

FYC 4409 Working with Nonprofit Organizations in Community Settings

Spring 2026

Online, Asynchronous, 3-credit hours

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In-person office hours, MWF 12:35pm-1pm, or by appointment

Zoom office hours, By Appointment, [Book with Me At This Link](#)

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Course Description

Overview of nonprofit organizations, their functions and purpose, how they are organized and operate, and the basic structure of an incorporated nonprofit.

Course Learning Objectives

Students will gain knowledge of 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.

Course Overview and Purpose

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.

Primary Textbooks and Learning Materials

There are no textbooks required for this course. Readings will be provided as .PDFs or URLs on Canvas. Additional required reading from journal articles, professional publications, and news stories will be made available on Canvas in a module for each topic.

Technical Support

UF Computing Help Desk & Ticket Number: All technical issues require a UF Helpdesk Ticket Number. The UF Helpdesk is available 24 hours a day, 7 days a week. <https://helpdesk.ufl.edu/> | 352-392-4357

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 across the semester. Students will be grouped in a team with other students who are researching similar organizations. During 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 Policy

Course grading is consistent with [UF grading policies](#).

Grading Scale

Grade	Points
A	950+
A-	900-949
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

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
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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 links 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.

Late Assignments

Students may email the professor 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. If there has been no communication from the student, late assignments submitted without will be downgraded one letter grade (i.e., 10%) per day late.

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).

Academic Policies and Resources

Academic policies for this course are consistent with university policies. See <https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>

Campus Health and Wellness Resources

Visit <https://one.uf.edu/whole-gator/topics> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

Please contact [UMatterWeCare](#) for additional and immediate support.

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.

Privacy and Accessibility Policies

- Instructure (Canvas)
 - [Instructure Privacy Policy](#)
 - [Instructure Accessibility](#)
- Zoom
 - [Zoom Privacy Policy](#)

- [Zoom Accessibility](#)

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.