

FYC 6425 Section 111B and 162D
RISK MANAGEMENT IN NONPROFIT ORGANIZATIONS
Fall 2017

Instructor:

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Department of Family, Youth & Community
Sciences

Office:

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Office Hours:

Wednesday 2:00 P.M - 4:00 PM
or by appointment

Phone # 352-273-3533

e-mail: via e-Learning

Course Website: UF E-learning

**To schedule an appointment with Dr.
Pracht please go to:**

<https://fycsadvising.acuityscheduling.com/>

If the dates and times that are available conflict with your schedule please email me directly through CANVAS with 2-3 dates and times that will work best for you and I will respond as to my availability as soon as possible.

Virtual appointments can be done via phone, SKYPE, Blue Button, or Zoom. Please indicate which platform you prefer using for virtual appointments.

Course Description: This course will provide the student with a foundation in the concepts, principles and strategies associated with risk management in nonprofit organizations. Topics include the nature and purpose of risk management; the general risk management exposures facing nonprofit organizations; and risk mitigation strategies for nonprofits.

Course Goal: The goals of this course are: (1) to enable students to understand and analyze risk management concepts and practices to mitigate risk exposures associated with nonprofit organizations; and (2) to develop students' understanding on application of risk management strategies in three major nonprofit functions: governance, administration & operations. Students will also have a hands-on experience in developing a risk management plan for a chosen nonprofit.

Course Objectives:

Upon completing this course, students will be able to:

- Define the terms risk, uncertainty and loss in nonprofit organizations
- Explore the legal requirements of nonprofits
- List steps in the risk management process
- Describe mission, governance, and human risks associated with nonprofits
- Explain property, revenue and liability risks associated with nonprofits
- Conduct risk management analysis
- Prepare the risk management plan for a nonprofit organization

Required Readings:

Students are required to read the following text books for this course:

Herman, Melanie (2011). *Ready or Not...A Risk Management Guide for Nonprofit Executives*. 2nd edition. Leesburg, VA: Nonprofit Risk Management Center. ISBN 978-1-893210-27-1

Herman, Melanie & M. E. Chopko (2014). *Exposed: A Legal Field Guide for Nonprofit Executives*. Leesburg, VA: Nonprofit Risk Management Center. ISBN: 978-1-893210-29-5

In addition, other required readings will be made available through E-Learning. The instructor will also post PowerPoint slides. Class resources, announcements, updates, and assignments will also be made available through e-Learning.

COURSE SCHEDULE & ONLINE MODULES ARE ON e-LEARNING

Key Dates

Online resource quest DUE September 20
Nonprofit risk case study report –DUE Oct. 11
Risk management plan DUE December 6

GRADES

Grading Scale:

Letter Grade	Points
A	930-1000
A-	900-929
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

Grades will be based on the following:

Online resource quest summary	150points
Nonprofit risk case study	250 points
Risk management plan	400 points
Class Discussion Forums	200 points

TOTAL **1000 points**

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>

ASSIGNMENTS

Online resource quest summary (150 points): In order to begin the literature review that will be helpful in completing the nonprofit risk case study and the risk management plan, each student will search the web and provide a 1-3 paragraph summary written report on each of the following:

- The Nonprofit Risk Management Center website (www.nonprofitrisk.org)
- One additional nonprofit risk management web site resource
- Podcast on a nonprofit risk management topic area of interest
- Nonprofit risk management blog or online news article
- Peer reviewed nonprofit risk management journal article

A detailed description of this assignment, titled “Instructions for the Online Resource Quest Summary” will be posted on e-learning.

Nonprofit risk case study (250 points): Students will be required to choose any one actual nonprofit risk issue, scandal, law suit, or a ‘best practice’ in risk management and develop a Voice over PowerPoint or video presentation on the case study to be posted on the course discussion board. Students are also required to answer any questions on the PowerPoint presentation from fellow classmates or the instructor. A final report (no more than 5 pages, double spaced) on the case study needs to be submitted to the instructor. The PowerPoint and follow-up answers will be worth 100 points and the written report will be worth 150 points.

Risk management plan for a nonprofit organization (400 points):

Students will be required to complete a project to develop a risk management plan for an existing nonprofit organization. Each student will choose a local nonprofit organization, have discussions with relevant officers on risks within the organization, and develop a risk management plan for that organization drawing from various strategies covered in the course. There will be two parts to this risk management plan project: 1) a voice over PowerPoint presentation or video of the plan to be posted on the course discussion board (150 points) and 2) a final written risk management plan (250 points). Detailed instructions will be provided in e-Learning.

On-line discussion forums (200 points):

Students will be required to actively participate in four on-line (a-synchronous) forums during the course. These discussion forums will be based on students’ assignments and overall learning experience. Details on the discussion forums are posted in the assignment section of the course e-learning home page. Students' responses to & participation with the discussion forums will be monitored throughout the course. Each of the four discussion forums will be worth 50 points (for a total of 200) and be based on individual student's timeliness, interactions with other students/instructor, and response content.

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

All late assignments will be penalized 10% for each day late. This penalty starts the minute after the assignment was due. It is the student’s responsibility to ensure that assignments are received by the instructor by the time described on each assignment. Only University-approved excuses will be accepted. *University Approved Attendance policies that can be found at:*

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

Communication

E-mail: Please use regular e-mail to communicate with Dr. Pracht. It will be checked daily but plan for a 48-hour response time. Out of respect for others, no cell phone use of any kind is permitted in class, including text-messaging. Students may use laptops with **E-Learning open only** in order to take notes during lectures or to work on group projects during team meeting days. If laptop misuse is noticed, then this privilege will be suspended for all.

E-Learning

This course is run on E-Learning. Additional readings, course information, PowerPoint notes and grades will be available on E-Learning. It is your responsibility to successfully utilize E-Learning. If you have difficulties with access please call the computer help desk at **(352) 392-HELP**. Your instructor and TAs are unable to help you with those problems.

UF Computing Help Desk

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

Location: CSE 214/520

URL: <http://helpdesk.ufl.edu>

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.

Academic Honesty, Software Use, UF Counseling Services, Services for Students with Disabilities

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor 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.

On all work submitted for credit by students at the university, the following pledge is either required or implied: **“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly,

measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court.

(Source: 2009-2010 Undergraduate Catalog)

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.

This policy will be vigorously upheld at all times in this course.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health Services provide 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. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health Services is located on the second floor of the Student Health Care Center in the Infirmary.

- *University Counseling Center*, 3190 Radio Rd. 352-392-1575, www.counseling.ufl.edu/cwc
- *U Matter We Care* www.umatter.ufl.edu
- *Career Resource Center*, CR-100 JWRU, 392-1601 ext: 0, www.crc.ufl.edu/

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. 0001 Reid Hall, 392-8565, www.dso.ufl.edu/drc/

Online Course Evaluations Process

Student assessment of instruction is an important part of the 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 to 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>.

Student Complaints

Residential Course: https://www.dso.ufl.edu/documents/uf-complaints_policy.pdf

Online Course:

<http://www.distance.ufl.edu/student-complaint-process>

Changes in Course Schedule

This syllabus is subject to change as the need arises. This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.