

**University of North Texas at Dallas
Spring 2016 8W1 SYLLABUS**

HSML 4300D Volunteer Management		3Hrs
Department of	Counseling and Human Services	Division of
		Education and Human Services
Instructor Name:	<i>Joy D. Patton, PhD, MSSW, MA</i>	
Office Location:	<i>Founders Hall, Room 326</i>	
Office Phone:	<i>972-338-1382</i>	
Email Address:	<i>joy.patton@unt.edu</i>	
<i>Response Time: I check email and Blackboard regularly and try to respond to all emails and questions posted on Blackboard within 48 hours. I grade discussions and assignments and provide feedback to students within two weeks after the due date.</i>		
Office Hours:	By Appointment – Virtual Office Hours Only (via email or Skype)	
Classroom Location:	<i>Online- Blackboard Course</i>	
Class Meeting Days & Times:	Course Week on Blackboard will Run from Mondays to Sundays	
Course Catalog Description:	This course is designed to address the issue of managing volunteers in nonprofit organizations. This course will provide students with an understanding of planning for, facilitating, and creating an organizational culture favorable to volunteer recruitment, training and retention as well as how to work collaboratively in building projects that engage volunteers in meaningful, goal directed work that correlates with the organization's mission and goals.	
Required Text:	McCurley, S. and Lynch, R. (2011). <i>Volunteer Management: Mobilizing All the Resources of the Community.</i> (3rd ed.). Plattsburgh, NY: Interpub Group Corporation. ISBN: 978-1-895271-63-8	
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com	
Course Goals or Overview:		
	The goals of this course are to help students define the role of volunteerism and to develop the necessary skills for effective volunteer management through assessing volunteer program needs, and screening, training, placement, supervision, motivation and retention of volunteers in a nonprofit organization.	
Learning Objectives/Outcomes: At the end of this course, the student will be able to:		
1	Explain the role of volunteers in American society.	
2	Describe the basic elements of effective volunteer management.	
3	Identify the appropriate training, screening and placement of volunteers.	
4	Develop volunteer motivation and retention strategies.	

5	Identify an organization's current strengths and challenges and recommend changes for development.
<p>Course Format This course is a 100% online course taught via Blackboard (BB). All course handouts and assignments will be given and received only on BB. <u>All email correspondence must be routed through the BB system in order to be acknowledged and receive a response.</u> It is your responsibility to check BB for announcements, assignment due dates and correspondence with the instructor. The course relies heavily on participation and as such, being prepared for class is imperative. Multiple methods will be used to ensure preparedness and participation. These methods include lecture, assigned readings and quizzes, various learning activities, and multimedia sources to prepare final projects and working with outside organizations/agencies to prepare final projects.</p>	

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated on Blackboard via the Announcement tab and/or Blackboard email. Additional readings and activities may be added, these will be noted in the Learning Modules each week.

Course Week Each Course Week Begins on Monday	Topics
01/19/16 – 1/24/16	Introductions, Syllabus Review, Assignment Review; History and the Current State of Volunteerism
01/2/16 – 1/31/16	Recruiting, Screening and Matching Volunteers
02/01/16 - 2/07/16	Preparing Volunteers for Success (Training and Orientation)
02/08/16 – 2/14/16	Keeping Volunteers on Track; Appreciating Volunteers
02/15/16 – 2/21/16	Volunteer Program Assessment Paper Presentations Submitted
02/22/16 – 2/28/16	Classmate Assessments of Volunteer Program Assessment Papers
02/29/16 – 03/06/16	Catch Up Week
<p>FINAL EXAM OPENS - 03/07/16 @ 12:30am CLOSES - 03/11/16 @ 11:59pm</p>	

1. Initial Posts for discussion boards are due on Fridays by 11:59pm and Response Posts are due on Sundays by 11:59pm each week.
2. Reading Quizzes are due on Sundays by 11:59pm each week.
3. Volunteer Program Assessment Paper Presentations are to be submitted to the discussion board on Friday by 11:59pm in the week they are assigned.
4. Classmate Assessment Papers should be submitted to the assignment link on Sunday by 11:59pm in the week they are assigned.
5. No Volunteer Program Assessment Papers and/or Classmate Assessments will be accepted after 11:59pm on the last Sunday before *Catch Up Week*.
6. No reading quizzes or discussion boards will be accepted after 11:59pm on the last Sunday before Final Exams begin.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Discussions – Discussions will be given to measure ability to apply topic content.

Reading Quizzes – Reading quizzes will be given to measure understanding of reading materials.

Program Assessment – Students will complete a program assessment on a volunteer program to apply concepts.

Classmate Assessments – Students will complete two (2) assessments on classmates' Program Assessment paper.

Final Exam – A Final Exam will be given designed to measure knowledge of course material.

Grading Matrix:

Instrument	Point Calculations	Total	Grade Determination
Discussions	3 Discussions @ 20 points each	60	324 – 360 = A
Reading Quizzes	3 Reading Quizzes @ 20 points each	60	288 – 323 = B
Program Assessment	1 Volunteer Program Assessment Paper	100	252 – 287 = C
Classmate Assessments	2 Classmate Assessments @ 20 points	40	216 – 251 = D
Final Exam	1 Final Exam @ 100 points	100	0 – 215 = F
Total:		360	

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untdallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring it's online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided:

<http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Make Up Work Policy:

Students will be given one (1) week before the presentation of proposals to complete certain missing assignments – this includes reading quizzes and discussion board assignments only. Reading quizzes can be made up without penalty however, discussion board assignments will have a significant point loss when made up during the catch up week of the class.

Assignment Policy:

All Blackboard Assignments must be saved in one of the following formats: .doc, .docx, or .rtf
Assignments may not be emailed – all assignments must be submitted via the Assignments tab on Blackboard.

Exam Policy:

Exams will be taken on Blackboard during a specified period of time. Exams should be taken as scheduled. No makeup examinations will be allowed (See Student Handbook).

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online “Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html