VOLUNTEERISM AND PHILANTHROPY IN PUBLIC SERVICE
40:834: 404

Spring 2015

Mondays (6:30pm - 9:30pm)
Center for Urban and Public Service, Room 203

Instructor: Keith D. Bellamy
Office Location: Center for Urban and Public Service
111 Washington Street, Room 335. Newark, NJ
Office Hours: Mondays 4:30pm – 6:30pm/by appointment
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COURSE DESCRIPTION
This course focuses on the processes of performing effective volunteerism and philanthropy. Students will develop basic knowledge and skills to both plan and execute a spectrum of charitable activities: managing volunteers, implementing strategies and techniques for non-profit operations, and evaluating a charitable activity from the perspective of a grant-making foundation or a social investor. The course employs directed student research, project assignments, and hands-on experiences to prepare students to become leaders and innovators in fields of public service.

ABOUT THE INSTRUCTOR
Keith Bellamy, MPA, is an adjunct professor at Rutgers-Newark within the School of Public Affairs and Administration (SPAA). He received his master degree from Kean University In Public Administration with an option in Nonprofit Management. He is currently undergoing a doctorate degree of education in Organizational Leadership with an emphasis in Higher Education at Grand Canyon University. Future research to be determined: “Whether the relationship of role models contributes to the resilience of urban African American Students.”

COURSE OBJECTIVES
The aim of this course is to develop student competencies for evaluation, planning, and implementation of charitable activities. Completing course assignments will prepare students to operate professionally and creatively as innovators in public service, whether the activity is transient, established, or a new venture.
The course will build student competencies in the following areas:

- Examine and experience of voluntarism and philanthropy
- Knowledge of the fields of voluntarism and philanthropy
- Development of an ethic of voluntarism
- Understanding the impact of Volunteering to the community in which it serves
- Obtain knowledge of how to plan and execute a community service project
- Methods to evaluate and report nonprofit and philanthropic activities
- Social media and digital technologies to engage the public about social causes

Meeting the standards and expectations of this course will prepare students to become impactful participants in charitable activities, and will better qualify students for employment within fields of public service.

**COURSE MATERIALS/REQUIRED READING**
Book, Giving “How Each of Us Can Change the World” by Bill Clinton. The book can be purchased on Amazon for under $20.00.

**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 when permitted by professor. 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.
- Citation guide - Purdue University
  [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

**EVALUATION POLICY**
The following percentage system is used to weigh course grading:
- Research paper 25%
- Assignments 20%
- Midterm 25%
- Class participation 20%
- Volunteer 10%
- Extra Credit 10%
**TOTAL PERCENTAGE 110%**
The research paper is a final assignment due at end of term. Using scholarly articles students will write a research/final paper that will convey thorough knowledge of volunteerism and philanthropy in public service. Paper should be in (APA) style. Professor will provide a list of what should be covered in the paper.

Class assignments: Students will bring a scholarly article written on volunteerism and/or philanthropy every week for discussion. Professor may provide weekly articles as well. Each article should have the potential of being used for student’s research paper that is due at the end of the term. Student will write a reflection that shows their understanding of the required weekly readings. Written assignments and projects are due at the beginning of class (before the professor begins the session). Late papers, assignments, and presentations will be accepted only in very unusual and compelling circumstances and only if arranged with the professor in advance. Late assignments may receive a grade of 0.0. Students who do not complete required assignments will be given a failing grade. Students who do not follow directions for the assignment will be penalized. Typographical errors, poor grammar, syntax, spelling, word choice and organization, or other problems which impede clarity of communication will result in a lower grade.

Midterm-Take Home (Essay questions developed from prior reading requirements)

Class Participation: There are two components in the participation award in this course: attendance and contribution. Attendance is necessary but not sufficient for contribution. Each student is expected to read the reading materials as assigned and participate in class discussion. Participation points will be awarded on the basis of substance / value of contribution to the class discussion. Attendance and participation are essential to the learning process. Prior notice of unavoidable absences is expected. Even in the event of illness/compelling reasons, 3 or more absences may result in course failure. Students are responsible for obtaining class notes and handouts of the missed session from a fellow student. Examples of class participation include, but are not limited to, asking relevant questions/making relevant comments, active participation in small/large group exercises, presentation of case material, and bringing to class relevant articles/newspaper clippings/current events information. If cell phones, laptops or other electronic devices are used during class time, this will result in the lowering of the class participation grade. Participation in class discussion and feedback on peer supervision presentations is part of expected class participation.

Students will volunteer at a nonprofit organization of their choice while providing proof of volunteering. In addition to volunteering, students must write a 3 - 5 page essay of their experience. The paper should include information about the organization, the reason for the community service, student’s involvement with the community service and what impact did the service have on the community?

Extra Credit: Fundraiser Project: Student will collectively create a fundraiser to do at the school and afterwards donate the money raised to a philanthropic of their choice. However students should get professor’s feedback.
GRADING SCALE
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.

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<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Equivalent</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>Outstanding</td>
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<tr>
<td>B+</td>
<td>89-85</td>
<td>Very Good</td>
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<tr>
<td>B</td>
<td>84-80</td>
<td>Good</td>
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<tr>
<td>C+</td>
<td>79-75</td>
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<td>C</td>
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<tr>
<td>F</td>
<td>69 and below</td>
<td>Failing</td>
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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.

COURSE EVALUATION
Rutgers University issues a survey that evaluates both the course and the instructor. This survey is completed on line by students in the middle and toward the end of the semester, and all answers are confidential and anonymous. The instructor may also discuss the midterm evaluations in class to revise the course if necessary.