FYC 4426
RISK MANAGEMENT IN NONPROFIT
ORGANIZATIONS
Fall 2024

Class Location: FLI 0101 Keene-Flint Hall
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 Zoom Advising

Monday 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

To schedule an appointment with Dr. Pracht please go to:

https://fycsadvising.acuityscheduling.com/

If the dates and times that are available conflict with your schedule please email me directly through CANVAS with 2-3 dates and times that will work best for you and I will respond as to my availability as soon as possible.

Virtual appointments can be done through Zoom. Please indicate if you prefer a virtual or in person appointment.

Course Description: Foundation in the theory, principles and techniques associated with risk management. Topics include the nature and purpose of risk management; the general risk management exposures facing nonprofit organizations; and risk financing 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 Team experience in developing a risk management plan for a chosen nonprofit.

Course Learning 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
Team Accountability & Success	100 points
TOTAL	**1000 points**

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 4th.

Team Accountability and Success (100 points): 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.   The other 50 points will come from the updates indicating team members who contributed to the project that week and the peer review.

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.

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, https://disability.ufl.edu/

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

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Student Success Initiative, http://studentsuccess.ufl.edu.

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: 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.

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/.

Class Recordings Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Week	Date	Topics	Readings & Materials	Assignments & Due Dates
1				
	F 8/23	*Syllabus Day: Course Overview* Introduction of Nonprofits & Risk Management	**CANVAS Module 1** Herman, Ch. 1 & 2 Herman & Chopko Ch. 1	
2	M 8/26	Introduction to Risk Management	Herman, Ch. 5	
	W 8/28	Introduction to Risk Management	**CANVAS Module 2**	Work Online **Begin Resource Quest Assignment #1**
	F 8/30	**Individual Online Activity**	**Online Resources provided**	Work Online
3	M 9/2	**Labor Day Holiday – No Class**	**CANVAS Module 3** Herman, Ch. 5	No Class Today
	W 9/4	Strategic Risk Management *Project teams will be assigned based on your Nonprofit sector interests		
	F 9/6	**Team Project**	**Online Resources provided**	Work Online **Team Update One Due**
4	M 9/9	Board Governance Related Risks	**CANVAS Module 4** **Herman, Ch. 8 Herman & Chopko, Ch. 8**	Work Online **Online Resource Quest Due Today**
	W 9/11	Board Governance Related Risks		
	F 9/13	**Team Project**	**Online Resources provided**	Work Online **Team Update Two Due**
5	M 9/16	Mission & Asset Related Risks	**CANVAS Module 5** Herman, Ch. 8	
	W 9/28	Mission & Asset Related Risks		
	F 9/20	**Team Project**	**Online Resources provided**	Work Online **Team Update Three Due**

6	M 9/23	Fiscal and Revenue Risks **Nonprofit Case Study Evaluation #1**		Work Online
	W 9/25	**Nonprofit Case Study Evaluation #1**	**CANVAS Module 6**	Work Online **Nonprofit Case Study Evaluation #1 Due**
	F 9/27	**Team Project**	**Online Resources provided**	Work Online **Team Update Four Due**
7	M 9/30	Fiscal and Revenue Risks Continued Human Resources Risks	**CANVAS Module 7** Herman, Ch. 10	
	W 10/2	*In Class Team Case Study Presentations*		*In Class Team Case Study Presentations*
	F 10/4			**Team Update Five Due**
8	M 10/7	Workplace related Risks & Administrative Related Risks	**CANVAS Module 8**	
	W 10/9	*In Class Team Case Study Presentations*		*In Class Team Case Study Presentations*
	F 10/11	**Team Project**	**Online Resources provided**	Work Online **Team Update Six Due**
9	M 10/14	Workplace related Risks & Administrative Related Risks	**CANVAS Module 9**	
	W 10/16	*In Class Team Case Study Presentations*		*In Class Team Case Study Presentations*
	F 10/18	**Homecoming Holiday No Class**		**No Class** **Team Update Seven Due**
10	M 10/21	Programs & Clients related Risks & Liabilities	**CANVAS Module 10**	**In Class Team Case Study PowerPoint and Report Due**
	W 10/23	Programs & Clients related Risks & Liabilities		
	F 10/25	**Team Project**	**Online Resources provided**	Work Online **Team Update Eight Due**
11	M 10/28	**CA In class Nonprofit Case Study Evaluation #2**	**CANVAS Module 11**	**In class Nonprofit Case Study Evaluation #2**
	W 10/30	**In class Nonprofit Case Study Evaluation #2**	**In class Nonprofit Case Study Evaluation #2**	**In class Nonprofit Case Study Evaluation #2**
	F 11/1	**Team Project**	**Online Resources provided**	Work Online **Team Update Nine Due**
12	M 11/4	Fundraising Related Risks & Crisis Management		Work Online
	W 11/6	Fundraising Related Risks & Crisis Management		
	F 11/8	**Team Project**		**Team Update Ten Due**
13	M 11/11	**Veterans Day holiday**		

	W 11/13	Events, Fund Raising Risks, and Crisis Management		**In class Nonprofit Case Study Evaluation #2 Due**
	F 11/15	Events, Fund Raising Risks, and Crisis Management	**Online Resources provided**	<mark>**Work Online**</mark>
14	**M 11/18**	Online Nonprofit Interviews with Dr. Kumaran	**Online Resources provided**	<mark>**Work Online**</mark>
	W 11/20	**Nonprofit Risk Management Application**		
	F 11/22	**Nonprofit Risk Management Application**		
15	<mark>**M 11/25**</mark>	*Thanksgiving Holiday Week*	*Thanksgiving Holiday Week*	*Thanksgiving Holiday Week*
	<mark>**W 11/27**</mark>	*Thanksgiving Holiday Week*	*Thanksgiving Holiday Week*	*Thanksgiving Holiday Week*
	<mark>**F 1**</mark>1/29	*Thanksgiving Holiday Week*	*Thanksgiving Holiday Week*	*Thanksgiving Holiday Week*
16	M 12/2	*Team Class Presentations*		*Team Class Presentations*
	W 12/4	*Team Class Presentations* "Last Lecture" Team Celebrations Class Evaluations		*Team Class Presentations* **Team Project Report Due** **Team PowerPoint Due** **Teem Peer Evaluation Due**