



CIVIC ENGAGEMENT

Fall Semester 2017
Course No. 52:620:311:01:18877
September 5, 2017 – December 23, 2017

Friday, 8:00 a.m. - 10:50 a.m.
RUC Business and Science Building 132

Instructor: Professor Steven N. Pyser
Cell: (215) 378-3780
steven.pyser@rutgers.edu

GENERAL

Office Hours & Communicating with Professor Pyser

By appointment and thirty (30) minutes after each class. For class challenges or concerns, most matters can be resolved through e-mails. Begin contact through email to steven.pyser@rutgers.edu for a meeting (telephone or face-to-face). You can also secure a telephone appointment by TimeTrade (an online link to Professor Pyser's schedule) <https://www.timetrade.com/book/CRFRC> on Tuesday and Thursday afternoons.

Note that during the week, from Monday until Friday, I will try reply to all e-mails within 24 hours. Please do not expect immediate response. (If you do not hear from me within 48 hours, please re-send your email as I may have overlooked or accidentally deleted your e-mail.) Although, I check my e-mails few times a day, I may not be able to answer completely all e-mails immediately upon receiving them. Note that I may also be travelling out of town on many weekends and may not be able respond to weekend e-mails until Monday.

Course Description (from course catalog)

A service learning course that includes active participation in community service in complex partnerships with established community groups, along with studying its foundations and relevance for business professionals. A notable portion of course time will be outside the classroom, so scheduling will not be standard. Because it includes instruction in a variety of approaches to ethical behavior, this course meets the School of Business requirements for an ethics course under the general education requirements.

Course Overview

This course surveys applied topics relating to business ethics with a focus on ethical theory and its practical application to common ethical issues in nonprofit organizations. The course is designed to be an interactive learning experience that incorporates significant hypothetical case study and group problem-solving exercises focused on the intersection of theory and practice. Students will be assigned a nonprofit organization by Professor Pyser and work with this partner organization to execute projects that advance the strategic mission of the organization; projects will be determined based upon the needs identified by participating community partners and course objectives/learning outcomes of our course.

Mandatory Class Requirements – Attendance and Participation

1. ATTENDANCE IS MANDATORY at all five (5) class meetings Friday, September 8, 29, October 20, November 17 and December 8, 2017 and final presentation/Out-Brief during finals week (TBD). This is not negotiable.
2. For Course Completion: Upload all Sakai assignments posted during "online" weeks and complete Minimum of 30 Volunteer Hours for the delivery of a proposal and presentation for the benefit of a Non-Profit Agency is required to pass this course with attendance at all face-to-face classes - (No Exceptions).

3. This time requirement is satisfied by full and complete participation in the group project with the community partner. Team captain shall report as agreed to community partner, complete status reports to Professor Pyser, deliver Proposal and Presentation to community partner and Professor Pyser.
4. Late arrivals to class will not be tolerated. You must attend the entire class and return after the short break. Not returning after break can be detrimental to your grade.

One absence from a mandatory class can result in a full grade reduction for the semester. Two absences and you could receive a D grade. This is because the classes are part of your required hours needed to complete the course requirements of the Rutgers School of Business. **You will not pass this course if you do not complete the required 30 hours of volunteer work at a non-profit organization by the end of the semester.**

If You Miss a Mandatory Class

If you miss a class (since there are only five mandatory classes required (meetings Friday, September 8, 29, October 20, November 17 and December 8, 2017, you will lose points, can be dropped a grade and will be assigned an additional assignment. Some instructors in this Civic Engagement curriculum give students an automatic F for missing even one class.

Course Objectives/Learning Outcomes

Students successfully completing this course will:

1. Gather and evaluate multiple sources of evidence to appropriately respond to basic legal, governing and ethical issues faced by nonprofit organizations.
2. Participate in civil society as a volunteer for a non-profit agency by leveraging collaborative decision making, critical inquiry, analysis and reasoning through written, oral, and multi-media communication.
3. Apply their knowledge of the nonprofit sector and its interrelationships with government and business to frame their perspectives on social issues.
4. Further students' abilities to synthesize theory and practice, and integrate academic knowledge and community experience.
5. Critically evaluate factors by gathering and evaluating multiple sources of evidence impacting the efficiency and effectiveness of nonprofit organizations around them.
6. Appreciate the diversity of social issues served by the nonprofit community.
7. Explain the roles of social worlds, taking a communication perspective skills, experience, motivation and culture in creative endeavor.

We will become a community of scholars and practitioners engaged in a collective process of enhancing our creativity, individually and collectively. I also expect that we will create some wonderful and innovative approaches, products and services. You may have other, personal objectives for this course. Professor Pyser encourages you to develop those objectives and share them, so he can help you be successful.

How to succeed in this course

The material presented in class provides the essential backbone of the course. You are expected to:

- Attend all classes (face-to-face and online)
- Read all text material assigned for each class
- Follow instructions in all assignments
- Start assignments early and get feedback from the instructor
- Submit all assignments
- Consult/meet with the professor immediately when you need help.

Course Materials

- Ethics in Nonprofit Organizations: Theory and Practice Paperback – June 1, 2015 by Gary M. Grobman (Author) **ISBN-10:** 1929109490 **ISBN-13:** 978-1929109494. This text is used for class. Used copies are available
- Electronic content will be posted to Sakai and available in the weekly Modules folder for your convenience.

- Additional readings will be added based on assessment of class skill sets and to avoid duplication of existing knowledge.
- getAbstract is the world's leading resource for compressed knowledge, giving users the information they need to stay competitive and at the top of their field. These materials are required research and citations for our written assignments and presentations. Library of compressed knowledge with two and five page summaries of the world's best business books, articles, videos and economic reports. Upskill in 10 minutes or less. We have arranged for a progressive and special program for our class to learn and succeed in our course and your career path. Pricing is \$39.00 for 12 months of UNLIMITED access available through this link, only. Do NOT order from any other link, as you will pay full price. Sign up for the Student Pro option, only, https://www.getabstract.com/en/studentpass?af=rutgers_university The following videos enhance your learning experience: Personalize Your Subscription, <view.vzaar.com/10662016/player> - Your Desktop Reading Experience, <view.vzaar.com/10662099/player> - Your Smartphone Experience (App), <view.vzaar.com/10662137/player> - Your tablet Experience (App) <view.vzaar.com/10662546/player>

Course Materials on Rutgers University – Camden, Sakai Website

A course website is available on Sakai. This site contains the course syllabus, presentations, articles and other resources will be posted. <https://sakai.rutgers.edu/portal>

Group Work. Each group will be assigned a captain and shall conduct themselves consistent with Communication Guidelines posted on Sakai with the Syllabus. Extra credit is available (within sole discretion of Professor Pyser) for final course grade for service as a captain. This individual shall be responsible for managing the team and seeing that work is distributed equally and in a fair schedule for the semester. Captains will be completing Progress Reports as assigned in the course schedule and shall be responsible for managing any challenges within the group. Contact Professor Pyser by email if reasonable attempts to remedy the situation are unsuccessful within the group. **IMPORTANT:** under no circumstances shall a team member complete the work of any teammate. Team members may be “fired” by Professor Pyser and assigned a replacement assignment or failing grade for group work as circumstances dictate.

Syllabus revisions. This syllabus represents current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected. Accordingly, (1) Professor Pyser expressly reserves the right to alter the syllabus and/or any assignment(s) as he sees fit, with appropriate notice and (2) This information will be made available (posted on Sakai website, handout in class, if required).

Class style. The style of the class will be open discussion based on the assigned readings, plus supplemental examples/activities/presentations to build on those ideas. A Full Value Community Agreement (FVCA) that will be reviewed and approved in class will guide us. Therefore, it is very important to:

- ◆ Read the assigned material before class each week.
- ◆ Be present (physically, mentally and emotionally) in class each week.
- ◆ Participate in the discussions and activities to optimize learning for everyone.
- ◆ Notify Professor Pyser via email of your absence.
- ◆ Approve the FVCA.

If it becomes necessary to miss a class session, you will need to arrange with another student to review the content of the discussions/activities you missed.

Course Grade

An overview of the assignments follows this table of Assignments. Rubrics and detailed instructions for Assignments are posted to Assignment Folder. The assignment of final grades, the course requirements will be weighted as follows:

Summary of Basis for Course Grade

Individual Assignments (30%)	
<p>Weekly Reflections</p> <ul style="list-style-type: none"> • Each Summary is worth 100 points and shall cover learning from preceding three weeks with specific reference to the week of the experience. Refer to Rubric for guidance. • Form is located in Assignment Folder. Post to Assignment Section of Sakai. • getAbstract Reading Summary forms can be found in Weekly Modules folder. • All submissions are due on date stated, below, by 11:55 PM, Monday, • September <u>25</u> (Weeks 1-3); October <u>16</u> (Weeks 4-6); November <u>13</u> (Weeks 7-10); December <u>4</u> (Weeks 11-13). • Post to Assignment Section of Sakai. 	10%
<p>Final Reflection Paper and Personal Innovation Plan (Due Week 14, December <u>4</u>, 2017. Upload by 11:55 PM)</p> <ul style="list-style-type: none"> • Post to Assignment Section of Sakai. 	10%
<p>Weekly Class Participation</p> <ul style="list-style-type: none"> • Contributions to team activities and collaboration on Sakai during face-to-face and online weeks of the semester. • Participation & Group Evaluation Form (Three Pages) upload to Sakai Assignment folder, due Friday, December 8, 2017, 11:55 PM. • Initial Meeting with Community Partner on site and follow up consultative meetings to gauge progress and review assignment deliverables, Dates TBD. 	10%
<p>Team Progress Reports Completed by Captain – Due: Week 6 – No. 1, Friday October <u>13</u>, 2017, Week 8, No. 2, Friday, October <u>27</u>, 2017 and Week 10, No. 3, Friday, November <u>10</u>, 2017, 11:55 PM.</p>	0%
Group Assignments (70%)	
<p>Community Partner Professor Pyser will assign Community Partners to teams. Due: Week 2 – Friday, September <u>15</u>, 2017, 11:55 PM.</p>	0%
<p>Group Topic: Applied Civic Engagement Project</p> <ul style="list-style-type: none"> • After consultation with community partner, the group topic shall be submitted for approval of Professor Pyser for Group Learning Team Project, below. Post to Sakai in the Assignments folder. Due: Week 4 – Friday, September <u>29</u>, 2017, 11:55 PM. • Form is available in Assignment Folder. Post to corresponding Assignment Section of Sakai. • Only Captain need post assignment on behalf of group. • Professor Pyser will respond by Announcement by Sakai after review. 	0%
<p>Group Learning Team: Case Discussion Paper (Due Week 8, Friday, October <u>27</u>, 2017, Upload by 11:55 PM. Captains bring group choices 1, 2 and 3 Due in class during face-to-face meeting, Week 4 – Friday, September <u>29</u>, 2017. Refer to Assignment, page 5, Syllabus.</p>	20%
<p>Group Learning Team: Applied Civic Engagement Project Draft Proposal (Due Week 7, Friday, October <u>20</u>, 2017, Upload by 11:55 PM). Forward submission to Community Partner for review and comment. Please be sure to copy Professor Pyser on the email with the attachment.</p> <ul style="list-style-type: none"> • Applied Civic Engagement Project Proposal (Due Week 9, Friday, November <u>3</u>, 2017, Upload by 11:55 PM) • Only the Captain of the team need upload the assignment on behalf of the team. 	30%
<p>Group Learning Team Project Presentation (Due Week 13, Friday, December <u>1</u>, 2017, Upload by 11:55 PM). Teams will be randomly assigned to present either Week 14, December <u>8</u>, 2017 or during finals Week.</p> <ul style="list-style-type: none"> • Post to Assignment Section of Sakai. • Only the Captain of the team need upload the assignment for the team. 	20%
Total	100%

- Generally speaking, 90% of the points possible is an A, 80% a B, and so on. **However**, I look for natural breakpoints in the accumulated scores, so that can vary slightly.
- On individual and group assignments, full credit potential is reserved for papers submitted on time.
- **Late Assignments: Assignments not in the instructor's possession by the specified time on the due date are immediately subject to a ten point deduction. Each subsequent day (i.e., calendar day – including weekends and holidays) an assignment is late will be an additional deduction of ten points. If you are aware of possible conflicts before they occur, please notify the instructor at least one week in advance of any due dates to arrange alternate accommodations. Informing the instructor of your intention to be absent does not waive your obligation to submit the work that is due, even where an excused absence is granted.**

ASSIGNMENT DESCRIPTIONS

The requirements for each graded component are outlined in detail below.

INDIVIDUAL ASSIGNMENTS (30%)

Attendance for each class is mandatory and if you need to miss a class you should notify the instructor beforehand. Participation in class discussions is also required, as it is an important medium for furthering your understanding of the material. We will have discussions each class session that relate to the assigned readings. To prepare, students should review the Discussion Questions found at the end of each assigned case in the textbook, think through how you would respond to these questions, and be prepared to discuss at the beginning of class. Your in-class comments should be thoughtful and should reflect your careful reading of the assigned course material.

WEEKLY REFLECTION, REFLECTION PAPER and PERSONAL INNOVATION PLAN (“PIP”).

During each week of class, each student shall reflect and keep a Personal Journal of learning, thoughts and ideas on a Weekly Reflection Form. This aggregated content is updated every week and turned in every three (3) weeks. Please identify the week of each response. This provides opportunities for students to analyze, interpret, or reflect on their course experiences and relate it to the course content and shall cover learning from the preceding week. Reflect on how engaged civic learning experiences may or may not have altered their assumptions about the community and their relationship to it. You will also be asked to cite to your Weekly Reflections and the week of the occurrence in the Reflection Paper. Template and grading rubric for completion can be found in the Sakai Assignment folder under the Weekly Reflection hyperlink.

Personal Innovation Plan (“PIP”). At the end of the semester, each student will prepare as part of the Final Reflection Paper with a full personal plan of how implement learning experiences from class into action in their own lives – using what they had learned all semester. Please set up deadlines for when each milestone will occur. Consult the Sakai assignment link for this project for further instructions. See generally, Personal Innovation Plan, see generally, <http://nickwagnersr.com/how-to-build-your-personal-innovation-plan/> and How to be An Innovator: Your Personal Roadmap <http://www.slideshare.net/SidneyEve/how-to-be-an-innovator-your-personal-roadmap/28>

GROUP ASSIGNMENTS (70%)

CASE DISCUSSION PAPER. Each team will select a Case of their choice from Grobman text, pp. 83-156 and prepare a written case discussion paper for all cases discussion questions noted in the individual cases. Specific references to readings and the literature are required. The papers will be between 8 and 10 pages in length (double spaced, 12 pt. font). The paper must be uploaded on the course website in the assignments section. Late submissions will not be accepted. Submit response as an essay (APA or MLA format). A minimum of seven (7) credible citations shall be included in the assignment. Cover and reference pages do not count toward page limit.

GROUP LEARNING TEAM: APPLIED ENGAGED CIVIC LEARNING PROJECT. Rutgers–Camden is a good neighbor and partner. The Office of Civic Engagement works closely with campus community members (students, faculty, staff) and groups, government agencies, nonprofit organizations, and others to help reach common goals. See generally, <https://www.camden.rutgers.edu/civic-engagement/office>

Teams will be formed during the first week of class. The team shall be responsible for **Team Project Proposal** and **Team Project Presentation**.

Team Project Proposal

You will assume the role of an internal consulting team charged with developing an innovation (any type) within an assigned local organization assigned to you by Professor Pyser. You will be provided with the name of the organization, background and contact information as developed by Office of Civic Engagement and Professor Pyser.

The idea for innovation requires an application of the learning from our course. It can be linked to the organization's mission statement, vision statement, business plan or other current initiatives moving the organization forward and to be more successful. Be creative and innovative in your work! On-going advice and assistance will be available. Deliverables to be uploaded to designed Assignment on Sakai.

The goal of your work with the local organization will take the form of a partnership with participation of your team that brings benefits to both partners and involves appropriate communication (including sharing of results of student work when directed by Professor Pyser) between partners.

1. The idea must be new to the organization or improve on an already existing approach or industry standard. In developing the idea, you shall consult with the designated point of contact provided to you at the organization.
2. How does the idea support the recruitment, retention and loyalty of the employees of the organization? In particular, what effect is there on millennial and GenZ employees? See generally, Millennial Recruitment and Retention, <https://www.careerwise.mnscu.edu/news/fw/fw9438FutureWork.html> and Want to Improve Recruitment and Retention of Millennials? Focus On Your Workplace, http://www.ceo.com/leadership_and_management/want-to-improve-recruitment-and-retention-of-millennials-focus-on-your-workplace/
3. Team captain shall submit the idea to Sakai for approval by Professor Pyser by Week 4 – Friday, September 29, 2017, 11:55 PM.
After approval by Professor Pyser, you shall create a Proposal using the planning materials from Planning and Organizing Proposals and Technical Reports https://owl.english.purdue.edu/media/pdf/20080628094326_727.pdf as your guideline.
The Template for the Proposal can be found on Sakai in the Assignments folder. Please note: Read pages 1-17 on Planning and Organizing Proposal. You need not read the Technical Report portion of the PDF, pages 18-24. The structure of the submission can be found on the seventh page of the PDF. (The pages are not numbered -- scroll down until you reach page 7.) It has the heading "Writing a Proposal". The balance of the PDF provides guidance on how to craft the materials.
4. The Proposal (no longer than 10 pages, double spaced text, typed 12 point font Times New Roman or Arial) with 1" inch margins). The Proposal shall include citation to a minimum five (5) getAbstract references and five (5) business related references. You may use APA or MLA as your style guide. Title and reference pages do not count toward page count.
5. Your proposal is essentially a "pitch" for acceptance of your ideas to the decision makers in the organization, for example, the Board of Directors. Accordingly, be prepared to defend the viability of your proposal, why the organization should commit to its development with time, money and other resources as well as allowing a pilot of the project.
6. You are not being asked to prepare a business plan, marketing plan. Instead, you are being invited to address many challenges and issues from the inception of the idea through roll-out and implementation.

7. Consider the impact, if any (as applicable) of your organization's organizational capabilities and structure, culture, stakeholders as well as external influences that might support the success or potential failure of the proposal.
8. How will your team address and manage the organizational and influence issues raised in the foregoing paragraph description?

Team Project Presentation – In Class

A presentation that includes the “pitch” for the project is required. It shall represent significant effort and can take the form of a proposal for an enterprise transforming initiative. Your team will deliver a 20 minutes presentation in class during the last class. You may use PowerPoint or Prezi; however, each slide must contain ONLY image(s) and no text. This avoids the reading of slides and the dreaded “Death by PowerPoint”. That being said, it is recommended that you use the Note Section of PowerPoint for your ready reference during the presentation. Citations to relevant academic and practice authorities shall be included in the Note Section. Each presentation will be followed by class Q&A (question and answer time).

The following elements shall be included in your presentation:

1. Brief Description of the Organization/Recent Relevant History
2. What is the value proposition for the Proposal?
3. What constitutes a successful innovation and what, if any, limiting steps might prevent success?
4. How will you measure success?
5. Next steps required to implement and achieve
6. What is your Innovation and how was the creative process used?
7. What tools (from our course or other sources) were used in the design of the innovation?
8. What best practices were followed?
9. Will internal/external stakeholders buy-in?

On-going advice and assistance will be available. Deliverables to be uploaded to designated Assignment on Sakai.

Class Attendance is mandatory.

If you miss class, you are responsible for any notes or assignments given in your absence, regardless of whether the absence is excused. I will respond by e-mail or we can schedule an appointment to go over things provided that you have made the effort to find out what you missed and are caught up with the readings/assignments.

Attendance will be taken at the beginning of each day and you must individually sign in. If you come in late it's your responsibility to get the attendance sheet and sign it. Do not come to me at the end of the semester and tell me you “forgot” to sign the attendance sheet.

Weather Related Closure(s). Rutgers–Camden closes only in the event of severe weather or other significant circumstances. Notification of closure is prominently posted on our [homepage](#) in the event of inclement conditions. To find out if the campus is closed:

- Visit the Rutgers–Camden website. An alert message across the top of the screen will advise you of our operating status.
- Check your Rutgers email. Rutgers will communicate closures, delayed openings, and other changes to the normal schedule via email.
- Monitor social media. Rutgers–Camden will post important information on Facebook and Twitter accounts.

Non-weather class cancellation. If your instructor must cancel class due to unforeseen circumstances, you will be notified as soon as possible by an announcement in Sakai, and we will arrange for an alternative date to meet. In the event that such notification is not plausible, you may assume that class has been cancelled if Professor Pyser has not arrived in the classroom 20 minutes past the scheduled commencement of the session. You are dismissed from class **ONLY IF** a student has contacted

Professor Pyser on his cell phone (215 378-3780). A message must be left on voice mail. If such circumstances ever arise, please prepare for the next scheduled session's assignment and check your Sakai for further instructions. It is recommended you have your RU Mail forwarded to your Smartphone or similar device.

Communication

Sakai

Posted will be the syllabus, resources (articles and examples), Power point slides, announcements, guides, etc. To access this system, go to <http://sakai.Rutgers.edu>, log in, and click on the course tab.

Rutgers email

All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary. **Not checking your Rutgers email is not an excuse for missing any communications.**

Class Communication

A viable and reliable form of communication is vitally important. Note that all class communication will be via your Rutgers e-mail and discussion forums and other tools in Sakai. You are expected to check your Rutgers e-mail at least (equally spaced) two or three times every week. All class announcements can also be accessed via the 'Announcement' page in Sakai.

Copyright

You can find an image that you can use without violating any copyright concerns by using Flickr's [advanced image search](#) and ticking the "Only search within Creative Commons-licensed content" box. For more information on "Fair Use", see generally, <http://www.copyright.gov/circs/circ21.pdf>

Participation and Late Work

Lack of participation will be reflected in the final grade. All assignments must be handed in on time; late work will receive reduced or no credit.

Incompletes and Problems

If you find that you are having trouble completing course work or need further explanation of class topics, please schedule an appointment with me immediately. If you need this class for graduation, you should be sure that your performance is up to standard throughout the course. It is too late to wait until the last week of classes to ask for help. I'm available to meet throughout the entire semester if you need help. "Incompletes" will only be given through prior consultation, under extreme circumstances. Incomplete grades must be made up prior to the start of the next semester.

Additional Resources

RU Industry News and Trade Magazines: General Business Magazines;
<http://libguides.rutgers.edu/c.php?g=336320&p=2265556>

Course Requirements

Participation

Student are expected to attend all classes and active participation in class is required

Teaching Methods

The material presented in the textbook provides the essential backbone of the course. However, rather than spend limited class time repeating textbook material, much of the class time will be devoted to activities that flesh out the material presented in the text (e.g., in-class exercises). For this teaching approach to work, it is necessary that you read all textbook material assigned for a class before coming to that class.

Readings

Readings are assigned for each class; students are expected to complete the readings before coming to class. Students are invited to read any supplemental readings or take the initiative to supplement the general readings on creativity and innovation with specific readings that inform their interest.

Professor Pyser will also be introducing interdisciplinary materials to make connections across disciplines and to learn from each other. Giving and receiving feedback, working collaboratively, and revising deliverables are part of the creative process and will be essential in this class.

One-Minute Papers

At the end of each class, students are asked to take a minute writing an assessment of that class. You are asked to address two questions:

1. What went well in today's class; what part was particularly stimulating.
2. What didn't work as well; what part was confusing or too peripheral. What can be improved.

These papers are unsigned and ungraded. Their sole purpose is to provide constructive feedback to permit Professor Pyser to improve continually content and form of the course.

"Need to Know" Items

Important Dates

The academic calendar lists all key deadlines as well as important dates for adds/drops/withdraws, etc. <http://registrar.camden.rutgers.edu/academic-calendar-2015-2016>

E-mail Contact

The registrar's office has an e-mail address on file for you (unless you have changed it, typically it is the "____@camden.rutgers.edu" that was set up when you became a student here). This address is automatically supplied to each instructor from which you take a course. If you would rather receive course-related e-mail at a different address, you can (1) set it up so that your Rutgers e-mail automatically forwards to another account, or (2) change (online) the e-mail listed in the registrar's records.

You are not required to notify me about absences, although I appreciate knowing your situation. I don't utilize the automated system.

Policy on Cell Phones

Please silence your phones during class time, especially during exams and class member presentations. I consider this courtesy to be an important part of positive participation in the class. Try to remember to turn off the sound before class begins. If it does ring, please stop it quickly, rather than trying to pretend it is not yours.

COURSE POLICIES/PROCEDURES/ADMINISTRATIVE

Academic Integrity

Policy found at <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:

- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

If there are questions on how to comply, please contact Mary Flaherty in the Rutgers-Camden Dean of Students office: marykreb@camden.rutgers.edu or contact the appropriate Associate Dean or Area Head at the School of Business.

Student Code of Conduct

Violations of the Student Code of Conduct are considered serious infractions of student behavior and students who violate the code are subject to penalties relative to the level of the matter. In general, students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:

- Repeatedly leaving and entering the classroom without authorization
- Answering cellular phone or allowing pager to beep
- Making loud or distracting noises
- Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor's requests
- Threats or violence

Violations of the code should be reported to the Dean of Students office deanofstudents@camden.rutgers.edu or 856-225-6050. If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111

Disability Services

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

<https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Office of Disability Services web site at:

<https://ods.rutgers.edu/students/registration-form>.

Ajeenah Nuriddin-Little

(856) 225-2722

Rutgers-Camden Disability Services:

Rutgers-Camden Learning Center

Armitage Hall, Room 240

311 North Fifth Street, Camden, NJ 08102-1405

Web page: <https://learn.camden.rutgers.edu/disability-services>

E-mail: Ajeenah.nuriddin-little@camden.rutgers.edu

Assignment Make-up Policy

If, for a university approved reason, you cannot submit an assignment at the scheduled time you must give the professor written notice at least one week in advance so that other arrangements can be made. If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible after missed assignment. Make-up a for non-university approved reasons are not guaranteed. The professor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, or military orders).




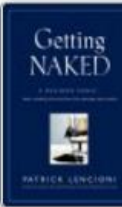
Important Administrative Dates



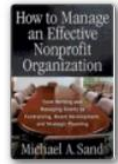
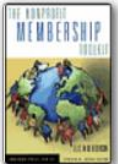
- Tuesday, September 5, 2017 – First day of Fall 2017 semester
- Tuesday, September 12, 2017– Last day to drop a class without a “W” (this can be done through WebReg)
- Tuesday, November 14, 2017 – Last day to withdraw from one or all classes with a “W”. (This can be done through WebReg) For more information, see the registrar’s website <http://registrar.camden.rutgers.edu/>
- Thursday, November 23 – Sunday, November 26, 2017 – Thanksgiving recess
- Wednesday, December 13, 2017 – Last day of classes
- Friday, December 15 – Friday, December 22, 2017 - Final Exam Period



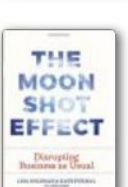

NOTE: Change in designation of class days for Fall 2017: Tuesday, November 21, 2017 OBSERVE THURSDAY SCHEDULE Wednesday, November 22, 2017 OBSERVE FRIDAY SCHEDULE

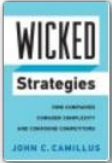



WEEKLY SCHEDULE
Course Calendar

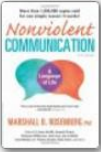



Date	Section or Topic Area	Reading or Assignment -- All content can be found in the Modules Folder for corresponding week.
Week 1 Module 1 9/5/17-9/10/17 F, 9/8/2017	<ul style="list-style-type: none"> • Welcome • Introduction to course • Syllabus and expectations • Expected Outcomes • Team Creation and Selection of Captains • Introduction to Invited Community Partners • Overview of "Communication Perspective" • Review FVCA & Communications Guidelines 	<p>In Class Activities</p> <p style="color: red;">All content can be found in the Modules Folder for corresponding week.</p> <p style="color: red;">Bring a typed one-page introduction of yourself with answers to the questions to the first class meeting, Friday, September 8, 2017. These materials can be found in the Assignments Folder and are required to assign you to appropriate community partner and group learning team and to help me design our course in a way that best serves your academic, career and life path. Kindly also upload an electronic version of this form to the assignments folder.</p> <ul style="list-style-type: none"> • Review: Syllabus, Full Value Community Agreement (FVCA) and Learning Needs Resource Assessment (LNRA) • Review Syllabus and Sakai in Class • Review: Community Partners and Overview of Projects • "Greatest Success" Inquiry – Dyads • Appointment of Team Captains • Collect Contact Information and review individual skill sets/work experience information to facilitate team member selection • Turn in by end of class One-Minute Papers

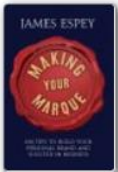



<p>Week 2 Module 2 9/11 TO 9/17</p>	<p>getAbstract Readings, Knowledge Pack, Consulting. Setting out on your own. https://www.getabstract.com/en/knowledge-pack/consulting/203/</p> <div data-bbox="478 391 827 573">  <p>Book Key Skills for Professionals Alan Pannett et al. Kogan Page, 2013 ★★★★★★ (7)</p> </div> <div data-bbox="478 610 827 792">  <p>Book I'm Sorry I Broke Your Company Karen Phelan Berrett-Koehler, 2013 ★★★★★★ (7)</p> </div> <div data-bbox="478 808 827 990">  <p>Book Consulting Basics Joel Gendelman ASTD Publications, 2010 ★★★★★★ (7)</p> </div> <div data-bbox="478 1019 827 1224">  <p>Book Getting Naked Patrick Lencioni Jossey-Bass, 2010 ★★★★★★ (7)</p> </div>	<p>September 12th – Last day to drop a class without a “W” (this can be done through WebReg)</p> <p>Professor Pyser will assign Community Partners to small group learning teams (SGLT). He will also assign SGLTs for Group Facilitated Discussion and Presentation assignments.</p> <p>Complete by Monday, 9/11/17</p> <ul style="list-style-type: none"> Complete Weekly Reflection for Week 1 by Monday, 9/11/17, 11:55 PM. getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection by Monday, 9/11/17, 11:55 PM and be prepared to discuss your findings in Week 1-3 submission. <p>Complete by Tuesday, 9/13/17</p> <ul style="list-style-type: none"> Professor Pyser will assign Community Partners to small group learning teams. Complete getAbstract Readings, Knowledge Pack, Consulting <p>Complete by Thursday, 9/14/17</p> <ul style="list-style-type: none"> getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 2. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 1-3) submission. Captains make group arrangements for meeting with Community Partners. <p>Complete by Friday, 9/15/17</p> <ul style="list-style-type: none"> Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables.
<p>Week 3 Module 3 9/18 TO 9/24</p>	<p>getAbstract Readings, Knowledge Pack, Basic Nonprofit Management Some basic techniques for managing an organization – not for profit, but for a</p>	<p>Complete by Monday, 9/18/17</p> <ul style="list-style-type: none"> Complete Weekly Reflection for Week 2 by Monday, 9/18/17, 11:55 PM.




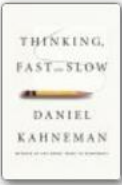
	<p>good cause. https://www.getabstract.com/en/knowledge-pack/basic-nonprofit-management/727/</p> <div data-bbox="478 358 823 532">  <p>Book More Than Just Money Allen J. Proctor LMM Press, 2010 (8)</p> </div> <div data-bbox="478 553 789 748">  <p>Book Small Change Michael Edwards Berrett-Koehler, 2010 (8)</p> </div> <div data-bbox="478 789 804 951">  <p>Book How to Manage an Effective Nonprofit Organization Michael A. Sand Career Press, 2005 (8)</p> </div> <div data-bbox="478 976 823 1138">  <p>Book The Nonprofit Membership Toolkit Ellis M.M. Robinson and Kim Klein Jossey-Bass, 2003 (9)</p> </div>	<p>Complete by Tuesday, 9/19/17</p> <ul style="list-style-type: none"> Complete getAbstract Readings, Knowledge Pack, Basic Nonprofit Management <p>Complete by Thursday, 9/21/17</p> <ul style="list-style-type: none"> getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 3. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 1-3) submission. Captains make group arrangements for meeting with Community Partners. <p>Complete by Friday, 9/22/17</p> <ul style="list-style-type: none"> Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables.
<p>Week 4 Module 4 F, 9/29/17 9/25 TO 10/1</p> <p>FACE-TO-FACE (on ground) MEETING</p>	<p>getAbstract Readings, Knowledge Pack, Project Management. How you can manage your project successfully. https://www.getabstract.com/en/knowledge-pack/project-management/1691/</p>	<p>Complete by Monday, 9/25/17</p> <ul style="list-style-type: none"> Complete Weekly Reflection for Week 3 by Monday, 9/25/17, 11:55 PM. Upload Weekly Reflections (Weeks 1-3) to Sakai by 11:55 PM.



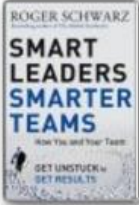
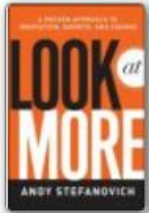
<p>F, 9/29/17</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div>  <p>Book How to Manage Complex Programs Tom Kendrick AMACOM, 2016 ★★★★★ (7)</p> </div> <div>  <p>Book Successful Project Sponsorship Michiel van der Molen Kogan Page, 2015 ★★★★★ (8)</p> </div> <div>  <p>Book The Moonshot Effect Lisa Goldman et al. Wynnefield Business Press, 2016 ★★★★★ (7)</p> </div> <div>  <p>Book Scrum For Dummies Mark C. Layton Wiley, 2015 ★★★★★ (7)</p> </div> </div> <ul style="list-style-type: none"> ● Historical Context of the Nonprofit Sector ● Scope and Dimensions of the Nonprofit Sector 	<p><u>Complete by Tuesday, 9/26/17</u></p> <ul style="list-style-type: none"> ● Complete getAbstract Readings, Knowledge Pack, Project Management. <p><u>Complete by Wednesday, 9/27/17</u></p> <ul style="list-style-type: none"> ● Grobman, Chapter 1: Introduction to Ethics. Class Dialogue: Discussion Questions 1, 2 and 3 (p. 21). ● Grobman, Chapter 2: Introduction to Nonprofit Ethics. Class Dialogue: Discussion Questions 1, 2 and 3 (p. 44). <p><u>Complete by Thursday, 9/28/17</u></p> <ul style="list-style-type: none"> ● getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 4. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 4-6) submission. ● Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 9/29/17</u></p> <ul style="list-style-type: none"> ● After consultation with community partner, the group topic shall be submitted for approval of Professor Pyser for Group Learning Team Project, below. Post to Sakai in the Assignments folder. Due: Week 4 – Friday, September 29, 2017, 11:55 PM. ● Brief meeting during class as small group learning team in face-to-face class. Captain leads discussion and project planning for deliverables. ● Complete and turn in One-Minute Papers. ● End of class: Complete Civic Engagement Survey
<p>Week 5 Module 5 F, 10/6/17 10/2 TO 10/8</p>	<p>getAbstract Readings, Knowledge Pack, Implementing Strategies. Translating strategy into action. https://www.getabstract.com/en/knowledge-pack/implementing-strategies/558/</p>	<p><u>Complete by Monday, 10/2/17</u></p> <ul style="list-style-type: none"> ● Complete Weekly Reflection for Week 4 by Monday, 9/11/17, 11:55 PM.

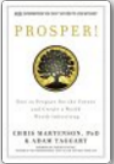

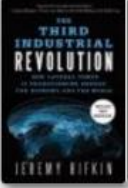

	 <p>Book Wicked Strategies John C. Camillus University of Toronto Press, 2016 ★★★★★★ (7)</p>  <p>Book Execution Is the Strategy Laura Stack Berrett-Koehler, 2014 ★★★★★★ (6)</p>  <p>Book The Art of Action Stephen Bungay Nicholas Brealey Publishing, 2011 ★★★★★★ (7)</p>  <p>Book From Strategy to Execution Daniel Pantaleo and Nirmal Pal Springer, 2008 ★★★★★★ (6)</p>	<p><u>Complete by Tuesday, 10/3/17</u></p> <ul style="list-style-type: none"> Complete getAbstract Readings, Knowledge Pack, Implementing Strategies. <p><u>Complete by Thursday, 10/5/17</u></p> <ul style="list-style-type: none"> getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 5. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 4-6) submission. Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 10/6/17</u></p> <ul style="list-style-type: none"> Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables. Note: Group choices 1, 2 and 3 for Case Discussion Paper are due next week, Friday, October 13, upload by 11:55 p.m.
<p>Week 6 Module 6 F, 10/13/17 10/9 TO 10/15</p>	<p>getAbstract Readings, Knowledge Pack, Effective Communication. How to say what you mean: Do people hear the message you intend to convey? Learn to penetrate their filters and preconceptions, and make your point persuasively. https://www.getabstract.com/en/knowledge-pack/effective-communication/790/</p>	<p><u>Complete by Monday, 10/9/17</u></p> <ul style="list-style-type: none"> Complete Weekly Reflection for Week 5 by Monday, 9/11/17, 11:55 PM. <p><u>Complete by Tuesday, 10/10/17</u></p> <ul style="list-style-type: none"> Complete getAbstract Readings, Knowledge Pack, Effective Communication. <p><u>Complete by Thursday, 10/12/17</u></p> <ul style="list-style-type: none"> getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 6. Found in

	<p>Book  Nonviolent Communication Marshall B. Rosenberg Puddledancer Press, 2003 (8)</p> <p>Book  Talk Lean Alan H. Palmer Capstone, 2013 (8)</p> <p>Book  How to Say Anything to Anyone Shari Harley Greenleaf Book Group, 2013 (8)</p> <p>Book  How to Say It for First-Time Managers Jack Griffin Prentice Hall Press, 2010 (8)</p>	<p>Assignment Folder. Attach Summary to Weekly Reflections (Weeks 4-6) submission.</p> <ul style="list-style-type: none"> • Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 10/13/17</u></p> <ul style="list-style-type: none"> • Group choices 1, 2 and 3 for Case Discussion Paper due today, upload by 11:55 p.m. • Team Progress Reports due today, upload to Sakai by 11:55 p.m. • Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables.
<p>Week 7 Module 7 F, 10/20/17 10/16 TO 10/22</p> <p>FACE-TO-FACE (on ground) MEETING F, 10/20/17</p>	<p>getAbstract Readings, Knowledge Pack, Brand Yourself! What do Starbucks and CocaCola have that you don't? A brand name that generates business. So join the big guys: package yourself to sell. https://www.getabstract.com/en/knowledge-pack/brand-yourself/785/</p>	<p><u>Complete by Monday, 10/16/17</u></p> <ul style="list-style-type: none"> • Complete Weekly Reflection for Week 6 by Monday, 9/25/17, 11:55 PM. • Upload Weekly Reflections (Weeks 3-6) to Sakai by 11:55 PM. <p><u>Complete by Tuesday, 10/17/17</u></p> <ul style="list-style-type: none"> • Complete getAbstract Readings, Knowledge Pack, Brand Yourself. <p><u>Complete by Wednesday, 10/18/17</u></p> <ul style="list-style-type: none"> • Grobman, Chapter 3, Ethics in Fundraising: Discussion Questions 1, 2 and 3 (p. 21).

	 <p>Book Making Your Marque</p> <p>James Espey Whitefox, 2014 ★★★★★★ (6)</p>  <p>Book Me 2.0</p> <p>Dan Schawbel Kaplan Publishing, 2009 ★★★★★★ (7)</p>  <p>Book U R a Brand!</p> <p>Catherine Kaputa Davies-Black, 2006 ★★★★★★ (7)</p>  <p>Book The Brand Called You</p> <p>Peter Montoya and Tim Vandehey Personal Branding Press, 2003 ★★★★★★ (6)</p> <ul style="list-style-type: none"> • What is fundraising and development? • Ethical Challenges and Dilemmas • Current Events Discussion • Application of content to assigned projects 	<p><u>Complete by Thursday, 10/19/17</u></p> <ul style="list-style-type: none"> • getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 7. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 7-10) submission. • Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 10/20/17</u></p> <ul style="list-style-type: none"> • Brief meeting during class as small group learning team in face-to-face class. Captain leads discussion and project planning for deliverables. • Group Learning Team: Applied Civic Engagement Project Draft Proposal due today, upload to Sakai by 11:55 p.m. Forward submission to Community Partner for review and comment. • Complete and turn in One-Minute Papers. • Case Discussion Paper is due next week, Friday, October 27, 2017, upload by 11:55 p.m. <p>Professor Pyser will discuss during class:</p> <ol style="list-style-type: none"> 1. Discussion and Overview of Critical Thinking (RED Model) with Coordinated Management of Meaning (CMM) as organizational/cultural foundations nonprofit activities 2. Thesis Generator Exercise – https://awc.ashford.edu/writing-tools-thesis-generator.html and http://corptrain.phoenix.edu/thesis_generator/thesis_generator.html 3. Status Assignment Projects
<p>Week 8 Module 8 F, 10/27/17 10/23 TO 10/29</p>	<p>getAbstract Readings, Knowledge Pack, Creative Minds. How to make the most of the way distinct minds, mind-sets and mental approaches really work.</p> <p>https://www.getabstract.com/en/knowledge-dge-pack/creative-minds/879/</p>	<p><u>Complete by Monday, 10/23/17</u></p> <ul style="list-style-type: none"> • Complete Weekly Reflection for Week 7 by Monday, 10/23/17, 11:55 PM. <p><u>Complete by Tuesday, 10/24/17</u></p> <ul style="list-style-type: none"> • Complete getAbstract Readings, Knowledge Pack, Creative Minds.

	 <p>Book Art Thinking Amy Whitaker HarperBusiness, 2016 ★★★★★★□ (8)</p>  <p>Book Creative People Must Be Stopped David A Owens Jossey-Bass, 2011 ★★★★★★□ (9)</p>  <p>Book Finding the Next Steve Jobs Nolan Bushnell and Gene Stone Simon & Schuster, 2013 ★★★★★★□ (7)</p>  <p>Book Thinking, Fast and Slow Daniel Kahneman FSG, 2011 ★★★★★★□ (8)</p>	<p><u>Complete by Thursday, 10/26/17</u></p> <ul style="list-style-type: none"> • getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 8. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 7-10) submission. • Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 10/27/17</u></p> <ul style="list-style-type: none"> • Team Progress Reports due today, upload to Sakai by 11:55 p.m. • Case Discussion Paper due today, upload to Sakai by 11:55 p.m. • Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables.
<p>Week 9 Module 9 F, 11/3/17 10/30 TO 11/4</p>	<p>getAbstract Readings, Knowledge Pack, Creative Collaboration. Productive creativity isn't necessarily the product of a lone genius who has a sudden flash – sometimes, you need to unleash a roomful of geniuses, and let them light the way. https://www.getabstract.com/en/knowledge-pack/creative-collaboration/882/</p>	<p><u>Complete by Monday, 10/30/17</u></p> <ul style="list-style-type: none"> • Complete Weekly Reflection for Week 8 by Monday, 10/23/17, 11:55 PM. <p><u>Complete by Tuesday, 10/31/17</u></p> <ul style="list-style-type: none"> • Complete getAbstract Readings, Knowledge Pack, Creative Collaboration. <p><u>Complete by Thursday, 11/2/17</u></p> <ul style="list-style-type: none"> • getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 9. Found in

	<p>Book Disciplined Collaboration</p>  <p>Emmanuel Gobillot Urbane Publications Limited, 2016 ★★★★★★ (7)</p> <p>Book Yes, And</p>  <p>Kelly Leonard and Tom Yorton HarperBusiness, 2015 ★★★★★★ (9)</p> <p>Book Smart Leaders, Smarter Teams</p>  <p>Roger Schwarz Jossey-Bass, 2013 ★★★★★★ (7)</p> <p>Book Look at More</p>  <p>Andy Stefanovich Jossey-Bass, 2011 ★★★★★★ (9)</p>	<p>Assignment Folder. Attach Summary to Weekly Reflections (Weeks 7-10) submission.</p> <ul style="list-style-type: none"> Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 11/3/17</u></p> <ul style="list-style-type: none"> Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables. Group Learning Team: Applied Civic Engagement Project Proposal due today, upload to Sakai by 11:55 p.m.
<p>Week 10 Module 10 F, 11/10/17 11/6 to 11/12</p>	<p>getAbstract Readings, Knowledge Pack, The Future. Gaze into the crystal ball with experts on the potential, problems, and promise of years to come. https://www.getabstract.com/en/knowledge-pack/the-future/367/</p>	<p><u>Complete by Monday, 11/6/17</u></p> <ul style="list-style-type: none"> Complete Weekly Reflection for Week 9 by Monday, 11/6/17, 11:55 PM. <p><u>Complete by Tuesday, 11/7/17</u></p> <ul style="list-style-type: none"> Complete getAbstract Readings, Knowledge Pack, Creative Collaboration. <p><u>Complete by Thursday, 11/9/17</u></p>

	<p>Book Prosper!</p>  <p>Chris Martenson and Adam Taggart Peak Prosperity Press, 2015 ★★★★★ (7)</p> <p>Book The Nature of the Future</p>  <p>Marina Gorbis Free Press, 2013 ★★★★★ (7)</p> <p>Book The Third Industrial Revolution</p>  <p>Jeremy Rifkin Palgrave Macmillan, 2013 ★★★★★ (8)</p> <p>Book Megachange</p>  <p>Daniel Franklin and John Andrews Profile Books, 2012 ★★★★★ (8)</p>	<ul style="list-style-type: none"> • getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 10. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 7-10) submission. • Captains make group arrangements for meeting with Community Partners. <p><u>Complete by Friday, 11/10/17</u></p> <ul style="list-style-type: none"> • Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables. • Team Progress Reports due today, upload to Sakai by 11:55 p.m.
<p>Week 11 Module 11 F, 11/17/17 11/13 to 11/19</p> <p>FACE-TO-FACE (on ground) MEETING</p>	<ul style="list-style-type: none"> • What are the practical, legal and ethical implications of governance? <p>No getAbstract Readings</p> <p>Meeting face-to-face with group under guidance of Professor Pyser</p>	<p><u>Complete by Monday, 11/13/17</u></p> <ul style="list-style-type: none"> • Complete Weekly Reflection for Week 10 by Monday, 9/25/17, 11:55 PM. • Upload Weekly Reflections (Weeks 7-10) to Sakai by 11:55 PM. <p><u>Complete by Wednesday, 11/15/17</u></p> <ul style="list-style-type: none"> • Grobman, Chapter 4, Ethics in Governance, Discussion Questions 1, 2, 3 and 3 (p. 44).

		<p>Complete by Thursday, 11/16/17</p> <ul style="list-style-type: none"> • Captains make group arrangements for meeting with Community Partners. • getAbstract Readings: Complete Reading Summaries for incorporation in Weekly Reflection for Week 9. Found in Assignment Folder. Attach Summary to Weekly Reflections (Weeks 11-13) submission. <p>Complete by Friday, 11/17/17</p> <ul style="list-style-type: none"> • Brief meeting during class as small group learning team in face-to-face class. Captain leads discussion and project planning for deliverables. • Status of Assignment Projects • Complete and turn in One-Minute Papers
<p>Week 12 Module 12 W, 11/22/17 11/20 to 11/26</p>	<p>Thanksgiving, Change in Designation of Class Days—Observe FRIDAY Schedule</p> <ul style="list-style-type: none"> • Background and content areas for possible inclusion in your assignments. • Note: These readings are part of your independent study outside of the scheduled classes. <p>No getAbstract Readings</p>	<p><u>Readings for the balance of the semester</u></p> <ul style="list-style-type: none"> • Grobman, Chapter 5, Ethics in Financial Management • Grobman, Chapter 6, Ethics in Grant Management • Grobman, Chapter 7, Ethics in Personnel Management <p>Thanksgiving, Change in Designation of Class Days—Observe FRIDAY Schedule</p> <ul style="list-style-type: none"> • Note: Applied Civic Engagement Project Proposal is Group choices 1, 2 and 3 for Case Discussion Paper are due next week, Friday, October 13, upload by 11:55 p.m. <p>Complete by Wednesday, 11/22/17</p> <ul style="list-style-type: none"> • Meet during class as small group learning team in Sakai chat room or use Google Hangouts, Slack or comparable media. Captain leads discussion and project planning for deliverables. <p>Complete by Thursday, 11/23/17</p> <ul style="list-style-type: none"> • No Class – Thanksgiving Vacation – Enjoy! <p>Complete by Friday, 11/24/17</p> <ul style="list-style-type: none"> • No Class – Thanksgiving Vacation – Enjoy!

		<p>IMPORTANT: Weeks 11-13 will be dedicated to the small group learning team collaboration for the team proposal and presentation. Professor Pyser will be available for team captain and/or captain and small group learning team consultation during our Thanksgiving rescheduled class time, November 22, 2017.</p>
<p>Week 13 Module 13 F, 12/1/17 11/27 to 12/3</p>	<ul style="list-style-type: none"> • Background and content areas for possible inclusion in your assignments. • Note: These readings are part of your independent study outside of the scheduled classes. 	<p><u>Complete by Friday, 12/1/17 1/24/17</u></p> <ul style="list-style-type: none"> • Team Project Presentation due today, upload to Sakai by 11:55 p.m. <p><u>Readings for the balance of the semester</u></p> <ul style="list-style-type: none"> • Grobman, Chapter 5, Ethics in Financial Management • Grobman, Chapter 6, Ethics in Grant Management • Grobman, Chapter 7, Ethics in Personnel Management <p>IMPORTANT: Weeks 11-13 will be dedicated to the small group learning team collaboration for the team proposal and presentation. Professor Pyser will be available for team captain and/or captain and small group learning team consultation during our regularly scheduled class time on Fridays.</p>
<p>Week 14 Module 14 F, 12/8/17 12/4 to 12/10</p> <p>FACE-TO-FACE (on ground) MEETING</p>		<p>Presentation to Community Partners</p> <p>Team Project Presentation (One-half of class selected at random to present during face-to-face meeting, December 8, 2017 and remaining one-half of class during Finals Week, Friday, Dec. 15, 2017 @ 8:00am - 11:00am)</p> <p><u>Assignments</u></p> <ol style="list-style-type: none"> 1. Status Assignment Projects 2. End of class: Complete and turn in One-Minute Papers 3. End of class: Complete Civic Engagement Survey

<p>Week 15 Module 15 Finals Week F – Date TBD</p> <p>FACE-TO-FACE (on ground) MEETING 12/15-12/22 :</p>	<ul style="list-style-type: none"> • Best Practices and Lessons Learned from Team Projects <p>Team Project Presentation (One-half of class selected at random to present during face-to-face meeting, December 8, 2017 and remaining one-half of class Friday, Dec. 15, 2017 @ 8:00am - 11:00am</p>	<p>Presentation to Community Partners</p> <p><u>Assignments</u></p> <ul style="list-style-type: none"> • End of class: Complete and turn in One-Minute Papers
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