# Syllabus: MGMT 3613
# Nonprofit Organization and Society
# Online – Spring Semester 2024, Jan 16-May 12, 2024

**Course Dates:** January 16, 2024 to May 12, 2024
**Credit Hours:** 3
**Instructor:** Sonia White, M.S.
**Office:** Dillard 278
**E-mail:** Sonia.White@MSUTexas.edu
**Phone:**(940) 397-6996
**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, "***So what is service-learning?***".

## Required Textbook (NONE)
I have recently changed my course and 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.

## 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 to access D2L.

## Required Hardware and Software

**Hardware:** Computer, laptop, or Ipad with webcam, microphone, and speakers to access Virtual Classroom, Skype, 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.

**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 software well. PLEASE convert your homework assignments to Word documents before submitting them to avoid late submissions 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.

## 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 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.

## 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.

**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.

## Course Grade Weights

| Activities | Points | % |
|---|---|---|
| **6 Homework Assignments,** 50 pts each | 300 pts | 30% |
| **3 Quizzes** – 100 points each | 300 pts | 30% |
| **5 Service-Learning Assignments** – Acknowledgement/Criteria Form, MOU, Background Check/Training, Reflection Paper; and Volunteer Log sheet | 250 pts | 25% |
| **FINAL** - Analysis and Research Presentation* | 150 pts | 15% |
| **TOTAL** | **1000 pts** | **100.00%** |

*Students who have 761 or more points after completing all homework assignments, all quizzes, and all Service-learning requirements will be EXEMPT from the FINAL. If you have less than 761, you must submit a final presentation, no exceptions.

| Actual Points | Exempt Status |
|---|---|
| 761 or more | A-exempt |
| 676-760 | B-not exempt |
| 591-675 | C-not exempt |
| 506-590 | D-not exempt |
| 505 or below | F-not exempt |

Students who are required to take the final will be assessed letter grades for the course based on the table below:

<mark>With final</mark>

| Actual Points | Letter Grade |
|---|---|
| 895 or higher | A |
| 795-894 | B |
| 695-794 | C |
| 595-694 | D |
| 594 or below | F |

## Brief Description of Graded Activities
### 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 and Research Presentation (150 pts)**
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 may be an opportunity to gain extra credit points. I will make an announcement on D2L and by email about any extra credit opportunities.

## University Policies and Procedures
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. MSU Student Handbook

**Academic Integrity**
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. For this course specifically, also see "Instructors Policies and Procedures" below regarding 'Academic Integrity'.

**Americans with Disabilities Act**
If a student has an established disability as defined by the Americans with Disabilities Act and would like to request an accommodation, the student should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center. Once that office has determined the accommodation, the student should contact me as soon as possible with the documentation. As an instructor, I cannot grant accommodations without guidance or recommendations from the Office of Disability Support Services.

**Concealed Carry**

For information regarding campus carry, please refer to the University's webpage on [Campus Carry Rules and Policies](#).

**Grade Appeals**

See the [MSU Student Handbook](#) for University policy on grade appeals. The procedures outlined in this policy will be followed for grade appeals.

# Instructor Policies and Procedures

### 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, using 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.

### Academic Misconduct and Penalties

Additional guidelines on procedures on academic misconduct and penalties may be found in the Office of Student Conduct. Any assignment that is found to have been the result of cheating, collusion and/or plagiarism will be given a grade of a zero, at a minimum. Repeated offenses will result in failing the course. All instances of academic dishonesty will be reported to the Dean of Students.

### 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 is found to have used generative AI tools in unauthorized ways will be given a grade of a zero, at a minimum. 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, 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

**Assignment Submissions**
All assignments should be submitted through D2L. Please only submit typed **Word documents** unless otherwise specified. If you use Pages (or another word processor), please convert your document to Word before submitting**.** If you fail to submit your document in the correct format, and I cannot open or read your document, your homework will be considered late, and I will NOT accept the assignment. The D2L submission folders close after the due date/time has expired and you will be unable to submit assignments after the due date/time. **Submissions by e-mail or in person will not be accepted.**

**Attendance and Class Participation**
Regular and active participation is an essential, unmistakably important aspect of this online course. The expectation of the instructor is that students will log on a minimum of three times every seven days. It is critical that you read the posted reading assignments each week, watch all of the lectures and assigned videos and complete weekly assignments. Your full participation on a weekly basis is not only a requirement; it is 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 in a row may constitute non-attendance or excessive absences and may result in the student being dropped from the course by the instructor.

## 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. If you have any questions or need help, the best way to reach me is via e-mail. I will communicate any changes to the syllabus or important notices regarding 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.

## 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 after the set due date on an absolute scale. You can check your grades by going to Gradebook. 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 due dates, I will notify the class via email and posting on D2L.

## Late Work - Makeup Work/Tests

Since this is an online course and I do not take attendance, your timely submission of assignments is one of the primary ways I assess that you are participating. Therefore, I am not inclined to accept late assignments. Late assignments are a reflection of your professionalism or lack thereof. By definition, professionals are not late with their work. Assignments are all posted and you have all due dates in advance, so you should plan accordingly to avoid late assignments. I intentionally plan that all assignments are due

on the same day and time each week, which is Friday by 11:59 pm, so students can plan accordingly and in advance if necessary. If an assignment deviates from this expected date/time, I will post a reminder on the newsfeed in D2L. Always check the syllabus for exact due dates and the newsfeed on D2L for any changes.

At the Instructor's discretion, an assignment **MAY** be accepted late under very specific circumstances considered "valid and documented" (see definition below). Excuses that are not valid include: having deadlines in other classes or at work, having a bad day, oversleeping or running late, not feeling well, roommate issues, internet issues, computer issues, etc.

- Valid, documented excused absences fall in the following categories: medical, legal, or a serious personal issue beyond your control (e.g., relative's death or severe illness; car accident). A valid, documented excuse MUST BE DOCUMENTED. Understand that you will be expected to provide appropriate documentation, such as a doctor's note, insurance or police reports, hospital admission paperwork, obituary, travel documentation, etc. Additionally, with a valid, documented excuse, a late submission is NOT automatic. The student must communicate with the professor so that an agreed upon time-frame for when the assignments will be accepted can be determined. Late penalties may apply.

IF (and that is a BIG if) I agree to accept an assignment late (that means I have agreed to re-open the folder so you can submit it), it may incur the following penalties: up to 24 hours late, receiving a 10% deduction from the final grade; 24-48 hours late, receive a 25% deduction from the final grade; and after 48 hours, there is a 50% deduction from the final grade. **The Instructor is not obligated to accept late work at all.**

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 (or more) before they are due. **Note: The due dates and times for the activities will adhere to the Central Time Zone.**

If a student has an excused absence for a university-sanctioned event, such as an athletic or academic competition, you must provide written documentation <u>before</u> the event. In most circumstances, since this is an online course, students with excused absences for university-sanctioned events can meet homework assignments and due dates on time. If this is not possible, the student MUST discuss alternative arrangements with me **before** the due date.

**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 simply 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 during regular work days (Monday through Friday, 8 am to 5 pm). If you contact me after 5pm on Friday, do not expect a reply until Monday; for scheduled University Holidays, I do not check my email and will typically respond on the next workday.

**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.

**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.

## Important Dates
Change of schedule or late registration: **January 16-19, 2024**
Deadline to file for May graduation: **February 12, 2024**
Spring Break begin: **5:00 p.m., March 9 (March 10-16)**
The last day for students to drop with a grade of "W": **4:00 p.m., April 24, 2024**
- Drops after this deadline will receive grades of "F"
Last day of regular classes: **May 3, 2024**
Final examinations begin: **May 4, 2024**
Commencement: **May 11, 2024**

| Module | Topics | Read | Watch | Assignments Due |
|--------|--------|------|-------|-----------------|
| Week 1<br>Jan 16-21<br>Start Here! Module;<br>Service Learning<br>Information Module | Syllabus and<br>Syllabus<br>Acknowledgement | Module 'Start Here! Week 1<br>Read the syllabus carefully &<br>sign Syllabus<br>Acknowledgement Form<br>Review List of Approved<br>Nonprofits | *Welcome to Course Video*<br>*LECTURE:* What is Service<br>Learning | HW Syllabus Acknowledgement Form AND<br>Syllabus Review & Student Info Sheet<br>due by **11:59 pm on Wednesday,<br>1/17/2024** |
| Week 2<br>Jan 22-28<br>Standards for<br>Excellence Module;<br>Module 1-Service<br>Learning Overview<br>Week 2 | Introduction;<br>Service Learning;<br>Nonprofit<br>Management as a<br>Career | Service Learning Information<br>Module;<br>Module 1 – Service Learning<br>Overview<br>Read the Nonprofit Minor<br>Brochure | *Lecture videos:*<br>Nonprofit Management as a<br>Career (Module 1) | Service-Learning Step 1: Service Learning<br>and Nonprofit Selection &<br>Acknowledgement Form due by 11:59 pm<br>on Friday, 1/26/2024 |
| Week 3<br>Jan 29-Feb 4<br>Module 1-Service<br>Learning Overview –<br>Week 3 | Introduction to<br>Standards for<br>Excellence; Service<br>Learning | See all Standards for Excellence<br>resources in the *Standards for<br>Excellence Module*<br>Review MOU Nonprofit; Letter<br>to Nonprofits and Nonprofit<br>Email Template in Service<br>Learning Information Module | *Lecture video:* "Standards for<br>Excellence Overview"<br>(Module 1-Week 3)<br>*YouTube Video*: Creating a<br>Culture of Accountability<br>(Module 1-Week 3 | Contact your nonprofit this week so that<br>you can Complete & Submit a<br>Memorandum Of Understanding (MOU)<br>next week.<br><br>See MOU Nonprofit, E-mail Template and<br>Letter to Nonprofits in *Service-Learning<br>Module*. |
| Week 4<br>Feb 5-11<br>Module 2 | Mission and Vision | *Other documents in D2L:*<br>See SFX Document in *Standards<br>for Excellence Module,* "SFX<br>Mission Vision & Planning" | *Lecture Link:* "Mission<br>Strategy Part 1 and Part 2" | Service Learning Step 2 - Complete &<br>Submit Memorandum Of Understanding<br>(MOU) by 11:59 pm on Friday, 2/9/2024 |
| Week 5<br>Feb 12-18<br>Module 2 | Mission and Vision | *Other documents in D2L:*<br>See SFX Document in *Standards<br>for Excellence Module,* "SFX<br>Mission Vision & Planning" | *Videos:* How to Write a<br>Mission Statement; How to<br>write a Vision Statement;<br>Overview of the Strategic<br>Planning Process | HW Mission/Vision due by 11:59 pm<br>Friday, 2/16/2024<br>IF YOU ARE WORKING WITH A NONPROFIT<br>THAT REQUIRES YOU TO<br>VOLUNTEER/WORK WITH CHILDREN YOU<br><u>MUST</u> START PROCESS for Background<br>Check & Minor Training – you must<br>complete the form and send it to<br>cody.ford@msutexas.edu |

| Module | Topics | Read | Watch | Assignments Due |
|---|---|---|---|---|
| Week 6<br>Feb 19-25<br>Module 1 & 2 | Mission and Vision<br>Review Modules 1 & 2 and Vocabulary List #1 for QUIZ #1 | Review materials in Modules 1 & 2<br>Review Vocabulary List #1 in Vocabulary Lists Module | Re-watch all videos in Modules 1 & 2 to prepare for QUIZ #1<br>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 2/23/2024. The quiz will cover videos, HW assignments, assigned reading on the syllabus through 2/18/2024 and vocabulary list #1.<br>See Compliance and Ethics H.W. & Board of Directors H.W. Reach out to your nonprofit ASAP for necessary documents! |
| Week 7<br>Feb 26-Mar 3<br>Module 3 | Module 3:<br>Personnel Staff & Volunteers | *Other documents in D2L:*<br>See SFX Document in *Standards for Excellence Module,* "Personnel Policies" and "Volunteer Policies" | *Lecture Link:* Diversity, Equity & Inclusion; Leadership, Staff & Volunteers<br>*Videos:* DEI 201: What is Diversity, Equity & Inclusion?; Equality, Diversity and Inclusion: Open your Mind<br>*Lecture Link:* "Leadership: Staff and Volunteers" Posted in Module 3;<br>*Videos:* 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, 3/1/2024 BEFORE you can start volunteering with your nonprofit<br><br>HW-Volunteer Practices due by 11:59 pm Friday, 3/1/2024 |
| Week 8<br>Mar 4-10<br>Module 4 – | Module 4:<br>Leadership:<br>Executive Director and Board of Directors | See SFX Document in *Standards for Excellence Module,* "Board Member Responsibilities" and "Board & Executive Partnership" | *Lecture Link:* "Leadership: Board Parts 1 & 2"<br>*Videos:* Board Leadership: How to be an awesome board member<br>Lecture link: Executive Director/CEO Leadership<br>Videos: Executive Leadership, Jim Collins | HW - Board of Directors due by 11:59 PM on Friday, 3/8/2024 |
| Week 9<br>Mar 10-16<br>Spring Break | | | | |

| Module | Topics | Read | Watch | Assignments Due |
|---|---|---|---|---|
| Week 10<br>Mar 18-24<br>Module 4 | Module 4:<br>Executive Leadership<br>Review Modules 3 & 4 and Vocabulary List #2 for QUIZ #2 | Review materials in Modules 3 & 4<br>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 3/22/2024. Quiz will cover videos and assigned reading on syllabus through 3/9/2024 and vocabulary list #2. |
| Week 11<br>Mar 25-31<br>Module 5 | Module 5:<br>Legal Compliance & Ethics: CONFLICT OF INTEREST | See SFX Document in *Standards for Excellence Module,* "Legal Requirements" and "Disclose It"*,* "Conflict of Interest" and "Code of Ethics" | *Lecture links*: Compliance & Ethics and Internal Controls for Nonprofits<br>*Videos:* Why Nonprofits are Particularly Vulnerable to Fraud | HW - Compliance & Ethics due by 11:59 pm Friday, 3/29/2024 |
| Week 12<br>April 1-7<br>Module 6 | Module 6:<br>Finance & Operations | See SFX Document in *Standards for Excellence Module,* "Financial Planning & Monitoring" and "Internal Controls & Financial Policies" | *Lecture Links:* "Form 990 Parts 1 & 2"<br>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<br>April 8-14<br>Module 6 | Module 6:<br>Finance & Operations<br>Module 7:<br>Resource Development;<br>Service Learning hours | See SFX Document in *Standards for Excellence Module,* "Financial Planning & Monitoring" and "Internal Controls & Financial Policies" | *Lecture Link*: "Nonprofit Financial Statements"<br>*Lecture Link: Resource Development* | HW-IRS Form 990, due by 11:59 pm on Friday, 4/12/2024. |
| Week 14<br>Apr 15-21<br>Module 5 & 6<br>Module 7 | Review Modules 5 & 6 Vocabulary List #3 for QUIZ #3 | Review materials in Modules 5, 6<br>Review Vocabulary List #3 in Vocabulary Lists Module | Re-watch all videos in Modules 5 & 6  to prepare for QUIZ #3 | QUIZ #3<br>Complete Quiz #3 by 11:59 pm Friday, 4/19/2024. The quiz will cover videos, lectures, and readings assigned 4/14/2024 and vocabulary list #3 |

| Module | Topics | Read | Watch | Assignments Due |
|---|---|---|---|---|
| | | | | Service-Learning Step 4: Completed Volunteer Log and Volunteer Hours Due by 11:59 on FRIDAY 4/19/2024 |
| Week 15 Apr 22-28 Module 7 | Module 7: Reflection Paper | No new materials | No new materials | Serving-Learning Step 5: Reflection Paper Due by 11:59 on FRIDAY 4/26/2024 (or earlier). |
| Week 16 Apr 29 – May 3 | | | | No new material or assignments due. |
| FINAL May 6 Module – Final Presentation Guidelines and ALL Modules | Module 9: Select topics you want to discuss in 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 Final Research and Analysis Presentation DUE 5/6Februar/2023 by 11:59 pm |