Instructor:

Norman Dolch, Ph.D.
Adjunct Professor
Telephone: 972-369-2395(C)
Email: please use the Message feature of Blackboard
Campus Office Hours: please use the online office under the Discussion Board in Blackboard

Course Description:

This is a 100 % Internet course. The focus of the course is on identifying and documenting the assets of a community to enhance the quality of life for its residents. The course applies relevant theory and research on asset identification and documentation. Students will have an opportunity to do community mapping for a community of their choice as a service learning experience and this will allow for recognition and application of knowledge and skills from the course.

Books:

There are two text books used in this course as follow:

1. Gary Paul Green and Anna Haines. 2016. *Asset Building and Community Development, 3rd Edition*. Thousand Oaks, CA: Sage Publications, Inc**.**

Suggested site for purchasing the book:

https://us.sagepub.com/en-us/nam/asset-building-community-development/book242513#978-1-4833-4403-4

2. McLaughlin, Thomas. 2010 Nonprofit Mergers & Alliances, 2nd Edition. San Francisco: Jossey-Bass Publishers.

Suggested site for purchasing the book:

http://www.wiley.com/WileyCDA/WileyTitle/productCd-0470601639.html

Students who purchase other editions of the book may find themselves at a distinct disadvantage in the course. For example, in the fourth edition of the book by Green and Hines are new case studies, of asset assessment not found in earlier editions of the book as well as expanded coverage of areas such as collaboration, social network analysis, and other key topics..

If money is an issue for purchasing the books. Buy the Green and Haines book because it is used in the first two-thirds of the course while the McLaughlin book is used in the last 0ne third of the course.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no pre-requisites or restrictions for this course.

Course Objectives:

A student who has successfully completed the course should be able to:

1. Identify and use theoretical orientations for the exploration of community assets

2. Have knowledge of various data bases for identifying community assets and be able to access them.

3. Understand basic methodological techniques and basic statistics used in community asset research

4. Conduct a community asset study and critique assessments done by others

Student Evaluation Procedures:

Students will be required to do the following in the course as described below:

Discussion Board:

There will be weekly discussion boards in which students participate. These will focus on the texts and Course Documents of Blackboard, and case studies during the last weeks of the course when studying collaboration.

Exercises:

Weekly exercises are assigned when studying community assets and are found at the end of the chapters in the text tiled *Asset Building and Community Development.* These exercises will lead students through the components to produce the Community Assessment which each student is required to produce in the course.

Community Assessment

Students will select a community of their choice and develop a community asset assessment of the community based on the provided outline. This assessment may be shared with selected nonprofits in the community at the conclusion of the course. It is an

example of experiential learning and may also provide a valuable community service.

Collaboration Journal and Reflection:

Students are expected to do 10 hours of volunteer work in a nonprofit organization and keep a journal. A time sheet is required to be signed by the student's supervisor at the nonprofit organization. The Journal and time sheet will be submitted with a reflective essay.

Quizzes and Final Exam:

There will be short answer essay quizzes (sometimes one or two words) as announced throughout the semester and a comprehensive, essay final exam.

Course Writing:

All writing must utilize the American Psychological Association (APA) Style Guidelines.
A good resource on APA guidelines is found here:

http://owl.english.purdue.edu/owl/resource/560/01/.

Use these guidelines for writing in the course, especially when citing references.

Course Grades:
Grades are based on a percentage breakdown of the total points earned in the course as follows:

Evaluation Procedures	Total Points	Percentage of total Points
Discussion Boards (19 worth 10 points each)	190	19%
Exercises (9= 10 points each)	90	9%
Community Assessment	300	30%
Collaboration Journal and Reflection	100	10%
Quizzes and Exams (12 quizzes, mid-term, final)	320	32%

Grade equivalents are determined by the percentage of the 1,100 points in the course as follows:

Letter Grade	Percentage of total points	Point Range
A	100-90	1,00-900
B	89-80	899-800
C	79-70	799-700

D	69-60	699-600
F	59 & below	599 & below

TECHNICAL REQUIREMENTS / ASSISTANCE

The following information is provided to assist you in preparation for the technological aspect of the course.

Hardware and software necessary to use Bb Learn: http://www.unt.edu/helpdesk/bblearn/
Browser requirements:
http://kb.blackboard.com/pages/viewpage.action?pageId=84639794
Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
Necessary plug-ins: http://goo.gl/1lsVF Internet Access
with compatible web browser Headset/Microphone (if
required for synchronous chats) Word Processor
[Other related hardware or software necessary for the course]

Minimum Technical Skills Needed:
Examples include:

Using the learning management system
Using email with attachments
Creating and submitting files in commonly used word processing program formats
Copying and pasting
Downloading and installing software
Using spreadsheet programs

ACCESS & NAVIGATION

Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Blackboard Learn. To get started with the course, please go to:
https://learn.unt.edu

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.

- Blackboard's On Demand Learning Center for Students and Blackboard Help for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.

Being a Successful Online Student

What makes a successful online student**:**
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
Self evaluation for potential online students:
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp
Succeess at UNT :
https://success.unt.edu/succeed-at-unt?

Student Support
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

Course Policies:

This course will be governed by all policies in the current Faculty Handbook and the Student Guidebook of the University of North Texas.

- Students are prohibited from soliciting and /or receiving outside assistance for this class unless they have received prior approval from the instructor.

- Any and all deviations from this syllabus must be obtained from the instructor IN WRITING through the Instructor's Messages in Blackboard.

- Students without acceptable reasons will not be permitted to make-up missed work.

- All students must abide by the Internet Policies and Procedures as outlined in their enrollment agreements. Please note that students may be dropped for non-attendance in this course. In this Internet class non-attendance will mean that a student has not posted any assignments by the 12th day audit or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch the University official "drop" dates.

- A Notice of Unsatisfactory Progress may be sent to students who have either an attendance or grade problem.

- The Syllabus is subject to change by the instructor. Students will be notified by email if this occurs.

Netiquette

There are standardly accepted rules for online interaction and these are found at this web site:

http://www.albion.com/netiquette/corerules.html

Please take the time to read the rules and also click each rule for an explanation of what it entails. You are expected to always practice good netiquette in this course and you are encouraged to follow the rules in all your net based interactions.

Professional Etiquette

The college experience is intended to assist in preparing students for professional and career pursuits. That preparation includes learning to use professional etiquette in dealing with people in positions of authority. The appropriate way to address your instructor depends on her/his particular education credentials. These are usually indicated on the course syllabus. If your instructor has a:

- Doctorate (Ph.D. or Ed.D.), you should address them as: Dr. Instructor's last name
- Master's degree (MA, MS, MSW, MSSW) you should address them as: Professor Instructor's last name
- Law degree (J.D.) you should address them as: Professor Instructor's last name

If you are not certain about an instructor's education credentials, you should address them as "Professor." It is not appropriate to call the instructor by his/her first name unless given permission.

Professional etiquette extends to all types of communication with your instructor. Written communication—including email—forms a permanent record and so it is important to use care about how you make requests, ask questions, or express concerns. Slang (*e.g.,* Hey, Yo) and texting abbreviations should be avoided. The use of profanity is not permitted.

Any type of communication—verbal or written—is most likely to achieve the intended result when it is polite or courteous. Please note that communication can be polite even if there is some type of

conflict involved. Your instructors may choose not to respond to emails or other forms of communication that are perceived as insulting or disrespectful.

Course Schedule

- Below you will find the course schedule by week.

- All discussion boards, quizzes and exercises are due on the following Monday by 11:30 p.m.

- Assignment of the Community Assessment Project will be made during the first two weeks of the course through the announcements and assignment features of Blackboard.

- short answer essay quizzes are found under Course Documents in the weekly folder

- Submit your exercises, and the Nonprofit Leadership Journal under "Assignments" in the dark area on the left margin of the course page.

Week 1, January 19-22, 2016

Course Document	Welcome to the Course
Text Reading	Green & Haines Chapter 14
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	None this week
Discussion Board	Week 1a: Self Introduction Week 1b: What is a community assessment?
Quiz (located in weekly course documents)	None this week
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 2, January 25-29, 2016

Course Document	Needs & Assets in Community Mapping
Text Reading	Green & Haines Chapter 1
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 1, Exercise 3, page 26
Discussion Board	Week2a: What community have you selected for your community assessment? Week 2b: For the community selected to produce your community assessment, contrast a community need to an asset.
Quiz (located in weekly course documents)	Submit under assignments as a word document
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 3, February 1-5, 2016

Course Document	Organizations and Community Mapping
Text Reading	Green & Haines Chapter 5

Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 5 , exercise 2, page 131
Discussion Board	Week 3: Discuss how a nonprofit in your community works to improve quality of life for citizens.
Quiz (located in weekly course documents)	Submit under assignments.
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 4, February 8-12, 2016

Course Document	Workforce & Community Mapping
Text Reading	Green & Haines Chapter 6
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 6, exercise 2, page 182
Discussion Board	Week 4: What sources of information do communities need to assess their workforce situation?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 5, February 15-19. 2016

Course Document	Social Capital & Community Mapping
Text Reading	Green & Haines Chapter 7
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 7 , exercise 2, page 182.
Discussion Board	Week 5: What are major criticisms of the concept social capital?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 6, February 22-26, 2016

Course Document	Physical Capital & Community Mapping
Text Reading	Green & Haines Chapter 8
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 8 , exercise 1, page 220
Discussion Board	Week 6: What can be done about homelessness in the USA?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 7, February 29-March 4, 2016

Course Document	Financial Capital & community Mapping
Text Reading	Green & Haines Chapter 9
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 9 , exercise 3, page 250
Discussion Board	Week 8: What strategies can communities use to build capital markets?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 8, March 7-11, 2016

Professor available on conference telephone call to answer questions	Dates and times are found in the announcements. The16 port UNT telephone number is 940-369-7186.
Course Document	Environmental Capital
Text Reading	Green & Haines Chapter 10
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 10 , exercise 3, page 278.
Discussion Board	Week 8: Why are natural resources or the environment used in conjunction with the term capital?
Quiz (located in weekly course documents)	Submit under assignments

Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11, 2016 at 11:30 pm under the Assignments Area

Week 9, March 14-18, 2016- Spring Break, No Classes

Week 10, March 21-25, 2016

Course Document	Political Capital
Text Reading	Green & Haines Chapter 11
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 11 , exercise 1, page 301.
Discussion Board	Week 10: Could the concepts community development and community organizing be merged?
Quiz (located in weekly course documents)	Submit under the assignments
Community Assessment	Select a community of your choice to produce a community Assessment. Due in Week 13 on April 11 at 11:30 pm under the Assignments Area.

Week 11, March 30-April 3, 2015

Course Document	Cultural Capital
Text Reading	Green & Haines Chapter 12
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 12 , exercise 3, page 268.
Discussion Board	Week 11: Why is the Portland case On page 261 of the text so important?

Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 11 at 11:30 pm under the Assignments Area

Week 12, April 4-8, 2016- **The only work in the course this week is your community assessment due in Week 13 on April 11, 2013 at 11:30 pm Under the assignments area.**

Week 13, April 11-15, 2016

Professor available on conference telephone call to answer questions	Dates and times are listed in the announcements. The 16 port UNT telephone number 940-369-7186.
Course Document	Understanding collaboration
Text Reading	McLaughlin, Chapters 1-4
Case Study	Collaboration Case 1 in course documents
Discussion Board	Week 13: What do you consider most the most important key to collaboration? Week 13: How did case 1 help you understand collaboration?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	The community Assessment on a community of your choice is due on April 11 at 11:30 pm under the Assignments Area.

Week 14, April 18-22, 2016

Course Document	Starting a collaboration
Text Reading	McLaughlin Chapters 5-7
Case Study	Collaboration Case 2 in course documents
Discussion Board	Week 14: What do you consider the 2 or 3 most important factors for starting a collaboration? Week 14: How did Case 2 help you understand starting a
Quiz (located in weekly course	Submit under assignments

Week 15, April 25-29, 2016

Course Document	Building collaboration
Text Reading	McLaughlin Chapters 8-11
Case study	Collaborative Case 3 in Course Documents
Discussion Board	Week 15: What do you consider most challenging in building collaboration? Week 15: How does Case 3 help you understand building collaboration?
Quiz (located in weekly course documents)	Submit under Assignments.

Reflective Journal on Collaboration	Submit under Assignments by April 30, 2015 at 11:30 pm.

Week 16, May 2-6, 2016

Course Document	Maintaining the Collaboration Momentum
Text Reading	McLaughlin Chapters 12-14
Case Study	Case 4 in Course Documents
Discussion Board	Week 16: Identify and discuss 2 key considerations for maintaining a collaboration.

Week 16: How does collaborative Case 4 help you maintain a collaboration? |
| Final Exam Available | The final Exam will be available on April 28, 2015 at 12:30 a.m. and is due on May 11 at 11:30 pm |

Week 17, May 9-13, 2016- Final Exams

Course Document	Final course Lesson

Final Exam	The final Exam was available on April 28, 2015 at 12:30 a.m. and is due on May 9 at 11:30 pm

May 13 & 14 Commencement

RESOURCES Available To Students

UNT Portal: http://my.unt.edu

UNT Blackboard Learn Student Resources: Technical Support: http://www.unt.edu/helpdesk/

UNT Library Information for Off-Campus Users:
http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Academic Resources for Students: http://www.unt.edu/academics.htm

Computer Labs: *[provide information if departmental labs are available for use to students]*. General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

Department of Community & Professional Programs
Syllabus Policies – Revised Spring 2016

Student Conduct: Any student behavior that interferes with an instructor's ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, labs, discussion groups or boards, field trips, and verbal and/or written (including email) communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting lecture, and use of inappropriate or profane language or gestures in class or other instructional settings.

A student engaging in unacceptable behavior may be directed to leave the classroom or other instructional setting and may also be referred to the Dean of Students to consider whether his/her conduct violates UNT's Student Code of Conduct.

Academic Integrity: Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the

learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. Academic dishonesty includes cheating, plagiarism, forging the signature of the instructor or of another student, fabrication, and/or facilitating or sabotaging the academic dishonesty of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor's discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not appealable.*

1. *Admonition*. The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework*. The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment*. The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure.* The instructor may assign a failing grade for the course.

Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process.

Specific details and description of UNT's Policy on Student Standards of Academic Integrity (18.1.16) and students' right to appeal are available at https://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16.

Disability Accommodation: In accordance with university policies and state and federal regulations, UNT is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide the student with an accommodation letter to be hand delivered to the instructor to begin a private discussion regarding the student's specific needs in the course.

Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Every semester, students must obtain a new letter of accommodation, and they must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to request that students discuss such letters during their designated office hours in order to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation (ODA) in Sage Hall, suite 167, or their website at http://disability.unt.edu. You may also contact the ODA office by phone at 940.565.4323. Specific information on UNT's policies related to disability accommodations is available at http://policy.unt.edu/policy/18-1-14.

Please note that disability accommodations are not retroactively applied to the start of a course. Accommodations in the course become effective after the student has delivered an official accommodation letter from UNT's ODA.

Requests for an Incomplete: Students may request a grade of incomplete ("I") only if he/she meets all of the following conditions:

- The request occurs on or after April 18, 2016;
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (*e.g.*, serious illness or military service) for not completing the course on schedule; and,
- The student has the approval of the instructor and the department chair.

Students meeting these criteria must arrange with the instructor to finish the course at a later date by completing specific requirements outlined by the instructor. These requirements must be listed on a "Request for Grade of Incomplete" form signed by the instructor, student, and department chair. More information on UNT's Incomplete Grade policy is available at http://registrar.unt.edu/grades/incompletes.

Requests to drop the class: We want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option.

There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at http://registrar.unt.edu/registration/dropping-class.

If you absolutely have to drop the course, you must pick up a drop form from the Eagle Student Services Center and take it to the instructor for her/his signature. Once the instructor signs the form, you are responsible for taking it to the Registrar's Office in the Eagle Student Services Center to have it processed. Please be aware that when you choose to drop can affect your grade:

February 26, 2016   Last day to drop a class with an automatic grade of "W" for courses that a student is not passing

April 5, 2016   Last day a student may elect to drop a class. The instructor will assign a grade of "W" or "WF" based on the student's actual performance-to-date in the course.

Emergency Notifications & Procedures: UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all currently enrolled students. Please make certain to update your phone numbers at https://my.unt.edu/. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.