

**FYC 4409: Working with Nonprofit Organizations in Community Settings
Fall 2017- DRAFT**

Syllabus updated: 7/11/17

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Office Hours: Mondays 2:00pm – 4:00pm in McCarty D, 3002A
Wednesdays 3pm – 4pm McCarty D, 3002A

Teaching Assistant: Chelsea Carnes
Email through Canvas

Class Meetings: Monday, Wednesday, and Friday: 4:05pm – 4:55pm
CSE E119

Prerequisites: Junior or Senior Standing

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:

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.

Course Objectives:

By the end of this course, you will be able to:

- Define the nonprofit sector and describe its dimensions.
- Understand the relationship between the nonprofit sector and civil society.
- Understand 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.

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 copy 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.

On the first day of class, students will complete an introduction sheet where they may share nicknames, gender pronouns, and other information they would like Dr. Jones to know.

Course Calendar

Module #1: Introduction to the Nonprofit Sector

- Week #1: Introduction to the Course and Overview of the Nonprofit Sector
- Week #2: History and Legal Foundations of the Nonprofit Sector
- Week #3: Nonprofit Advocacy and Political Engagement
- Week #4: Board Governance
- Week #5: Regulation and Accountability

Module #2: Nonprofit Management Fundamentals

- Week #6: Mission Development, Program Planning, and Design
- Week #7: Nonprofit Human Resources Part I: Staff
- Week #8: Nonprofit Human Resources Part II: Volunteers
- Week #9: Nonprofit Revenue Sources Part I: Philanthropy
- Week #10: Nonprofit Revenue Sources Part II: Earned Income
- Week #11: Financial Management of Nonprofit Organizations

Module #3: Nonprofit Management Special Topics

- Week #12: Marketing and Communications Part I: Marketing Fundamentals
- Week #13: Marketing and Communications Part II: Marketing in the 21st Century
- Week #14: International Nonprofit Organizations
- Week #15: International Nonprofits Continued, Current Trends in the Nonprofit Sector
- Week #16: Course Conclusions

Grading Scale

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 Requirements

Assignment	Points	Individual or Group
Nonprofit Scavenger Hunt	50	Individual
Reading Surveys	30	Individual
10 Case Study Reflections (35 each)	350	Individual / Group
Market Research (MR) Data Gathering – Preparation	20	Individual
MR Data Gathering #1	50	Individual
MR Data Gathering #2	50	Individual
MR Data Gathering #3	50	Individual
MR Data Gathering #4	50	Individual
MR Group Assignment #1	50	Group
MR Group Assignment #2	50	Group
MR Group Assignment #3	50	Group
MR Group Assignment #4	50	Group
Participation and Attendance	150	Individual
TOTAL	1,000	

Nonprofit Scavenger Hunt

Students will complete an online scavenger hunt designed to familiarize them with the publically-available data sources and with the various regulatory bodies that oversee the nonprofit sector.

Reading Surveys

Students will complete three brief surveys regarding specific reading assignments. Surveys are worth 10 points each. These surveys are not quizzes: they are designed to engage critical

thinking skills and to improve class discussions. These surveys will help students generate questions and formulate their ideas about the readings.

Nonprofit Sector Market Research

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. Specific instructions for the assignments will be provided on the course website. 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. Mission and Programing
3. Financial
4. Marketing and Public Relations

Case Study Reflections

Throughout the semester, students will read and reflect on case studies. The analysis of these case studies will incorporate a) material from the class lectures and b) material from assigned readings.

Class Participation and Attendance

Students are expected to attend class sessions, participate in class discussions, and to contribute equally to their group project. Attendance will be taken each day, usually via a sign-in sheet or an in-class activity handout. Participation points will be deducted for unexcused absences. Each students gets *two “freebie” absences* for which points will not be deducted. It is recommended students use this freebie for times when they are sick but not sick enough to seek medical attention (i.e., where they might get a letter to excuse absence).

There will be a “field trip” to an on-campus museum to learn about nonprofit administration in museum settings. The date of this fieldtrip will be scheduled in advance so students may arrange their schedules. The field trip will take place during the class hour; however, students will need to factor in travel times to/from the museum.

Extra Credit Opportunities (up to 25 points)

Students may or may not be given extra credit opportunities throughout the semester. Students can earn up to (but no more than) 25 extra credit points.

Classroom & Course Polices

Attendance

See “Class Participation and Attendance” above.

Late Assignments

Students are expected to turn assignments in on time. *Late assignments are strongly discouraged and will be downgraded one letter grade per week it is late.*

Students who are having difficulty of any kind are encouraged to talk to Dr. Jones, the Dean of Students' U Matter office, or the Disability Resource Center as soon as possible.

Changes to the Syllabus

Dr. Jones may change the syllabus at any time. The most up-to-date syllabus will be located on the course website. Changes will be discussed in class.

Communication

Email is the best way to communicate with Dr. Jones. She will check daily, with the exception of weekends.

Cell phones / Laptops / Tablets

Please do not use cell phones during class, including text-messaging. Laptops and tablets should be used sparingly, and only be used for purposes related to the course. Please be considerate as computer usage is distracting to your professor, your fellow classmates, and to your own ability to learn. Students who are in violation will be asked to cease usage (first offense) and, if they continue, will be asked to leave the room (second offense).

Use of any device during quizzes is forbidden.

Canvas – Course Website

It is students' responsibility to successfully utilize the course website. If you have difficulties with access please call the computer help desk at (352) 392-HELP. Your instructor is unable to help you with those problems. The UF Computing Help Desk 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>

University Policies

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: <https://www.dso.ufl.edu/scr/process/student-conduct-honor-code/>

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being 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
- Training Programs
- Community Provider Database

Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/

U Matter, We Care

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

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, www.dso.ufl.edu/drc/

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.