

Week 7 Agenda
HUS 530
Spring 1 Term, 2016
Drafted 022616

1. There will be no final exam in this course.
2. **Saint Leo now conducts evaluations of instructors via computer. I sent out an instruction memo. IT IS A REQUIREMENT THAT YOU COMPLETE THIS EVALUATION.**
3. Hand back graded papers to students. Provide a status report to students. Going forward, students can:
 - E-mail papers to us. **Deadline is midnight Friday March 4. No exceptions.** Use all three of the following email addresses.

Billgriffin@theleadershiocenter.com

louisewalters@theleadershipcenter.com

william.griffin06@saintleo.edu

- Deliver papers to me personally. I will be on campus on Friday evening February 26 and Monday evening February 29.
 - Put your papers into my Saint Leo mailbox. It is in the main office. Put your paper into an envelope, seal it, and put my name on it.
4. Review of some major points and basic elements.
 5. Our main activity tonight will be oral presentations for Step 6.
 6. Louise and I will be out-of-state at a memorial service on Friday March 4. Our class will not meet. Instead, there will be a substitute writing assignment. It will be worth 100 points. We used e-mail to alert the class regarding this change of plans. Details are below. You will use the title *Final Report*. It will be a document that includes an Introduction and

updates/revisions of the six STEP papers that you wrote during this term. It should include the following.

Table of Contents. It should mention the Introduction, six Steps, attachments, and anything else that you wish to put into the Final Report.

Introduction. Write a page (or so) of text which explains that, during the Spring Term at Saint Leo University, you completed a course called HUS 530 Creating New Human Services Organizations. Each student selected a topic (real or hypothetical) for which the student would create a new a human services organization and function as a manager. Then each student worked on their project for eight weeks. Each student created six modules (Steps 1 – 6). Each Step included a reading assignment, research, a class discussion, a writing assignment and an oral presentation. At the conclusion of the course, each student created a Final Report. This was intended to be an integrated document that included the fruits of class discussions plus revisions of the six writing assignments (revised in response to edits by the instructor, and reworded to create an integrated report).

Step 1. Project Proposal. Based on the markup that you received on your Step 1 paper, plus other things you have learned since then, you will update your Step 1 paper, and it will become a chapter in your Final Report. Call the chapter *Step 1 Project Proposal*.

Step 2. Business Plan. Based on the markup of your Step 2 paper, plus other things you have learned since then, you will update your Step 2 paper, and it will become a chapter in your Final Report. Call the chapter *Step 2 Business Plan*.

Step 3. Budget. Based on the markup of your Step 3 paper, plus other things you have learned since then, you will update your Step 3 paper, and it will become a chapter in your Final Report. This should include a page of text (Word format) that summarizes your budgeting process, and a budget spreadsheet (Excel format). Call the chapter *Step 3 Budget*.

Step 4. Legal Documents. You should try to fill out some of the forms and templates. Some of you have already written some legal documents (e.g., by laws). Write a one-page introduction telling the reader which legal documents you have worked on. Then attach the legal documents that you worked on. I edited your papers; use my comments to make a new draft of Step 4. Call the chapter *Step 4 Legal Documents*.

Step 5. Hiring Plan and Job Descriptions. Based on the markup of your Step 5 paper, plus other things you have learned since then, you will update your Step 5 paper, and it will become a chapter in your Final Report. Call the chapter *Step 5 Hiring Plan and Job Descriptions*.

Step 6. Marketing. Based on the markup of your Step 6 paper, plus other things you have learned since then, you will update your Step 6 paper, and it will become a chapter in your Final Report. Call the chapter *Step 6 Marketing*.

You can attach other things if you wish. Creating this Final Report should primarily be an editing process (not lots of new writing). Aside from using the markups I provided, and inserting information that you collected after you submitted the Step papers, your objective is to get some practice in the art of creating a Final Report that is an **integrated whole**. For example, if you use budget numbers in Step 2, you need to show the same numbers in Step 3. In the integration process, we are seeking to achieve consistency. That means you want the pieces of the report to fit together. You don't want Chapter 1 referring to a Board of Directors and Chapter 4 referring to a Board of Trustees. You don't want Step 2 indicating that there will be five employees and Step 3 providing budget for three employees. So you will be doing lots of cross-checking between sections.

Part of the integration process will entail consolidating your materials into one file. In other words, we want you to send one Word file that includes text for Steps 1 through 6. You can include your spreadsheets in the Word file if you wish. Otherwise, send the Excel files separately. You can also have attachments that are separate files. You should use the following file naming system to store and submit your work.

If your name were Louise Walters, your Word file should be named “WaltersL Final Report text.” Your Excel file should be named “WaltersL Final Report spreadsheets.” If you have other attachments, your file should be named “WaltersL Final Report Attachments.”

Louise and I will be in Savannah until Thursday evening, and we invite you to call with questions. We will not be available to talk to you on Friday.

Deadline: E-mail it to us on Midnight Friday March 4. Use all three of the following email addresses:

Billgriffin@theleadershiocenter.com

louisewalters@theleadershipcenter.com

william.griffin06@saintleo.edu

We will discuss this Final Report assignment during our Week 7 class meeting on February 26.

Please call with any questions. Our office phone is 912-349-7989. Bill’s cell phone is 912-667-1970. Louise’s cell phone is 912-667-1960.

7. For Week 8, you will also submit a short writing assignment. Use the title *Course Recap*. It is worth 50 points. Prepare a 300-word writing assignment that answers the following questions. *Review the goals that you set at the beginning of this course. Did you achieve them? What skills did you acquire? Was there something in your control that, if you had done it, would have made the course more successful for you? Which of the resources provided by the university (e.g., the instructor, the classroom, the library) was the most helpful to you in achieving your goals? Was there something that the instructor or the university could have done that would have helped you better achieve your goals?* You can earn up to 50 points on this assignment. Submit during Week 8 no later than midnight Friday March 4.
8. Explore the following web site locations for helpful tools that include the course web page, sample job descriptions, sample bylaws, sample meeting agendas, Board of Directors responsibilities and expectations, compensation

and benefit strategies, and the Walters Infinite Circular Planning Framework:

www.theleadershipcenter.com

www.coursesandacademics.com

<http://www.theleadershipcenter.com/nonprofitmanagement.html>

<http://www.coursesandacademics.com/hus530.html>

<http://www.theleadershipcenter.com/researchresources.html>