

Syllabus
SAINT LEO UNIVERSITY
School of Education and Social Services
HUS 530 Creating New Human Services Organizations
SA02 - 3 Credit Hours
 Revised 021216
TERM SPRING 1 - 2016

Instructor: William Griffin
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 Class Meets: Friday evenings
 Office Hours: I will try to arrive on campus no later than 5:30 pm in case students want to have informal conversations. However, keep in mind that I will be getting ready for class. So, if you have something important to discuss, I recommend you call me and make an appointment. We can meet face to face or use telephone for conferences.

PREREQUISITES

Successfully completed:

- HUS 505 Management and Leadership,
- HUS 510 Legal and Ethical Issues
- HUS 515 Community Needs Assessment
- HUS 520 Human Resources Management

COURSE DESCRIPTION

This course teaches Human Services graduate students how to develop new human services in their community by creating a private-for-profit organization, private-non-profit organization, or a social entrepreneurship entity. Students will analyze a community needs assessment to determine where the gaps in service exist and then proceed to create a new program to meet the needs not served. They will develop a business plan with legal documents such as a 501(c)(3) application, agency by-laws, mission statements, budgets, and job descriptions. Students will learn how to establish funding, find loans or investors, create a board of directors for the organization, and how to apply for tax-exempt status.

REQUIRED TEXTS AND WEBSITES

Scott, L. (2013). *From passion to execution: how to start and grow an effective nonprofit organization*. 20 Channel Center Street, Boston, MA: Cengage Learning.

ISBN: 13 978-1-4354-6012-6 ISBN: 10 1-4354-6012-X also available by e-book.

eISBN: 10 1-4354-6013-8

Levenson Keohane, G. (2013). *Social entrepreneurship for the 21st century: innovation across the nonprofit, private, and public sectors*. P.O. Box 182605, Columbus, OH: McGraw-Hill Education. ISBN: 978-0-07-180168-3

Entrepreneurs Press (2010). *Start your own business: the only book you'll ever need*. 5th edition, 2445 McCabe Way, Suite 400, Irvine, CA: Entrepreneur Media, Inc. ISBN: 13: 978-1-59918-387-9 ISBN: 10: 1-599918-3870

Suggested Reader (optional)

Mycoskie, B. (2011). *Start something that matters*. 1745 Broadway 12-1, New York, New York: Random House
ISBN: 978 0-679-60352-8

NONPROFIT, FOR-PROFIT, AND SOCIAL ENTREPRENEURSHIP RESOURCES

- APA formatting guide on-line <https://owl.english.purdue.edu/owl/>
- Kellogg Foundation <http://www.wkkf.org/>
- Grant Space - Writing Business Plans for Nonprofits
<http://www.grantspace.org/tools/Knowledge-Base/Nonprofit-Management/Establishment/business-plans>. And <http://www.grantspace.org/tools/Knowledge-Base/Individual-Grantseekers/For-Profit-Enterprises/business-funding>
- National Council of Nonprofits <http://www.councilofnonprofits.org/>
- Center for Nonprofit Management <http://www.cnm.org/>
- The Fundraising Authority <http://www.thefundraisingauthority.com/>
- Draper Richards Kaplan Foundation <http://www.drkfoundation.org/>
- National Center for Charitable Statistics
<http://nccsdataweb.urban.org/FAQ/index.php?category=31>. Also
<http://nccsdataweb.urban.org/PubApps/profileStateList.htm>
- Nonprofit Law <http://www.nonprofitlaw.com/http://>
- USDA Rural Development www.rurdev.usda.gov/rbs/cdp-tn16.pdf
- http://www.forbes.com/special-report/2012/30-under-30/30-under-30_social.html
- http://www.amazon.com/Start-Something-Matters-Blake-Mycoskie-ebook/dp/B004J4WL50/ref=sr_1_1?s=books&ie=UTF8&qid=1410957935&sr=1-1&keywords=start+something+that+mattersThe
- The Leadership Center <http://www.theleadershipcenter.com/home.html>

SAINT LEO UNIVERSITY CORE VALUE

For this course, the Saint Leo University core value of Excellence is most applicable.

Excellence - Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

LEARNING OUTCOMES

At the end of the course the student will be able to:

1. Discuss how a community needs assessment can illustrate gaps in service for vulnerable populations like aging adults, runaway youth, and chronically unemployed and impoverished adults
2. Assemble a community board of trustees to oversee a new human services agency
3. Create a Mission Statement with goals and objectives to guide a human service agency
4. Design a business plan with strategic short and long term goals for a new human services agency that is either private-for-profit, nonprofit, or a social entrepreneurship
5. Write Articles of Incorporation and Bylaws for a new human services agency
6. Explain how to complete the IRS application for a 501(c) (3) organization for tax exempt status
7. Develop an annual budget for a human services agency
8. Construct job descriptions for the professional staff and other employees of a new human services agency
9. Recognize the Saint Leo University core value of Excellence in the development of a new human services agency

UNIVERSITY'S COMMITMENT TO ACADEMIC EXCELLENCE STATEMENT

Academic excellence is an achievement of balance and growth in mind, body, and spirit that develops a more effective and creative culture for students, faculty, and staff. It promotes integrity, honesty, personal responsibility, fairness, and collaboration at all levels of the university. At the level of students, excellence means achieving mastery of the specific intellectual content, critical thinking, and practical skills that develop reflective, globally conscious, and informed citizens ready to meet the challenges of a complex world.

COUNCIL FOR STANDARDS IN HUMAN SERVICES EDUCATION (CSHSE)

CURRICULUM STANDARDS

Standard 12: The curriculum shall provide knowledge and skills in information management.

Standard 16: The curriculum shall provide knowledge, theory, and skills in the administrative aspects of the services delivery system.

Standard 17: The curriculum shall incorporate human services values and attitudes and promote understanding of human services ethics and their application in practice.

METHODS OF ASSESSMENT

The assessment will be based on two short papers, six longer deliverables (Steps 1 through 6), and six oral presentations.

STUDENT'S PLAN FOR THE COURSE 50 points

Write a one-page paper (about 300 words) that explains in complete sentences your plan to succeed in this course. Use the title *My Plan for the Course*. Answer the following questions:

1. What are your plans and goals for the course?

2. What skills do you want to have when you complete the course?
3. What are you prepared to do to achieve your goals?
4. How much time do you plan to spend preparing for class?
5. What resources do you plan to use (library, Internet, instructor, classroom, other services provided by Saint Leo)?

Bring a print copy of your Plan for the Course paper to our Week 2 class. Also, file this document in your computer using the file name: “yourlastnameyourfirstinitial Student’s Plan for the Course.”
Example: WaltersL Student’s Plan for the Course.

PROGRAM DEVELOPMENT PLAN

The basis for this course is a fictional exercise and is meant for educational purposes only. Students will learn how to develop a new human services agency, but there is no expectation of an actual service agency to be developed within this 8-week period. It is necessary for students to read designated chapters of all three textbooks and incorporate the concepts they learn into the papers and presentations for each of the six steps of the Program Development Plan.

STEP 1: 15%. Paper 100 points. Presentation 50 points.

Project Proposal that identifies the need and creates your organization. Includes a paper and an oral presentation.

Based upon your prior course work in the area of Community Needs Assessment, determine what gaps in service exist in your community. Then you will spend the next eight weeks developing a step-by-step approach to creating a new human services agency to serve this population.

In Step 1, you will decide what type of agency and service you want to develop. Think about vulnerable populations that may be underserved, such as aging adults, homeless mothers and their children, runaway youth, chronically unemployed and impoverished adults, drug and alcohol addicted teens, disabled children and adults, mentally ill people, and families who lack sufficient financial resources to meet their needs. You may also find that supportive services such as community recreational programs, daycare centers in low income areas, neighborhood playgrounds, parent education resources, counseling, and job training are programs that will prevent residents from needing crisis intervention services in the future. These types of programs may also be considered. In this step you will determine what type of new service you will develop.

TO DO: Complete a two-page Project Proposal (about 600 words) describing the type of service you will develop, agency auspices (private for-profit, nonprofit, social entrepreneurship), size of agency, location, ages served, and justification for the need based upon a community needs assessment or other information you have researched. Will you develop your agency yourself or partner with another individual or community agency? Will you need to submit your proposal to anyone in your community for approval? **APA format for citing references is required.** Other basic requirements of APA format include:

- Use 12-point type font. Times New Roman.
- Double space everything. A typical page will include about 300 words.
- Indent the first line of every paragraph.
- Include a separate reference page at the end of the paper.
- On the top of the first page, single-space your name, title of the paper, date completed, file name (e.g., WaltersL Step 1 Project Plan), Saint Leo University, and HUS 530.
- For this class, a separate cover page is not required.
- For this class, an abstract is not required.

Use the file name “YourlastnameYourfirstinitial Step 1.” Example: WaltersL Step 1.

Other requirements:

- Use the Scott textbook with reference to concepts in Chapters 1-4
- Use the Keohane textbook with reference to concepts in Chapters 1-4
- Use the *Start Your Own Business* textbook with reference to concepts in Chapters 1-3
- Indicate how your idea relates to the Saint Leo core value of Excellence

- Prepare to orally present your proposal to the class for feedback on your idea. A short 5 – 6 slide PowerPoint or Prezi presentation should be used.

Due Date for Step 1: Week 2. January 22. After it is submitted, the instructor will edit/grade the 2-page Project Proposal and return it during Week 3.

STEP 2: 15%. Paper 100 points. Presentation 50 points.

Business Plan. Includes a paper and an oral presentation.

TO DO: Develop a **Business Plan** for your new program.

Begin by designing your Mission Statement. Are you considering creating a non-profit agency? If so, you will need a volunteer Board of Trustees. Consider how many people will serve on your board and when it will meet. What will the make-up of your board look like? If it is a for-profit organization or social entrepreneurship think about how you will organize your agency (sole proprietorship, partnership, corporation, limited liability company?). Will you use paid, professional staff, volunteers, or both? How many employees do you anticipate hiring? Think about where your service will be provided. How much money will you need to get started? How will you fund the program? Will you charge a fee for services? Choose your organization's name. Develop a strategic five-year plan and timeline. How will you market your new service and to what audience?

Use the *Start Your Own Business* textbook with reference to concepts in Chapters 6-10. Also, use of two other outside scholarly resources is required. Your Business Plan should be 5-8 pages in length (1500 to 2400 words) not including references. Use APA format guidelines for citing references. Use the file name "YourlastnameYourfirstinitial Step 2." Example: WaltersL Step 2. Prepare to orally present your proposal to the class for feedback on your idea. A short 5 – 6 slide PowerPoint or Prezi should be used in this presentation.

Due Date for Step 2: Week 3. January 29. The instructor will edit/grade the Business Plan and return it Week 4.

STEP 3: 15%. Paper 100 points. Presentation 50 points.

Budget. Includes a paper and an oral presentation.

Develop an annual **budget** for your agency. Remember that your revenues must be enough to pay all of your costs. In a nonprofit organization, your revenues and expenses must match. Your budget must be balanced and indicate where the funding is coming from in your revenue area. Consider realistic sources. Keep in mind the number of people you will serve, cost of service per person, the costs of employees and related benefits.

- Use the Scott text with reference to concepts in Chapter 12
- Use the *Start Your Own Business* text with reference to Chapters 38-40
- Use the Keohane text with reference to concepts from Chapters 8-9.
- Use APA guidelines for citing references.

The deliverable should include two pages of text (about 600 words). It should also include Excel spreadsheets that show the categories of revenues and expenses, as well as the dollar amounts of each item. Use the file name “yourlastnameyourfirstinitial Step 3.” Example: WaltersL Step 3.

Prepare to orally present your proposal to the class for feedback on your budget. A short PowerPoint or Prezi should be used in this presentation.

Due Date for Step 3: Week 4. February 5. The instructor will edit/grade the Budget paper and return it during Week 5.

STEP 4: 15%. Paper 100 points. Presentation 50 points.

Legal Documents. Includes a paper and an oral presentation.

Develop/draft the following documents:

- A summary-level document that identifies the legal documents that you have developed. One to two pages. 300 to 600 words.
- Articles of Incorporation, (see Chapter 8)
- By-Laws for your organization (Chapter 6)
- The forms and your instructions for filing for tax exempt status from the IRS if you are becoming a 501(c)(3) organization, and include the forms and process for applying for a Taxpayer Identification Number/Employer Identification Number. (Chapter 8)

Use the following references:

- Scott textbook with reference to concepts in Chapters 6-9
- Start Your Own Business text with concepts from Chapters 8-9
- Use of concepts from the Keohane text is required.
- Use APA guidelines for citing references.

Use the file name “yourlastnameyourfirstinitial Step 4.” Example: WaltersL Step 4.

Prepare to orally present your proposal to the class for feedback on your legal documents. A short PowerPoint or Prezi should be used in this presentation.

Due Date for Step 4: Week 5, February 12. The instructor will edit/grade the Legal Documents and return it during Week 6.

STEP 5: 10%. Paper 70 points. Presentation 30 points.

Hiring Plan and Job Descriptions. Includes a paper and an oral presentation.

Develop a plan for hiring professional staff and volunteers. Include job descriptions for these new positions. Use concepts from the following references:

- Chapter 11 in the Scott text
- Chapter 23-24 in the Start Your Own Business text
- Concepts from the Keohane text.

Use APA guidelines for citing references. Use the file name “yourlastnameyourfirstinitial Step 5.” Example: WaltersL Step 5.

The paper should be 2-3 pages in length. 600 – 900 words.

Prepare to orally present your proposal to the class for feedback on your Hiring Plan and Job Descriptions. A short PowerPoint or Prezi should be used in this presentation.

Due Date for Step 5: Week 6. February 19. The instructor will edit/grade the Hiring Plan and Job Descriptions document and return it during Week 6.

STEP 6: 10%. Paper 70 points. Presentation 30 points.

Marketing Plan. Includes a paper and an oral presentation.

Develop a marketing plan (two pages, about 600 words). It must include your plan to conduct market research (e.g., who will need the services, how many people will need the service, how will we make the prospective customers aware of the services we plan to provide, and will our budget be adequate to provide these services?). As separate documents, include:

- A program brochure
- An article/ press release for a newspaper or online social media
- Any other form of advertising to get the word out to the community about your new service.

Use the following references:

- Scott text with reference to concepts from Chapters 18 and 19
- Chapters 29-33 in the Start Your Own Business text
- Concepts from the Keohane text.

Use the file name “yourlastnameyourfirstinitial Step 6.” Example: WaltersL Step 6.

Prepare to orally present your proposal to the class for feedback on your Marketing Plan. A short PowerPoint or Prezi should be used in this presentation.

Due Date for Step 6: Week 7. February 26. The instructor will edit/grade the Marketing Plan and return it during Week 8.

You have completed all six pieces of your Program Development Plan. Congratulations on your new human services organization!

COURSE RECAP. 50 points.

Prepare a 300-word writing assignment that answers the following questions. Use the title *Course Recap*. Review the goals that you set at the beginning of this course. Did you achieve them? What skills did you acquire? Was there something in your control that, if you had done it, would have made the course more successful for you? Which of the resources provided by the university (e.g., the instructor, the classroom, the library) was the most helpful to you in achieving your goals? Was there something that the instructor or the college could have done that would have helped you better achieve your goals? You can earn up to 50 points on this assignment. Submit during Week 8. Use the file name “yourlastnameyourfirstinitial Course Recap.” Example: WaltersL Course Recap.

FINAL EXAM - 10%. 100 points.

A final exam on specific concepts related to program development will be given. The exam will be a combination of true/false, matching, multiple choice, and short essay. It will cover major concepts learned from the three textbooks, reading, websites used in the class, speakers that may have visited the class, or any videos observed. See the Study Guide below. The final exam is scheduled for Week 8. March 4.

CLASS PARTICIPATION AND ATTENDANCE - 10%. Class participation 80 points.
Attendance 80 points.

This course is delivered in seminar format. That means the students are expected to actively participate in the discussion; they are also expected to lead the discussion. Class participation is defined as the informed presentation of your thoughts, inferences, and ideas based on the readings and experience. Students who are actively involved in the discussion can earn up to 10 points for each class. During the course, a student can earn up to 80 points for class participation. If a student misses class, arrives late, or leaves early, they will lose points for class participation.

Attendance is also necessary to ensure an adequate passing grade for the course. Missing more than two classes in an 8-week period can result in a failure for the course. Students who arrive on time and stay for the duration of the class will earn 10 points for each class. Students who arrive late and stay for the duration of the class will earn 7 points. Students who arrive on time but leave early will earn 7 points. Students who arrive late and leave early will earn 5 points. Students who have an excused absence will earn 5 points. Students who are absent and do not have an excused absence will earn zero points. During the course, a student can earn up to 80 points for attendance.

EVALUATION FOR COURSE GRADE will be computed according to the following:

Student's Plan for the Course		50 points
Program Development Plan		
Step 1 Identify the Need/ Class Presentation of Your Idea	15%	150 points total
Step 2 Business Plan	15%	150 points total
Step 3 Budget	15%	150 points total
Step 4 Legal Documents	15%	150 points total
Step 5 Hiring Plan/Job Descriptions	10%	100 points total
Step 6 Marketing Plan	10%	100 points total
Final Examination	10%	100 points
Class Participation and Attendance	10%	160 points
Course Recap		50 points
TOTAL	100%	1160 points

Graduate Grading Scale w/Descriptors

95-100%	A	Exceptional
90-94%	A-	Excellent
86-89%	B+	Very Good
83-85%	B	Good
80-82%	B-	Fair
75-79%	C	Marginal
< 75%	F	Failure

RUBRIC FOR EACH STEP IN THE PROGRAM DEVELOPMENT PLAN

For the two short papers and the long papers associated with the six Steps, three criteria will be used to score the papers. Points are subtracted if the following criteria are not satisfied.

1. Is the writing clear? Can the grader understand what the student has written? This is the most important grading criterion, because, if the grader cannot understand what the student has written, the grader cannot evaluate whether the student understands the material and the assignment.
2. Does the student understand the material? Does the writing verify that the student has read the material from the textbooks and references, that they understand it, and they are applying it properly?
3. Overall quality control: Was the paper prepared in a professional manner? Is the paper suitable to be submitted to your boss at work? Are there spelling and grammar errors? Are there errors in punctuation and sentence structure? Has the student proofread/ edited their own work before submitting it? Has the student used APA format? Has the student used the Spell Check feature in Word? Has the student followed other instructions?

We may decide that the six Steps papers will be integrated into a Program Development Plan. Essentially, each Step will become a chapter that is integrated into the Plan. If we decide to do that, the rubric below will be used to grade the Program Development Plan.

Rating:

Exceptional corresponds to an A (95-100%). Performance is outstanding; significantly above the usual expectations

Proficient corresponds to a grade of B to A- (83-94%). Skills and standards are at the level of expectation.

Basic corresponds to a C- to B- (70-83%). Skills and standards are acceptable but improvements needed to meet expectations well.

Novice corresponds to a D (69 to 60%). Performance is weak; the skills or standards are not sufficiently demonstrated at this time.

Criteria	% of paper	Ratings				
		0	Novice	Basic	Proficient	Exceptional
The plan is scholarly in nature; well organized and coherent with clear introduction, solid organization of key points as outlined for the assignment in relation to the steps in program development, concise analysis and meaningful conclusion.	15%					
Plan includes an analysis of the criteria listed in the assignment requirement for each step, i.e. review of Community Needs Assessment, creation of Business Plan, Mission Statement, Board of Trustees, Articles of Incorporation, By-Laws, Budget, 501(c)(3) tax exempt applications, and job descriptions	20%					
Thorough identification and discussion of Human Services values and specific Saint Leo core value of Excellence and its relevance to program development.	20%					
Each step of the Program Development Plan is appropriated delineated, analyzed, and relevant to the whole plan; academic resources and current information is presented from the text and other scholarly sources.	20%					
Correct grammar, punctuation, sentence structure is evident.	10%					
References are appropriately cited using APA Style with accompanying Reference page at the end of the paper. Graphs, illustrations, and figures are appropriately formatted if used	15%					

COURSE SCHEDULE

COURSE MODULES		
Modules	Topics	Readings and Assignments
Week 1	<p>Introduction to the course</p> <p>Review syllabus and requirements</p> <p>Discuss the 3 categories of agency structure - Private for Profit, Private Non Profit, and Social Entrepreneurship</p> <p>Overview of Community Needs Assessment, Gaps in service areas & identification of organization to be developed</p> <p>Review book and video for <i>Start Something That Matters</i></p> <p>Discuss Saint Leo value of Excellence</p> <p>Demonstrate how to use Power Point</p> <p>Discuss Step 1, Project Proposal, which is the assignment for Week 2.</p>	<p><u>Required Readings</u></p> <p><i>Read Scott Chapters 1- 4</i> <i>Keohane Chapter 1-4</i> <i>Start Your Own Business Chapter 1-3</i></p> <p>Discuss Program Development Plan</p>
Week 2	<p>Discuss Step 2, Business Plan</p> <p>Assignment Due in Week 2: Student's Plan for the Course</p> <p>Assignment Due in Week 2: Step 1 – Project Proposal. Submit papers. Student presentations.</p> <p>Discuss Step 2, Business Plan, which is due during Week 3. Discuss Business Plan with Mission Statement, creation of Board of Trustees, and agency structure and auspices</p>	<p><u>Required Readings</u></p> <p><i>Read Scott Chapters 5 & 14</i> <i>Start Your Own Business Chapters 6-10</i> <i>Keohane 5-8</i></p> <p>Discuss student organizational plan and selection of proprietary, social entrepreneurship, or nonprofit structure; discuss resources for each with texts and websites for clarity</p>
Week 3	<p>Discuss Step 3, Budgets - line item, program funded.</p> <p>Assignment Due: Step 2 – Business Plan. Submit papers. Student presentations.</p> <p>Step 3 is due in Week 4.</p> <p>Demonstration on how to use Excel.</p>	<p><u>Required Readings</u></p> <p><i>Read Scott Chapters 12</i> <i>Start Your Own Business Chapters 38-40</i> <i>Keohane Chapters 9-12</i></p>

<p>Week 4</p>	<p>Discuss Step 4, Legal Documents - Discussion of Articles of Incorporation, By Laws, IRS Forms, EIN Numbers</p> <p>What is needed for private for profits? What is needed for private non-profits? Social entrepreneurship?</p> <p>Assignment Due: Step 3 Budgets. Submit papers. Student presentations.</p> <p>Discuss Step 4, Legal Documents, which is due in Week 5.</p>	<p><u>Required Readings</u></p> <p><i>Read Scott Chapters 6 - 9</i> <i>Start your Own Business 8-9</i> <i>Keohane Chapters 13-15</i></p>
<p>Week 5</p>	<p>Discuss Step 5, Hiring Plan and Job Descriptions staff, volunteers, and boards</p> <p>Assignment Due: Step 4 – Legal Documents. Submit papers. Student presentations.</p> <p>Discuss Step 5, which is due in Week 6.</p>	<p><u>Required Readings</u></p> <p><i>Read Scott Chapters 10,11,13,15</i> <i>Start your Own Business Chapters 23-24</i> <i>Keohane Chapters 16-18</i></p>
<p>Week 6</p>	<p>Discuss Step 6, Marketing Plan - Attracting clients to your service, development of advertising, brochures, social media, technology. Step 6 is due in Week 7.</p> <p>Assignment Due: Step 5 – Hiring and Job Descriptions. Submit papers. Student presentations.</p>	<p><u>Required Readings</u></p> <p><i>Read Scott Chapters 16-19</i> <i>Start Your Own Business 29-33</i> <i>Keohane Chapters 19-21</i></p>
<p>Week 7</p>	<p>Review of major concepts from each text and preparation for final exam; discussion of final Program Plans and class sharing of new human services organizations.</p> <p>Assignment Due: Step 6 - Marketing Plan. Submit papers. Student presentations.</p>	<p><u>Required Readings</u></p> <p><i>Read Chapters 17 & 18</i></p>
<p>Week 8</p>	<p>Wrap-up.</p> <p>Assignment Due: Course Recap</p> <p>Student Discussions of Final Program Plans</p> <p>Take Final Examination.</p>	<p>FINAL EXAM on Major Concepts in: <i>Scott Chapters 1-19,</i> <i>Keohane, Chapters 1-21, and</i> <i>Start Your Own Business, Chapters 1-3, 6-10, 23-24, 29-33, 38-40</i></p> <p>See Study Guide attached for major concepts to be included on final exam</p>

STUDY GUIDE FOR FINAL EXAM

This is a rigorous course of study for graduate students and includes readings from several texts. The final examination is a culmination of everything students have learned and put together in the Program Development Plan. The final exam may cover issues related to:

- Agency structures - private for-profit, private nonprofit, and social entrepreneurship.
- Form of organization - sole proprietorship, partnership, corporations, buying existing businesses, franchises
- Creation of new agencies and what is involved, steps in the process
- Mission Statements
- Legal Documents
- Development of By Laws
- Articles of Incorporation
- Need for and development of Boards of Trustees
- Tax Exempt Status with 501(c)(3) organizations
- IRS Forms
- EIN Numbers
- Budgets
- Paying Taxes
- Business Plans
- Job Descriptions
- Hiring Staff
- Working with and Recruiting Volunteers
- Marketing Plans

ADA POLICY

Students with disabilities who may need academic accommodation(s), should contact the Disability Office by email: adaoffice@saintleo.edu or call (352) 588-8464. For more information, please review the Policy and Procedure Manual on the Disability Services web page at: <http://www.saintleo.edu/SaintLeo/Templates/Inner.aspx?pid=391>.

ACADEMIC HONOR CODE

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo University students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they receive outside assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty as well as reporting any observed instance of academic dishonesty to a faculty member.

STUDENT MISCONDUCT/CLASSROOM DISRUPTION

Saint Leo University students are expected to conduct themselves at all times in accord with good taste and observe the regulations of the University and the laws of the city, state, and national government. All University community members—faculty, staff, employees, students—have the right and obligation to report violations of civil or University regulations to the appropriate University Vice President or Associate Vice President of Academic Affairs. Should a University community member encounter a disruptive student, the student shall be asked politely, but firmly, to leave the classroom (or wherever the locus of disruption). A University community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, the appropriate office shall be notified.

ATTENDANCE

Attendance is required. Excessive absence will result in a lower final grade that may include failure. Excessive absence is defined as missing more than two classes during the term for any reason. Missing four or more classes will result in failure of the class. Students will be held responsible for all information provided during class sessions. As discussed above, a student can score up to 80 points for attendance.

If a student wishes an absence to be treated as excused, they must submit an email to the instructor explaining the reason for the absence. A person who has an excused absence can score five points for attendance and class participation on that day.

Assignments are to be turned in on the day they are due. Your grade will be dropped ten points for each day that an assignment is late. Assignments are to be typewritten.

COURSE POLICIES

This course encompasses several kinds of components: Lecture, class discussion, oral presentations by students, demonstrations, and others. Videotapes and guest lecturers will occasionally be used to supplement the class discussion and exercises.

This is a seminar course, not a lecture course. Therefore, class participation is a required component of the course.

Students are prohibited from using mobile devices/ cell phones between 6:00 pm and the end of class. Turn off mobile devices while class is in session.

If students desire, they may work in teams of no more than two people. If two people decide to form a team, they must comply with the following requirements.

- They must remain a team throughout the eight weeks of the term.
- A team will submit one paper for both students, with names of both students on the front page.
- Each member of the team will receive the same grade on each paper and presentation.

ASSIGNMENT POLICIES

Promptness in completing assigned tasks and readings is a requirement of this course. An assignment turned in late will lose 10 points for each day that it is late.

Make-up Policy: THERE WILL BE NO MAKE-UP EXAMINATIONS WHATSOEVER. PLEASE DO NOT ASK.

Cannon Memorial Library Resources

Accessible in Learning Studio, mySaintleo, library homepage

Library Instruction

To arrange library/research instruction for your classes, please contact:

Elana Karshmer elana.karshmer@saintleo.edu University Campus

Viki Stoupenos viki.stoupenos@saintleo.edu FL, GA, SC Centers

Steve Weaver steven.weaver@saintleo.edu CA, MS, TX, VA Centers

Sandy Hawes sandy.hawes@saintleo.edu COL

Aimee Graham aimee.graham02@saintleo.edu DL

Writing Help

The Cannon Memorial Library now offers instruction in writing and research to all center students at all levels, across the curriculum. Ángel L. Jiménez, M.A., Instructor of Writing and Research, offers instruction on all aspects and stages of the writing process. Please make an appointment: **Appointment Form**

Form

Ángel Jiménez angel.jimenez@saintleo.edu 1-352-588-8269

Cannon Memorial Library

Librarians are available during reference hours to answer questions concerning research strategies, database searching, locating specific materials, and interlibrary loan (ILL).

Reference Hours

Monday – Thursday 9 a.m. – 10 p.m.

Friday 9 a.m. – 5 p.m.

Saturday 9 a.m. – 6 p.m.

Sunday 10 a.m. – 6 p.m.

The library provides an 800 number and an email address for general reference services: 1-800-359-5945 or reference.desk@saintleo.edu. The library's mailing address and local telephone numbers are:

MC2128, 33701 State Road 52, Saint Leo, FL 33574

352-588-8477 (Reference Desk)

352-588-8476 (Circulation Desk)

352-588-8258 (Main)

352-588-8259 (Fax)

Online Catalog “LeoCat” (All Books and Media)

Click on the Library Catalog link on the **Cannon Memorial Library** website. To borrow books in person from the library, present your SLU ID at the Circulation Desk. Online and off-campus students may have materials delivered to them by completing and electronically submitting article or book request forms from the Interlibrary Loan page.

Online Library Resources (Articles and E-books)

Saint Leo provides its own array of online article databases and e-book resources. Use the [Databases](#) and [E-books](#) links on the Cannon Memorial Library website to search the latest subscription databases and e-book/e-reference collections.

Subject Research Guides

Click on [Research a Subject](#) for an introduction to relevant online and print resources the library has to offer in your given subject area – this is a great place to start your research.

Libraries Near Your Center

Florida Region

Librarian

For help locating books, database searches, reference assistance, or to arrange library instruction for a class, Florida Region students and faculty may contact:

Viki Stoupenos, Florida Region Librarian
Viki.stoupenos@saintleo.edu 1-912-352-8331 ext. 3025

Library Tutorial
 A [library tutorial](#), which takes students through accessing Saint Leo library materials, is available on the library homepage. A short quiz is included which takes approximately 20 minutes to complete.

Supplemental Area Library Resources
 Local Florida public and area academic libraries are listed for each center: [Libraries Near Your Center](#)

Library Card Reimbursement
 To ensure that every student has academic book borrowing privileges, Saint Leo annually reimburses off-campus students up to \$150 to obtain a library card at one area college or university library. Students should submit their receipt and a completed reimbursement form at their Saint Leo Center office. The reimbursement form is available online at http://saintleolibrary.cloudaccess.net/images/Library_Reimbursement_Form.pdf

Virginia Region

Librarian

For help locating books, database searches, reference assistance, or to arrange library instruction for a class, South Carolina students and faculty may contact:

Steve Weaver, Virginia Region – CA, MS, TX, VA Librarian
 Steve Weaver steven.weaver@saintleo.edu CA, MS, TX, VA Centers

Library Tutorial
 A [library tutorial](#), which takes students through accessing Saint Leo library materials, is available on the library homepage. A short quiz is included which takes approximately 20 minutes to complete.

Supplemental Area Library Resources
 Local South Carolina public and area academic libraries are listed for each center: [Libraries Near Your Center](#)

Library Card Reimbursement
 To ensure that every student has academic book borrowing privileges, Saint Leo annually reimburses off-campus students up to \$150 to obtain a library card at one area college or university library. Students should submit their receipt and a completed reimbursement form at their Saint Leo Center office. The reimbursement form is available online at http://saintleolibrary.cloudaccess.net/images/Library_Reimbursement_Form.pdf

Central Region - Georgia

Librarian

For help locating books, database searches, reference assistance, or to arrange library instruction for a class, Georgia students and faculty may contact:

Viki Stoupenos, Central Region – Georgia Librarian
Viki.stoupenos@saintleo.edu 1-912-352-8331 ext. 3025

Library Tutorial
 A [library tutorial](#), which takes students through accessing Saint Leo library materials, is available on the library homepage. A short quiz is included which takes approximately 20 minutes to complete.

Supplemental Area Library Resources
 Local Georgia public and area academic libraries are listed for each center: [Libraries Near Your Center](#)

Library Card Reimbursement
 To ensure that every student has academic book borrowing privileges, Saint Leo annually reimburses off-campus students up to \$150 to obtain a library card at one area college or university library. Students should submit their receipt and a completed reimbursement form at their Saint Leo Center office. The reimbursement form is available online at http://saintleolibrary.cloudaccess.net/images/Library_Reimbursement_Form.pdf

Central Region – South Carolina

Librarian

For help locating books, database searches, reference assistance, or to arrange library instruction for a class, South Carolina students and faculty may contact:

Viki Stoupenos, Central Region – South Carolina Librarian
Viki.stoupenos@saintleo.edu 1-912-352-8331 ext. 3025

Library Tutorial
 A [library tutorial](#), which takes students through accessing Saint Leo library materials, is available on the library homepage. A short quiz is included which takes approximately 20 minutes to complete.

Supplemental Area Library Resources
 Local South Carolina public and area academic libraries are listed for each center: [Libraries Near Your Center](#)

Library Card Reimbursement
 To ensure that every student has academic book borrowing privileges, Saint Leo annually reimburses off-campus students up to \$150 to obtain a library card at one area college or university library. Students should submit their receipt and a completed reimbursement form at their Saint Leo Center office. The reimbursement form is available online at http://saintleolibrary.cloudaccess.net/images/Library_Reimbursement_Form.pdf