

FYC 6421: NONPROFIT ORGANIZATIONS¹ (Online)

Instructor: Muthusami Kumaran, Ph.D.,
Department of Family, Youth & Community Sciences
Office: 3002-A McCarty Hall D, University of Florida, Gainesville, FL 32611
All communications & e-mail: via Canvas

Course Description: This course explores the realm of the nonprofit sector, especially the fundamental organizational and management aspects of nonprofit organizations. The course relies heavily on video lectures, reading assignments, student discussion forums and a project designed to provide students a hands-on experience by creating a development plan for a new nonprofit organization of their choice.

Course Goal: Students will gain knowledge on the various organizational structures and management functions of nonprofit organizations. Students will also develop working knowledge on establishing a new nonprofit organization, incorporating various best management practices.

Course Objectives: After completing this course, students will be able to:

- Understand the historical growth of the nonprofit sector in the US and its current status
- Understand the founding blocks of establishing a new nonprofit organization
- Demonstrate knowledge on sound program planning & evaluation, and strategic planning for a functioning nonprofit organization
- Interpret the importance of the executive leadership and human resources management for efficient nonprofit operations
- Explain appropriate nonprofit financial management practices and a systematic fund raising process with marketing orientation
- Interpret the various roles of volunteers and aspects of volunteer management
- Explain the legal framework within which the nonprofit sector operates and the key ethical considerations to promote goodwill
- Explain the fundamentals of risk management including risk analysis and mitigation practices
- Explain how the nonprofit sector operates in a global context and describe the organization and operations of an international nonprofit organization
- Understand how various sub-sectors of nonprofits operate
- Apply all the knowledge gained into completing a Development Plan that incorporates key elements for establishing a new nonprofit organization of students' choice

¹ The Instructor reserves the right to change any aspect of this syllabus and to make appropriate updates.

Required Readings: Students are required to have the following text books for this course:

Renz, D. O., & Associates. (2016). *The Jossey-Bass Handbook of Nonprofit Leadership and Management*. San Francisco, CA: Jossey-Bass. (4th ed.) ISBN: 978-1-118-85296-5.

Salamon, L. M. (2012). *The State of Nonprofit America*. Washington, D.C: Brookings Institution Press. (2nd ed.) ISBN: 978-0-815-70330-3.

In addition, few other required readings will be made available through e-learning. Class resources, announcements, updates, and assignments will also be made available through Canvas, so please check this site frequently: <http://lss.at.ufl.edu/> .

GRADES

Grading Scale:	
Letter 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
E	<600

Course Grading: Grades will be based on the following:

5 Assignments	450 points
5 Discussion Posts	250 points
Course Project: Development Plan	300 points

TOTAL **1,000 points**

COURSE REQUIREMENTS

Five Assignments (450 points): Students will be required to complete five assignments designed to increase understanding of management functions of nonprofit organizations. Specific instructions for each assignment are provided on module pages and the assignment tools. These five assignments are:

Assignment 1: Nonprofit Field Visit Report (75 points): Students will visit a nonprofit organization, develop an organizational profile, and interview an executive staff member. Students will develop a written report on their field visit experience.

Assignment 2: Foundations of the New Nonprofit (100 points): Students will develop the concept, rationale, and governance of their new nonprofit organization.

Assignment 3: Program and Evaluation Plan Paper (100 points): Students will develop the program planning and evaluation elements of their own nonprofit organization.

Assignment 4: Resource Development Paper (100 points): Students will develop the human resources, volunteer management, and fundraising elements of their new nonprofit organization.

Assignment 5: Development Plan/Course Project PowerPoint (75 points): Students will develop a PowerPoint presentation overview of their development plan/course project.

Five Discussion Forums (250 points): Students will post their completed assignments on the discussion board by Tuesday at 11:55pm EST of the assigned week, along with comments about their experience in completing the assignment. Each discussion forum corresponds with an assignment (5 discussion forums, 50 points each, 200 points total). Between Wednesday and Friday 11:55pm EST of that same week, students will review and comment on at least 5 other classmates' assignment discussion posts. Specific information for the discussion forums are posted on the module pages and discussion tools.

Course Project: Development Plan for a new Nonprofit Organization (300 points): Students will incorporate knowledge gained about nonprofit management practices throughout the course into a required development plan for a new nonprofit organization of their choice. This course project will include elements from the previous assignments. Specific information for the development plan are posted on the module pages and assignment tools.

COURSE POLICIES

Academic Integrity

Please review the University of Florida's student honor code at the following website:
<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>

Copyright Information

Please also review the use of copyrighted materials available at the following website:
<http://www.library.health.ufl.edu/services/copyright.htm>

Make-up Exams or Other Course Work Policy

Exams and other projects must be taken at the scheduled times as per the syllabus. Students are expected to submit a written request to the instructor and secure permission for any deviation from the course schedule

Accommodation Policy

Students requesting class room accommodation must first register with the Dean of Student's Office, 202 Peabody Hall, 352-392-1261. The DSO will provide documentation to the students who must then provide this documentation to the instructor.

Student Support Services

As a student in a distance learning course or program you have access to the same student support services that on campus students have. For course content questions contact your instructor.

For any technical issues you encounter with your course please contact the UF computing Help Desk at 342-392-4357. For Help Desk hours visit: <http://helpdesk.ufl.edu/>.
For a list of additional student support services links and information please visit: <http://www.distance.ufl.edu/student-services>

Special Accommodations

Students requesting disability-related academic accommodations must first register with the Disability Resource Center. <http://www.dso.ufl.edu/drc/>

The Disability Resource Center will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Complaints

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.