

Working with Nonprofit Organizations FYC 4409--Fall 2025

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Office Hours: Mondays, 1:00-3:00, via Zoom or In-person
Sign up at <https://calendly.com/drkimwiley/officehours>
Class Meetings: Online, no class meetings
Pre-requisites: None
Teaching Assistant: Dairys Montes de Oca
Email: Email through Canvas

Course Description

This course offers an overview of nonprofit organizations, their functions and purpose, how they are organized and operated, 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

There are no textbooks required for this course. Readings will be provided as .PDFs or URLs on Canvas.

Recommended Readings

Recommended readings will be available via the course website.

Minimum technology requirements

Students must have access to a personal computer, word processing software, and internet access. At minimum, students should be able to log in and navigate Canvas; create and submit files in commonly used word processing program formats; use online libraries and databases to locate and gather appropriate information; and use online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters; analyzing digital

information for credibility, currency, and bias (e.g., disinformation, misinformation); properly citing online information sources.

Assignments and Grading

The instructor and TA aim to grade the assignments listed below within one week of submission. They will score the Market Research Project using a rubric. Other assignments will be scored based on accuracy, originality, application of critical thinking. Typed feedback may be provided.

Practice Activities

Students will complete five practice activities requiring them to apply course readings and lectures to real life scenarios and contexts. For example, an online scavenger hunt is designed to familiarize them with publicly available data sources and 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 who are 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

Reading Mastery Quizzes

Throughout the semester, students will read and complete 12 quizzes on course readings. These quizzes will require students to think critically about the content presented in each reading and to compare and contrast the content presented across the reading assignments. The quizzes are cumulative over the semester, meaning students will be required to apply newer knowledge and skills to previous content as the semester progresses. Quizzes are estimated to require up to one hour to complete. However, all students will be provided with three hours to complete them. The two lowest quiz scores will be dropped.

Assignment	Weight
Syllabus Quiz	2%
Practice Activities (4)	10%
Project Organization Selection	2%
Nonprofit Sector Market Research Project (4)	36%
Reading Mastery Quizzes (11)	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

Course Calendar

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

Online Classroom and Course Policies

University policies may be found using the link below. Students should review these policies as the course requirements align with all UF policies, regarding attendance, academic honesty, in-class recording, accessibility, grading, course evaluation. Student academic, health, and wellness resources may also be found at using this link. 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.

<https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>.

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>.

You may reach the instructor and teaching assistant through the Canvas Inbox. You will receive weekly announcements that lay out the plan for the week. Students may communicate with the instructor and teaching assistant by leaving comments on each assignment.

Late Assignments

Students may email Dr. Wiley and/or the teaching assistant 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 judgment. 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.

Addendum to UF Academic Honesty

It is assumed that students will complete all work independently unless the instructor provides explicit permission for them to collaborate with other students or artificial intelligence on course tasks (e.g., assignments, quizzes).

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.