Rutgers, The State University of New Jersey  
School of Public Affairs and Administration  
www.spaa.rutgers.newark.edu

Spring 2013: 40:827:404  
Classes held in Conklin Hall, Room 446  
Voluntarism and Philanthropy in Public Service

I. **Course:** 40:827:404 Voluntarism and Philanthropy in Public Service

II. **Faculty:** Judith J. Kirchhoff, Ph.D.  
Office: CPS 319, 111 Washington Street.  
Office Hours: Mondays, Thursdays 2:30 -3:30 p.m. or by arrangement.  
Voice: 973-353-3679, Fax: 973-353-5907; e-mail: jkirchho@newark.rutgers.edu

III. **Course Rationale.** Voluntarism and Philanthropy are key elements of the United States political economy of the United States. The purpose of voluntarism and philanthropy is public benefit. As the private sector creates products and services for profit, and the public sector develops and administers policies and regulations of civil society, voluntarism and philanthropy provide resources, seek solutions, support the poor and ill, train and advocate for change, and otherwise pursue community goals. Activities of voluntarism and philanthropy may be small and local or large and far-reaching. Students explore and experience fields of voluntarism and philanthropy to achieve understanding, but also to consider these fields as potential personal careers. The combination of knowledge, action, and reflection initiates a virtuous cycle that can be sustained in patterns of lifelong learning. We seek to inspire and empower lifelong learning with opportunities of learning and doing in philanthropy, and voluntarism.

IV. **Course Objectives are:**
- Exploration and knowledge of voluntarism and philanthropy
- Understanding of the fields of voluntarism and philanthropy
- Development of an ethic of voluntarism
- Understand how to make voluntarism a personal commitment
- Explore the wide range of opportunities in voluntarism
- Know your strengths in volunteering
- Appreciate volunteer and philanthropy organizations as potential careers
- Build skills in doing and studying voluntarism
- Build skills in researching and evaluating voluntary organizations

V. **Course Time Commitments:**
- **Classes:** 2 hours forty minutes class time per week, 1 hour 20 minutes on Monday 1:00 to 2:20 p.m. and 1 hour 20 minutes on Thursday, 1:00 to 2:20 p.m.
• **Assignments:** Readings, written assignments, self-exploration, assigned exploration, hands-on experiences, feedback exercises, presentations as assigned by instructor; 12 hours per week on average.

VI. **Attendance and Participation Policy:** Attendance and participation are essential to the learning process. Prior notice of unavoidable absences is expected. Attendance and participation is 15% of the grade.

VII. **Cell Phones:** Please turn off your cell phones and pagers during class, or put them on vibration mode. Check for messages and return calls during the break.

VIII. **Professional and Ethical Behavior is expected:** Students are expected to be self-motivated and serious about learning. Students are expected to treat one another with sensitivity and respect at all times.

IX. **Required Texts/Other Resources:**


Musick, Marc A., and John Wilson, *Volunteers, a Social Profile*; (Bloomington, In, Indiana University Press, 2008).

Resources for written and oral assignments:

- [http://spaa.newark.rutgers.edu/home/programs.html](http://spaa.newark.rutgers.edu/home/programs.html) (free sign up)
- Rutgers-Newark Student Library; things are free, take the time to learn how to use it; staff will help.
- Internet searches are great for finding examples to use for assignments.
- **Student Presentation should be on** PowerPoint (or equivalent); Word, Excel, and analytical software required for analysis and preparation of reports.
- **Students may collaborate on the Case Study analysis and Class Presentations. Each partner receives the assignment grade.**
- Students are encouraged to develop a portfolio from their assignments.
- Students also are encouraged to register with the Career Development Center (CDC) and participate in career building by participating in their events and resources.

X. **Students with Special Needs:** If a student needs disability accommodation, please make that known to the instructor. The Disabilities Office is located in the Paul Robeson Student Life Center, 350 Dr. Martin Luther King Blvd., Newark, NJ. Every reasonable effort will be made to accommodate needs. Student Counseling Services are also available at 973-353-5805.

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XI. **Grading Policy:** The grade of “A” is reserved for outstanding content, format (titles, headings, margins, etc.) and professionalism of results. Presentations are likewise reviewed for content, format and professionalism. Individual assignments earn individual grades. If the project is completed by a group, each group member earns the same grade for the project product (paper or presentation). Leadership is required to ensure a cohesive report, not an aggregation of submissions. The project document must be a coherent whole for an “A” grade. If one is on a team, teamwork is essential and leadership will ensure team output. Late project reports do not earn an “A” grade.

XII. **Plagiarism and Cheating:** Plagiarism is ANY form of taking others’ work without giving them credit. This includes ‘cut and paste’ plagiarism. Changing a few words is not sufficient to avoid a charge of plagiarism. This means it is important to know the differences between quoting, paraphrasing and summarizing. It is also important to know how to cite material properly. As noted earlier, a style guide is essential. *A general rule is that you should reference every selection from any existing source.* Plagiarism and cheating may result in failing the course. You can be assured that you are not plagiarizing by self-analyzing your paper for the percentage of infractions. Evaluation software is available on Blackboard.

XIII. **Course Deliverables and Assessment Values:**

<table>
<thead>
<tr>
<th>Per Assignment Range</th>
<th>Accumulated Maximum</th>
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<tbody>
<tr>
<td>(Req’d) 1 mid-term exam</td>
<td>0 to 20 pts</td>
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<tr>
<td>(Req’d) 1 final exam</td>
<td>0 to 20 pts</td>
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<tr>
<td>(Req’d) class presentation (teams)</td>
<td>0 to 15 pts</td>
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<tr>
<td>(Req’d) volunteer (min. 15 hours/6 wks)</td>
<td>0 to 25 pts</td>
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<tr>
<td>(Req’d) 1 to Reflection papers 3-5 pp</td>
<td>0 to 6 pts</td>
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<tr>
<td>(Req’d) 1 to 3 Org’n Profiles (3-5 pp)</td>
<td>0 to 6 pts</td>
</tr>
<tr>
<td>(Req’d) Participation (attendance, timeliness, Integrity, professionalism, contributions)</td>
<td>0 to 15 pts</td>
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**Grade Point Ranges**

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Possible 131 pts</th>
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<tbody>
<tr>
<td>A is 93 pts</td>
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<tr>
<td>B+ is 89 pts</td>
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<tr>
<td>B is 85 pts</td>
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<tr>
<td>C+ is 79 pts</td>
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<tr>
<td>C is 75 pts</td>
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<tr>
<td>F is below 75 pts</td>
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XIV. Schedule of Classes

Week 1
Thursday 1/26
Introductions, why are we here? What can we expect at the end of this course? Tell us about you; discussion of assignments, groups.

Mon 1/28
Readings for week 2: Musick and Wilson, Part One, an Intro to Volunteering; Ogilvie, Introduction, Voluntarism and the American Ethic; Zunz, Philanthropy in America, Chapter One and Two.

Week 2
In class discussion of Week 2 Readings; discussion of ways to experience volunteering as a class assignment discussion; scheduling issues;

Thurs 1/31
Set up teams, discuss team presentations; 3 NP Descriptions; Guest?

Mon 2/4
Readings for Week 3: Ogilvie, Chapters 2 & 3, Zunz, Chapter 3 & 4

Week 3
In class discussion of Week 3 Readings;

Thurs 2/7
Volunteering Day (and/or Team Project day); Fieldwork.

Mon 2/11
Readings for Week 4: Ogilvie, 4 & 5, Zunz, Ch 5 & 6

Week 4
Discussion of Week 4 Readings;

Thurs 2/14
Volunteering Day (and/or Team Project day); Fieldwork.

Mon 2/18
Readings for Week 5: Ogilvie, 6, Zunz, Ch 7 & 8

Week 5
In class discussion of Week 5 Readings;

Thurs 2/21
Volunteering Day; (Team Project day); Fieldwork.

Mon 2/25
Readings for Week 6: Ogilvie, 7 & Conclusion, Zunz, Ch 9 & Conclusion

Week 6
Week 7 is Mid-term Exam, no reading assignment.

Thurs 2/28
Volunteering Day (and/or Team Project day); Fieldwork.

Mon 3/04
In class discussion of Week 5 Readings;

Week 7
Volunteering Day (and/or Team Project day); Fieldwork.

Thurs 3/7
MIDTERM EXAM, Thursday
Reading for Week 9: Musick/Wilson, Part Two (3, 4, 5), Part Three (6, 7, 8, 9)

Mon 3/11

Week 8
SPRING BREAK, NO CLASS MEETINGS

Week 9
In Class Discussion of Week 7 Readings;

Mon 3/25
In class discussion of readings.

Thurs 3/28
Volunteering Day (and/or Team Project day); Fieldwork.

Reading for Week 10: Musick and Wilson, Part Four (10, 11, 12, 13)
Week 10  Discussion of Week 9 Readings;
Mon, 4/1 In class discussion of readings.
Thurs 4/4 Volunteering Day (and/or Team Project day); Fieldwork.
Readings for Week 11: Musick and Wilson, Part Four (14, 15, 16, 17)

Week 11  Discussion of Week 10 Readings;
Mon Apr 8 3 class presentations from teamwork
Thurs Apr 11 3 class presentations from teamwork. Accounting report of volunteering due.
Readings for Week 12: Musick, Part Five (18, 19)

Week 12  Discussion of Week 11 Readings;
Mon Apr 15 3 class presentations
Thurs April 18 Readings for Week 13: Musick and Wilson, Part Six (20, 21, 22)

Week 13  Discussion of Week 12 Readings;
Mon Apr 22 Musick/Wilson; Readings Review and Commentary.
Thurs April 25 Student Feedback and Recommendations.

Week 14  Monday April 29 Study Session
Thursday May 2 Final Exam: Readings from Weeks 10, 11, 12, 13

Week 15  Monday May 6 Complete and submit any missing assignments

NOTE: Courses are dynamic environments; the work at hand influences the pace and processes of completion. The instructor reserves the right to make adjustments in the schedule based on the dynamics of the class and unscheduled opportunities.