



Syllabus: MGMT 3613 Nonprofit Organization and Society Online Fall Semester 2021

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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 scheduled office hours, do not hesitate to make an appointment to see me at a different time.

Office Hours: Mondays: 2:00 pm to 3:30 pm; Wednesdays: 8:15 am to 9:15 am;
2:00 pm to 3:30 pm; Tuesdays: 8:15 am to 9:15 am; or by appointment

Required Textbook (NONE)

I have recently changed my course and I do not require a textbook. Some of the lectures will refer to a textbook, but all the content you need to know in this course will be covered in lectures, in videos, in PowerPoint presentations and in posted materials on D2L. 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](#) for a review of the most up to date technology requirements.

Software: Students can sign up for 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 getting access to the software.

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; and understand the standards and codes of conduct that are expected and appropriate to professionals and volunteers working in the nonprofit sector.
2. Students will understand the role of individuals and nonprofit organizations and the strategies they use to impact social change, social movements and influencing the public policy process.
3. Students will understand the roles and responsibilities of nonprofit boards and how it impacts 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 have an understanding of 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 with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing 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 email 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.
5. Students will demonstrate the capability to navigate a learning system such as D2L/Brightspace and the internet.
6. Students will demonstrate the ability to navigate a Windows or MAC operating system to manipulate files using file manager, determine active printer, access installed applications, create and delete directories and files.

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 will need to 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 any help, the best way to reach me is via e-mail. I will communicate with the class through D2L and student MSU email. **Be sure that your email settings are set up so that you receive communications sent via D2L. It is your responsibility to manage your settings.**

Email Communication Guidelines: I expect upper division students (which you are!) to be able to communicate in a professional manner. When communicating with me via email, always include in the subject line your first and last name as well as the name of the course you are emailing me about. Be sure to have a proper salutation in your email 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 email should have proper spelling, punctuation and capitalization. Your email also should have a “signature” which includes your first and last name. If your email does not follow these guidelines, I MAY NOT ANSWER YOUR EMAIL. All of these guidelines reflect business appropriate and professional email communication standards.

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 read your document, your document will be considered late, and I will NOT accept the assignment.

Submissions by email will not be accepted.

Late Work

Assignments are due at the specified time due 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, if the instructor was notified of a possible late submission PRIOR to the assignment being late, the assignment may be accepted with the following penalties incurred: 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. **The instructor is not obligated to accept late work at all.**

Course Grade

Activities	Points	%
5 Homework Assignments 30 pts each	150 pts	18.75%
3 quizzes – 50 points each	150 pts	18.75%
Service Learning – Agreement Form, Selection of Nonprofit, Background Check/Training, Reflection Paper; and Volunteer Hours Log sheet	300 pts	37.50%
Analysis and Research Paper*	200 pts	25.00%
TOTAL	800 pts	100.00%

*If a student has 537 or more points after the last quiz they will be exempt from the final paper. If you have less than 537 you will be required to submit a final paper, NO EXCEPTIONS.

Without FINAL

Actual Points	Letter Grade
Above 537	A
536-477	B
476-417	C
416-357	D
Below 356	F

Including FINAL

Actual Points	Letter Grade
Above 716	A
715-636	B
635-556	C
555-476	D
Below 475	F

Brief Description of Graded Activities

Weekly Homework Activities (150 pts)

Weekly Homework Activities will be assigned to assess students' comprehension of lectures, reading assignments, 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, assignments will not be accepted via email. Each drop box folder on D2L for homework assignments will be open on Monday at 12:00 am and closes on Friday at 11:30 pm. Each homework assignment is worth 30 points.

Quizzes (150 pts)

You will have three quizzes throughout the semester. These quizzes will cover assigned reading sections of the Standards of Excellence, assigned videos and lectures. Each quiz will have a time limit (80 minutes) and will be made up of short answer and essay questions. Each quiz is worth 50 points. Quizzes will be available for a limited time on the day they are due.

You will be required to use Respondus Monitor and Lockdown Browser when completing quizzes, so plan accordingly and ensure you have access to a laptop or computer with the required specifications.

Service Learning (300 pts)

This class will have a service-learning requirement. The service-learning component consists of several parts:

- 1. Signed "Service Learning Requirements and Acknowledgement 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 "SERVICE LEARNING module" you will find "Service Learning Requirements & Acknowledgement Form" which includes the guidelines for selecting a nonprofit. There is also a list of suggested local nonprofits. You are not limited to this list of nonprofits, this is just a starting point. ***Please see D2L and syllabus for due dates.***
- 2. Selection of a Nonprofit. Nonprofit Selection Form and optional email communication with nonprofit. (50 points).** Once you have decided on your nonprofit and Instructor White has verbally approved your selection, you must complete and submit the Nonprofit Selection Form. Each student must select a nonprofit to volunteer with and to use that same nonprofit for homework assignments and the reflection portion of the required research paper. **See D2L and syllabus for due date.**
- 3. Completing a background check 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/or senior adults. MSU Texas requires adult volunteers (including students) and employees to complete a background check and training for working with minors when volunteering (including service-learning with a direct service component). You must fulfill these requirements BEFORE you start volunteering with your nonprofit. Additionally, if your

nonprofit may have unique criteria or guidelines you have to complete in order to volunteer. Links to these the background check and youth protection training are located in the Service Learning module. **See D2L and syllabus for due dates.**

4. **At least eight hours of volunteer service and a volunteer hours log-in sheet (50 points).** Each student will complete 8 hours volunteer hours with the nonprofit approved by Instructor Sonia White. The eight hours of volunteer service may be completed in one session (for example on a Saturday for 8 hours) or it may be completed over multiple weeks (one hour each week for 8 weeks or any similar combination). **See calendar at end of syllabus for due dates of completion of volunteer hours and log sheet.** All hours must be completed with the approved nonprofit, but the volunteer hours can be served within multiple projects or service areas. A volunteer's hours log sheet (*found in Service Learning module on D2L*) must be completed and signed by the student and a representative of the approved nonprofit organization. In light of the recent COVID-19 pandemic and social distancing requirements, I highly recommend that you check with nonprofits before you choose them to make sure they will have volunteer opportunities. I also highly recommend that you get your volunteer requirements taken care of earlier rather than later due to possible COVID-19 outbreaks and subsequent quarantining possibilities. It is possible to complete "virtual" volunteer projects, so communicate with your organization to determine what type of projects are available.
5. **Reflection paper (100 points).** The student must also complete a reflection paper (**see reflection paper guidelines under Service Learning module**). This paper should provide reflection on the service-learning experience and should answer the provided prompts. **See calendar at end of syllabus for due dates.**

The Service Learning component of the course is worth 37.5% of your grade for the class. See the steps and criteria for the Service Learning components.

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 the organization's Form 990. The total amount of 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 volunteer 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:**
 - A recent (within the last three years) Form 990, 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 job description or written board member responsibilities (may be in the organization's bylaws).

- The organization's IRS determination letter.
- A board meeting agenda OR board meeting minutes from a recent board meeting.
- 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 make sure 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 paper difficult or impossible to achieve. It would help to verify the criteria, qualifications, or guidelines for volunteering with the organization. You must be able to meet those criteria or qualifications. MSU will also require a background check and minor-child protection training BEFORE you can volunteer.

It is expected that if you communicate or visit with the nonprofit organization in person, you will dress appropriately and behave in a professional manner. When you communicate in writing with the organization, you should use appropriate salutations, appropriate spelling, capitalization and grammar. You should be punctual and respectful of their time.

Analysis and Research Paper (200 pts)

If you have an A in the class (537 or more total points) you will be exempt from the final analysis and research paper. Your final will be a research paper which will be an overview of the nonprofit you have selected. You will select **at least three areas** regarding best practice topics to discuss. **The topics you choose must reference lectures, assigned reading, videos and outside research and have at least 6 credible sources/references.**

The paper MUST be written using the Chicago/Turabian style citation. There are resources for this style under important documents. Please read the document, "Examples & Directions for Chicago-Turabian Style" which provides examples of how to cite using this style. The paper should be approximately 1500 (+/- 150) words. Further instructions and guidelines for the paper are included in the **Paper Guidelines** document and the **Writing Rubric** located in ANALYSIS PAPER module on D2L. **See calendar at end of syllabus and D2L for due dates.**

Extra Credit

There is an opportunity to gain 5 points of extra credit (added to total points, not grade) by participating in Together We Make a Difference Community Service Day. There may be other extra credit opportunity in this course. You will be informed if an opportunity becomes available.

Official Policies

Academic Integrity

With regard to 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. Copying or using other people's work is considered academic dishonesty. I use plagiarism software to identify instances of using uncited sources. My rule of thumb is that if you are using three or more words in a row from a source, it needs to be identified as a direct quote and cited. Copying material from the web and changing every few words also constitutes plagiarism. If I discover that a student has engaged in academic dishonesty (cheating, collusion, and/or 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 accommodation, that student should please contact me as soon as possible. Any student requesting accommodations should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate reasonable accommodations if you have not already done so.

If you have concerns about being in a classroom, are unable or unwilling to attend face-to-face classes because of concerns about COVID-19, you have the option of applying 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. Your follow-thru on assignments and service-learning requirements will be critical to your success in the class. This is also why no late assignments will be accepted (see late work policy below). It is your responsibility to stay on top of due dates, check D2L frequently for assignments, lectures, etc., and to adhere to due dates.

Late Work

Assignments are due at the specified time due 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**, the assignment **may** be accepted with the following penalties incurred: 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. **The instructor is not obligated to accept late work at all.**

"Valid, documented" excused absences fall in the following categories: medical, legal, or serious personal issue beyond your control (e.g. relative's death or serious illness; jury duty; car accident). A valid, documented excuse **MUST BE DOCUMENTED** so please 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 fight with a significant other, have a bad day, etc.

Communication

I will provide all course content, updates, readings, handouts, and other communication using D2L, and email. All email communication between students and instructor should occur using MSU email addresses. **Be sure that your email settings are set up so that you receive communications sent via D2L. It is your responsibility to manage your settings.** When emailing me, PLEASE use professional communication etiquette, such as proper salutations (Dear Ms. White), identify yourself by name and which class you are communicating about. (Some of my students are in multiple classes of mine). Also, please use correct punctuation, grammar, and spelling. It is important to get into the habit of using professional communication skills NOW.

Students may also check their grades via D2L. Students will need to log in to D2L regularly to stay current with the class. If you have any questions or need any help, the best way to reach me is via e-mail. Always include in the email your first and last name as well as the name of the course you're emailing me about.

Concealed Carry

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more 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, via email and/or announced in class. Please print and keep this syllabus as a reference because you are responsible for the assignments and the information contained in the syllabus.

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.

Students are responsible for sanitizing their individual work areas with products made available in the classrooms. It is requested that students maintain at least 6 feet of social distancing at all times in the classroom.

If you have concerns about being in a classroom, are unable or unwilling to attend face-to-face classes because of concerns about COVID-19, you have the option of applying 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.

Grades

Grades will be entered into the gradebook on D2L. It is the student's responsibility to keep copies of submitted assignments. Technical glitches happen, you will need to hold on to your final copy of any assignment if a file does get lost. **Any request to change a grade must be made to the instructor via email within one week of when the grade was posted to D2L.**

In order 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 average to date. If a student has less than a C average for the class, the mid-term grade will be reported in WebWorld. Midterm grades will not be reported on the students' transcripts; nor will they be calculated in the cumulative GPA. They simply give the student 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 Ms. White to discuss ways to improve performance.

Grade Appeals

Any student who believes a final grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. A student has 30 days following the first day of the succeeding semester to file a written appeal with the dean of the instructor's college in which the course was taught. Refer to the Undergraduate Catalogue for further details. 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 that you 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 paying attention;
4. I expect that you be 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 in the office during live office hours.

Important Dates

Change of schedule or late registration: **August 23-26, 2021.**

Deadline to file for December graduation: **September 27, 2021**

Deadline to file for May graduation: **October 4, 2021.**

Last Day to drop with a grade of "W": **4:00 p.m., October 25, 2021.**

Module	Topics	Read/Watch	Watch	Assignments Due
Week 1 Aug 23-27 START HERE MODULE 1	Course Introduction; Service Learning Nonprofit Management as a Career; How to start a nonprofit	Module Start Here , read Syllabus, Module 1, Week 1 contents	<i>Lecture videos:</i> “Service Learning” (START HERE MODULE) “Nonprofit as a Career” “How to Start a Nonprofit” Part 1 “How to Start a Nonprofit” Part 2 (MODULE 1, WEEK 1) <i>Video: Charity:water</i>	Service Learning Step 1: Service Learning and Nonprofit Selection Criteria & Acknowledgement Form DUE by 11:59 pm on Friday, 8/27/2021 TIP: The earlier you submit this assignment, the more likely you will get your first choice of a nonprofit! See Nonprofit List for possible choices.
Week 2 Aug 28-Sep 3 MODULE 1	Introduction to Standards for Excellence	<i>Other documents in D2L:</i> See all Standards for Excellence resources in Standards for Excellence Module	<i>Lecture Link:</i> “Standards for Excellence Overview” posted in Module 1; <i>Video: Creating a culture of accountability</i>	See “Email Template” and “Letter to Nonprofits” in Service Learning Module . You can use these to communicate with your nonprofit throughout the semester.
Week 3 Sep 4-10 MODULE 2	Mission and Vision Alignment	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module , “SFX Mission Vision & Planning”	<i>Lecture Link:</i> “Mission Strategy Part 1 and Part 2” <i>Videos: How to write a Mission Statement; How to write a Vision Statement; Overview of the Strategic Planning Process</i>	Service Learning Steps 2 - Complete Nonprofit Information Form AND Complete HW#1 Mission/Vision by 11:59 pm Friday, 9/10/2021
Week 4 Sep 11-17 MODULE 2	Mission and Vision Alignment;	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module , “SFX Program Evaluation”	<i>Lecture Link:</i> “SMART Goals and Goal Setting” “Logic Models” <i>Videos: SMART Goals – Quick Overview; What is Collective Impact</i>	TOGETHER WE MAKE A DIFFERENCE DAY OF SERVICE – OCTOBER 23 EXTRA CREDIT: Must pre-sign up; must show up and must write a reflection essay on your participation
Week 5 Sep 18-24 MODULE 3	Staff & Volunteers	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module , “Personnel Policies” and “Volunteer Policies”	<i>Lecture Link:</i> Diversity, Equity & Inclusion; <i>Videos: DEI 201: What is Diversity, Equity & Inclusion?; Equality, Diversity and Inclusion: Open your Mind</i>	MODULE 1 & 2 - QUIZ #1 –Complete Quiz by 11:30 pm, Friday 9/24/2021. Quiz will cover videos and Standards For Excellence assigned reading on syllabus through 9/17/2021
Week 6 Sep 25-Oct 1	Staff & Volunteers	<i>Other documents in D2L:</i>	<i>Lecture Link:</i> “Leadership: Staff and Volunteers”	Service Learning Step 4 – Background Check & Minor Training:

Module	Topics	Read/Watch	Watch	Assignments Due
MODULE 3		See SFX Document in Standards for Excellence Module, , “Personnel Policies” and “Volunteer Policies”	Posted in Module 3; Videos: Linked In Talent Solutions – Gen Z at Work; Do Something U – How to recruit and retain volunteers	HW #2-Volunteer Practices due by 11:59 pm Friday, 10/8/2021
Week 7 Oct 2-8 MODULE 4	Legal Compliance & Ethics	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module, “Legal Requirements” and “Disclose It”	Lecture: Compliance & Ethics Part 1 and Part 2	See HW#3 Compliance and Ethics. You should contact your nonprofit NOW to acquire these documents. Do NOT wait until the week it is due and expect to get the documents in time. See sample email template and Letter to Nonprofits in Service Learning Module
Week 8 Oct 9-15 MODULE 5	Finance & Operations	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module, “Financial Planning & Monitoring” and “Internal Controls & Financial Policies”	<i>Lecture Link:</i> “Finance & Operations Part 1 and Part 2”	VIDEO QUIZ #2 Complete Quiz #2 by 11:30 pm Friday, 10/29/2021. Quiz will cover videos and Standards For Excellence assigned reading on syllabus through 9/18-10/22
Week 9 Oct 16-22 MODULE 5	Finance & Operations		Videos: The Way We Think About Charity is Dead Wrong,	OCTOBER 23: Together We Make a Difference!
Week 10 Oct 23-29 MODULE 4	Legal Compliance & Ethics: CONFLICT OF INTEREST	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module, “Conflict of Interest” and “Code of Ethics”	Go back to MODULE 4, Ethics and Compliance. Homework is due for this week. Be sure to read assigned SFX documents.	HW #3: Compliance & Ethics due by 11:30 pm Friday, 10/29/2021
Week 11 Oct 30-Nov 5 MODULE 6	Leadership: Board of Directors	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module, “Board Member Responsibilities” and “Board & Executive Partnership”	<i>Lecture Link:</i> “Leadership: Board” Posted in Module 3; Videos: Board Leadership: How to be an awesome board member; Executive Leadership, Jim Collins	HW #4: Board of Directors, due by 11:59 PM on Friday, 11/5/2021

Module	Topics	Read/Watch	Watch	Assignments Due
Week 12 Nov 6-12 MODULE 6	Board Role in Finance & Operations: Form 990	<i>Other documents in D2L:</i> See SFX Document in Standards for Excellence Module , “Financial Planning & Monitoring” and “Internal Controls & Financial Policies”	<i>Lecture Links:</i> “Form 990 Parts 1 & 2”	HW: 5: Form 990 , due by 11:30 pm on Friday, 11/12/2021
Week 13 Nov 13-19 Module 7	Select topics you want to discuss in Analysis Paper and review topics	Review and re-read Standards of Excellence topics related to your Analysis Paper topic	Review and rewatch lectures and videos related to your Analysis Paper topic	Service Learning Step 4 & 5: Volunteer Log and Reflection Paper Due by 11:59 on Friday, 11/19/2021
Week 14 Nov 20-26 ALL MODULES	Thanksgiving Break	No new materials	No new materials	
Week 15 Nov 27-Dec 3 Module 7	No new materials	No new materials	No new materials	VIDEO Quiz #3 – Due 11:59 pm, 11/27/2021. Quiz will cover videos and Standards For Excellence assigned reading on syllabus through 10/23-11/19
FINAL Dec 4				Students with an “A” will be exempt from final. All other students are required to turn in a final paper. Final Research and Analysis Paper DUE 12/4/2021 by 11:59 pm