

Instructor:

Dr. Christopher Stripling
320B Morgan Hall
865-974-3344
cstripling@utk.edu

Time and Location:

This course is being offered via distance. The weekly course modules will officially begin on Wednesday (except week 1) and end on Tuesday of each week. However, the course web page can be accessed 24 hours a day and each student may complete the coursework at their own pace within this weekly timeframe – <https://utk.instructure.com/>.

Course Description: Recruitment, selection, training, retention and supervision of volunteers. This course will explore the praxis between volunteer leadership theories and the practical application of those behaviors to effectively develop and lead a volunteer program in the context of agricultural education, Extension, and community nonprofits.

Objectives: Upon completion of the course, the learner will be able to:

1. Describe the characteristics of 21st century volunteers.
2. Discuss the theoretical foundations of volunteer administration.
3. Design a volunteer recruitment plan.
4. Utilize technology in the recruitment and management of volunteers.
5. Design a training module for volunteers.
6. Apply principles of volunteer leadership management in the context of agricultural enterprises and community non-profits.

Required Text: McKee, J., & McKee, T. W. (2012). *The new breed: Understanding and equipping the 21st century volunteer* (2nd ed.). Loveland, CO: Group Publishing, Inc.

Course Calendar			
Date	Topics	Reference(s)	Assignments Due Each Week
5/30-6/4	Welcome Week and Theoretical Foundations of Volunteer Administration	Canvas	Personal Introduction PowerPoint or Video
6/5-6/11	21st Century Volunteer	Chapter 1 Canvas	Volunteer Management Context Statement
6/12-6/18	Volunteer Recruiting: Part 1	Chapter 2 Chapter 3 Canvas	
6/19-6/25	Volunteer Recruiting: Part 2	Chapter 4 Canvas	Recruitment Plan
6/26-7/2	Organizational Culture and Motivating Volunteers	Chapter 5 Canvas	
7/3-7/9	Empowering Volunteers	Chapter 6 Canvas	Motivation and Empowerment Application Paper
7/10-7/16	Technology and Training	Chapter 7 Canvas	
7/17-7/23	Supervision: Part 1	Chapter 8 Canvas	Training Module
7/24-7/30	Supervision: Part 2	Chapter 9 Chapter 10 Canvas	
7/31-8/6	Final		Final

Grading Scale				
A = 95 to 100%	B + = 87 to 89%	C + = 77 to 79%	D + = 67 to 69%	F = 0 to 59%
A – = 90 to 94%	B = 83 to 86%	C = 73 to 76%	D = 63 to 66%	
	B – = 80 to 82%	C – = 70 to 72%	D – = 60 to 62%	

Course Assignments			
Course Assignments ALEC 531	Due	Points Possible	Points Awarded
Personal Introduction PowerPoint or Video	6/4/18	50	
Volunteer Management Context Statement	6/11/18	80	
Recruitment Plan	6/25/18	250	
Motivation and Empowerment Application Paper	7/9/18	170	
Training Module	7/23/18	250	
Final Exam	8/6/18	200	
Late Assignments and Make-Up Work: There will be no late assignments allowed that are unexcused. All assignments are due by the date listed in the syllabus and course outline. Non-university excused late assignments or work will be accepted up to 3 class days past the due date and will be penalized 10%/day .			

Assignment Details	
Title	Description
Personal Introduction PowerPoint or Video	Create a 4-6 minute narrated PowerPoint or Video of yourself. This assignment is designed to be a brief autobiography which allows you to introduce yourself to the instructor and describe your prior knowledge and beliefs of volunteer management.
Volunteer Management Context Statement	This assignment will define the context in which you will complete your other assignments. Thus, in this assignment, you will need to select and define the context (Extension, school-based agricultural education, athletics, non-profit organization, etc.) in which you will apply the course content. Second, you should conduct and provide a literature review of volunteerism in your chosen context. *Approximately 2-3 double spaced pages. See rubric for more information.
Recruitment Plan	You are to develop a plan for recruiting volunteers in your context. In your recruitment plan you should provide descriptions of target volunteers/positions, number of volunteers needed for each position, a recruitment plan of action, recruitment materials, and screening procedures. See rubric for more information.
Motivation and Empowerment Application Paper	You will be given questions and/or statements to address. The paper should be approximately 2-4 double spaced pages. Additional, guidelines for this assignment will be provided via the grading rubric.
Training Module	Utilizing your volunteer context, design a training module on a topic relevant to your context. You should include learning objectives, training materials, and an assessment. Additionally, provide a discussion on how the information presented in the course guided your development of the training module. See rubric for more information.
Final Exam	Will follow a "take home" format.

Success in an Online Course

Taking a course online can be a lot of fun! Here are some tips that will help you get the most of this course while taking full advantage of the online format:

- Schedule "class times" for yourself. It is important to do the coursework on time each week. Don't forget to check your email and the announcements for any important updates.
- Read ALL of the material contained on this site. There is a lot of helpful information that can save you time and improve class success.
- Study all of the materials
- Work through all activities
- Complete all the written assignments and activities
- Print out the due dates table and check off the assignments as you do them.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- Do your work well in advance of the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you'll need additional time to get to another computer.

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 and integrity.

University Civility Statement

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni,

and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

Dispositions Statement

All teacher candidates at UTK are expected to demonstrate commitment to the Professional Dispositions (<http://web.utk.edu/~wwishar1/ddm>) in coursework and field settings related to their preparation program. Instructors for targeted courses are asked to document that students have shown behavior indicating appropriate dispositions at the conclusion of the course. Instructors, supervisors, and mentors (both public school and university) can report dispositional deficiencies at any time through the procedures at the web site indicated above. Candidates and others are encouraged to visit the website cited above for additional information about the dispositions and/or procedures pertaining to them.

Students with Disabilities

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

Key Campus Resources for Students

- [Undergraduate Catalog](#): (Listing of academic programs, courses, and policies)
- [Graduate Catalog](#)
- [Hilltopics](#): (Campus and academic policies, procedures and standards of conduct)
- [Course Timetable](#): (Schedule of classes)
- [Academic Planning](#): (Advising resources, course requirements, and major guides)
- [Student Success Center](#): (Academic support resources)
- [Library](#): (Access to library resources, databases, course reserves, and services)
- [Career Services](#): (Career counseling and resources; HIRE-A-VOL job search system)
- [Student Health Center](#) (visit the site for a list of services)
- OIT Help Desk: (865) 974-9900

The instructor reserves the right to revise, alter and/or amend this syllabus, as necessary. Students will be notified in writing and/or by email of any such revisions, alterations, and/or amendments.



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