

MNGT 4600 - 001
COMMUNITY SERVICE PROJECT
Fall Semester 2014
SYLLABUS

Instructor: Christine Newman
Phone: 334-844-7445
Office: Lowder 219
Office Hours: T/R 10:30-11:30am

E-Mail Address: cmn0003@auburn.edu

CLASS MEETING TIMES AND LOCATION: Thursday 5:00 – 6:00 p.m. in Lowder Rm 153

COURSE DESCRIPTION

The course is designed to afford students the opportunity to apply the various management principles learned throughout their academic career to address community issues while simultaneously reinforcing the importance of social responsibility.

Students are required to participate in community service projects.

COURSE OBJECTIVES:

- To develop a greater appreciation for the importance of working to address needs of the community.
- To leverage academic knowledge to make a contribution toward addressing community needs.
- To further develop and apply organizational and project management skills.

PREREQUISITES

Junior standing, other COB Requirements

REQUIRED TEXTS and OTHER RESOURCES

All course materials are available on Canvas.

GRADING AND EVALUATION PROCEDURES

Final grades will be determined on the following basis (in points):

A = 90 and above
B = 80 – 89.99
C = 70 – 79.9
D = 60 – 69.9
F = 59.9 or less

*There are no exceptions to this grading scale.

Grade Components

Class attendance	10
Community Service Proposal	10
Midterm Progress Report	10
Final Report (first draft)	15
Final Report (final draft)	25
Completion of service hours	30

TOTAL	100
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COURSE ORGANIZATION AND REQUIREMENTS:

Class Attendance

Class meetings will be discussion-based. Students are expected to come to class prepared to discuss their service projects and to engage in discussion with fellow classmates.

Community Service Proposal

Please use template provided. Your proposal should, at a minimum, address the following:

1. Information about the organization (should be with the same organization for the duration) you propose to work with over the course of the semester. This information should include:
 - organization's name
 - location/address
 - name of a contact (supervisor) with whom you will be working and his/her contact information

Note: It is important that this person be a representative of the organization you will be helping because they will be contacted to verify your arrangement. Your contact (supervisor) **may not** be a fellow member of a professional or social organization to which you belong.

2. A description of how the values and objectives of the organization with which you will be working fit with your own.
3. A summary and plan for how you will meet your 20 service hours including a projected timeline.

Note: You may use your community service hours to also fulfill other community service obligations that you may have, but you **may not** be paid or otherwise compensated for your work. **Do not begin service work until your proposal has been approved by the instructor. Any hours completed prior to approval will receive zero credit.**

Midterm Progress Report

Please use template provided. You are required to turn in a typed report that updates the instructor on the progress of your service. This report should describe, at a *minimum*, the following items:

1. Total number of service hours completed thus far
2. What kind of work you have done thus far
3. Your impressions of the service thus far

Final report (first draft) – 7-10 Pages

Business writing should be succinct and to the point. Prepare a *formal* report regarding your service addressing at a *minimum* the following areas:

1. A brief accounting of the activities and duties you performed in your service. It is likely that during the course of your experience you were required to deviate from the duties you signed up for and fulfill duties you had not expected. If this is the case, please also discuss these deviations and how you handled them.
2. A brief summary of what you learned during your time.
3. An accounting of how you used business skills from courses you have taken or prior experience. (i.e. effective communication, time management, process management such as an assembly line, etc.)
4. Any feedback for ways the organization could improve based on your professional opinion and what you have observed while you were there. (i.e. organization SWOT analysis)

Your report should include both an **introductory** and a **concluding** paragraph. Please keep each of the above items in separate paragraphs. A grading rubric with more detailed information will be available in Canvas. **Note: Your draft will be returned to you via Canvas. Comments and revisions will be included in a Word document via the Track Changes feature.**

Final class meeting

You will be expected to participate in an informal discussion of your experience with your peers. You will be asked to give a brief summary of your activities and share your general impressions of the service. Please be prepared to answer questions from your classmates and/or the instructor.

Final report (final draft) 7-10 Pages

Based on your first draft and feedback provided by the instructor, prepare a final draft of your report regarding your service. You will turn in this assignment via Canvas.

Completion of Service Hours (MUST complete a minimum of 20 hours to receive credit)

You are required to complete **20 hours of service** for this class. You need to keep a service log (provided at end of syllabus) that will be signed by your sponsor at the organization in which you are carrying out your service. Your sponsor must sign off on at least 20 hours. Hand-written logs are acceptable; however, the name and contact information of the responsible person at the organization should be typed or legibly written, and a phone number for the contact must be included. The log must be scanned in and submitted electronically via Canvas (pdf format).

ASSIGNMENT FORMAT AND SUBMISSION

All course assignments, except your service hour log, should be typed. Please use a 12-point font and double-spacing with 1 inch margins. Pages must be numbered. Do not include a cover page in your numbering. All assignments should be submitted in Word format (.doc or .docx) (exception: service log must be in pdf format).

No late assignments will be accepted.

Make-Up Policy for ASSIGNMENTS:

There are no exams so no make-up work will be required or accepted. If for some reason, due to legitimate extenuating circumstances, you are unable to meet the required timetable, please contact the instructor well in advance (i.e., a minimum of one week prior) of the deadlines to try to work out a satisfactory solution. Failure to contact the instructor well in advance will result in zero credit for that assignment without opportunity for making up the missed credit.

SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Students who need special accommodations should make an appointment to discuss the Accommodations Memo with me during my office hours as soon as possible. If scheduled office hour's conflict with classes, please arrange an alternate appointment time. If you do not have an Accommodations Memo, but need special accommodations, contact the **Office of Accessibility**, 1244 Haley Center, (334) 844-5943 (Voice T/O).

ACADEMIC HONESTY

All portions of the Auburn University Academic Honesty Code (Title XII) found in the Student Policy eHandbook will apply in this class.

<https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>

POLICIES ON UNANNOUNCED QUIZZES

There will be no unannounced quizzes.

E-MAIL AND CANVAS ARE THE OFFICIAL MEANS OF COMMUNICATION

E-mail is a university approved form of communication. Students are responsible for being aware of any information communicated by the instructor via e-mail and Canvas. It is the student's responsibility to check his/her e-mail frequently, to check any announcements posted in Canvas, and to comply with all communications.

OTHER COURSE POLICIES:

- Students are expected to conduct themselves professionally in class and, in particular, when working in any project setting. Appropriate dress, conduct, and mode of communication are expected in all interactions with fellow class members and external constituents.

When you conduct community service for this course, you represent the Auburn University.

- Any problems that may arise should be discussed with the instructor immediately.
- Assignments will be graded for grammar and spelling as well as content. Please make sure to proofread all assignments before submitting them.
- Changes may be made to the syllabus (including scheduling), as necessary, and will be communicated in class and/or via Canvas or e-mail. It is the student's responsibility to be aware of these changes.
- Grades may be contested for 5 business days after they are posted at which time they become final.

SERVICE HOURS RESOURCE (just a suggestion)

Auburn Impact: <https://cws.auburn.edu/studentAffairs/communityService/impact/>

TENTATIVE COURSE SCHEDULE

DAY	DATE	ASSIGNMENT	NOTES
Thursday	8/21/2014	Review of Syllabus and Policies (Class Meeting)	
Thursday	9/4/2014	Community Service Proposal	Online Via Canvas
Thursday	10/9/2014	Midterm Progress Report (Class Meeting)	Online Via Canvas
Thursday	11/13/2014	Final Report (1st draft) & Service Hours Log	Online Via Canvas
Thursday	12/5/2014	Final Report (Final draft) (Class Meeting)	Online Via Canvas

MNGT 4600 - SERVICE HOURS LOG

Student Name: _____

Name of Organization: _____

Date	Total Hours	Duties Performed	Print Name of Supervisor	Supervisor's Signature

**If you need more space, print an additional copy of the page and attach with other sheets.*