

# **Human Resource Management for Nonprofits (3 credits)**

## **FYC 4428 - Summer B, 2017**

<b>Professor</b>	Jennifer A. Jones, Ph.D. Assistant Professor of Nonprofit Leadership and Management Department of Family, Youth, and Community Sciences
<b>Office</b>	3002A McCarty D
<b>Contact</b>	(352)294-7163 <a href="mailto:jenniferajones@ufl.edu">jenniferajones@ufl.edu</a>
<b>Office Hours</b>	Tuesdays 1pm – 3pm and Thursdays 2pm – 3pm or by appointment.
<b>Classes</b>	Monday - Friday 6 <sup>h</sup> Period (3:30pm – 4:45pm) MCCA 3194

**\*\*\*\*\***

### **Course Description**

This course presents the various human resource management (HRM) activities such as recruitment, testing, selection, performance management, labor relations, volunteer management, compensation and training, for more effective nonprofit management. Experiential exercises will be used to simulate personnel/HRM tasks and issues that managers face in nonprofit organizations, such as conflict and leadership.

### **Course Format & Expectations**

This class uses a combination of lecture, in-class discussion, individual assignments, and team-based projects. Students are expected to participate in class discussion and to bring a sincere curiosity to the material.

### **Guiding Assumption**

This course operates under the assumption that every student will one day have the opportunity to exercise leadership within the context of nonprofit organizations. This may include functioning as a senior leader, board member, core volunteer, or major donor. It may also, for those students who pursue careers in the government or for-profit sectors, include roles of policy-making or corporate social responsibility.

## E-Learning:

Class material, announcements, and resources will be available online via Canvas. All students are expected to check Canvas regularly: <http://lss.at.ufl.edu>

## Course Objectives

During this course, students will learn how to:

- Identify concepts, definitions, and approaches in human resource management.
- Explain what is unique about human resource management in the nonprofit sector.
- Apply human resource management theory and research in nonprofit settings and complex social contexts.

## Required Readings

- Required course readings will be available via Canvas.

## Suggested Readings

- The Nonprofit Quarterly: [www.nonprofitquarterly.org](http://www.nonprofitquarterly.org) (subscribe to free daily newsfeed)

## Course Outline

### *Module #1: Nonprofit Human Resource Management: Paid Employees*

- Week 1: Introduction to Human Resource Management, Job Analysis, and HR Planning  
Week 2: Employee Recruitment, Selection, Compensation, and Benefits  
Week 3: Employee Orientation, Training, and Performance Management

### *Module #2: Nonprofit Human Resource Management: Volunteers*

- Week 4: Introduction to Volunteer Management and Planning  
Week 5: Volunteer Recruitment, Selection, and Training  
Week 6: Volunteer Recognition and Program Evaluation

## Assessments

Students' progress will be assessed through weekly quizzes, team projects, and in-class writing assignments. Details about these assignments can be found on the course website.

Points	Assessment	Team or Individual
10	Quiz – Syllabus (online)	Individual
60	Quiz – Week 1	Individual
60	Quiz – Week 2	Individual
60	Quiz – Week 3	Individual
60	Quiz – Week 4	Individual

60	Quiz – Week 5	Individual
100	Quiz – Week 6	Individual
100	Team Project Case Study #1	Team
100	Team Project Case Study #2	Team
100	Team Project Case Study #3	Team
90	Article Presentation	Team
200	Participation Points	Individual
<b>1,000</b>	<b>TOTAL</b>	

## Grading

Grading Scale: Letter Grade	Points
A	950+
A-	900-949
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
E	<600

For information on current UF policies for assigning grade points, please visit:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## Class Policies

### Attendance

Attendance is key to understanding the material addressed in this class. Attendance will be taken daily and will be used to calculate participation points.

Absences will be excused if the reason meets UF's policies *and* the student provides written documentation. Students missing class for religious holidays should notify the professor in advance.

### Attendance and Make-Up Work

Attendance and Make-Up Work Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Late assignments will be accepted up to one week after the deadline and will be subject to a late penalty of 20%. If a student has a valid excuse for missing an in-class quiz, it is that students' responsibility to schedule a time to make up that quiz.

### **UF Computing Help Desk**

This course is run on Canvas. Additional readings, course information, and grades will be available on Canvas. It is your responsibility to successfully utilize Canvas. The UF Computing Help Desk is there to assist you with all your computing questions. Please use the following information to contact the help desk:

- Phone: (352)392-HELP (4357)
- E-mail: [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu) Location:
- CSE 214/520 URL: <http://helpdesk.ufl.edu>

### **Introductions**

Every gator counts! One the first day of class, students will complete an brief introduction sheet where they may share career aspirations, nicknames, gender pronouns, and other information they would like the professor to know.

## **University of Florida Policies**

### **Grades and Grade Points**

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### **Attendance and Make-Up Work**

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

### **Online Course Evaluation Process**

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

### **Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF

academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

### **Software Use**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

## **Student Resources**

I encourage students to be proactive in seeking resources that will help them succeed and, also, to let me know how I can best support them in the classroom.



### **U Matter, We Care**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### **Services for Students with Disabilities**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom

accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation 0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,

[www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)

- Counseling Services
- Groups and Workshops
- Outreach and Consultation
- Self-Help Library
- Wellness Coaching

Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)

*This syllabus is subject to change. Please review the course website regularly.*