Working with Nonprofit Organizations
FYC 4409--Fall 2024

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Office Hours: Mondays, 1:00-3:00, via Zoom
Sign up at https://calendly.com/drkimwiley/officehours
Class Meetings: Online, no class meetings

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 and Learning Objectives
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. By the end of this course, you will be able to:
- Define the nonprofit sector and describe its dimensions.
- Describe 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).

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	Syllabus quiz

Week #2: History and Legal Foundations of the Nonprofit Sector	Case Study Reflection Practice Activity: Nonprofit Scavenger Hunt Market Research Project: Select an Organization to Study
Week #3: Board Governance	Case Study Reflection Market Research Project #1: Leadership and Governance
Week #4: Advocacy	Case Study Reflection, Practice Activity: Nonprofit Advocacy
Week #5: Regulation and Accountability	Case Study Reflection
Module #2: Nonprofit Management Fundamentals	
Week #6: Mission Development, Program Planning, and Design	Case Study Reflection
Week #7: Nonprofit Human Resources Part I: Staff	Case Study Reflection Market Research Project #2: Staff and Volunteers
Week #8: Nonprofit Human Resources Part II: Volunteers	Case Study Reflection, Mid-semester Check-in
Week #9: Nonprofit Revenue Sources Part I: Earned Income & Grants	Case Study Reflection Practice Activity: Nonprofit Funding Model
Week #10: Nonprofit Revenue Sources Part II: Philanthropy	Case Study Reflection Market Research Project #3: Fundraising
Week #11: Nonprofit Revenue Sources Part III: Social Enterprise	Case Study Reflection
Module #3: Nonprofit Management Special Topics	
Week #12: Financial Management of Nonprofit Organizations	Case Study Reflection Market Research Project #4: Finance
Week #13: Marketing and Communications	Case Study Reflection, Practice Activity: Social Media Policy Activity
Week #14: International Nonprofit Organizations and Course Conclusions	Course Evaluation

Assignments and Grading

Practice Activities
Students will complete five practice activities requiring them to apply course readings and lectures into real life scenarios and contexts. For example, 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 Project
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 11 case studies. The analysis of these case studies will incorporate a) material from the class lectures and b) material from assigned readings. The lowest score will be dropped.

Assignment	Points
Syllabus Quiz	2
Practice Activities (2.5 points x 4)	10
Project Organization Selection	2
Nonprofit Sector Market Research Project (9 points x 4)	36
Case Study Reflections (5 points x 10)	50
Total	**100**

Grading Scale

%	.930 or greater	.900---.929	.870---.899	.830---.869	.800---.829	.770---.799	.730---.769	.700---.729	.670---.699	.630---669	.600---.629	<.600
Letter Grade	A	A---	B+	B	B---	C+	C	C---	D+	D	D---	E

Online Classroom and Course Policies
Online engagement and attendance
A digital classroom citizen connects with the instructor, teaching assistant, peers, and course materials weekly in meaningful ways. Strong digital classroom citizens share the mic with peers, support classmates, and engage thoughtfully in class activities. Online discussions are informed by reading, viewing, and listening materials. Requirements for class attendance and make-up quizzes, 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
Students may email Dr. Wiley and/or the teaching assistant (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). Students do not need to explain why they need the extension. There is no judgement. If there has been no communication from the student, late assignments submitted without will be downgraded one letter grade (i.e., 10%).

There are several religious holidays this semester. If you celebrate one of these holidays and plan to turn in an assignment late, please reach out to Dr. Wiley so she can waive any penalties. Students who are having difficulty of any kind are encouraged to talk to Dr. Wiley, the Dean of Students' U Matter office, and/or the Disability Resource Center as soon as possible. We want to help.

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.

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Student Resources:

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I strongly 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. Here are some of the resources available at UF.

Field and Fork Pantry
Many students operate on a very tight budget. For those struggling with access to food, UF offers free non-perishable food, toiletries, and fresh vegetables through the Field and Fork Pantry. https://fieldandfork.ufl.edu/

U Matter, We Care
At UF, Every Gator Counts. U Matter, We Care serves as UF's umbrella program for UF's caring culture and provides students in distress with support and coordination of the wide variety of appropriate resources. Families, faculty and students can contact umatter@ufl.edu seven days a week for assistance for students in distress.
http://www.umatter.ufl.edu/

Services for Students with Disabilities
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. 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.

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/

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/
- 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/

UF Computing Help Desk
This course is run on Canvas. All 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 Location:
- CSE 214/520 URL: http://helpdesk.ufl.edu

Disclaimer

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.