exempt, but I will need written confirmation that you are current on this requirement. These two components must be completed or verified you are exempt BEFORE you start your volunteer hours. **Failure to submit this assignment within 5 days of the due date will result in the student being dropped from the class.**

Volunteer service (minimum 8 hours) and a volunteer log-in form

Each student will complete eight hours with the nonprofit the student has selected. All hours must be satisfied with the approved nonprofit. Volunteer hours can be completed all at one time, or throughout the semester. A volunteer log-in sheet (Service-Learning module) must be completed and signed by the student and a representative of the approved nonprofit.

For all service-learning activities, please refer to:
- ***Service-Learning Module*** for guidance on communicating with your nonprofit and all the templates needed for these assignments
- Assignment instructions and guidelines for these assignment posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on these assignment
- See the syllabus and D2L for due dates.

Service-Learning Reflection Paper

The student must complete a reflection paper (see guidelines under the Service-Learning module). This paper should reflect on the service-learning experience and answer the provided prompts. Refer to:
- ***Writing Handbook*** for guidance on APA style, AI usage, and general writing guidance
- Assignment instructions and guidelines for this assignment posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on this assignment
- See the syllabus and D2L for due dates.

Final Analysis Paper

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.

Your final will be a paper analysis 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. Refer to:
- ***Writing Handbook*** for guidance on APA style, AI usage, and general writing guidance
- Assignment instructions and guidelines for this assignment posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on this assignment
- See the syllabus course calendar and D2L for due dates.

Extra Credit

The ***Job I Love Lunch and Learn*** series will provide several opportunities for extra credit in this course. The events are held at 11:00 am and noon in DB 101 for each date. The tentative dates and speakers are:

- February 13, 2026 11:00-11:50 am and 12:00-12:50 pm, DB 101
  - Stephen Santellana, WS Construction
- March 18, 2026 11:00-11:50 am and 12:00-12:50 pm, DB 101
  - Jessica Dean, Sober Living
- April 22, 2026 11:00-11:50 am and 12:00-12:50 pm, DB 101
  - Goodin Plumbing

To receive extra credit, the student must write a summary of the presenter's message following the prompts provided by the instructor. The document must be submitted the day after the event. Simply attending and signing in will not be sufficient to earn extra points.

Each Job I Love event is worth 5 extra points. Extra points are added to your total accumulated points (not final grade percentage). For example, if you have a total of 250 points out of 300 points, your final grade percentage is 83. If you earn 10 extra points, it will be added to the 250 (250 + 10 = 260), which would give you a final grade percentage of 86.6, which I would round up to 87.

Important Dates
- Last day for term schedule changes: January 23, 2026. Check date on Academic Calendar.
- Deadline to file for graduation: February 16, 2026. Check date on Academic Calendar.
- Last Day to drop with a grade of W:April 29, 2026, by 4:00 pm. Check date on Academic Calendar.
- Refer to: Drops, Withdrawals & Void

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.

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 two times every seven days. You must read the assigned instructional materials each week, watch all of

the lectures and assigned videos, complete and submit the homework or service learning assignments. Your full participation every week is not only a requirement but also an essential aspect of the online course process. Missing or being late with assignment due dates, not following posted instructions and not logging on regularly is an indicator of unacceptable class participation. Missing consecutive assignments and/or not logging in the minimum number of times for two consecutive weeks may constitute non-attendance or unacceptable class participation which may result in the instructor dropping the student from the course.

Computer, Hardware and Software 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 internet in this class. There are many places to access your class! MSU Texas online classes can be accessed from any computer in the world which is connected to the internet. If you have technical difficulties in the course, there is 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**.**

Hardware: Computer, laptop, or Ipad with webcam, microphone, and speakers to access D2L, Zoom, Respondus Monitor and Lockdown Browser, etc. **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. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer or internet being down is not an excuse for missing a deadline!!**

Software: Students can get access to Office 365 web edition for free. Students should contact the helpdesk at 940-397-4680 or 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 applications or software well. **PLEASE convert your homework assignments to Word documents before submitting them to avoid missing an assignment deadline or no submission penalties.**

It is required that students use **Grammarly** software or a 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.

Browser: You should use the following browsers for the best experience: Mozilla Firefox, Google Chrome, or Apple Safari.

Instructor Class Policies

Academic Misconduct Policy & Procedures

Academic Dishonesty: 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's 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](#)

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 Artificial Intelligence (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.

Any assignment found to have been created from cheating, collusion, use of unauthorized AI tools and/or plagiarism will be given a grade of zero, at a minimum. Repeated offenses may result in failing the course.

Artificial Intelligence (AI) Tools

Please also refer to the ***Writing Handbook*** posted in D2L in the "Start Here" module for general guidance on good writing, specifically on using APA style and on Appropriate and Inappropriate use of Generative Artificial Intelligence (pp. 7-10) as well as the specific assignment instructions on the appropriate and inappropriate use of generative artificial intelligence.

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). Additionally, using AI to generate ideas, suggest outlines, or provide examples may be helpful, but it is expected that you use your knowledge and skills to build upon these suggestions and to bring your own unique life experiences to make the product your own original work. Learning to use AI ***responsibly and ethically*** is an important skill in today's business community.

Using AI tools to generate **substantial content submitted as your original work** is a breach of academic integrity and constitutes plagiarism in this course. AI generated work is NOT a substitute, nor should it be used as a replacement for your own original thoughts and academic work.

Evidence of inappropriate AI use includes, but not limited to the following:

1. A score of "AI use 30% likely" and no reference, in-text citations or acknowledgement statement of AI use.
2. A score of "AI use 75% or more likely" regardless of including GAI in references, using in-text citations and/or the use of acknowledgement statements. A score this high indicates over-reliance on AI and presenting substantial AI generated content as your original work.

The above will be considered a violation of academic integrity and will be addressed in accordance with the Student Handbook. I will utilize multiple tools to scan for plagiarism and unauthorized or inappropriate use of GAI. I have specific AI use guidelines for some of my assignments:

Homework Assignments, Service-Learning Assignments, Reflection Paper:

The weekly homework, service-learning assignments and the reflection paper are designed to teach you to identify, analyze, synthesize and articulate your own opinions and ideas and using AI as a substitute for developing these specific skills is NOT acceptable.
   o You are allowed (and encouraged) to use spell check, grammar check, and synonym identification tools (e.g., Grammarly and MS Word) for these assignments, but you must provide disclosure/acknowledgement statement, in-text citation and reference. See **Writing Handbook** for guidance on these areas.
   o The use of other generative AI tools (ChatGPT, Gemini, CoPilot, Claude, etc.) is **not** permitted for homework assignments, quizzes, service learning assignments or the reflection paper.
   o I will use AI detection software provided by MSU and if an assignment is flagged as more than "30% likely" to have used AI, and the student did <u>not</u> provide a disclosure statement, in-text citations or included any AI tools (including Grammarly) in the references, I will consider that as inappropriate use of AI.
   o **Any assignment** where the AI detection tools indicate "75% or more likely" to have used AI, ***regardless of whether they have a disclosure statement, in-text citations or references to AI tools,*** will receive an automatic zero since the course policy is that a student cannot use AI to generate **substantial** **content** (entire sentences, paragraphs, passages, entire drafts) and submit as their own work.
   o Repeated offenses may result in failing the course. Inappropriate use of AI for assignments in this class is considered academic dishonesty. All instances of academic dishonesty will be reported to the Department Chair, the Dean of Dillard College of Business, and the Dean of Students.

An acceptable acknowledgement statement, in-text citation and reference for Grammarly:
"I used Grammarly (2024) to help refine my writing style and check for common grammatical and spelling errors. All analysis, examples and writing are my own."

Grammarly. (2024). *Grammarly* (Version 1.2.78.1397)[Large language model]. https://www.grammarly.com/

Please refer to the ***Writing Handbook*** posted in D2L for general guidelines on APA style, Appropriate and Inappropriate use of Generative Artificial Intelligence (pp. 7-10) and to D2L for specific assignment guidelines.

Appropriate use of AI for Final Paper/Project:

- You are free to use spell check, grammar check, and synonym identification tools (e.g., Grammarly and MS Word).
- You are free to use GAI applications to brainstorm ideas and to help generate possible topics to explore. (e.g. What are some possible best practices that are important to consider about nonprofit board governance?). If there is a question about originality or inappropriate use of AI, I may request a transcript or a copy of the original AI prompt the student used and the AI response to verify they edited GAI content before submitting it as their own work.
- You are free to use GAI applications' recommendations when it comes to rephrasing sentences or reorganizing paragraphs you have FIRST drafted yourself. If there is a question about originality or inappropriate use of AI, I may request a transcript or a copy of the original AI prompt the student used and the AI response to verify they edited GAI content before submitting it as their own work.
- You are free to use GAI applications when it comes to editing outlines you have FIRST drafted yourself. If there is a question about originality or inappropriate use of AI, I may request a transcript or a copy of the original AI prompt the student used and the AI response to verify they edited GAI content before submitting it as their own work.
- Any use of AI must include a disclosure statement, in-text citations and the tool used must be included in a reference page. See **Writing Handbook** for guidance on this area.

Any ***Final Project/Paper*** that is flagged as "30% or more likely" to have used generative AI tools <u>and</u> did not follow the AI disclosure guidelines (including GAI in-text citations/references and an acknowledgement statement) will be given a grade of zero.

Any assignment where the AI detection tools indicate "75% or more likely" to have used AI, ***regardless of whether they have a disclosure statement, in-text citations or references to AI tools,*** will receive an automatic zero since the course policy is that a student cannot use AI to generate **substantial content** (entire sentences, paragraphs, passages, entire drafts) and submit as their own work.

Inappropriate use of AI for ANY assignment includes:

Using AI to generate **substantial content** (entire sentences, paragraphs, passages, and entire drafts and then submitting that content as their own original work. For example:

- You may NOT cut and paste, or transcribe quiz questions, homework questions, assignment instructions, instructor prompts, etc., directly into GAI and use the AI-generated response as your own, original response as partial or full assignment submission.
- You may NOT use entire sentences or paragraphs suggested by a GAI application without providing quotation marks and an in-text citation and reference, just as you would for any other source or reference.
- You may not have a GAI tool write or compose a draft (either rough or final) of an assignment for you, and you submit it as your own original work. If AI detection tools indicate that entire passages, paragraphs, and/or sentences were likely, you may be asked to provide a transcript or copy of the AI prompt and response or receive a zero on the assignment.

Acknowledging use of GAI (required!)

Please refer to the **Writing Handbook** posted in D2L for general guidelines on acknowledging GAI use (pp. 7-10). At a minimum, the student must have:
1. An acknowledgement statement at the end of the assignment,
2. Include a reference in APA style in the references, and
3. Use in-text citations indicating where in the assignment GAI was used.

Additional acknowledgement and transparency strategies may also be used and are referenced in the **Writing Handbook**. As a general rule, the more intense or substantial the use of AI, the more substantial and intense your documentation should be.

Course Communication

MSU policies require that I only communicate with students via University emails and D2L, and requires that students communicate with faculty and staff likewise. 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 (at least 2 times every 7 days) 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.

E-mail Communication Guidelines

I expect upper-division students (which you are!) to communicate professionally. Also, per University guidelines, I have to be particularly careful in responding to email inquiries to ensure compliance with student privacy guidelines. To ensure

professionalism and compliance with student privacy guidelines, please adhere to the following when communicating with me via email.

- Always use your MSU student email or communicate through D2L. Per student privacy guidelines, I cannot respond to your personal, non-MSU email.
- Always include your first and last name, the course name/number, and the section in the subject line (MGMT 3013 Org Behavior X21).
- Your e-mail should also have a "signature," including your first name, last name, and M#.
- Be sure to have a proper salutation in your e-mail to me. You can address me as Dr. White, Dr. Sonia, or Professor White. Do not address me by my first name only or leave out the salutation, as that is not considered professional or appropriate.
- Your e-mail should have proper spelling, punctuation, and capitalization.

If your email does not follow these guidelines, I may not answer it due to its non-adherence to student privacy guidelines. Also, all of these guidelines reflect business-appropriate and professional e-mail communication standards that we strive to teach and implement at the Dillard College of Business. 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 D2L 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 or you want to dispute the grade, you must contact me within a week of the grade being posted, otherwise the grade will stand.

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 and course deadlines. 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

Service-learning assignments: It is imperative that these assignments be completed by the deadlines as being able to move on to the next step requires completion of each assignment. I deduct 10% for each day an assignment is late, up to five days. For example, if an assignment is one day last, I will deduct 10% before any other deductions (5 points); two days late, 20% (10 points); three days late, 30% (15 points), etc. Any time after the initial due date is

considered late (i.e. if the assignment is due at 11:59 pm, and it is submitted at 12:01, it is one day late and will have a 10% deduction). **Failure to complete or submit the Service Learning Acknowledgement Form, the Memorandum of Understanding (MOU) or the Youth Protection Training/Background Check within 5 days of the due date will result in being dropped from the class!**

Homework Assignments and Reflection Paper: To be eligible to receive full credit (50 points) for a homework assignment, it must be submitted by the due date. I deduct 10% for each day the homework assignment is late, up to five days. For example, if an assignment is one day late, I will deduct 10% before any other deductions (5 points); two days late, 20% (10 points); three days late, 30% (15 points), etc. After five days you will receive a zero for the assignment. Any time after the initial due date is considered late (i.e. if the assignment is due at 11:59 pm, and it is submitted at 12:01, it is one day late and will have a 10% deduction).

Quizzes and Final Analysis Paper: The quizzes and the final analysis paper will not be accepted late. If it is not received by the due date, you will receive a zero. For quizzes, your lowest grade will be dropped, so if you miss a quiz, that will be the quiz grade that is dropped.

Your computer or internet being down is not an excuse for missing a deadline, as there are many places to access this class and D2L. Additionally, all assignments (excluding quizzes) are made available from the first day of class which gives you ample time to find alternate means to complete your assignments if your computer or internet is not working. MSU online courses 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 assignments are made available for a substantial amount of time before they are due. Having multiple assignments due, oversleeping, feeling bad, having a sick pet, adopting a new pet, having a flat tire, working late, or forgetting an assignment are not considered valid reasons for missing deadlines.

I understand sometimes there are emergencies and life circumstances that may impact student performance. If a student is unable to meet due dates and times due to a **verifiable emergency** (hospitalization, extended illness, car accident, death in the family, etc.) it is her/his responsibility to contact the instructor and the Office of Student Rights and Responsibilities (dail.neely@msutexas.edu). 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 will be requested 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.

If a student will be out of town for an authorized university-sanctioned event and is requesting an extension of an assignment due date, they must make this request to the instructor at least 24 hours before the due date (excluding weekends), AND provide written documentation of the university-sanctioned event. If a student does not follow these guidelines, they will not be granted an extension or an alternate deadline on an assignment.

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 try to respond within 24 hours to an email or phone message left during **regular business hours** (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 and also may impact regularly scheduled office hours.

Note: If you have an assignment due on Friday at 11:59 pm, and you send me an email after 5:00 pm with a question regarding that assignment, most likely I will not see the message or respond to the email. Please plan on looking at working on your assignments ahead of time so that if you do have questions you have time to communicate with me and for me to communicate back with you.

Turnitin or Similar Detection Tools

This course may utilize plagiarism or AI detection tools to evaluate assignments. If you are found to have a large amount of similarity or AI detection, and/or you fail to cite sources properly, you may be at risk of academic dishonesty and plagiarism which will be dealt with in alignment with MSU student handbook policies and as outlined in Instructor Class policies regarding Academic Misconduct and Artificial Intelligence Tools**.**

Zoom Etiquette

If you and I are meeting via Zoom or live stream, my expectations of you are as follows:

1. I expect you will be in the Zoom live stream at the designated start time, and I will allow you into the meeting when I am ready to meet.
2. I expect your Zoom video to be turned on at all times during the meeting;
3. I expect that you will be visible in the video at all times and pay attention;
4. I expect that you are proficient at muting and unmuting your microphone, as I expect to interact with you.
5. I expect you to be attired just as you would if sitting in the classroom or during live office hours.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

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 prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. 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."*](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University MSU Catalog

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

Course Schedule:

Week or Module	Activities	Due Date
Week 1 Jan 19-25 MLK Holiday, Jan 19 Start Here & Week 1 Modules	Read the syllabus Review the Service Learning Module Watch Lecture: What is Service Learning? Join a Zoom Call!	**MANDATORY ZOOM CALL: Join a Zoom call:** Tues (PM):2:00; 2:30; 3:00; 3:30 Wed (AM):9:00, 9:30; 10:00; 10:30 Thur 9:00 am & 9:30 am Fri: 9:00 am & 9:30 am Zoom link is posted on D2L.
Week 2 Jan 26-Feb 1 Module 2 & Service Learning	Service Learning and Nonprofit Management as a Career Watch lecture: Nonprofit Management as a Career Join a Zoom Call this week if you did not join last week!	Service-Learning Step 1: Service Learning and Nonprofit Selection & Acknowledgement Form due by 11:59 pm on Friday, 1/30/2026 **MANDATORY ZOOM CALL: Join a Zoom call:** Mon: 4:00 pm & 4:30 pm Tues: 9:00 am & 9:30 am; Zoom link is posted on D2L
Week 3 Feb 2-8 Module 2 & Standards for Excellence	Review Standards for Excellence resources Review MOU for Nonprofits Watch lecture: Standards for Excellence; Watch YouTube Video: Creating a Culture of Accountability	Contact your nonprofit this week so that you can Complete & Submit a Memorandum Of Understanding (MOU) next week. MOU is posted in D2L – Service Learning Module
Week 4 Feb 9-15 Module 2	Mission & Vision Review SFX materials on Mission, Vision, Values & Planning Lecture: Mission & Strategy, Part 1 and Part 2	Service Learning Step 2 - Complete & Submit Memorandum Of Understanding (MOU) by 11:59 pm on Friday, 2/13/2026
Week 5 Feb 16-22 Module 2	Watch YouTube videos: 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, 2/20/2026. If you are working with a nonprofit that requires you to volunteer/ work with minors you <u>must</u> start process for Background Check & Minor Training. See D2L for more information.
Week 6 Feb 23-Mar 1 Module 1 & 2 Vocabulary	Review all materials in Module 1 & 2 Review Vocabulary List #1 (Vocabulary List Module)	MODULE 1 & 2 - QUIZ #1 – Complete Quiz by 11:59 pm, Friday 2/27/2026. The quiz will cover videos, HW assignments, assigned reading on the syllabus through 2/20/2026 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 or Module	Activities	Due Date
Week 7 Mar 2-8 Module 3 Personnel, Staff & Volunteers	Watch lecture: Leadership, Staff & Volunteers. Watch videos: LinkedIn Talent Solutions: Gen Z at Work; Do Something U: How to recruit and retain volunteers	Service Learning Step 3 (for those working with children) – Complete Background Check & Minor Training- must provide documentation you have completed BOTH by 11:59 pm on Friday, 3/6/2026 BEFORE you can start volunteering with your nonprofit HW-Volunteer Practices due by 11:59 pm Friday, 3/6/2026
Week 8 March 9-15 Spring Break	No new assignments	No new assignments
Week 9 March 16-22 Module 4	Review SFX documents: Board Member Responsibilities & Board and Executive Partnership View videos: Board Leadership: How to be an awesome board members; Executive Leadership, Jim Collins Lecture video: Executive Directo/CEO Leadership	HW - Board of Directors due by 11:59 PM on Friday, 3/20/2026
Week 10 Mar 23-29 Module 3 & 4	Review all materials in Module 3 & 4 2 Review Vocabulary List #2 (Vocabulary List Module)	MODULE 3 & 4 - QUIZ #2 – Complete Quiz by 11:59 pm, Friday 3/27/2026. Quiz will cover videos and assigned reading on syllabus through 3/20/2026 and vocabulary list #2.
Week 11 Mar 30 – Apr 5 Module 5	Review SFX materials: Legal Requirements; Disclose It; Conflict of Interest & Code of Ethics Watch lecture: Compliance & Ethics; Internal Controls for Nonprofits Watch Videos: Why are Nonprofits Particularly vulnerable to Fraud?	HW - Compliance & Ethics due by 11:59 pm Friday, 4/3/2026
Week 12 April 6-12 Module 6	Review SFX documents: Financial Monitoring & Planning; Internal Controls & Financial Policies Watch lecture: Form 990 Part 1 and Part 2 Watch videos: 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 13 April 13-19 Module 6	Review SFX documents Financial Planning & Monitoring; Internal Controls & Financial Policies Watch lecture: Nonprofit Financial Statements	HW-IRS Form 990, due by 11:59 pm on Friday, 4/17/2026 Service-Learning Step 4: Completed Volunteer Log and Volunteer Hours Due by 11:59 on Friday 4/17/2026

Week or Module	Activities	Due Date
Week 14 April 20-26 Modules 5 & 6	Review materials in Modules 5 & 6 Review vocabulary list #3 (Vocabulary List Module) Re-watch videos and lectures in Modules 5 & 6	QUIZ #3 Complete Quiz #3 by 11:59 pm Friday, 4/24/2026. The quiz will cover videos, lectures, and readings assigned 4/17/2026 and vocabulary list #3
Week 15 April 27-May 3 Module 7	Work on your reflection paper. Review Writing Handbook and policies on use of AI for this course.	Service-Learning Step 5: Reflection Paper Due by 11:59 on 5/1/2026
Week 16 May 4-10	Select topic to discuss. Review and re-read SFX materials on the topic you have selected. Review and re-watch videos & lectures related to paper. Do outside research on your topic. Review the Writing Handbook and use of AI in this course.	Students with an "A" are exempt from the final! All other students are required to turn in Final Research and Analysis Paper due 5/11/2026 by 11:59 PM
May 11 -- Final		Final paper due 5/11/2026 by 11:59 pm