



## **Syllabus: MGMT 3613 Nonprofit Organization and Society Online – Spring Semester 2023**

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### **Office Hours**

Office hours are designed for you, providing a private environment where we may talk about your work, performance in class, etc. If you cannot see me during my office hours, do not hesitate to make an appointment to see me at a different time.

**Office Hours:** Mondays: 3:30 pm to 5:00 pm; Tuesdays: 8:30 am to 10:30 am; Wednesdays: 8:30 am to 10:30 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, you must contact me if you do not understand something or have questions about grading, instructions, or the course. I welcome the opportunity to get to know my students more personally. I will make myself available to meet with you in person or via zoom if you need to discuss an assignment or the course.

### **Required Textbook (NONE)**

I have recently changed my course and do not require a textbook. Some of the lectures will refer to a textbook. Still, all the content you need to know in this course will be covered in lectures, videos, PowerPoint presentations, and posted materials 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. All *Standards For Excellence* articles assigned in your syllabus can be found in Module: STANDARDS FOR EXCELLENCE.

### **Students must own or have access to the following:**

**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](https://www.msutexas.edu) 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](mailto:helpdesk@msutexas.edu) to get more information about accessing the software. Please note that the D2L learning management system does not handle Pages or other Apple Mac software very well. If you submit documents in Pages or other Mac-specific software, I will likely NOT be able to open the documents. PLEASE convert your

homework assignments to Word documents before submitting them to avoid late submissions or no submission penalties.

**Browser:** It is highly recommended that you use the following browsers for the best experience: Mozilla Firefox, Google Chrome, or Apple Safari.

## **Course Description**

Overview of the role, scope, and contributions of the nonprofit sector. Introduction to the financial and human strategies nonprofits use. Introduction to assessment methods used to measure program outcomes.

## **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 problem-solving and decision-making abilities through the critical analysis, evaluation, and interpretation of business and nonprofit information.
2. Students will demonstrate competency in writing for common business scenarios.
3. Students will utilize technology for business applications.
4. Students will demonstrate ethical reasoning skills within a business and nonprofit environment.
5. Students will understand the influence of multicultural issues on business activities.

These general learning goals are among those established by the Dillard College of Business Administration. 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 General 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 an 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.

## Course Communication

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

You are responsible for logging in to D2L regularly to check for announcements or messages from me regarding the course. ***If you miss more than one assignment and are not regularly logging into the system, you may be dropped from the class for failure to attend/participate.***

**E-mail Communication Guidelines:** I expect upper-division students (which you are!) to be able to communicate professionally. You are expected to communicate via e-mail with a nonprofit of your choice. 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. Your e-mail should have proper spelling, punctuation, and capitalization. Your e-mail also should have a "signature," which includes your first name, last name, and your 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.

When communicating with your nonprofit, you should follow the same professional guidelines, such as proper salutation, spelling, punctuation, and capitalization. Your e-mail should also have a signature with your first and last name. I have provided sample e-mail templates for communicating with your nonprofit and a letter from me you can attach to your e-mails.

## 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 first. 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. **Submissions by e-mail will not be accepted.**

## Late Work

Assignments are due at the specified day and time in the syllabus. Late assignments are a reflection of your professionalism or lack thereof. By definition, professionals are not late with their work. At the Instructor's discretion, an assignment may be accepted late under very specific circumstances. If an assignment is accepted late, it will incur the following penalties: up to 24 hours late receives 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. Assignments more than three days late will receive zero points. **The Instructor is not obligated to accept late work at all.**

I intentionally plan that ALL homework assignments are due on the same day and time each week, Friday by 11:59 pm, so students can plan accordingly. If a homework 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.

## Course Grade

Activities	Points	%
<b>6 Homework Assignments</b> 50 pts each	300 pts	28.57%
<b>3 Quizzes</b> – 100 points each	300 pts	28.57%
<b>5 Service-Learning Assignments</b> – Acknowledgement/Criteria Form, MOU, Background Check/Training, Reflection Paper; and Volunteer Log sheet	300 pts	28.57%
<b>FINAL</b> - Analysis and Research Presentation*	150 pts	14.29%
<b>TOTAL</b>	<b>1050 pts</b>	<b>100.00%</b>

\*Students who have 805 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 805, you must submit a final presentation, no exceptions.

### Without FINAL

Actual Points	Letter Grade
Above <b>805</b>	A
<b>715-804</b>	B
<b>625-714</b>	C
<b>535-624</b>	D
<b>Below 534</b>	F

### Including FINAL

Actual Points	Letter Grade
Above 939	A
<b>834-938</b>	B
<b>729-833</b>	C
<b>624-728</b>	D
<b>Below 523</b>	F

## Brief Description of Graded Activities

### Weekly Homework Activities (300 pts)

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 on Saturday at 12:01 am and closes on Friday at 11:59 pm. 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.

### Quizzes (300 pts)

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. 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 for a limited time on the due date. You must use Respondus Monitor and Lockdown Browser when completing quizzes. Plan accordingly and ensure you have access to a laptop or computer with the required specifications. You can also use the computer labs to take examinations.

**NOTE: When taking quizzes, you are being 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.

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 also 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. ***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 have no choice but to assume you are cheating.

### Service Learning (300 pts)

This class will have a service-learning requirement. The service-learning component consists of several parts (please see D2L and syllabus for due dates):

1. **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.
2. **"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.
3. **Background Check Authorization and Youth Protection Training (50 points).** 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). 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. If you have completed the background check and the youth protection training for a previous class or project, you may be exempt from meeting this component. I will need written confirmation from Cody Ford that you are current on these requirements to be exempt from this assignment.

4. **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.
5. **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.

### Selection of Nonprofit

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.***
  - ***A board member's job description or written board member responsibilities (may be in the organization's bylaws).***
  - ***The organization's IRS determination letter.***
  - ***A mission or vision statement.***
  - ***A description of programs or services AND the eligibility requirements to receive assistance.*** Usually, you can find this information on the website or in brochures/flyers.

It is **YOUR** responsibility to ensure they meet the above criteria, **NOT** mine. Suppose your nonprofit does NOT meet the above criteria. In that case, it will make completing homework assignments, your service-learning component, AND your final research presentation difficult or impossible to achieve.

It is expected that if you communicate or visit with the nonprofit organization in person, you will 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.

### **FINAL - Analysis and Research Presentation (150 pts)**

If you have an A in the class after completion of 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 completion of the course requirements you will be required to take the final, no exceptions. See page four of the syllabus for 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 reading, 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 syllabus and D2L for due dates.

The presentation should be a video presentation between 7-10 minutes in length. 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 that you should be visible in the presentation, so make sure 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. More information will be made available about this opportunity and posted on D2L as the option approaches.

## **Official Policies**

### **Academic Integrity**

Concerning academic honesty, students are referred to the "Student Honor Creed" in the undergraduate catalog. 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 constitutes plagiarism. Cheating (using old quizzes, using notes, trying to circumvent video recording) on a quiz is considered academic dishonesty. Not following the Respondus guidelines is considered academic dishonesty (See Quiz section for specifics). Copying or using other people's work is considered academic dishonesty. I use plagiarism software to identify instances of using uncited sources. If I discover that a student has engaged in academic dishonesty (cheating, collusion, and plagiarism) on any work for this course, **AT A MINIMUM**, they will receive an F (0 points) for that work, and at the **MAXIMUM** failure of the course. All instances of academic dishonesty will be reported to the Dean of Students.

## **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.

If you have concerns about being in a classroom and are unable or unwilling to attend face-to-face classes because of concerns about COVID-19, you can apply for a formal COVID-19 adjustment or accommodation based on your individual health concerns or situation. Any student requesting accommodations should contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate accommodations. As an instructor, I cannot grant accommodations without guidance or recommendations from the office of Disability Support Services.

## **Attendance / Participation**

As this is an online course, attendance is not taken like in a face-to-face course. However, participation is critical to your success in this class and I will monitor how frequently and how long you log into the course. Your follow-thru on assignments and service-learning requirements will be essential to your success in the class. This is also why no late assignments will be accepted (see late work policy below). Your responsibility is to stay on top of due dates, check D2L frequently for assignments, lectures, etc., and adhere to due dates.

## **Late Work**

Assignments are due at the specified time scheduled in the syllabus. Late assignments are a reflection of your professionalism or lack thereof. By definition, professionals are not late with their work. At the Instructor's discretion, an assignment may be accepted late with the following penalties: up to 24 hours late receive a 10% deduction from final grade; 24-48 hours late receive a 25% deduction from final grade, and after 48 hours there is a 50% deduction from the final grade. Assignments later than three days will receive a zero. **The Instructor is not obligated to accept late work at all.**

"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; jury duty; car accident). A valid, documented excuse **MUST BE DOCUMENTED**. Understand 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. 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.

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

## **Communication**

I will provide all course content, updates, readings, handouts, and other communication using D2L and e-mail. All e-mail communication between students and Instructor should occur using MSU e-mail addresses. **Ensure your e-mail settings are set up, so you receive communications sent via D2L. It is your responsibility to manage your settings.** When e-



mailing me, PLEASE use professional communication etiquette, such as proper salutations, and identify yourself by name and which class you are communicating about. Also, please use correct punctuation, grammar, and spelling. Getting into the habit of using professional communication skills is essential NOW.

Students may also check their grades via D2L. Students must log in to D2L regularly to stay current with the class. If you have any questions or need help, the best way to reach me is via e-mail.

### **Concealed Carry**

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

### **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.

### **COVID-19 Procedures**

Please visit the MSU Texas Coronavirus [webpage](#) for the most up-to-date information about COVID-19 and MSU Texas policies and procedures.

### **Grades**

Grades will be entered into the grade book on D2L. It is the student's responsibility to keep copies of submitted assignments. Any request to change a grade must be made to the Instructor via e-mail within one week after the grade was posted to D2L.

To help students keep track of their progress toward course objectives, the Instructor will provide a Midterm Progress Report through each student's WebWorld account. At the mid-semester point, the Instructor will review each student's current average. Midterm grades are not reported on transcripts, nor will they be calculated in the cumulative GPA. They give the student an idea of where they stand at the semester's midpoint. Students earning below a C at the midway point should schedule a meeting with Ms. White to discuss ways to improve performance.

### **Grade Appeals**

See the MSU Student Handbook for University policy on grade appeal.

### **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 you were sitting in the classroom or the office during live office hours.

## **Important Dates**

Change of schedule or late registration: **January 13-16, 2023.**

Deadline to file for December graduation: **February 20, 2023**

The last day to drop with a grade of "W": is **by 4:00 p.m., March 27, 2023.**

Last day of classes: **May 5, 2023**

Final examinations begin: **May 6, 2023**

Module	Topics	Read	Watch	Assignments Due
<b>Week 1</b> <b>January 17-20</b> <b>Start here! Module</b> <b>MLK Holiday 1/16/2023</b>	Syllabus and Syllabus Acknowledgement	Read syllabus carefully! Review List of Approved Nonprofits	<i>Welcome to Course Video</i> <i>Lecture videos:</i> "What is Service Learning" (Start here! Module)	<b>HW Syllabus Acknowledgement Form Due by 11:59 pm on Friday, 1/20/2023</b>
<b>Week 2</b> <b>January 21-27</b> <b>Start here! Module</b> <b>Service Learning Module</b>	Course Introduction; Service Learning;	<b>Module Start Here</b> , read Syllabus, Watch Service Learning video Module 1 – Service Learning Overview	<i>Lecture videos:</i> "What is Service Learning" (Start here! Module) <i>Lecture videos:</i> "Nonprofit Management as a Career" Module 1	<b>Service-Learning Step 1: Service Learning and Nonprofit Selection &amp; Acknowledgement Form DUE</b> by 11:59 pm on Friday, 1/27/2023
<b>Week 3</b> <b>Jan 28-Feb 3</b> <b>Standards for Excellence Module</b> <b>Module 1</b>	Introduction to Standards for Excellence	<i>Other documents in D2L:</i> See all Standards for Excellence resources in <b><i>Standards for Excellence Module</i></b>	<i>Lecture Link:</i> "Standards for Excellence Overview" posted in Module 1; <i>Video:</i> Creating a culture of accountability	<b>Contact your nonprofit this week, so you can Complete &amp; Submit Memorandum Of Understanding (MOU) next week.</b> See "E-mail Template" and "Letter to Nonprofits" in <b><i>Service-Learning Module</i></b> .
<b>Week 4</b> <b>February 4-10</b> <b>Module 2</b>	Mission and Vision	<i>Other documents in D2L:</i> See SFX Document in <b><i>Standards for Excellence Module</i></b> , "SFX Mission Vision & Planning"	<i>Lecture Link:</i> "Mission Strategy Part 1 and Part 2"	<b>Service Learning Step 2 - Complete &amp; Submit Memorandum Of Understanding (MOU)</b> by 11:59 pm on Friday, 2/10/2023
<b>Week 5</b> <b>February 11-17</b> <b>Module 2</b>	Mission and Vision	<i>Other documents in D2L:</i> See SFX Document in <b><i>Standards for Excellence Module</i></b> , "SFX Mission Vision & Planning"	<i>Videos:</i> How to write a Mission Statement; How to write a Vision Statement; Overview of the Strategic Planning Process	<b>HW Mission/Vision</b> by 11:59 pm Friday, 2/17/2023 <b>START PROCESS for Background Check &amp; Minor Training</b> – you must complete form and send to cody.ford@msutexas.edu
<b>Week 6</b> <b>February 18-24</b> <b>Quiz over content of Weeks 1-5</b>	Mission and Vision Review Modules 1 & 2 and Vocabulary List #1 for QUIZ #1	Review materials in <b>Modules 1 &amp; 2</b> Review Vocabulary List #1 in <b>Vocabulary Lists Module</b>	Re-watch all videos in Modules 1 & 2 to prepare for QUIZ #1 <b>Please review Quiz section of syllabus for requirements when using Respondus Monitor.</b>	<b>MODULE 1 &amp; 2 - QUIZ #1</b> –Complete Quiz by 11:59 pm, Friday 2/24/2023. Quiz will cover videos, HW assignments and assigned reading on syllabus through 2/17/2023 and vocabulary list #1. <b>See Compliance and Ethics H.W. &amp; Board of Directors H.W.</b> Reach out to your nonprofit ASAP for necessary documents!
<b>Week 7</b>	Module 3:	<i>Other documents in D2L:</i>	<i>Lecture Link:</i> Diversity, Equity	<b>Service Learning Step 3– Complete</b>

Module	Topics	Read	Watch	Assignments Due
<b>Feb 25-Mar 3 Module 3</b>	Personnel Staff & Volunteers	See SFX Document in <b><i>Standards for Excellence Module</i></b> , "Personnel Policies" and "Volunteer Policies"	& Inclusion; Leadership, Staff & Volunteers <i>Videos:</i> DEI 201: What is Diversity, Equity & Inclusion?; Equality, Diversity and Inclusion: Open your Mind <i>Lecture Link:</i> "Leadership: Staff and Volunteers" Posted in Module 3; <i>Videos:</i> Linked In Talent Solutions – Gen Z at Work; Do Something U – How to recruit and retain volunteers	<b>Background Check &amp; Minor Training- must provide documentation you have completed BOTH by 11:59 pm on Friday, 9/23/2022</b> <b>HW-Volunteer Practices</b> due by 11:59 pm Friday, 9/30/2022
<b>Week 8 March 4-10 Module 4</b>	Module 4: Leadership: Executive Director and Board of Directors	See SFX Document in <b><i>Standards for Excellence Module</i></b> , "Board Member Responsibilities" and "Board & Executive Partnership"	<i>Lecture Link:</i> "Leadership: Board Parts 1 & 2" <i>Videos:</i> Board Leadership: How to be an awesome board member <i>Lecture link:</i> Executive Director/CEO Leadership <i>Videos:</i> Executive Leadership, Jim Collins	<b>HW - Board of Directors</b> , due by 11:59 PM on Friday, 3/10/2023
<b>Week 9 March 11-17</b>	<b>NO ASSIGNMENTS SPRING BREAK</b>	<b>NO ASSIGNMENTS SPRING BREAK</b>	<b>NO ASSIGNMENTS SPRING BREAK</b>	<b>NO ASSIGNMENTS SPRING BREAK</b>
<b>Week 10 March 18-24 Quiz over content of Weeks 6-9</b>	Module 4: Executive Leadership Review Modules 3 & 4 and Vocabulary List #2 for QUIZ #2	Review materials in <b>Modules 3 &amp; 4</b> Review Vocabulary List #2 in <b>Vocabulary Lists Module</b>	Re-watch all videos in Modules 3 & 4 to prepare for QUIZ #2	<b>MODULE 3 &amp; 4 - QUIZ #2</b> –Complete Quiz by 11:59 pm, Friday 10/14/2022. Quiz will cover videos and assigned reading on syllabus through 10/14/2022 and vocabulary list #2.
<b>Week 11 March 25-31 Module 5</b>	Module 5: Legal Compliance & Ethics: CONFLICT OF INTEREST	See SFX Document in <b><i>Standards for Excellence Module</i></b> , "Legal Requirements" and "Disclose It", "Conflict of	<i>Lecture links:</i> Compliance & Ethics and Internal Controls for Nonprofits <i>Videos:</i> Why Nonprofits are Particularly Vulnerable to	<b>HW - Compliance &amp; Ethics</b> due by 11:59 pm Friday, 10/21/2022

Module	Topics	Read	Watch	Assignments Due
		Interest" and "Code of Ethics"	Fraud	
<b>Week 12</b> <b>April 1-7</b> <b>Module 6</b>	Module 6: Finance & Operations	See SFX Document in <b><i>Standards for Excellence Module</i></b> , "Financial Planning & Monitoring" and "Internal Controls & Financial Policies"	<i>Lecture Links:</i> "Form 990 Parts 1 & 2" Videos: Understanding the IRS Form 990	<b>Review your H.W. – IRS Form 990.</b> This H.W. may require more time than some of the other H.W. assignments so take a look at it NOW. You will need THREE YEARS of Form 990s!
<b>Week 13</b> <b>April 8-14</b> <b>Module 6</b>	Module 6: Finance & Operations Module 7: Resource Development;	See SFX Document in <b><i>Standards for Excellence Module</i></b> , "Financial Planning & Monitoring" and "Internal Controls & Financial Policies"	<i>Lecture Link:</i> "Nonprofit Financial Statements" <i>Lecture Link: Resource Development</i>	<b>HW-IRS Form 990</b> , due by 11:59 pm on Friday, 11/4/2022
<b>Week 14</b> <b>April 15-21</b> <b>Quiz over content of Modules 5 &amp; 6</b> <b>Module 7</b>	Review Modules 5, 6 & 7 and Vocabulary List #3 for QUIZ #3  Module 7: Complete all Service-learning volunteer hours	Review materials in <b>Modules 5, 6</b> Review Vocabulary List #3 in <b>Vocabulary Lists Module</b>	Re-watch all videos in <b>Modules 5 &amp; 6</b> to prepare for QUIZ #3	<b>QUIZ #3</b> Complete Quiz #3 by 11:59 pm Friday, 4/21/2023. <b>Quiz will cover videos and Standards For Excellence assigned reading on syllabus through 4/14/2023 and vocabulary list #3</b> <b>Service-Learning Step 4: Completed Volunteer Log and Volunteer Hours</b> Due by 11:59 on <b>Friday 4/21/2023</b>
<b>Week 15</b> <b>April 22-28</b> <b>Module 7</b>	Module 8: Reflection Paper	Review guidelines for Reflection Paper and Review Grading Rubric		<b>Serving-Learning Step 5: Reflection Paper</b> Due by 11:59 on <b>Friday, 4/28/2023</b> or earlier).
<b>Week 16</b> <b>April 29-May 5</b> <b>Module 8</b>	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 Presentation topic; review comments on H.W. assignments relevant to your topic	<b>Students with an "A" will be exempt from final. All other students are required to turn in a final presentation.</b> DUE 5/5/2023 by 11:59 pm