

# PADM 5377 - Survey of Nonprofit LeadMGT: Survey of Nonprofit LeadMGT(Sub I- Aug 26 to Oct 11)

Fall 2024 Syllabus, Section 680, CRN 14118

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## Instructor Information

**Jihoon Jeong**

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Office: AIC 371

Office Hours:

Tuesday & Wednesday 2:00pm-4:00 pm (Online or face-to-face at AIC 371; By appointment)

Office Phone: 956-326-3734

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## Times and Location

Does Not Meet Face-to-Face

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## Course Description

Through a fusion of best practices and nonprofit management research literature, this course provides an overview of nonprofit leadership including CEO/Executive Director management, volunteer leadership recruitment, selection, training, management, retention, including theories of motivation, leadership and ethics. It also provides a broad overview of the management of nonprofit organizations finances, financial development, legal requirements and the role of nonprofits in community and as a global phenomenon. Prerequisite: Graduate standing in the Master of Public Administration program at TAMUI or graduation from a master's degree program from any accredited university. Social Sciences Department, College of Arts & Sciences

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## Additional Course Information

*[Add any additional course information here or you may REMOVE this section completely by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

## Student Learning Outcomes

- Students will be able to identify the context of the nonprofit sector and essential accountability.
- Students will be able to lead and govern nonprofit organizations.
- Students will be able to measure nonprofit organization's effectiveness.
- Students will be able to design and compare different strategies for nonprofit management.
- Students will be able to analyze fundraising plans for nonprofit organizations.
- Students will be able to evaluate the financial health of nonprofit organizations.
- Students will be able to develop community collaboration through social value creation.
- Students will identify effective volunteer recruitment, retention, and training principles.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

Group	Title	Author	ISBN
Required	The Jossey-Bass Handbook of Nonprofit Leadership and Management. D. Renz & R. Herman, 4th Edition.	David O. Renz (Author), Robert D. Herman (Editor)	978-1-118-85296-5

## Grading Criteria

Weekly Assignment: 60%

Final Project: 40%

Total: 100%

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## Open Boilerplate

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- **To edit the table**, double click on it.
- **To remove the table**, click on it and press **DELETE**.
- **To add a row**, click on **NEW ROW** button in the table.

**Please don't forget to remove these instructions.**

ASSIGNMENT	VALUE
Assignment #1	percent or points
Assignment #2	percent or points
Assignment #3	percent or points

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Module 1: The Context and Institutional Setting of the Nonprofit Sector	CH1-Historical Perspectives on Nonprofit Organizations in the United States CH2-The Legal Framework of the Nonprofit Sector in the United States CH3-The Changing Context of Nonprofit Leadership and Management CH4-The Many Faces of Nonprofit Accountability	Self-introduction & Syllabus Acknowledgment due by Thursday Aug. 29 Discussion Initial Posting due by Thursday Aug. 29 Responses to the classmates due by Sunday Sep. 1



9/2	Module2: Leading Nonprofit Organizations	CH5-Leadership, Governance, and the Work of the Board CH6-Executive Leadership CH7-Ethical Nonprofit Management: Core Values and Key Practices	Module Reflection Assignment due by Sep. 8 Selection of Nonprofit Organization for Final Paper due by Sep. 8
9/9	Module3: Governing Nonprofit Organizations	CH8-Strategic Management CH9-Strategic Planning and the Strategy Change Cycle CH10-Understanding Nonprofit Effectiveness	Discussion Initial Posting due by Thursday Sept. 12 Responses to the classmates due by Sunday Sep. 15
9/16	Module4: Managing Nonprofit Operations (I)	CH11-Social Entrepreneurship and Social Innovation CH12-Social Enterprise and Nonprofit Ventures CH13-Marketing for Nonprofit Organizations	Discussion Initial Posting due by Thursday Sept. 19 Responses to the classmates due by Sunday Sep. 22
9/23	Module5: Managing Nonprofit Operations (II)	CH14-Advocacy, Lobbying, and Social Change CH15-Value Creation through Collaboration CH16-Outcome Assessment and Program Evaluation	Module Reflection Assignment due by Sept. 29
9/30	Module6: Developing and Managing Nonprofit Financial Resources (I)	CH17-Financial Leadership in Nonprofit Organizations CH18-Philanthropy and Fundraising: The Comprehensive Development Program CH19-Nonprofit Finance: Developing Nonprofit Resources CH20-Managing the Challenges of Government Contracts	Module Reflection Assignment due by Oct. 6
10/7	Module7: Developing and Managing Nonprofit Financial Resources (II)	CH21 Tools and Techniques of Nonprofit Financial Management CH22-Effective Human Resource Management: Nonprofit Staffing CH23-Compensation: Total Rewards Programs in Nonprofit Organizations CH24-Designing and Mapping Volunteer Programs	Discussion Initial Posting due by Thursday due by Oct. 7 Responses to the classmates due by Sunday Oct. 10 Final Project Submission via Turnitin due by Oct. 11

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.

- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

## Classroom Behavior (applies to online or Face-to-Face Classes)

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

## TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.

- **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a “zero” for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”
  - **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student’s responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides

LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiau.edu](mailto:lorissam.cortez@tamiau.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.

## Distance Education Courses

### Instructional Method

Instructional Method At the Master level, this course is delivered online via Blackboard, which will enable students to complete academic work in a flexible manner, completely online. Each module for the week is open on Monday (or Sunday night). Because there is no classroom to report to every other day, it is all too easy to allow yourself to fall behind inadvertently and become discouraged. If you are planning to take this course, you must be self-motivated and self-paced. To be successful and effectively learn in an online class, you must be willing to communicate with classmates and the instructor via email and discussion forums. My expectations concerning your responsibilities as a student are to prepare and actively participate in the class, to promptly complete course assignments, to use the opportunity to build your understanding and skills, and to contribute to the learning experience in the class. Writing is the most important part of this online course, as it helps you see your academic performance and check your understanding. So, your writing will be graded on analytical thoroughness, application of class material, integration of relevant sources, theories, and findings, and relevance of answers to the questions posed. In other words, rambling, disconnected opinions, and vague references to sources will not be sufficient. Multiple teaching methods will be used, including PowerPoint notes/slides, readings, and a general exchange of ideas through discussion. If you have any questions or difficulties understanding the topics, please let me know. You can meet me online or in the office on campus. I would like to meet students 3 times during the 7 weeks virtually: First (08/29/24), fifth (9/12/24), and sixth week (2/22/23), Thursday, 7 pm, 1 hour. Please mark those dates. These online meetings are not required, but I strongly encourage all students to participate in the meetings to discuss our topics and share our wisdom collaboratively.

### Weekly Assignment

Each week, students will receive a weekly assignment. The weekly assignments could be a discussion forum or a reflection assignment about the topics and materials we are discussing that week. Under each module, I will provide the specific requirements and due dates for each assignment. Discussion Forms (DF): Students are also required to engage in discussion forums with fellow students and the instructor through discussion forums. Students are required to post their initial response to the discussion question and at least two (2) responses to classmates. Students who fail to meet the basic requirements (one initial post [Thursday] and two (2) response posts by the required due dates [Sunday]) will automatically start with the highest score of 6 out of 10 for that DF. Type your responses in the provided text box or compose them in a word processing program, then copy and paste. Do not submit it as an attachment. The Discussion Forum is supposed to simulate class discussion, so do not wait until the last minute to post responses, as your classmates will not have time to respond. Reflection Assignment: Some weeks, the module requires you to finish a module reflection assignment. The assignment may contain several short answer questions. Please answer these questions by using the textbook or scholarly resources as references with your own explanation. The grade is based on your answer's writing quality and your critical thinking skills. The assignment should be saved by your first name\_ and last name and submitted in Word format. APA style is required.

### Final Project

In this class, students are required to finish a 10-15 page final project. The goal of this final project is to help students apply and combine the knowledge from this class with the observations from the practical field. To finish this project, each student needs to pick up a 501 (c)(3) nonprofit

organization to conduct an interview. The student should inform the instructor which organization will interview in the Discussion Board (which will open the second week) on January 28, 2024 (by the end of the day). Students should prepare and arrange the interview early in the semester but not wait until the last week. After the interview, students should summarize the answers and write a 10-15 page reflection paper. More details about this final project are included in a separate document in Syllabus & Overview on the Blackboard Menu, named "Final Project Instruction." Please review this separate document carefully. The final project is due on March 4, 2024 (by the end of the day, Last Class Day, and Final Exams for Sub-Term I).

## Academic Honesty

Plagiarism and cheating are NOT acceptable in this course. Please check the university's policy, which is attached at the end of this syllabus. Read it carefully. If any specious behaviors happen, the professor will use the university's policy to make a fair judgment. You are responsible for the consequences. In this class, there are several writing assignments. In the writing assignments, please use APA style for the citations to avoid plagiarism. Please use the APA's seventh edition of the manual as guidance. TAMIU writing center has great resources for the APA style. Based on school policy, the instructor has the discretion to make students use AI tools, and this course does not allow students to use an AI generator (i.e., ChatGPT) for anything since the work of this class is mainly based on writing and critical thinking. Then, many AI detectors can identify AI-generating works, and recent reports and studies have shown that over 20% of detections by AI generators are very precise, not mostly for false detection of the work. If students are detected by them (around and over 30%), this will be considered Plagiarism and will be reported to the School's Honor Council as academic dishonesty and critically influence the record under the school policy. It will not be accommodated. You can read the school policy in the last section of the syllabus.

## Student-Instructor Communication Policy and Response Time

Course Messages/Emails: All official communication between you and the professor will preferably take place via the Blackboard message function for record-keeping purposes. This is the best way to contact me. Using TAMIU Dustymail is NOT encouraged to communicate in this class. During workdays (Monday-Friday, 8:00 am to 5:00 pm), I usually would reply to your email within 24 hours. During other times, including weekends and holidays, I will reply to your message within 48 hours. If I didn't respond to you within the time range above, please send me another email as a reminder.

## Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamiau.edu/distance/students/netiquette.shtml/>) for further instruction.

## Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

## Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the university's learning management system (LMS).

**Note:** Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately. Most of the required materials can be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

This class utilizes Blackboard to facilitate instruction. The course shell contains the slides for the lectures, additional class materials, online quizzes and exams, online discussions, and other assignments. \*In this semester, please check your blackboard daily for announcements, messages from your professor, and other updates. Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson



presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamiu.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite. Note: Students, if you do not own the required hardware or software or do not have access to the internet, it will be highly challenging for you to make any progress in this class. Please try to take advantage of school services, such as TAMIU's library, computer labs, and testing center. In addition, you may also purchase any of these items at any electronic store.

## Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

## Late Work Policy

As a seven-week online course, late submission will only be accepted in the case of a documented medical emergency or other extenuating circumstances, as per University Policies. Students are responsible for providing the appropriate evidence if asked for late submission. In particular, the late submission for the final project will not be accepted due to the school's tight grading and reporting schedule. The university policy is attached at the end of this syllabus. You should contact me at your earliest convenience for missing the deadline. If you are unable to contact me yourself, please have a friend/family member/classmate email me on your behalf. 20% will be deducted for every 24-hour period, and after 5 days (100% deductions), the late submission will not be accepted at all. There will be no exceptions to these rules.

## Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

## Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.