

Class Information		Instructor Information		First day of classes:	Wed., Sept 7, 2016
<b>Days:</b>	Mondays	<b>Instructor:</b>	Alice Kung, MALA	<b>Last day to add/drop, or change to audit:</b>	Sun, Sept. 18, 2016
<b>Time:</b>	5:30-8:30pm	<b>Email:</b>	akung@ambrose.edu	<b>Last day to request revised exam:</b>	Mon, Oct 24, 2016
<b>Room:</b>	A2210	<b>Phone:</b>	403-560-6231	<b>Last day to withdraw from course:</b>	Mon, Nov 14, 2016
Office: L2050		<b>Office Hrs:</b>	Fridays 9:30-12:30	<b>Last day of classes:</b>	Mon, Dec 12, 2016

**Textbook:**

Hybels, Bill, The Volunteer Revolution – Unleashing the Power of Everybody. Grand Rapids, Michigan: Zondervan, 2004

Kizer D, Kreisher C., Whitacre S, The Volunteer Project – Stop Recruiting. Start Retaining. Atlanta, Georgia: 181 Publishing, 2015

McKee, Jonathan & Thomas W., The New Breed – Understanding and Equipping the 21<sup>st</sup> Century Volunteer. Group Publishing, 2012

**Course Description:**

Designed to help the leader of volunteers increase their effectiveness in the local church and other non-profit organizations. Develops a theological rationale for ministry by non-professionals and examines voluntarism's contemporary contexts. Equips the learner to identify, recruit, place, train, equip, motivate, and support volunteers.

Goals

**Expected Learning Outcomes:**

The student will:

- Be familiar with selected Biblical principles of lay ministry and spiritual gifts.
- Have a basic understanding of the primary forces influencing contemporary organizational structure relevant to volunteers.
- Will have a well-developed and theologically informed strategy for volunteer identification and placement.
- Will be able to motivate volunteers.
- Will be able to recruit volunteers.
- Will be able to conceptualize the dynamics of change and strategy in the volunteer organization.
- Understand the primary issues related to volunteer training.
- Will have improved research ability.
- Will have awareness of publications and resources related to volunteer ministry research

**Course Schedule:**

<u>DATE</u>	<u>TOPICS</u>	<u>ASSIGNMENT DUE</u>
Sept 12	What is Volunteer Ministry?	Reading: The Volunteer Revolution by Bill Hybels
Sept 19	What do you believe about volunteers?	
Sept 26	Volunteer Careers	
Oct 3	Recruit like Jesus recruit	
Oct 17	Job descriptions	
Oct 24	Interview and placement	
Oct 31	Interview Recap/Presentation	Assignment due: Interviews
Nov 7	Plan to Protect	
Nov 14	4 Strategies on Retaining Volunteers	Reading: The Volunteer Project by Darren K, Christine K, and Steph W.
Nov 21	Individual/Group Presentation	Assignment due: Research Paper
Nov 28	Are you a Volunteer Recruiter, Manager or Leader?	Reading: The New Breed by Jonathan and Thomas McKee
Dec 5	Review of the Canadian Code for Volunteer Involvement	Assignment due: Volunteer Handbook
Dec 12	Future of the Volunteerism in Canada	Assignment due: Big Idea

**Requirements:****1. Interviews – 20% Due: Oct 31, 2016**

Interview four people. The first interview is with a supervisor of volunteers. This could be a lay person (like the head of a church girl's club program) or a professional (like a camp director or a pastor from a local church). The person selected for this interview should be responsible for recruitment, training and supervision of volunteers.

The second interview is with one who volunteers with a secular organization. This could include volunteerism which is associated with the following: corporate sponsored, correctional services, hospitals or care facilities, literacy organizations, museums, schools, political special interest organizations, political parties, or a community service organization. Please do not interview an evangelical Christian for this part of the assignment.

The third and fourth interviews are with Christian volunteers. At least one should be a church volunteer; the other may be either a church volunteer or a volunteer in a Christian organization.

Please develop your own questions for the interview with the supervisor of volunteers. A handout with possible questions will be made available for the other three interviews. Learners should be prepared to share what they learned in the interviews in the class.

The results of these interviews should be reported in a formal paper (although not using external bibliographic material for the most part). It is not to be in a mere outline format. Interact with what you learned from the process.

**2. Research paper – 25% Due: Nov 21, 2016**

Complete a research paper on some aspect of volunteer ministry. Recommended areas of research include: theology of volunteer ministry, motivation, training evaluation and placement. Be careful to deliberately integrate relevant biblical integration principles. Take advantage of what you learned through your Bible study, interviews, readings and reviews where applicable. All of the standard principles of designing a research paper are applicable, including formal style (APA or Turabian). The paper should be about 10-15 pages long. You can also do this in the form of a group project. You will make an informal presentation in class.

**3. Volunteer Handbook – 25% Due: Dec 5, 2016**

Create your ideal volunteer handbook for your ministry or non-profit organization. You may use a current handbook you have; however, you must obtain permission to use it. You also need to write 3-5 pages on the improvements that you have made and why.

**5. Best ideas – 5% Due: Dec 12, 2016**

Having taken this class and now as an expert, what would you recommend as being the most important principles for volunteer ministry? List between fifteen and twenty principles or ideas, with a brief explanation of each in a few sentences. Be prepared to report on your findings.

**6. Book Report – 5% Due: Dec 12, 2016**

Student can either write 3-5 reflection book report on one of the required text books or a book preapproved by the professor.

**Attendance:**

Participation & reading – 20%

All students are expected to come alert, having read the required chapter of the texts (and assigned readings) ahead of class, and prepared to participate in class discussion.

**Grade Summary:**

The available letters for course grades are as follows:

<u>Letter Grade</u>	<u>Description</u>
A+	Excellent
A	
A-	
B+	Good
B	
B-	
C+	Satisfactory
C	
C-	
D+	Minimal Pass
D	
F	Failure

## Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

### Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change

of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.