

FYC 4426
RISK MANAGEMENT IN NONPROFIT
ORGANIZATIONS
Fall 2022

Class Location: FLI 0117 Keene Flint
Credits: 3

Meeting Time:

M - periods 4 (10:40 AM -11:30 AM)

W - period 4 (10:40 AM – 11:30 AM) F – period 4 (10:40 AM – 11:30 AM) Team Project

Instructor:

Dale Pracht, Ph.D.,

Department of Family, Youth & Community
Sciences

Office:

3005 McCarty Hall D, University
of Florida, Gainesville, FL 32611

Class Virtual Office Hours:

Friday 10:40 – 11:30 AM

In Person or Virtual Advising

Wednesday 1:30 PM – 3:30 PM

by appointment

Phone # 352-273-3533

e-mail: dpracht@ufl.edu and CANVAS

Course Website: UF E-learning CANVAS

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

Recommended Readings:

The following text books are recommended 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, several other required readings will be made available through e-Learning and will be posted at least one week in advance of the classes in which they will be covered. The instructor will also post PowerPoint slides for each week by the end of the previous week. A weekly course schedule, and class resources, announcements, updates, and assignments will also be made available through E- learning.

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	100 points
2 Case Study Evaluations	200 points
Nonprofit risk case study pres.	250 points
Team risk management plan	350 points
Class participation/attendance	100 points
TOTAL	1000 points
<i>Extra Credit</i>	<i>Up to 30 points</i>

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>

ASSIGNMENT

Online resource quest summary (100 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

In Class Nonprofit Case Study Evaluations (200 points): Two in class assessments worth 100 points each will be given. Assessments will consist of the class period answering the case study scenario assessment individually and then transitioning to working with your assigned nonprofit team to provide a final team answer to the nonprofit case study provided.

Nonprofit risk case study (250 points): Students will work in their assigned nonprofit team and will choose any one actual nonprofit risk issue, scandal, law suit, or a best practice in risk management and develop a written case study report (no more than 3 pages, double spaced). The nonprofit teams will make an in-class presentation on their nonprofit risk case study on the

pre- assigned schedule. It will be a 10-minute presentation using PowerPoint slides or other media and/or appropriate handouts, followed by a 5 minutes Q&A session. The written report will be worth 125 points and the in-class presentation will be worth 125 points. Further instructions will be provided in the class.

Team project on risk management plan for a nonprofit organization (350 points): Students will be required to complete a team project to develop a risk management plan for an existing nonprofit organization. Teams comprised of up to 4 students each will choose a local nonprofit organization, have discussions with relevant officers on risk management issues 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) the written plan (150 points) and 2) presentation of the plan to the class (200 points). An internal peer review process will be used to encourage full participation of all team members. Further instructions will be provided in the class and on e-learning. The written Team risk management plan (hard copy) will be due on the last day of class, Wednesday, December 8th.

Class participation & attendance (100 points): Students are expected to complete assigned readings prior to the class and actively participate in class discussions, small Team discussions and the Team project. Points will be obtained by class attendance, actively engaging in class discussions, as well as through a series of "in-class reflection activities, peer evaluations, and other activities provided by the instructor throughout the semester. There will be 10 team updates on selected Fridays throughout the semester at 5 points each for a total of 50 points out of the 100 points allotted for participation where teams will report on progress and will write which team members participated that week.

Extra Credit Opportunities (up to 30 points): Students will be provided with opportunities to receive up to 30 extra credit points throughout the semester.

A few examples:

- Become an active member assisting in a real-life on-going risk management project for Family Youth and Community Sciences and receive up to 15 points of extra credit points.
- Random opportunities for earning 1-5 points of extra credit will be provided during class periods to encourage attendance.
- Attend a virtual Professional Conference relating to risk management or the nonprofit field to receive up to 5 points of extra credit.
- Provide your own example of a virtual opportunity relating to the course topic and receive up to 5 points of extra credit. This must be approved by the professor prior to completing.

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>.

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Health and Wellness

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road,

Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#)

Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and](#)

[Student Conduct Code webpage for more information.](#)

On-Line Students Complaints: [View the Distance Learning Student Complaint Process.](#)

In-Class Recordings: • 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 Policy on Course Syllabi 3 UF, Academic Affairs, August 5th, 2021 Honor Code and Student Conduct Code

Academic Honesty: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code.](#) Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Student Complaint Process: If you have an issue or complaint about the course or study environment, the first step is to talk to the instructor. Students wishing to file a complaint about the course should seek help from the appropriate resource located through the following link (for a residential course): https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

Class Schedule and Course Outline: Each week will consist of a zoom lecture and class discussion on Monday and Wednesday and dedicated time for teams to work together on Friday toward completing their final project which is the assigned team research paper. The assignments and due dates are indicated in CANVAS under weekly modules. Please note that these readings and assignments are subject to revision as interests develop during the course. Additional readings may be assigned, and dates of topics may change throughout the semester and announce via class announcements in CANVAS.

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.

Technical Issues: Visit the helpdesk website or call 352-392-4357).

Online Course Evaluations Process: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. 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 <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.