

Course Syllabus
AGED 5990 Sec.503 Volunteer Management

Agricultural Education, Communications & Leadership
Oklahoma State University

Instructor: Dr. Jon Ramsey

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Online Office Hours: Synchronous meetings by phone, Skype[®], or videoconferencing can be arranged by appointment.

Detailed Communication Plan: To ensure a prompt response to any and all e-mail communications with your instructor (please send to jon.ramsey@okstate.edu), you are expected to put "VOLM" in your subject line as a prefix. For example, your subject line could be: VOLM: Question about syllabus, or VOLM: Going away to conference next week.

Expected Response: The instructor will respond to students' e-mails within 48 hours

Online Classroom (Desire 2 Learn) Support

Call 405-744-HELP (4357)

Prerequisites: Graduate standing, good writing skills, ability to learn online using a self-directed approach.

Course Description:

This course is designed for educators working in either a formal or informal setting who have responsibility for recruiting, managing, and leading volunteers.

Course Goals:

The goal of this course is to provide a comprehensive introduction to the dynamic area of volunteerism. Students will design a Volunteer Management Portfolio suitable for use in non-profit organizations or educational programs found in formal or informal settings.

Specific course goals include:

1. Provide an overview of trends and issues in volunteer management.
2. Provide leadership strategies for optimizing volunteer effectiveness.
3. Provide strategies for evaluating volunteer service.

Course Objectives:

As a result of participating in this course, the student will be able to:

1. Analyze trends and issues in volunteer management.
2. Employ leadership strategies for optimizing volunteer effectiveness.
3. Contrast strategies for evaluating volunteer service.
4. Review or learn the fundamentals of volunteer development, management, liability, and risk avoidance.
5. Describe pitfalls and barriers that prevent organizations from optimizing the full benefits of an effective volunteer management program.
6. Develop a Volunteer Management Portfolio suitable for use in a volunteer program.

Required Textbooks for AGED 5990 Volunteer Management (All three textbooks can be purchased from Amazon for approximately \$100.00)

Conners, T. D. (Ed). (1995). *The Volunteer Management Handbook*. New York, NY: John Wiley & Sons, Inc.

McKee, J. & McKee, T. W. (2008). *The New Breed: Understanding and equipping the 21st century volunteer*. Loveland, CO: Author.

Suggested reference text:

Ellis, S. J. (2002). *The volunteer recruitment (and membership development) book*. (3rd ed.). Philadelphia, PA: Energize, Inc.

Participation Expectations:

I expect you to be an active and engaged member of this learning community. We will communicate with each other mainly via the D2L Discussion Board. For each weekly discussion, you are expected to post two (2) responses by midnight, Thursday after the facilitator posts his/her initial post. One post is to respond to the facilitator's questions. Another post is your comments on another group members' post. Afterward, please respond to AT LEAST two (2) other participants' posts by midnight, Sunday each week.

Internet Etiquette:

This section briefly describes the code of conduct that students need to follow. For example, students are expected to respect different opinions, perspectives, and values in the Discussion Board and in all other class activities. Internet Netiquette includes not sending e-mail or other messages in ALL CAPS or with too many !!!!!s, or even asking repetitive questions in forums that have FAQs posted.

Course Modules:

This course is organized into eight weekly modules. Modules are accessed in the Content area of the D2L course. Each module follows a similar format, including an introduction and summary, readings, activities, and discussion.