

AEC 6426

Developing Volunteer Leadership in Extension and Community Nonprofits 3 Credits: Sections 7C58 & 7C65 Summer 2018



Instructor information:

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Office hours: By appointment

*Preferred method of contact is email (not through Canvas), and I will respond within 24 hours. I will not respond to emails over the weekend.

Course meeting time & location:

Online using the Canvas platform. You can access the site with your UF username and password [here](#).

Required textbooks:

1. Connors, T. D. (2011). *The volunteer management handbook: Leadership strategies for success*, (2nd ed.). New York: John Wiley and Sons.
2. McKee, J. & McKee, T. (2008). *The new breed: Understanding & equipping the 21st century volunteer*. Loveland, CO: Group.

*Note that additional readings will be made available in Canvas.

Course description:

Identification, recruitment, training, retention, and supervision of volunteer leaders. This course will explore the praxis between volunteer leadership models and theories, integrating the practical application of those behaviors to effectively administer and lead a volunteer program in the contexts of Cooperative Extension and community non-profits.

Course objectives:

1. Define conceptual terms related to volunteer leadership.
2. Synthesize a contemporary model for volunteer leadership.
3. Establish criteria for quality volunteer experiences.
4. Facilitate learning and knowledge acquisition to praxis of theory and administration.

Course Attendance:

Due to the course being online, there is no 'mandatory' attendance or attendance points. However, in order to pass and/or have a high grade in the course, students must be engaged by participating in online discussions and completing the assignments. The online learning

environment provides each learner the flexibility and comfort of engaging in the course on whatever time is best for them.

Summer schedules can be hectic due to family vacations, traveling, and work...to name a few. With that said, please contact the instructor at the beginning of the course if constraints exist regarding the completion of an assignment at the designated deadline to allow for accommodations.

Excused absences – Following an excused absence, students may turn in late work without penalty within 3 business days of the absence.

Unexcused absences – For non-university excused absences, late work will be accepted up to 3 business days past the due date and will be penalized 10% per day.

Keys to success:

1. Complete the assignments and discussions on time.
2. Contact the instructor at the beginning of the course if there are issues with the assignment deadlines and your summer schedule.
3. Plan ahead! Though the course is online, that does not mean you have engage in the course ‘when time becomes available’. My recommendation is to set aside time each week (twice a week) to engage in the course to ensure you don’t miss an assignment or discussion post.
4. Don’t get behind on the modules. And, don’t wait till last minute to work on assignments. It’s the best way to hate a course!!

Academic honesty:

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code”. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment”.

The [Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult the instructor of your course.

Plagiarism will not be accepted! Students must conduct their own work, and the instructor will use measures to ensure plagiarism is not being conducted. The University of Florida defines plagiarism as not representing “the student’s own work all or any portion of the work of Another”. Further information on Plagiarism and student conduct can be found [here](#). Plagiarism includes, but is not limited to, the following:

- Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
- Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authorized by the student
- Unauthorized use of materials or resources
- Prohibited collaboration or consultation
- Submission of paper or academic work purchased or obtained for an outside source

Software use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus helping resources:

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently students. Resources are available on campus for students having personal problems or lacking career and/or academic goals, which interfere with their academic performance.

1. [University Counseling & Wellness Center](#)
 - a. (352) 392-1575
 - b. 3190 Radio Road, Gainesville, FL
2. [Career Resource Center](#)
 - a. (352) 392-1601
 - b. First floor, Reitz Union, Gainesville, FL

UF Computing Help Desk and technical difficulties

The [UF Computing Help Desk](#) is available 24 hours a day, 7 days a week: (352) 392-HELP (4357), helpdesk@ufl.edu. In the event of a technical difficulty with E-Learning, please contact the UF Help Desk.

If your technical difficulties will cause you to miss a due date, you **MUST** report the problem to E-learning. Include the ticket number that you are given in an e-mail to the instructor to explain the late assignment/quiz/test. Late work that involves technical difficulties with E-learning **MUST** be accompanied by a ticket number from the Help Desk.

Types of questions that should be directed to the Help Desk:

1. I can't log into E-learning
2. I have clicked on the "submit" button for my quiz and nothing is happening
3. I can't upload an assignment (be sure that you have reviewed the tutorial on how to do this BEFORE you contact the Help Desk)
4. E-learning has given me an error message and I can't submit my assignment

Services for students with disabilities:

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester

Course evaluation:

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals/Default.aspx>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

Course grading scale:

Please note that grades are based on points, not percentages. The total points available for this course is 1,000.

<u>Letter Grade</u>	<u>Points</u>
A	900-1000
B+	875-899
B	800-874
C+	775-799
C	700-774
D+	675-699
D	600-674
E	599 or less

Assignment summary:

The following table provides a summary of the course assignments, their due dates, and total points available for each. Please note that assignments are always due on **Wednesdays by 8am.**

<u>Assignment</u>	<u>Points Available</u>	<u>Due Date</u>	<u>Course Objective(s)</u>
Discussion Board	100	Varies	1, 2, 4
Volunteer Organization Analysis - Proposal	50	May 30	3, 4
Annotated Bibliography	250	June 13	1, 2
Volunteer Organizational Analysis	250	July 18	3, 4
Final Volunteer Handbook	250	August 1	1, 2, 3, 4
Philosophy of Volunteer Leadership	150	August 8	3, 4
TOTAL points available	1,000		

Assignment descriptions:

The following descriptions provide detailed expectations for each assignment.

Discussion Board

Due Date: Weeks 2, 4, 6, 8, 11

Points Available: 100

Description: There will be 5 discussion board posts throughout the course. For each, a topic/idea/situation will be proposed related to that assigned week's content. You must (1) make a post of your own, and (2) reply to someone else's post. You will have one week to complete each discussion board post. Please note the first post is an introduction video.

Rubric – Discussion Board		
<u>Item</u>	<u>Points (per post)</u>	<u>Total Points</u>
Rich in content	8	40
Connection made to course content and/or experience	4	20
Response to another student's post	4	20
Few grammatical errors	4	20
TOTAL	20	100

Volunteer Organization Analysis - Proposal

Due Date: May 30, 2018

Points Available: 50

Description: The proposal describes the organization that you will be working with throughout the course. The page length is one page single-spaced, which includes a brief description of both the organization and the type of volunteer activities the organization is involved in. Confirmation (via email) that they have agreed to work with you over the summer must be included and attached.

Rubric – Volunteer Organization Analysis Proposal	
Item	Points
Name and contact information of the organization	10
Description of the organization	15
Description of volunteer activities	15
Confirmation the organization has agreed to work with you	10
TOTAL	50

Annotated Bibliography: Integrating Leadership into Volunteer Administration

Due Date: June 13, 2018

Points Available: 250

Description: You are to identify five current refereed journal articles from at least two different journals (meaning you cannot use the same journal for all five articles!). You must correctly site the articles using APA, provide a summary of each article, and provide a rich application of the theory/article to the practice of volunteer leadership and administration. Each annotation should take approximately 1 page (single-spaced). After the assignments are graded, I will synthesize each student's annotation into one large document that will be available for every student (example, if there are 10 students there will be 50 annotations). If you do not have an APA manual, check out [Purdue OWL](#) as they have some great resources.

Rubric – Annotated Bibliography: Integrating Leadership into Vol. Administration		
Item	Points (per annotation)	Points (total)
Reference in correct APA style	10	50
Article summary (at least 200 words)	20	100
Application of theory/article to practice.	20	100
TOTAL	50	250

Volunteer Organizational Analysis

Due Date: July 18, 2018

Points Available: 250

Description: The analysis is the conglomeration of data you have retrieved related to your organization. This information is the final piece of information prior to completing your *Final Volunteer Handbook*. This document should be single-spaced.

Rubric – Volunteer Organization Analysis	
Item	Points
Who does the organization serve?	25
What is the structure of the organization?	50
How is the organization funded?	25
What are the vision, mission, values and/or objectives of the organization?	50
What is the current state of the volunteer program?	50
How did you gather this data?	50
TOTAL	250

Final Volunteer Handbook

Due Date: August 1, 2018

Points Available: 250

Description: The handbook will be developed for the organization that you have worked with over the course of the semester. It will be designed as a tool for that organization to assist volunteer leaders with coordinating and administering the volunteer program. This document should be single-spaced.

Rubric – Final Volunteer Handbook	
Item	Points
A summary of the role and value of volunteers within the organization	75
A set of standardized policies and procedures	50
Positive descriptions	50
A risk statement	25
Appropriate forms	50
TOTAL	250

Philosophy of Volunteer Leadership

Due Date: August 8, 2018

Points Available: 100

Description: Over the course of the semester, different perspectives on volunteer leadership have been covered, and this assignment is a synthesis of this information. You are to prepare a 3-page (minimum), single-spaced statement of volunteer leadership philosophy. This should capture your unique perspective coupled with topics, assignments, and discussion covered throughout the course. Be sure to use APA when citing sources. There is no ‘official rubric for this assignment, as a philosophy will vary drastically from person to person. However, there are some similarities that each student should include:

- Leadership/administration theory related to volunteers
- Connection to course content/assignments
- Appropriately cite references and in-text citations using APA

Course outline:

The following outline provides students a summary of the summer course schedule, which includes assigned readings and assignment deadlines.

Week	Date	Topic	Reading(s)	Assignment Due
1	May 14 - May 18	Course Introduction	Connors – Ch. 1 McKee – Ch. 1	
2	May 21 – May 25	Volunteer Models Volunteer Management Volunteer Demographics	Connors – Ch. 2 Stedman & Rudd Culp Penrod	Discussion Board 1 (Introduction Video)
3	May 28 – June 1	Preparing the Organization	Connors – Ch. 3 Boyce	Proposal (May 30)
4	June 4 – June 8	Shaping the Culture	Connors – Ch. 4 Kwarteng	Discussion Board 2
5	June 11 – June 15	Recruiting Volunteers	Connors – Ch. 8 McKee – Chs. 2-4 Vineyard	Annotated Bibliography (June 13)
6	June 18 – June 22	Orienting and Training Volunteers	Connors – Chs. 9-10	Discussion Board 3
7	June 25 – June 29	SPRING BREAK	None	
8	July 2 – July 6	Motivating Volunteers	McKee – Ch. 5 Garner & Garner	Discussion Board 4
9	July 9 – July 13	Managing Volunteers	Connors – Ch. 13 McKee – Chs. 6-8	
10	July 16 – July 20	Working with Volunteers and Staff	Connors – Chs. 11-12	Analysis (July 18)
11	July 23 – July 27	Policies, Risk Minimization, and Accountability	Connors – Chs. 7 & 14	Discussion Board 5
12	July 30 – Aug. 3	Evaluating Volunteer Outcomes	Connors – Chs. 15-16	Handbook (Aug. 1)
13	Aug. 6 – Aug. 10	LAST WEEK	None	Philosophy Statement (Aug. 8)

Holidays:

May 28 – Memorial Day

June 25-29 – UF Spring Break

July 4 – Independence Day

