ATTENDANCE IS MANDATORY at all five (5) classes & Out-Brief in Room BSB 132

30 HOURS OF VOLUNTEER WORK MUST BE COMPLETED AT ANY NON-PROFIT AGENCY

Mandatory Classes Meet: Friday’s from 1:30pm-4:10pm (Out-Brief session on May 6th Finals Week from 11:30am-2:30pm for 10-15 minutes required).

Classes held on Jan 22, Feb 5, Feb 19th, March 4, March 25th & Out-Brief May 6th (for 10-15 minutes to drop off Logbook & Confirmation of 30 Hours - from 11:30am-2:30pm)

For Course Completion: Minimum of 30 Volunteer Hours at a Non-Profit Agency is Required to pass this course along with attendance at all classes - (No Exceptions)

Instructor: Mrs. Kathy McCaffrey
Instructor will meet by appt.
kmccaffr@camden.rutgers.edu 609 744 6592 ©/text
or  mac-kathy@comcast.net 609 654 0856 (landline)

This course is classified as a service learning course and is taught as a combination of classroom hours and volunteer community service. The class meets on Friday afternoon from 1:30pm-4:10pm in BSB 132 (School of Business) for five sessions (1/22, 2/5, 2/19, 3/4, 3/25 and a 10-15 minute Out-Brief session on 5/6 during Finals Week to drop off logbook/journal and confirm of 30 volunteer hours.

IT IS IMPERATIVE THAT YOU ATTEND ALL FIVE CLASSES & A SHORT OUT-BRIEF SESSION. Late arrivals 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. There are only five (5) required classes and a 10-15 minute Out-Brief session on Friday May 6th. Your Logbook/Journal will be due along with your certification of completion of your 30 volunteer hours by May 6th. You only need to drop off this assignment during the 11:30am-2:30pm timeframe on May 6th.

One absence can result in a full grade reduction for the semester. Two absences and you can 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.

There are only 5 classroom sessions and an Out-Brief session. The MANDATORY classes are: 1/22, 2/5, 2/19, 3/4, 3/25 and 5/6 Out-Brief – (drop by only between 11:30am-2:30pm).

During the classroom time you will receive information on Ethics and Corporate Social Responsibility as well as hear discussions about non-profits, for-profits and leadership. This course will fulfill the basic requirements for an ethics course. There are reading assignments, a few interactive ethics case studies, several DVDs/videos, required book readings, a short research paper, several written assignments, a logbook/journal of volunteer activities, an Ethics Exam & a Final Integrative Paper.

- Your Final Integrative Paper must be submitted ON-LINE ONLY via email or Sakai by Monday, May 2, 2016. There is no class on Monday May 2nd.
• **Last meeting will be a short 15 minutes or less Out-Brief session on Friday May 6th during Rutgers Exams Week.** You only have to drop off your Logbook/journal (won’t take more than 10-15 minutes) and confirm your volunteer hours if you have not already done so. You do not have to stay for class, although the Instructor will be there for entire class-time scheduled during Exams Week from 11:30am-2:30pm

• **If you make prior arrangements with instructor, you can instead drop off your logbook/journal with Jeff Sukosky, Admin Asst. on the 2nd floor of the School of Business prior to the Friday May 6th Out-Brief.** You are not required to attend the Friday May 6th Out-Brief if you turn in your logbook and confirmation of hours earlier with instructor. You can also drop off your logbook and certificate of completion with Jeff Sukosky, Admin. Asst. on Monday, May 2nd. Please confirm via email with instructor if you decide to do this.

• Note: Classes are 1/22, 2/5, 2/19, 3/4, 3/25, and 5/6 Out-Brief 10-15 minutes 11:30am-2:30pm.

• The Community Service time that is required is similar to a mini-internship in Civic Engagement which is made up of at least 30 hours of volunteer service. You can split your volunteer hours between agencies, but it is preferred that you do them all at one agency. Please verify splitting up of volunteer hours with Instructor.

• You will be required to complete all of your 30 volunteer hours by the end of April or before the last Out-Brief session on Friday May 6th.

**TO CERTIFY COMPLETION OF YOUR 30 HOURS OF VOLUNTEER WORK:**

1) You can have your agency sign your LogBook/Journal. OR…

2) You can have your agency send your professor an email that you have completed your number of hours at [kmccaffr@camden.rutgers.edu](mailto:kmccaffr@camden.rutgers.edu) OR…

3) You can submit a Certificate of Completion signed & completed by your agency person and submit it to instructor at the Friday May 6th Out-Brief session (between 11:30am-2:30pm).

• You must complete all 30 hours of volunteer work to pass this course. You can do more than 30 hours but not less than 30 hours. You will not pass this course if you do not complete all 30 hours and will either receive an F grade or an Incomplete grade. No Exceptions.

• It is preferred you do all your volunteer hours at one non-profit agency, but splitting them between agencies is permitted if you receive prior permission from Professor McCaffrey. This will not be a problem. Volunteering at several different agencies is acceptable to total the 30 hours required.

• **At Our First class meeting on Friday, January 22nd at 1:30pm:** You will have the opportunity to sign-up with one of the volunteer non-profit agencies who will be in class that date.

  o 7-9 Non-Profit Agency representatives listed in the hand-out-presentation will tell you about their agency.

  o Each agency assignment will be unique in the scheduling and type of volunteer work available. This will be reviewed at this first class.

  o You will have time during the 30 minute break to ask the non-profit agency(s) additional questions and choose which one you want to volunteer at during the semester.

  o **Start your volunteering asap!** If you have another agency you want to volunteer at, please run it by the Professor first. This is not a problem and all agencies will be considered.

• You will inform instructor by next class or by **Friday February 5th** of your choice for non-profit agency & also turn in your short paper research paper which will be due 2/5. There is a link under ‘Assignments2’ in Sakai that you can submit your agency(s) name to Prof. McCaffrey. Even if it is a tentative non-profit agency selection – please submit your choice by 2/5 and
receive 2 extra credits for doing so. Input that you are not sure yet, if you still have not confirmed your non-profit agency.

- **By the February 5th class,** you will show the instructor your log/journal (to be discussed in class) and let her know where you will be volunteering.
  - NOTE: If you have another non-profit agency in mind other than the agencies that attend the 1/22 class & those in the hand-out, please let your instructor know as soon as possible. Some agencies have certain requirements that must be met before beginning the volunteering, so do not wait too long to contact them. You will not be penalized for a late start, but don’t wait too long nonetheless. You may need to attend a tour of the non-profit agency or go through some kind of vetting process before starting your volunteering.

- If you choose a different non-profit agency, be sure to receive approval from Instructor (Kathy McCaffrey) **before** you begin your volunteer work. She will need a point of contact name, an email address and telephone number for your non-profit agency(s).

- It is mandatory that you complete the required volunteer 30 hours by the end of the course.

- **If you miss a class** (since there are only five mandatory classes required), you will lose points, can be dropped a grade and **will be assigned an additional assignment.**

- Two absences will result in a D grade. **PLAN ON ATTENDING ALL (5) DESIGNATED CLASSES & OUT-BRIEF SESSION! This is not negotiable.** Classes meet: 1/22, 2/5, 2/19, 3/4, 3/25, and 5/6 short Out-Brief session. **Mark these dates on your calendar!**
### SHORT RESEARCH PAPER ON NON-PROFIT VOLUNTEER AGENCY/WITH ONE REFERENCE:

FIRST ASSIGNMENT DUE FEB 5th - You will do a short report about the History of the Non-Profit Agency that you have chosen to do your 30 hours of volunteer work. If you do not know your agency yet, just do a short paper on non-profit agencies in general. *This will be due via email/Sakai or in person on Friday February 5th by 4:00pm. Use one reference of either a pamphlet, book, on-line internet resource or the speakers at the class (name, date & organization).*

Even if you have not yet started volunteering at your chosen agency or you do not know which agency you will be working for, you must still write a 1-2 page short research paper with one reference. It can be about any non-profit agency and must still be submitted on-line via email or Sakai by Friday Feb 5th, 2016 – or turned in at class that day. *Points will be deducted for late assignment submissions.*

Here are some suggestions for the short research paper about an agency:

- What is the mission of the non-profit organization you have chosen? What is a non-profit agency? Any recent activities, evidence on record of success or struggle by the agency?
- How does this agency serve the community? Why did you choose this non-profit agency?
- 1-2 pages/max. 3 pages, double-spaced with one reference and submitted in class or via email/Sakai by Feb 5th.

### REQUIRED READING:

- **DUE BY MARCH 4th** - *How Starbucks Saved My Life: A Son of Privilege Learns to Live Like Everyone Else*, by Michael Gates Gill. This *digital or hardback* book was Published by Gotham Books: Penguin Group USA Inc., 2007; Available in digital format or hardcopy. ISBN: 978-1-101-21699-6 & at Rutgers Barnes & Noble Bookstore – Book report/summary & questions are due via email/Sakai/or in person on or before class on Friday March 4th. See questions on Sakai under Assignments2.

### HANDOUTS/EMAIL-SAKAI ANNOUNCEMENTS:

- Handouts will be distributed periodically in class as well as posted on Sakai which will support the classroom topics and may add different perspectives.
- **You should immediately check Sakai when the email notice is sent to you via email alerts.** You will receive a weekly email entitled “Civic Engagement Sp2016”. This is one of the only ways your instructor can contact you between classes so: PLEASE CHECK & READ YOUR RUTGERS EMAILS DAILY IF POSSIBLE. *Instructor will send out a weekly email.*
Message from Instructor: “Sakai, email and an occasional text will be the only way I can contact you since we are only meeting for five (5) classes & one short Out-Brief session (15 minutes) for this course!”

“Please feel free to text me anytime day or night at 609-744-6592 – but be sure to give me your name on the text message!”

There is no excuse for not getting in touch with me. You have both my Rutgers and home email: kmccaffr@camden.rutgers.edu or mac-kathy@comcast.net

“If you do not hear back from me within two days – try again because I probably did not receive it. I am very responsive to student messages. Feel free to check with former students.” K McCaffrey

RECOMMENDED/SUGGESTED READING – You Must Read either one of two recommended books about Non-Profits to use as a reference for final paper due online only - by Monday, May 2nd:

You will be required to read a book about non-profits by the end of the course to assist you with your Final Integrative paper, and must use it as a reference. Choose either book and use one as a reference:


One of these books should be read before you submit your Final Integrative Paper (which is due on-line to instructor by 11:59pm on Monday, May 2nd. This is a few days before the last Out-Brief session on Friday May 6th). You may choose a different non-profit book if you find a good one. Let instructor know in advance.

LOGBOOK/JOURNAL:

Log Checks: 2/5, 2/19, 3/4, & 3/25

**Final Logbook** – Due in person on 5/6/2016 (Stop by anytime from 11:30am – 2:30pm to 132 SBS)

You will be required to keep a LOGBOOK/JOURNAL (green/blue book given out at first class) during the entire time that you are volunteering at an agency.

We will have log checks each class to see how you are progressing at your non-profit agency.

Your Logbook/Journal can be in the blue book or on-line, as long as you show it to the instructor at the Log Checks on 2/5, 2/19, 3/4, & 3/25. Logbook is Due to instructor on Friday May 6th.

- This log/journal is not only for the hours that you
volunteer but also of your thoughts about the work you are doing.

- Use it to help you write your Final Integrated Paper.
- Keep track of the dates and times you volunteer.
- Have your agency point of contact sign it if you want it to serve as your record of completion of service hours.
- Just write a few words or a sentence or two when you volunteer.
- How are you feeling about working there?
- What do you think of the work being done by those people who are running the agency?
- Are you surprised by anything you are doing or seeing?

You can jot down anything you want in it. The completed log must be handed in at class to instructor on Friday May 6th at the Out-Brief from 11:30am-2:30pm. You do not have to stay for class on May 6th, & may just check-in with instructor on that date.

- If you request your logbook to be returned, please let instructor know. You can retrieve your logbook at the School of Business (SBS) Office, 2nd floor, for pick-up. (See Jeff Sukosky, Admin Asst on 2nd Floor School of Business).

IN-CLASS DVDS:

FEB 19th CLASS - At least one/two video/DVDs will be viewed in this class.
First: We will watch a 12 min. video on Abbotts Industries – a very socially responsible for-profit company.
Second: We will watch a short video on Sarbanes-Oxley
Third: We will watch a 40 min video on ENRON & white collar crime & corruption.
(Snacks will be provided).

*Time permitting, we will watch Part 1 of ‘The Secret’ by Rhonda Byrne. You do not have to buy this or any of the DVDs. If you miss this class, you will be required to read the book ‘The Secret’: ISBN-13: 978-1-4165-5499-8, as well as do a make-up assignment decided by the Professor.*

If you miss this class OR ANY CLASS for any reason – you will be required to complete an additional make-up assignment:

**** Attendance at all classes is mandatory****

Following the viewing of these video(s), we will have a brief discussion and students will answer several written questions as indicated by instructor during class.

**WRITTEN ASSIGNMENT/QUESTIONS:** about the videos that were viewed will be due by either next class (can be hand-written) or via email/Sakai/in person on or before Out-Brief session on Friday May 6th.
**ETHICS IN-CLASS EXAM**  

On Friday, March 25th, you will be given an in-class exam on the ethics & social responsibility material that has been discussed during the semester.
- The ethics PowerPoint material relating to this exam will be discussed in a class presentation on February 5th and reviewed again in an Exam Review on March 4th. The ethics presentation will be handed out & will be available for viewing at anytime on Sakai site under ‘Resources’.
- REMINDER: We will have a short in-class Exam Review on Fri, March 4th for the March 25th exam. Your test grade will be posted on Sakai by the following week.

**FINAL INTEGRATIVE PAPER due Monday May 2nd ONLINE only:**

Final Integrative Paper - Will be DUE ON-LINE ONLY by Monday, May 2, 2016

Submit ONLINE via EMAIL OR SAKAI by Monday May 2nd by 11:59pm. This is so that your instructor can have your papers graded by our Out-Brief session on Friday May 6th.

There is no class on Monday May 2nd when your final paper is due, so you must submit your paper on-line via email or Sakai to instructor. You can submit it earlier on-line if desired.

Follow these directions for the Final Integrative Paper:

- Double Spaced, 3-5 pages min/max 6 pages
- *(1) Reference required using one of the Non-profit books.* Use of additional references is permitted.
- Utilize what you have read and learned from your volunteer experience.
- Draw from your volunteer experiences and what you may have written in your Logbook/Journal.
- You could do an analysis of the agency’s practices, volunteering & your views on Ethics & Social Responsibility.
- You could compare for-profit vs. non-profit business practices in your paper if you want.
- The choice of how you want to write your final paper is completely up to you.
### SUMMARY OF ASSIGNMENTS & POINT SYSTEM FOR GRADING:

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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<tr>
<td><strong>1</strong> Volunteer Community Service Work at any Non-profit agency</td>
<td>YOU CAN CONFIRM YOUR 30 VOLUNTEER HOURS IN SEVERAL WAYS:</td>
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<td>- Your hours can be confirmed via email by agency.</td>
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<td>- You can have your log/journal signed by non-profit point of contact &amp; hand that in to instructor at or before Out-Brief from 11:30am-2:30pm on Friday 5/6.</td>
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<td>- You can turn in a Certificate of Completion on or before Friday May 6th’s (10-15 minute) Out-Brief session.</td>
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<td>YOU MUST COMPLETE YOUR 30 VOLUNTEER HOURS by the end of April or by the short Out-Brief session on FRIDAY, MAY 6th, 2016. Certificates of completion will be collected on that date/or signed log-book/or email from agency.</td>
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<td>• You must choose your volunteer agency and begin volunteering asap in order to complete your 30 hours by the end of April/May 6th Out-Brief Session.</td>
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<td>• Some agencies have certain requirements for the volunteers before they can start, so do not wait too long to get in touch with your agency representative and get the process going.</td>
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<td>• You should know which non-profit agency you want to work at by class on Friday Feb 5th</td>
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<td>• Submit name of non-profit in Sakai under Assignments2 for 2 extra credit points by Feb 5th.</td>
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<td>• You do not have to choose one of the non-profit agencies that come to Jan 22nd class. If you have another agency in mind, let instructor know asap.</td>
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<td>• It is preferred that you do all your hours at just one agency, but this is not required.</td>
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<td>• <strong>Submit name of agency via Sakai under ‘Assignments2’ by 2/5 and receive 2 extra credit points.</strong> (If you don’t know yet by that date, give me your preferred agency and you will still receive the 2 credit points).</td>
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<td>• Do not procrastinate in starting your volunteering. Any additional time needed to complete mandatory hours must be discussed in advance with instructor! You must complete your 30 volunteer hours to pass this course – no exceptions or an incomplete will be given for course!</td>
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<td><strong>2</strong> Short Research Paper – brief 1-2 page history of the Non-Profit Volunteer Agency that you have chosen to volunteer (or any non-profit) <strong>w/1 ref.</strong></td>
<td>DUE FRIDAY FEBRUARY 5th - via email/Sakai or in person:</td>
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<td>• 1-2 pages, typed and double spaced (maximum 3 pages). <strong>Use at least 1 reference.</strong> Should be on the agency you are volunteering with this semester.</td>
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<td>• <strong>NOTE:</strong> If you have not chosen an agency yet, just choose any non-profit agency for the paper – and let instructor know this in the body of the paper.</td>
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<td><strong>9</strong></td>
<td>• <strong>YOU MUST HAVE ONE REFERENCE in your paper to receive full credit.</strong> (Due 2/5/2016 on-line or in person)</td>
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<td><strong>Ethics Information &amp; Cases</strong></td>
<td><strong>POWERPOINT ETHICS PRESENTATION WILL BE DISCUSSED &amp; REVIEWED ON FRIDAY FEBRUARY 5th IN CLASS.</strong> This presentation will be used for your ethics exam and will discuss ethics &amp; social responsibility of management, in business and at for-profit and non-profit agencies:</td>
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<td>• This PowerPoint presentation will be reviewed in class on 2/5 and will be posted on Sakai. It is available on Sakai for students to review for their Ethics &amp; Social Responsibility Final Exam (which will be given in class on Friday March 25th).</td>
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<td>• Actual interactive Business Ethics cases &amp; scenarios will be discussed in this 2/5 class.</td>
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<td>• Students are expected to participate in interactive exercises as part of their class participation grade.</td>
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<td>• <strong>Your attendance at each class will be counted toward your final grade.</strong> ATTENDANCE AT ALL CLASSES IS MANDATORY! ANY MISSED CLASSES WILL RESULT IN GRADE REDUCTION AND ADDITIONAL ASSIGNMENT.</td>
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<td><strong>Class Participation/Attendance</strong>&lt;br&gt;DVD's today-- Abbotts Industries, Sarbanes Oxley, Enron video and <em>The Secret</em></td>
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<td>Read Book &amp; Do Assignment &amp; Summary on <em>How Starbucks Saved My Life</em> book.</td>
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<td>Submit summary and questions via email or Sakai, or you can instead turn in a hard copy of this assignment on March 4th at class. These Q’s will be posted on Sakai under Assignments2.</td>
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<td>4</td>
<td>Brief discussion in class on 3/4. We will discuss how the book <em>How Starbucks Saved My Life</em> ties into the overall course.</td>
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<td>4</td>
<td>We will watch Part 2 of ‘The Secret’</td>
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<td>4</td>
<td>After break - we will have an EXAM REVIEW. You really want to be present for this review which will help you immensely with studying for the ethics exam.</td>
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| 5 | Read (one) book on a non-profit business and leadership. Either one is ok to read:  
• “Forces for Good” or  
• “The Nimble NonProfit” | Due to be read before submitting Final Integrative Paper and should be used as a reference resource in or at end of paper. |
| 5 | This book on non-profits is to be used to help you write your Final Integrative Paper (which will be due online ONLY - by Monday May 2nd).  
Please use one of these books as a reference. (I read both books – so please read at least one).  
If you have another non-profit book you want to use as a reference instead of these two, I am ok with that. You must let me know the other book you want to use, prior to the May 6th Out-Brief session. | • This book on non-profits is to be used to help you write your Final Integrative Paper (which will be due online ONLY - by Monday May 2nd).  
Please use one of these books as a reference. (I read both books – so please read at least one).  
If you have another non-profit book you want to use as a reference instead of these two, I am ok with that. You must let me know the other book you want to use, prior to the May 6th Out-Brief session. |
| 6 | Ethics Exam | This exam will be given in class on Friday March 25th:  
• Exam will be about the ethical & social concepts discussed in class (directly from the presentation).  
• Fill in the blanks, definitions, theories  
• Ethics presentation can be reviewed on Sakai under ‘Resources’.  
• 'Exam Review’ given in class on Fri March 4th.  
• Grades for the March 25th in-class ethics exam will be posted in Sakai asap. Instructor will send out an email letting you know that your grades are available with instructor’s comments in Sakai under Civic Engagement Sp16 - ‘Grades’. |
| 7 | Journal/Logbook of your experience at your volunteer organization  
(LogBook checks will be done before each class) | Hard copy of LogBook/Journal is due to instructor at Out-Brief session on Friday May 6th:  
- If you are unable to make the Friday May 6th Out-Brief 10-15 minute session, please let instructor know by February 5th class.  
- Logbook & Confirmation of 30 hours can be dropped off with Jeff Sukosky, Adm. Asst. on 2nd floor of SBS on Monday May 2nd in-person only. Let instructor know in an email in advance if you plan to do this.  
- In the Logbook - Try tracking and recording your observations before, during and after your volunteer work.  
- List when you volunteered and hours worked, so you have dates and times recorded in your logbook.  
- Some students have the agency person sign their books as a certification of completion of their 30 volunteer hours and to keep track of their total ongoing hours.  
- **You can do it on-line, but hard copy must be submitted at Out-Brief on Friday May 6th to instructor.**  
- Log Checks done at the beginning of every class to see how you are progressing with your volunteering. Please print your log for viewing even if it is being done on-line.  
- If you want your logbook/journal returned, please let the instructor know. They can be picked up at School of Business, 2nd Floor Office – See Jeffrey Sukosky, Admin. Asst. School of Business for assistance. | 30 |
|---|---|---|
| 8 | Final Integrative Paper | **PAPER IS DUE ON-LINE ONLY BY MONDAY MAY 2nd.** The final paper is due 5/2, (which is 4 days before the 10-15 min Out-Brief session on Friday May 6th). **SUBMIT ONLINE ONLY VIA EMAIL OR SAKAI BY 11:59pm on MONDAY, MAY 2nd.**  
- Use one of the two books as a reference.  
- Paper should be double-spaced and at least 3 pages. (Try not to do more than 6 pages please).  
- Write about what you have learned from reading your non-profit book (either: “*Forces for Good*” or “*The Nimble Non-Profit*”) to help you write this final paper/analysis.  
- **Suggestions:** Paper will be a summary of your thoughts on volunteering at your organization as well as answering or discussing some of the following questions:  
- What did you learn about ethics, social responsibilities and non-profits during this class and while volunteering?  
- How has this shaped or changed your view on volunteerism and civic and social responsibility?  
- *Is it what you thought it would be like? What are your* | 40 |
views on the topic? Will you consider volunteering in the future at this agency or any other non-profit agencies?
- Do you have a better understanding of non-profits and for-profits now that you have completed this course and completed your volunteer hours?
- Were you offered an additional part-time internship at the volunteer agency or any other community service opportunities?

Double-spaced/typed; Min 3 pages, Max 6 pages.
At least 1-2 references must be from one of the recommended non-profit book (see Syllabus).

TOTAL POINTS POSSIBLE FOR THE COURSE 200

For assignments in above chart numbered #2 (Short Research Paper due Friday Feb 5th via email, Sakai or in person), and #8 (Final Integrative Paper due by Monday, May 2nd ONLINE ONLY via email or Sakai), they must be typed and double spaced with an 11 pt. font, and a 1 inch margin. At least one Reference is required within the paper or at the end of the short research paper, and the Final Integrative paper must use one of the non-profit books as a reference.

ASSIGNMENT OF FINAL GRADE:
For the assignment of final grades, the course requirements will be weighted approximately as follows:
30 Hours Volunteer Work (mandatory) 30%
Volunteer Agency History Research Paper 10%
How Starbucks Changed My Life 10%
Attendance/ DVD’s/Assignments/Class Participation 10%
Ethics & Social Responsibility Exam 15%
Journal/Logbook 10%
Final Integrative Paper 15%

Consideration for full points possible on each written assignment is reserved for those people who complete their work on time.

- The instructor has the option of dropping you one grade if you miss any classes during the semester even with valid excuses. *(Make note of all class dates asap!)*
- If you miss a class you will be required to do an additional assignment (along with original work missed in class), and points will be deducted from your final grade.
- If you miss more than one class, the instructor has the option of dropping you to a ‘D’ grade. **Please do not miss any classes.**
- If you do not finish your 30 full hours of volunteering, you will not pass the course and will receive an F Grade or an Incomplete.

- **You are to return to class AFTER THE BREAK.** Please do not abuse this privilege. If you do not return after break there is a chance you will receive a grade deduction, since there are only five (5) classes & a short Out-Brief session during the entire semester and this missed class-time counts toward your class participation score. Attendance will be taken again after break.
- If you are not there – you are not participating. I am pretty lively, so I guarantee you will not be bored. There are only 5 classes & one 10-15 min Out-Brief session. You can do this!!
- For the papers and assignments, the maximum points possible will be reduced by up to 10% for each day/week that passes without the work coming in on time. For example, if you miss the due date, any time in the following week is a minimum of a10% reduction; any time the next week is at least another 10%, etc.
**NOTE:** If for any reason you cannot attend the Ethics Exam on Friday March 25th – Please let instructor know immediately (Note: This class is on is Good Friday before Easter Sunday):
- You can only take a make-up exam if the instructor has been notified in advance and in writing (email/text/phone call) of your reason for not attending class. (Call/Text/Email instructor)
- You will still receive a reduction in class participation because you missed that class, as well as being required to complete an additional make-up assignment due by the May 6th last session.
- Instructor will work with you on making up the exam prior to the end of the semester. A proctor may be assigned to give you the exam. **DO NOT MISS ANY CLASSES!!**

**HOMEWORK ASSIGNMENTS:**

- **#3 The Abbotts/Sarbanes-Oxley/Enron/the Secret viewings:** (Several written questions will be due following the watching of the DVDs in class. They can be hand-written or typed but are due no later than the Out-Brief session on Friday May 6th.

- **#4 How Starbucks Changed My Life (Assignment/Summary/Questions must be submitted on-line or in class by Friday March 4th.**

- The actual questions for these required assignments will be distributed to students in-class, and will also be posted on Sakai after class for viewing on-line under ‘Assignments2’. All assignments (except the Final Integrative Paper due ONLINE ONLY by Mon May 2nd) can be submitted either in person or on-line via email or Sakai to instructor.

**EMAIL/PHONE NUMBERS/TEXTS**

These two emails can be used to contact instructor - with the Rutgers email being the preferred means of communication:

kmccaffr@camden.rutgers.edu or mac-kathy@comcast.net

You can reach me (Instructor Kathy McCaffrey) anytime by texting me on my cell phone at 609 744 6592. Be sure to identify yourself on the text message. If you do not hear back from me in 2 days – TRY AGAIN! I am very accessible & it means that I did not receive it or am having trouble with my iphone or email.

**ADDITIONAL DESCRIPTIONS OF ASSIGNMENTS FOR COURSE:**

**VOLUNTEER COMMUNITY SERVICE**

The course calls for a minimum of 30 hours of volunteer work. This is the requirement to receive full credit for this course. You must complete the hours to pass the course. If you complete under the 30 hour requirement (25 hours or less), the instructor has the option to fail you or give you an Incomplete for not completing the course requirements. She also has the option to give you 1-2 grade reductions in lieu of the additional five (5) hours required. You are to use the agencies that are suggested unless you contact the instructor directly and make other arrangements for volunteer work. Other agencies will be considered.

It is recommended that all of your hours should be with one non-profit agency, but consideration will be given if you cannot volunteer at just one agency. Only if you are lacking additional hours to make the 30 hour requirement should you be volunteering with a different agency. Please check with instructor before changing agencies. You will not receive additional credits for volunteering for exceeding the required 30 hours.

It is not a problem if you want to volunteer at more than one agency or for a special fund-raiser. Just list these agency events in your logbook and get one of the agents to sign your book for you. All of the hours you volunteer at the non-profit agencies will count toward your total 30 hours required.

Do not procrastinate starting your volunteer work. You should be wrapping things up by the middle of April and COMPLETED ALL OF YOUR HOURS no later than the beginning of May. If you need assistance or are having trouble completing your hours, let instructor know asap. She can help you.

Submit to instructor via Sakai/Assignments2 your choice of a non-profit agency that you will be volunteering at this semester. Do this by Feb 5th and you will receive 2 extra credit points.

The first short paper (due via email, Sakai or in class by Friday, February 5th) is to show your level of understanding of the history, mission, evidence on record of success or struggle, extent of volunteer use, recent activities, etc. of your chosen agency. You can discuss where you will be doing your volunteer work as well as how you view volunteering and the agency. You can also discuss non-profits in general.

**Even if you have not started your volunteer work at an agency or are still deciding which agency to volunteer, you are still required to submit this research paper by Friday, February 5th.**

This short research paper should be a minimum of 1-2 pages but not exceed 3-4 pages, with at least one reference within it or at the end of it. It should be typed and double spaced and submitted via email, Sakai or in class on 2/5. Late submissions will result in a reduction of your grade. Choose an agency that interests
you and write about it. Even if you haven’t chosen an agency, you must write and submit a non-profit paper. It can also be submitted in hard copy on Friday February 5th in class.

SUMMARY ON ‘HOW STARBUCKS SAVED MY LIFE’ BOOK & ASSIGNMENT
You will be required to read this book and answer a few questions about it that will be given to you by the instructor. You will be required to answer the required questions and submit them to instructor by Friday March 4th in hard copy or on-line via email or Sakai. The book “How Starbucks Saved My Life: A Son of Privilege Learns to Live Like Everyone Else”, is a memoir by Michael Gates Gill. It chronicles his journey from a high level advertising executive to a barista at Starbucks.

Questions will be distributed in class for assignment, but will also be available on-line at Sakai/Assignments2.

Finish reading the book by mid-February because the assignment is due by the Friday, March 4th class. We will be discussing this book briefly during this March 4th class.

READING OF YOUR NON-PROFIT/LEADERSHIP BOOK
Read one (1) of these two listed books:
1) “Forces for Good: The Six Practices of High-Impact Nonprofits”, by Leslie R. Crutchfield & Heather McLeod Grant (cloth) or available in on-line digital format. or
2) “The Nimble Non-Profit: An Unconventional Guide to Sustaining and Growing Your Non-Profit” by Jacob Smith & Trey Beck available in on-line digital format only (Amazon or B&N)

Reading one of these books will serve as a Reference and assist you with writing your Final Integrative Paper - which is due Monday, May 2nd - ONLINE ONLY via email or Sakai. If you have a different non-profit book you would rather read, please let instructor know prior to submitting your Final Integrated Paper.

THE ABBOTTS/SARBANES-OXLEY/ENRON/THE SECRET – DVDS/UTUBES
You are not required to purchase any of the DVD's shown in class. You must be present to watch them. You are required to attend class on Friday February 19th and view the video(s). During class the instructor will show the DVD and you will be asked to answer a few written questions that you can submit at the end of class or by the end of the semester on 5/6 at the Out-Brief session.

If you miss the class you will have to read the book “The Secret” & do an additional make-up assignment. The Secret is also available on Netflix or via DVD from Barnes & Noble if you are interested in reading it or viewing it again.

NOTE: If you miss this class or any class, you will also be required to do an additional make-up assignment because you missed the class. No exceptions. There will be an automatic point reduction if you do not attend this or any other class, since you cannot participate that day if you are not in attendance. Q&A assignment is due on or before the May 6th Out-Brief session.

ETHICS EXAM
This final exam on ethics and social responsibility will be given during class on Friday March 25th. It will cover terminology from the ethics presentation given in class on Friday February 5th and information presented and discussed during other class sessions. The 2/5 ethics presentation will be posted to Sakai.

The exam will include some major concepts related to ethics, corporate social responsibility and civic engagement, for-profits and non-profits. The format for the exam will be a combination of fill in the blanks, definitions and/or examples that will cover topics integrating those concepts with other materials (i.e. readings, class discussions, in-class exercises).

Since the ethics presentation will be available on Sakai, it will assist you with studying for the exam. There will also be an in-class Exam Review on Friday, March 4th. You want to be present for this review!

The actual ethics exam will be given in class on Friday March 25th. Following the exam, a regular class must be attended by students until the 4:10pm closing. The Professor will not tolerate students leaving after the break. All classes must be attended since there are only five (5) and a short Out-Brief session.

JOURNAL/LOGBOOK
You will begin the journal of your thoughts with regards to your volunteer work, on the first class meeting on Friday January 22nd:

- Log is due to instructor at Out-Brief session on Friday May 6th from 11:30am-2:30pm (just stop by to drop off logbook and Certification of 30 hours completed).
- You are to write what you are expecting the volunteer work will be like before you go there. Just a few words or a sentence or two is required. A paragraph is ok as well.
- Write your reaction after the first time you do your volunteer hours. Keep track of the dates you volunteer in your log.
- You can even have your agency person sign off on your volunteer hours you record in your logbook. This is not required, but might be a good way to record your hours.
- Each time you do your volunteering, write at least a few words or a sentence on how you felt about the activity. What was your experience like? Record the dates of your volunteering.
- Write your reaction to those tasks you are told to do, the organization itself and any questions it causes in your mind. You can use one log or more than one. It is up to you.
- You are to date each entry that you make in the journal. There is no minimum or maximum amount that you have to write. It is your journal. You can write a few sentences or a whole paragraph. Let me know if you need another book – or you can just add a sheet of paper to your log.
- The log is intended to assist you with the writing of the Final Integrative Paper (final paper is due on-line only by Monday May 2nd via email/Sakai).
- If you want your logbook returned to you, please indicate this on the front of your Journal/Log. You can pick up your completed log by stopping by the 2nd floor School of Business Office on Finals week. See Maya Cook or Jeffrey Sukosky, Admin. Assts. to get it from the SBS file.
- Log Checks will be held at the beginning of each class to make sure you are on track with doing your volunteering.
- Remember...this Journal/Log & Certification of 30 Hours Completed will due at the Out-Brief session on Friday May 6th from 11:30am-2:30pm (stop by anytime during this time-slot).

CLASS PARTICIPATION
Since there are only FIVE (5) Required Classes and a Out-Brief session, your class participation depends on your being 'in class' and your active and positive involvement in the class sessions. At the end of the semester, students are ranked on class participation. Those who participate will receive more points, and those who miss class or portions of class will be ranked lower and receive fewer points. (This means coming back after the break and getting to class on time).

The DVD ‘The Secret’ will be shown in class. You will also see a video about Sarbanes-Oxley, Enron & Abbotts Industries. You must attend this February 19th class in order to do the assignment required. If you do not attend this class, you will be required to read the book The Secret or view the Netflix DVD in order to complete the exercise. Note: Another make-up assignment will also be assigned to you in lieu of the class you missed. This will be due as designated by the Instructor.

Agreement must be given by instructor to allow you to read the book or view it on Netflix in lieu of missing this in-class DVD presentation. Other topics will also be reviewed in class on that day in addition to the viewing of the movies, so missing the class will result in a possible grade reduction.

FINAL INTEGRATIVE PAPER
Due ONLINE ONLY via email or Sakai, on or by Monday May 2nd (no class that day)
In your journal/log book you will have collected some personal thoughts. For this Final Integrative Paper you are to add to those thoughts. Some suggestions for your paper are that you can integrate another topic such as why a ‘for-profit’ company should or should not allow employees to volunteer during, before or after working hours.

1) Use one of the non-profit books that you read, e.g. Forces For Good or The Nimble Non-Profit, to aide you in your discussion and the writing of the paper. Use one of these books as a reference in your paper.

2) Cite/reference which book and/or other references you used to assist you with this assignment. Please cite your 1-2 references within or at the end of your paper.

3) This paper should be at least 3 pages in length with a maximum of 6 pages - & double-spaced with 1 reference. Paper must be submitted ON-LINE via email or Sakai no later than Monday May 2nd by 11:59pm. Reduction in points for late submissions.

More suggestions on writing the Final Integrative Paper: The Final Integrative Paper will relate to ethics, volunteering, for-profit and non-profit businesses. How has your personal volunteering affected or changed your view of the organization you chose? What have you learned about working for a non-profit organization? What did you get out of the book(s) you read about non-profits? Did anything surprise you? Do you agree or disagree?
You can build or refute the business case for volunteerism of some type. What do you think about non-profits and how they work? Are they effective? Which ones work? Are they run like regular businesses? How can they be more effective and are they doing what they were intended to do? Would you want to work for this organization in an internship or full-time position? Do you plan on continuing to do volunteer work after this class ends? How has this experience changed your view of non-profits? Was there anything about the class that surprised you?

ADMINISTRATION:

IF YOU CANNOT MAKE A CLASS

“When there is a need for “replacement activities” if you cannot make class for a very valid reason, both you and I together will make an agreement on what you will do. I will talk about general suggestions in class, but we must have a specific agreement before you plan on what you are doing. For any missed classes, you will give me a one-page report on a replacement activity that I will assign you. The assignment will probably involve reading another short-story book. You will still be docked points for missing the class and could be given a lower grade for the semester”.

It is very important that you make every class since there are only five (5) classes and a short Out-Brief session. Failure to attend class will have a negative impact on your final grade.

Please contact me if you will be late or not attending a class. Text me at 609 744 6592, but be sure to include your name in the text. You can also email me at either: kmccaffr@camden.rutgers.edu or mac-kathy@comcast.net

ACADEMIC INTEGRITY

Throughout this course you are encouraged to study together and assist each other in many ways. However, the individual written assignments and exams must clearly demonstrate individual achievement. Cheating, plagiarism, fabrication, or similar misconduct will not be tolerated and may result in penalties up to and including expulsion from the university. If you have any questions about what constitutes plagiarism or the possible penalties, refer to the policy statement in the student catalog. You might also benefit from the video found at: http://scc.rutgers.edu/douglass/sal/plagiarism/intro.html (very basic but contains reference to Rutgers own policies).

On all written work, you must acknowledge ideas that are coming from other sources, so that they are distinguishable from your own contribution. If you utilize precise words from an outside source, it must clearly be shown as a quote. If you are not clear on the distinction between plagiarism, paraphrasing, and writing your own words, you will find some useful examples at: http://www.csubak.edu/ssric/Modules/Other/plagiarism.htm or http://internet.ggu.edu/university_library/plag2.html

It is very important that you understand the academic integrity policies.

STUDENT CODE OF CONDUCT

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the level of the matter. 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
- Playing on phone in class
- 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
- Resorting to physical threats or violence directed toward the instructor or other students.*

*Physical threats or violence are a violation of the University’s Code of Student Conduct and incidents should be referred to the Dean of Students immediately. Please consult “Standards of Classroom Behavior,” in The University Code of Student Conduct: http://studentconduct.rutgers.edu/files/documents/UCSCJuly2011.pdf and the University’s “Policy against Verbal Assault, Defamation and Harassment” http://studentconduct.rutgers.edu/files/documents/PolicyAgainstVerbalAssault.pdf for further information.
CELL PHONES:
Students are required to turn off their cell phones while they are in class, or put them on vibrate - unless there is an emergency. Please speak with instructor prior to class if you have a pending issue. This is not a problem if you let the instructor know in advance.

MILITARY ACTIVATION OF STUDENTS
Rutgers has specific policy for handling situations in which students are called up for duty in support of military activities both at home and overseas. It is not up to the discretion of the instructor, and there are multiple options available depending on how much of the semester has transpired when the situation arises. If you are faced with this (or see impending likelihood), please check on the policy and complete a "military activation election statement". The Instructor will be glad to work with you.

STUDENTS WITH DISABILITIES
Students who are seeking an accommodation because of a disability are directed to the website http://learn.camden.rutgers.edu/disability-services. Phone 856-225-6442. Email: tpure@camden.rutgers.edu. A student with a disability should participate in an intake interview and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request, the disability services office will provide you with a Letter of Accommodations. Share this letter with your instructors early. To begin this process complete the Registration form on ODS website at https://ods.rutgers.edu/students/registration-form. Rutgers-Camden Disability Services, Armitage Hall, Room 240, 311 North Fifth Street, Camden, NJ 08102.

WEATHER ALERTS
If the university is closed due to weather, the moving banner on the School of Business web page will carry that information. Go to http://camden-sbc.rutgers.edu/. Additional information on office/school closings: http://www.camden.edu/
Closings are also announced by KYW 1060 AM radio; code number 605 for (day) and 2605 for (evening) classes. You may also try calling 856-225-1766.

LAST DAY TO DROP WITH A “W”
Check with Registrar’s Office for last date to withdraw with a “W”. For more information see the registrar’s website: http://registrar.camden.rutgers.edu/

COURTESIES
Please make sure our class time is not marred by noise from your cell phone and other distractions. I do not want to see students on iPhones/smart phones, iPads or laptops during the classroom period unless approved by the instructor in advance.

Think in terms of professional courtesy, and get used to the idea that you owe that same courtesy to your peers in class. If you are expecting a call or have an emergency, please handle it accordingly.

DO NOT LEAVE AFTER BREAK. This behavior can result in a deduction in points because there are only five (5) classes. Please get to class on-time. Remember there are only five (5) classes & a short Out-Brief session and this is part of your class participation.

If you are going to miss a class – PLEASE SEND ME AN EMAIL OR TEXT ME. You will be required to do a make-up assignment. I can be reached at: kmccaffr@camden.rutgers.edu 609-744-6592 © GIVE ME YOUR NAME ON TEXT. I am very responsive to emails and texts. No excuses for not contacting me. Texts can be sent at any time of the day or night to me. If you do not receive a response in 2 days – send it again!

We will assume that as Rutgers students, you will treat each of your classmates as well as any guests with respect and dignity. You may not always agree with all of the perspectives and views presented during the semester, but stop and listen to the opinions, experience and expertise that are being provided for your success.

I look forward to having each and every one of you in my Civic Engagement class this semester. I hope you will enjoy the class and the volunteer experience.
Thank you. Kathy McCaffrey
609 744 6592 cell/text, kmccaffr@camden.rutgers.edu or mac-kathy@comcast.net