SOC3274 Charitable Services II
Course Syllabus

COURSE REQUIREMENTS
SOC1274 Charitable Services, Intro is a prerequisite

COURSE DESCRIPTION
More than 150 billionaires have signed the giving pledge, a pledge to give at least half their wealth to charitable or philanthropic causes. This demonstrates that many people have a desire to give back to society and try to improve the lives of others. What is involved in starting a charity?

This course will examine the legal challenges that need to be addressed in planning a charitable organization. It will detail the organizational structure and planning process involved in creating a charity. It will analyze case studies of successful charities and discuss ways to promote giving. This will help students decide the best way to focus their personal charitable activities.

LEARNING OBJECTIVES
SOC3274 will detail charitable organizational structures. It will help the student understand the framework of a charitable organization, what legal matters need to be resolved and stimulate discussion on ways to give back to society. At the end of this course the student will understand:
- The organizational structure of a charity
- The legal requirements for starting and running a charity
- Which leadership style is most effective
- How to motivate people to support a charitable cause
- How to analyze case studies of current charitable organizations
- How to evaluate charitable organizations before donating
- How to volunteer and give back to the community

ATTENDANCE
Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy.
Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

CLASSROOM BEHAVIOR
Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

TUTORIAL ASSISTANCE

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: tutordept@usilacs.org.

NON-DISCRIMINATORY STATEMENT

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: hr@usilacs.org.

DRESS CODE

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to www.merriam-webster.com/dictionary/business%20casual. NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

NETIQUETTE

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.
- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

ADA ACCOMMODATIONS

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge

(i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office
1221 Brickell Ave.
Miami, FL 33131
1-305-330-2202
registrarsoffice@usilacs.org

ACADEMIC DISHONESTY/CHEATING
We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit www.citationmachine.net for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

REFERENCE MATERIALS
The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following:

The Balance Small Business. Nonprofit Organizations (online).
USA.gov (online). Starting a Nonprofit Organization.
Nonprofit Form 1023 Help site. A Complete Guide for Starting a Non-Profit Organization (online).
(2019) Guidelines for Improving the Effectiveness of Boards of Directors of Nonprofit Organizations (Murray & Harrison). Open Access Textbook.

MINIMUM REQUIRED SUPPLIES
All students will need all of the following:
- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet

- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

GRADING SYSTEM

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a "D" in order to pass the class.

ASSIGNMENTS

Vision Statement -
Write a vision statement stating the goal of your charitable organization and outlining the process of achieving it.

Organizational Chart -
Choose an organizational structure for your charity and diagram its structure. Write a 1,500-word essay explaining the most effective leadership style for your charity.

Analysis Project-
Choose an existing charitable organization and analyze its effectiveness. Give an oral report suggesting ways the organization can improve in order to meet it's stated goals.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Introduction: The Impact of Charitable Giving on Modern Society
Week 2	The First Step in Forming a Charity - Create an Inspiring Vision Statement
Week 3	Legal Requirements for Charitable Organizations
Week 4	Tax Concerns for Charitable Organizations *Vision Statement Due*

Week 5	Video review and Exam
Week 6	Organizational Structures for Charitable Foundations
Week 7	Effective Leadership Styles for Charitable Organizations
Week 8	Motivational Skill in Non Profit Organizations *Organizational Chart Due*
Week 9	Video review and Exam
Week 10	Modern Case Studies of Charitable Organizations
Week 11	Analyzing the Effectiveness of Charities
Week 12	Opportunities for Charitable Giving *Analysis Due*
Week 13	Video review and Final exam