

Leadership Development in Organizations and Community Non-Profit  
Fall 2018  
ALEC 520  
On-line Course-3 Credit Hours

INSTRUCTOR:

Dr. Carrie Ann Stephens, Professor

CONTACT INFORMATION:

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Course Description:

Application of concepts related to developing leaders for organizing and maintaining extension and community nonprofit organizations. The foundation of this course is grounded in traditional and contemporary leadership philosophies and practices, but emphasizes leadership in agricultural professions.

Prerequisite:

Graduate Student

Meeting Days:

Weekly

COURSE OBJECTIVES:

Students in ALEC 520 will be able to:

1. Explain the historical perspectives of non-profit organizations;
2. Describe leadership and governing of a non-profit organization;
3. Analyze the logistics of operating a non-profit organization;
4. Develop a financial plan for a non-profit organization; and
5. Implement a leadership plan to recruit and retain people in a non-profit organization.

COURSE POLICIES: Course lectures and/or assignments will be posted by Monday of each week. All students will be required to view the lecture and/or reading material and turn in assignments by the due date. Assignments that are late will be **not be accepted**.

COURSE TEXTS:

Renz, D. O. (Ed.). (2016). *The Jossey-Bass Handbook of Nonprofit Leadership and Management* (4th ed.). San Francisco, CA: Jossey-Bass.

Rosenbach, W. E., Taylor, R. L., & Youndt, M. A. (Eds.). (2012). *Contemporary Issues in Leadership* (7th ed). Boulder, CO: Westview Press

## ACADEMIC HONOR:

An essential feature of The University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor an integrity.

A thorough understanding of the Honor Statement is essential to the success of the honor system. To facilitate implementation of the statement, the following avenues will be utilized:

## IMPLEMENTATION

1. The Honor Statement, with its attendant pledge, will appear on applications for admission (undergraduate or graduate); and applicants to the University will be required to acknowledge their affirmation by signing the document in a designated location.
2. Information regarding the Honor Statement will be included in the catalogs (undergraduate and graduate), *Hilltopics: The Student Handbook*, and in a brochure specifically addressing the Honor Statement at UT.
3. The Honor Statement will be discussed during freshman, transfer, graduate student, and international student orientation programs.
4. A thorough discussion of the Honor Statement in freshmen English is encouraged.
5. Implementation methods and alternatives will be discussed during faculty orientation programs.

Students shall not plagiarize. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the University.

Specific examples of plagiarism are:

- Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- Collaborating on a graded assignment without the instructor's approval;

COURSE ASSIGNMENTS AND DUE DATES

<b>Assignments</b>	<b>Description</b>	<b>Due date</b>	<b>Possible Points</b>
Journal Entries	Write a one-page typed single spaced response related to the weekly prompt	Sunday by 11:59 p.m.	<b>50/Entry = 700</b>
Presentations	Three 20 minute Non-Profit Case Study Presentations focused on topics listed and one 30 minute presentation on all the topics listed.	September 9 (20 minutes) (Leadership)  September 30 (20 minutes) (Management of Non-profits)  November 4 (20 minutes) (Financial Management)  December 3 (30 minutes) (Leadership, Management, Financial Management, and Human Resource Development)	<b>200/Presentation = 800</b>
Case Study Comparison	Three case study comparisons with two other students' non-profit presentations	September 16 October 7 November 11	<b>100/Comparison = 300</b>
Exam 1	On-line Exam	Week of October 16	<b>100</b>
Exam 2	On-line Exam	Week of November 20	<b>100</b>

### Explanation of Assignments:

1. **Journal Entries:** Students will submit a one-page single spaced typed journal entry on Blackboard related to the prompt given the week of the lecture. The prompt will be related to the *Contemporary Issues in Leadership* textbook and the chapter assigned from the textbook. Journal entries will be evaluated based on the DEPTH of analysis discussed in the journal entry and explanation of the given topic.
2. **On-line Presentations:** Students will develop a 20-minute presentation via an on-line medium and post the presentation on the Canvas Discussion Board for the other students in the class to view (dates listed above). Students must select a non-profit organization that will be utilized for the **first three presentations**. The non-profit organization selected must be approved by the instructor and there will be no duplicates of non-profits selected. Therefore, it is on a first come, first serve basis. In the first three presentations, students will discuss the non-profit as it relates to the topic listed above. There will be specific points the students must discuss and these will be highlighted in the lectures. For the fourth presentation, students must select a DIFFERENT non-profit than the first three presentations given. The **fourth presentation** will discuss everything about that non-profit (Leadership, Management, Financial Management, and Human Resource Development) and be a 30 minute presentation. The requirements for this presentation will be discussed in the lectures. Each presentation will be scored utilizing a rubric.
3. **Case Study Comparison:** Students will be required to complete **three case study comparisons** (dates listed above). When submitting the analysis of a case study, post the analysis on the Canvas Discussion site underneath the student's presentation. The comparison must include the similarities and differences between the student's selected non-profit case study and the one being analyzed. The case study comparison will be written and must be detailed related to the topic area. Requirements will be discussed in the lectures. Each analysis will be scored utilizing a rubric.
4. **Exam 1 and Exam 2:** Students will be required to complete two exams during the course. The exams will be related to the topic areas discussed in the lectures and the *Jossey – Bass* chapter readings. Each exam will be given during the week of the lecture (see dates above) and each student will complete the exam on-line.

### Grading Scale:

A	90-100	(1800-2000 points)
B+	85-89	(1700-1780 points)
B	80-84	(1600- 1680 points)
C+	75-79	(1500-1580 points)
C	70-74	(1400-1480 points)
D+	65-69	(1300-1380 points)
D	60-64	(1200-1280 points)
F	Below 60	(1180 and below)

Date	Chapter Readings for Lecture	Chapter Readings for Journal Entries	Assignments Due
Week of August 20	Get textbook and Get organized for class	None	
Week of August 27	Chapter 5 and 6 (Jossey-Bass)	Chapter 3 <i>Contemporary Issues in Leadership</i>	Journal Entry 1
Week of September 3	Chapter 7 and 8 (Jossey-Bass)	Chapter 4 <i>Contemporary Issues in Leadership</i>	Journal Entry 2
Week of September 10	Chapter 9 and 10 (Jossey-Bass)	Chapter 6 <i>Contemporary Issues in Leadership</i>	Journal Entry 3 Case Study
Week of September 17	Chapter 11 and 12 (Jossey-Bass)	Chapter 7 <i>Contemporary Issues in Leadership</i>	Journal Entry 4 Case Study
Week of September 24	Chapter 13 and 14 (Jossey-Bass)	Chapter 9 <i>Contemporary Issues in Leadership</i>	Journal Entry 5

Week of October 1	Chapter 15 and 16 (Jossey-Bass)	Chapter 11 <i>Contemporary Issues in Leadership</i>	Journal Entry 6 Case Study
Week of October 8	Chapter 17 and 18 (Jossey-Bass)	Chapter 12 <i>Contemporary Issues in Leadership</i>	Journal Entry 7 Case Study
Week of October 15	No reading	Chapter 16 <i>Contemporary Issues in Leadership</i>	Journal Entry 8
Week of October 22	Chapter 19 and 20 (Jossey-Bass)	Chapter 18 <i>Contemporary Issues in Leadership</i>	Journal Entry 9 Exam 1
Week of October 29	Chapter 21 and 22 (Jossey-Bass)	Chapter 21 <i>Contemporary Issues in Leadership</i>	Journal Entry 10
Week of November 5	Chapter 23 (Jossey- Bass)	Chapter 22 <i>Contemporary Issues in Leadership</i>	Journal Entry 11

Week of November 12	Chapter 24 and 25 (Jossey-Bass)	Chapter 23 <i>Contemporary Issues in Leadership</i>	Journal Entry 12 Case Study
Week of November 14	Chapter 26 (Jossey- Bass)	Chapter 24 <i>Contemporary Issues in Leadership</i>	Journal Entry 13
Week of November 19	No reading	Chapter 25 <i>Contemporary Issues in Leadership</i>	Journal Entry 14 Exam 2
Week of November 26	No reading	None	Case Study