FYC 4409: Working with Nonprofit Organizations in Community Settings
Fall 2022

Instructor:	Jennifer A. Jones, Ph.D.
Email:	jenniferajones@ufl.edu
Office:	McCarty D, 3002A
Phone:	352-294-7163
Social Media:	Twitter: @jenny_a_jones
Office Hours:	Schedule Here: https://calendly.com/jenniferamandajones/office-hours
	Other Times by Appointment
Teaching Assistant	TBD

Prerequisites: Junior or Senior Standing

Course Description:

This course offers an overview of nonprofit organizations, their functions and purpose, how they are organized and operate, and the basic structure of an incorporated nonprofit. The course relies heavily on lectures, reading assignments, and a group project. The project is designed to provide students with an opportunity to understand, analyze, and make recommendations regarding an aspect of the nonprofit sector that is of particular interest to them.

Course Goal:

Students will gain knowledge on the various organizational structures and management functions of nonprofit organizations. Students will also develop working knowledge of the nonprofit sector and best practices in management and leadership.

Course Objectives:

By the end of this course, you will be able to:
- Define the nonprofit sector and describe its dimensions.
- Understand the legal framework within which the nonprofit sector operates.
- Identify and explain key concepts in nonprofit management including board governance, staffing, regulation, and volunteer management.
- Identify and explain key concepts in nonprofit revenue generation, including philanthropy, government services, and social enterprise.
- Interpret the financial, leadership, and governance data available via IRS Forms 990.
- Develop and apply critical thinking skills.

Required Readings:
- Libby, P. & Deitrick, L. (2015). Cases in Nonprofit Management. Thousand Oaks, CA: Sage.
    - *Student who wish to save money can share copies or use the online and hard copies available at the library (Library West).*

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.

- Additional readings will be assigned and available via the course website.

Recommended Readings:
- Recommended readings will be available via the course website.

Course Calendar

Module #1: Introduction to the Nonprofit Sector
Week #1: Introduction to the Course and Overview of the Nonprofit Sector
Week #2: History and Legal Foundations of the Nonprofit Sector
Week #3: Board Governance
Week #4: Regulation and Accountability
Week #5: Mission Development, Program Planning, and Design

Module #2: Nonprofit Management Fundamentals
Week #6: Nonprofit Human Resources Part I: Staff
Week #7: Nonprofit Human Resources Part II: Volunteers
Week #8: Nonprofit Revenue Sources Part I: Earned Income & Grants
Week #9: Nonprofit Revenue Sources Part II: Philanthropy

Module #3: Nonprofit Management Special Topics
Week #10: SPRING BREAK
Week #11: Nonprofit Revenue Sources Part III: Social Enterprise
Week #12: Financial Management of Nonprofit Organizations
Week #13: Marketing and Communications
Week #14: International Nonprofit Organizations
Week #15: Advocacy
Week #16: Course Conclusions

Grading Scale

Grading Scale: Letter Grade	Points
A	95.0+
A-	90-94.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	63-66.9
D-	60-62.9
E	<60.0

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.

<div align="center">**Course Requirements**</div>

Assignment	Points
Syllabus Quiz	1.0
Nonprofit Scavenger Hunt	2.5
Activity: Nonprofit Funding Model Recognition	2.5
Activity: Social Media Policy	5
Activity: Invisible Children	2.5
Activity: Nonprofits & COVID-19	2.5
Case Study Exercises	45
Market Research Reports (MR)	40
TOTAL	**100**

Nonprofit Scavenger Hunt
Students will complete an online scavenger hunt designed to familiarize them with the publicly available data sources and with the various regulatory bodies that oversee the nonprofit sector.

Nonprofit Sector Market Research
Students will choose a nonprofit organization to research during the course of the semester. Students will be grouped in a team with other students researching similar organizations. During the course of the semester, students will be asked to gather data about their nonprofit and then to compare their nonprofit to others in their group. These assignments are designed to teach students how to use secondary research skills to develop an in-depth knowledge of one aspect of the sector.

1. Leadership and Governance
2. Staff and Volunteers
3. Fundraising
4. Finance

Case Study Reflections
Throughout the semester, students will read and complete activities related to 10 case studies. The analysis of these case studies will incorporate a) material from the class lectures and b) material from assigned readings.

Extra Credit Opportunities (up to 5 points)
Students may or may not be given extra credit opportunities throughout the semester. Students can earn up to (but no more than) 5 extra credit points.

<div align="center">**Classroom & Course Polices**</div>

Late Assignments
Students may email Dr. Jones and/or the TA (for case studies) to ask for an extension for any reason so long as that request comes with a new expected due date (e.g., the student states they can complete the assignment by a specific date). If there has been no communication from the student, *late assignments submitted without will be downgraded one letter grade (i.e., 10%).*

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.

All assignments must be turned in by April 24th. No exceptions.

There are a number of religious holidays this semester. If you celebrate one of these holidays and plan to miss class or turn in an assignment late, please reach out to Dr. Jones so she can waive any penalties.

Students who are having difficulty of any kind are encouraged to talk to Dr. Jones, the Dean of Students' U Matter office, or the Disability Resource Center as soon as possible. To reward students who read the syllabus, any student who emails Dr. Jones by 5pm on January 10th a one paragraph introduction of themselves and a funny joke will get 0.25 extra credit points. Use the subject line: "I read the syllabus!"

Basic Needs
Many students may struggle with basic needs such as food and housing. If you are struggling to meet your basic needs and it is affecting your performance at school, please reach out to the Dean of Students Office via phone (352-294-CARE) or email (umatter@ufl.edu). Free food is available to students via the Field and Fork Pantry (https://fieldandfork.ufl.edu/). If you are comfortable sharing your situation with me, please do so as it will allow me to share any other resources to support you as you work through class material.

Class Evaluation
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Click here for guidance on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students here.

Changes to the Syllabus
The instructor may change the syllabus at any time. The most up-to-date syllabus will be located on the course website. Changes will be discussed in class.

Communication
Email is the best way to communicate with the instructor. She checks email daily during business hours.

Canvas – Course Website
It is students' responsibility to successfully utilize the course website. If you have difficulties with access please call the computer help desk at (352) 392-HELP. Your instructor is unable to help you with those problems. The 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:

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.

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

University Policies

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: https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

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. 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/
Counseling Services
Groups and Workshops
Outreach and Consultation
Self-Help Library
Training Programs
Community Provider Database
Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/

U Matter, We Care

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

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/

In Class Recording:
Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student

Software Use:

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.

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.

FYCS Diversity, Equity and Inclusion Statement (adopted April 30, 2021)

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global and diverse society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an inclusive educational environment that fosters belonging as we mentor students, perform relevant scholarship, and conduct outreach for families, youth, and communities that is sensitive and responsive to the needs of diverse audiences. Intentional effort is made to providing access and equity to underrepresented, underserved, marginalized, and minoritized people in Florida and beyond.

This syllabus is subject to change. Changes will be posted on the course website and emailed to all students.