



**Course Syllabus: Strategic and Human Management of
Organizations
Dillard College of Business Administration
MGMT 3623 Section X10-Online
Fall Semester 2025, August 25-December 14, 2025**

Contact Information

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Office hours: Monday, 3:30 pm to 5:00 pm. Tuesday and Wednesday, 9:00 am to 11:00 am, or by appointment.

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. I will be available to meet with you in person or via Zoom if you need to discuss an assignment or the course.

This is an online course, so I cannot see if you understand me when I lecture or provide feedback on homework. Therefore, it is up to you to contact me if you do not understand something or have questions about grading, instructions, or the course.

Course Description

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

Learning Goals

Specific Learning Goals

Upon successfully completing this course, the student should have completed several nonprofit human resource components and refined their understanding of real-world nonprofit business planning.

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

General Learning Goals

Upon successfully completing this course, the student should be able to:

1. Students will demonstrate problem solving and decision-making abilities through the critical analysis, evaluation and interpretation of strategic human resource management and specifically for nonprofit organizations.
2. Students will demonstrate competency in writing for common business scenarios.
3. Students will demonstrate competency in presenting for common business scenarios.
4. Students will utilize technology for business applications.
5. Students will demonstrate ethical reasoning skills within a business and nonprofit environment.
6. Students will understand the influence of multicultural issues on business activities.

These general learning goals are among those 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

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 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. Students will demonstrate the capability to navigate a learning system such as D2L/Brightspace and the internet.

Textbook & Instructional Materials

Purchase through the **Perusall** platform.

1. Pynes, Joan E. (2013). Human Resource Management for Public and Nonprofit Organizations: A strategic approach, 4th Edition. Jossey-Bass. ISBN: 978-1-118-46034-4.
2. Additional readings and materials may be posted to 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.

Important Dates

Student registration: Early April 2025 – August 24, 2025

Classes begin: August 25, 2025

Labor Day Holiday: September 1, 2025 (No face-to-face classes)

Change of Schedule and Late Registration: August 25-28, 2025

Census Day (12th Class Day): September 8, 2025

Deadline for December graduates to file for graduation: September 22, 2025

The last day for students to drop with a grade of "W": 4:00 p.m., November 24, 2025. Drops after this deadline will receive grades of "F"

Thanksgiving Holiday break November 26-28. (Face-to-face classes resume December 1)

Last regular day of classes: December 5, 2025

Final examinations begin: December 6, 2025

Undergraduate Commencement: December 13, 2025

Grading

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

Table 1: Points allocated to each assignment

Activities	Points w/o final	points w/final
Perusall chapter annotation assignments (12 total @10 pts each-drop 2 lowest)	100	100
Projects (100 pts each)	400	400
Final exam*		100
TOTAL	500	600

*students who have enough points to earn an A after completing all Perusall assignments and projects will be EXEMPT from the final exam. If a student does not have enough points to earn an A, they must take the final exam.

Table 2: Grade points necessary for each exemption from the final and final letter grade including final grade calculations

Points w/o final	Exempt Status	points with final	Letter Grade percentage
450+	A-exempt	540+	A-90% and above
400 - 449	B-Not exempt	480 - 539	B-80-89%
350 - 399	C-Not exempt	420 - 479	C-70-79%
300 - 349	D-Not exempt	360 - 419	D-60-69%
Below 300	F-Not exempt	Below 360	F-Below 60%

Perusall Annotations – 100 points total

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

If you have a question or information to share about a passage in the readings, highlight the text and type in a comment as an comment. You can also respond to a classmate's comment in threads (Facebook style) in real time or upvote questions you find helpful. Good comments contribute to the class by stimulating discussion, explaining your thought processes, helping others, and drawing attention to good points. If a particular classmate's point is relevant, you can explicitly "mention" them and they will be immediately notified, even if not presently signed on.

Research shows that the following behaviors on Perusall predict higher end-of-semester grades and long term mastery of the subject. Your instructor may use some or all to determine your formal score.

- Contributing thoughtful questions and comments to the class discussion, spread throughout the entire reading ([see some examples](#))
- Starting the reading early
- Breaking the reading into chunks (instead of trying to do it all at once)
- Reading all the way to the end of the assigned reading
- Posing thoughtful questions and comments that elicit responses from classmates
- Answering questions from others
- Upvoting thoughtful questions and helpful answers

You will be given weekly reading assignments, usually 1-2 chapters from your textbook and/or articles I have assigned. Each student is expected to make a minimum number of annotations (comments or questions) for each chapter. Other students can also comment on the annotations or make their own comments. It is important to have a mix of starting your conversations as well as participating in other conversations. All weekly annotation assignments will be due on Sundays by 11:59 pm. Each weekly annotation assignment is worth 10 pts. There are a total of 12 assignments, plus the syllabus practice assignment. The syllabus practice assignment is worth 3 bonus points if you complete. I will drop the two lowest Perusall assignment grades.

Why are we using Perusall?

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

- deeply engaging with points in the readings
- stimulating discussion
- offering informative questions or comments
- helping others by addressing their questions or confusions

Getting Started

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

Specifics

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

Perusall Grading

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

- See the Persuall-Scoring Examples document for specific examples

Projects (each is worth 100 pts, for a total of 400 pts)

Four individual homework activities will be assigned over the semester to assess students' comprehension of lectures, reading assignments, and assigned videos covered in the course. Each assignment is posted in the respective module and is due on the Friday of the week assigned (see syllabus calendar for assignment due dates). Assignments are due in D2L. Each assignment is due by 11:59 on Friday unless otherwise noted in the syllabus. Each PROJECT assignment is worth 100 points.

Final Exam (worth 100 points)

The course has a final exam consisting of true/false, multiple-choice, and short-answer questions. Students should complete the final exam before 11:59 pm on the due date listed in the syllabus. The final exam uses a remote proctoring service called Respondus Monitor. If I learn of students sharing the final exam contents in any way, that is considered a breach of academic integrity on all parties' part, which would entail everyone involved receiving a 0 for the exam (and potentially an F for the course). For final exam, students may use an 8.5 x 11-inch "cheat sheet" that has notes on ONE side only, which must be shown during the pre-test monitoring process. Students may NOT cooperate in preparing cheat sheets or share cheat sheets, as this would be considered a breach of academic integrity and result in a 0 for all parties involved.

Students are required to take the final if they have LESS THAN AN "A" in the course after completing all Perusall assignments and projects. I will notify students if they are exempt from the final when we return from the Thanksgiving break.

NOTE: Please refer to the posted "remote exam procedures" in D2L before completing the final exam. If you do not follow these guidelines, you may have significant points deducted. If I review a video and find evidence of academic dishonesty, that would merit a more severe responses such as a zero on the exam or failing the course.

Extra Credit

There may be multiple opportunities for extra credit this semester. The Job I Love Lunch and Learn series will provide several opportunities for extra credit. The events are held at noon in DB 274. Lunch is provided.

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 turned in the following day after the event. Each event is worth up to 3 points. Check D2L for dates of Job I Love and the due dates for the summaries.

I also award extra credit to students who participate in the Together We Make a Difference community service event in October. To receive credit, the student must register for the event ahead of time, and get an authorized representative at the site where the student volunteered to sign their form, and then submit the form. Students can receive up to 10 points of extra credit.

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.

Instructor Class Policies

Academic Integrity

With regard to academic integrity, 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, including AI-generating tools, constitutes plagiarism. Cheating (using old assignments and/or exams, original thoughts/words from another source) on a written assignment is considered academic dishonesty. Copying or using other people's work, including AI tools, is considered academic dishonesty in this course. I use plagiarism software and AI detection software to identify instances of using uncited and unattributed sources. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct (see University Policies). Any assignment found to have resulted from cheating, collusion, and/or plagiarism will be given a grade of zero, at a minimum. Repeated offenses may result in failing the course.

Acceptable and Unacceptable Use of AI Tools

While AI-based tools can aid in research and learning, it is crucial to understand the limits and appropriate use of such tools. Students are encouraged to leverage AI tools for tasks like data analysis, language translation, and correcting spelling and grammar (such as Grammarly). Learning to use AI **responsibly and ethically** is an important skill in today's business community. However, using AI tools to generate content submitted as your original work 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 not permitted in this course.** This course is 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. **The use of Grammarly and other spelling and grammar assistance software is acceptable in this course.**

Any assignment that is flagged for using generative AI tools in an unauthorized way will be given a grade of zero. I will use AI detection software provided by MSU and if an assignment is flagged as more than “50% likely” to have used AI using the detection software tools provided by MSU, I will consider that as inappropriate use of AI. Repeated offenses may result in failing the course. All instances of academic dishonesty will be reported to the Department Chair, the Dean of Dillard College of Business, and the Dean of Students.

Attendance and Class Participation

Regular and active participation is an essential aspect of this online course. The instructor expects that students will log on a minimum of three times every seven days. You must read the online textbook each week, watch all of the lectures and assigned videos, and complete

the weekly chapter assignments. Your full participation every week is not only a requirement but also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and makeup assignments no later than the due dates. Missing assignments and/or not logging in the minimum number of times for two weeks may constitute non-attendance or excessive absences. They may result in the instructor dropping the student from the course.

Course Communication

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

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

Course Syllabus

This syllabus is a guide for the course and is subject to change. Syllabus changes will be communicated via D2L, e-mail, and announced in class if applicable. ***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

E-mail Communication Guidelines

I expect upper-division students (which you are!) to be able to communicate professionally. Occasionally, you may have to communicate with me. When communicating with me via e-mail, always include your first and last name and the course name in the subject line. Be sure to have a proper salutation in your e-mail to me. You can address me as Ms. White, Instructor White, or Professor White. Do not address me by my first name or leave out the salutation, as that is not considered professional or appropriate. Your e-mail should have proper spelling, punctuation, and capitalization. Your e-mail should also have a "signature," including your first name, last name, and M#. If your e-mail does not follow these guidelines, I may not answer your e-mail. All of these guidelines reflect business-appropriate and professional e-mail communication standards which we strive to teach and implement in 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 Gradebook. If you are not able to see your grade or my feedback, please let me know so that I can correct the situation. If there is any discrepancy in the grade, you must contact me immediately.

Inclement Weather/Closing of Campus

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

Late Work - Makeup Work/Tests

No late submission will be accepted and graded. All course activities must be submitted before or on set due dates and times. 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 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.

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

Midterm Progress Report

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

Response Policy

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

Turnitin or Similar Detection Tools

This course may utilize plagiarism or AI detection tools to evaluate assignments. If you are found to have 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 as explained above.

University Policies

Academic Integrity and Academic Misconduct

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

Campus Carry Rules/Policies

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

Smoking/Tobacco Policy

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

Alcohol and Drug Policy

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

Campus Carry

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

Active Shooter

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

Student Handbook

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

Grade Appeal Process

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

Course Schedule:

Module	Topics	Read	Watch / Listen	Assignments Due
Week 1 - Aug 26-31 Start Here Module	Course Introduction; Perusall Introduction & Practice Syllabus overview	Link: 6 Functions of a Human Resource Department; Brochures: Nonprofit Center and Nonprofit Minor Syllabus	Audio lectures: Nonprofit Management as a Career Video: What is Human Resource Management	Perusal Practice Assignment (Syllabus), DUE WEDNESDAY, AUG 27 BY 11:59 PM
Week 2 - Sep 1-7 Module 2	Introduction to Human Resource Management in the Public and Nonprofit Sectors and SHRM Strategic Human Resources Management and Planning	Read Chapters 1 & 2	Audio lectures Chapter 1 Part 1, 2a and 2b	Complete Perusall Chapter Annotation for Chapter 1 & 2 Due SUNDAY, Sep 7 by 11:59 pm
Week 3 - Sep 8- 14 Module 2	Managing a Diverse Workforce Federal Equal Employment Opportunity Laws and Other Employee Protections	Read Chapters 3 & 4	Audio lectures for Chapter 3, Part 1, 2a, 2b, 3, and 4	Complete Perusall Chapter Annotation for Chapters 3 and 4 DUE SUNDAY, SEP 14 BY 11:59 PM
Week 4 - Sep 15-21 Module 2	PROJECT #1	Read the guidelines for Project 1 posted in D2L	Review course materials necessary to complete Project 1	PROJECT #1: Presentation on selected topic from Chapters 1-4 DUE FRIDAY, SEP 19 BY 11:59 PM
Week 5 - Sep 22-28 Module 3	Methods and Functions of Strategic Human Resources Management; Recruitment & Selection	Read Chapter 5 & 6	Audio lectures: Chapter 5, Creating Job Descriptions, Job Analysis; Audio lectures Chapter 6 Selection & Recruitment	Perusall Assignment Chapters 5 & 6 DUE SUNDAY, September 28 by 11:59 pm

Module	Topics	Read	Watch / Listen	Assignments Due
Week 6 - Sep 29-Oct 5 Module 3	Compensation & Benefits	Read Chapters 7 & 8	Audio lectures Chapter 7 Compensation; Audio lectures Chapter 8, Part 1 and Part 2 Benefits	Perusall Assignment Chapters 7 & 8 DUE SUNDAY OCT 5 by 11:59 pm
Week 7 - Oct 6-12 Module 3	PROJECT #2	Read the guidelines for Project 2 posted in D2L	Review the course materials necessary to complete Project 2	PROJECT #2: Job Description and Compensation Presentation DUE FRIDAY, October 10 BY 11:59 PM
Week 8 - Oct 13-19 Module 3	Training and Career Development; Performance Management	Chapter 9 & 10	Watch YouTube videos on BARS	Perusall Assignment Chapters 9 & 10 DUE SUNDAY, October 19 BY 11:59 PM
Week 9 - Oct 20-26 Module 4	PROJECT #3	Read the guidelines for Project 3 posted on D2L		Review the course materials necessary to complete Project 3
Week 10 - Oct 27-Nov 2 Module 4	PROJECT #3	Read the guidelines for Project 3 posted on D2L	Review the course materials necessary to complete Project 3	PROJECT #3: Training and Performance Management Evaluation Tool DUE FRIDAY, October 31 BY 11:59 PM
Week 11 - Nov 3-9 Module 4	Volunteer Management & Board Management	Chapters 12	Audio lectures Chapter 12, Parts 1, 2, 3 and 4	Perusall Assignment Chapters 12 Due SUNDAY, November 16 by 11:59 PM
Week 12 - Nov 10-16 Module 5	PROJECT #4	Read the guidelines for Project 4 posted on D2L	Watch YouTube videos on volunteer and board member recruitment	Review the course materials necessary to complete Project 4
Week 13 – Nov 17-23 Module 5	PROJECT #4	Read the guidelines for Project 4 posted on D2L. Review HR documents posted on D2L.	Review the course materials necessary to complete Project 4	PROJECT #4: Comparing job descriptions: Paid vs Volunteer Positions in Nonprofit Organizations Due Friday, November 21 by 11:59 pm

Module	Topics	Read	Watch / Listen	Assignments Due
Week 14 - Nov 24-30	NO NEW TOPICS	NO READING	NO VIDEO/AUDIO	Thanksgiving break begins Nov 26
Week 15 - DEC 1-5		Chapter 13	Watch YouTube videos on trends in HR and nonprofit organizations	Perusall Assignment Chapters 13 Due Friday, November 5 by 11:59 PM
Final exam Monday, December 8	Final exam	Remote exam instructions posted on D2L	Review course materials for final exam	FINAL EXAM – Opens 12:01 am Monday, December 8 and remains open until 11:59 pm December 8