

FYC 4426 Section 025G
RISK MANAGEMENT IN NONPROFIT ORGANIZATIONS
Fall 2017

Class Location: 225 Rinker
Credits: 3

Meeting Time:
T - periods 9 (4:05 – 4:55 pm)
R - period 9-10 (4:05 – 6:00 pm)

Instructor:
Dale Pracht, Ph.D.,
Department of Family, Youth & Community
Sciences

Office:
3005 McCarty Hall D, University
of Florida, Gainesville, FL 32611

Office Hours:
Wednesday 2:00 P.M - 4:00 PM
or by appointment

Phone # 352-273-3533

e-mail: via e-Learning

Course Website: UF E-learning

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 via phone, SKYPE, Blue Button, or Zoom. Please indicate which platform you prefer using for virtual appointments.

Course Description: This course will provide the student with a foundation in the concepts, principles and strategies associated with risk management in nonprofit organizations. Topics include the nature and purpose of risk management; the general risk management exposures facing nonprofit organizations; and risk mitigation 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 experience in developing a risk management plan for a chosen nonprofit.

Course 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

Required Readings:

Students are required to read the following text books 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. Class resources, announcements, updates, and assignments will also be made available through E-learning.

COURSE SCHEDULE

Dates	Topics	Assignments/Due Dates
Week 1		
<i>Aug 22</i> <i>Syllabus Day</i>	Course overview	Herman, Ch. 1 & 2 Herman & Chopko Ch.1 Online resources as provided
<i>Aug 24</i> <i>Lecture</i>	Introduction to risk management for nonprofits	
Week 2		
<i>Aug 29</i> <i>Lecture</i>	Introduction to risk management for nonprofits	Herman, Ch. 5 Online resources as provided
<i>Aug 31</i> <i>In Class Lab</i>	Nonprofit teams assigned. Case study presentation dates & risk management plan presentations explained and assigned. Team Building Icebreaker.	Notecards/Class Roster Due

Week 3		
<i>Sep 5 Lecture</i>	Strategic risk management	Herman, Ch. 5 Online resources as provided
<i>Sep 7 Lecture & In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	
Week 4		
<i>Sep 12 Lecture</i>	Board governance related risks	Herman, Ch. 8 Herman & Chopko Ch.8 Online resources as provided
<i>Sep 14 Lecture & In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	Online Resource Quest Due
Week 5		
<i>Sep 19 Lecture</i>	Mission & asset related risks	Herman, Ch. 8 Online resources as provided
<i>Sep 21 Lecture & In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	
Week 6		
<i>Sep 26 Lecture</i>	Mission & asset related risks	
<i>Sep 28 Assessment</i>	In Class Nonprofit Case Study Evaluation	In Class Nonprofit Case Study Evaluation
Week 7		
<i>Oct 3 Lecture</i>	Fiscal & revenue risks	Herman, Ch. 10 Online resources as provided
<i>Oct 5 Lecture & In Class Lab</i>	Human resources risks Nonprofit Teambuilding and Strategic planning.	
Week 8		
<i>Oct 10 Lecture</i>	Work place related liability risks	Online resources as provided
<i>Oct 12 Group Case Study Presentation</i>	In Class Group Case Study Presentation	In Class Group Case Study Presentation

Week 9		
<i>Oct 17 Lecture</i>	Programs and clients related risks & liabilities	Herman, Ch. 8 Herman & Chopko Ch.3 Online resources as provided
<i>Oct 19 Group Case Study Presentation</i>	In Class Group Case Study Presentation	In Class Group Case Study Presentation Case Study Report Due
Week 10		
<i>Oct 24 Lecture</i>	Volunteer management risks & liabilities	Online resources as provided
<i>Oct 26 In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	
Week 11		
<i>Oct 31 Lecture</i>	Public relations and fund raising related risks	Herman, Ch. 7 Online resources as provided
<i>Nov 2 In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	
Week 12		
<i>Nov 7 Lecture</i>	Crisis management & operations related risks	Herman, Ch. 7 Online resources as provided
<i>Nov 9 Lecture & In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	
Week 13		
<i>Nov 14 Lecture</i>		
<i>Nov 16 In Class Assessment</i>	In Class Nonprofit Case Study Evaluation	In Class Nonprofit Case Study Evaluation
Week 14		
<i>Nov 21 In Class Lab</i>	Nonprofit Teambuilding and Strategic planning.	
<i>Nov 23</i>	THANKSGIVING HOLIDAY	CLASS DOES NOT MEET

Week 15		
<i>Nov 28 Group Risk Management Plan Presentation</i>	Group Risk Management Plan Presentation	Group Risk Management Plan Presentation
<i>Nov 30 Group Risk Management Plan Presentation</i>	Group Risk Management Plan Presentation	Group Risk Management Plan Presentation
Week 16		
<i>Dec 5 Group Risk Management Plan Presentation</i>	Group Risk Management Plan Presentation <i>Last Lecture & Celebration of Team Accomplishments</i>	Group Risk Management Plan Presentation Risk Management Plan Due

Key Dates

In-Class Nonprofit Case Study Evaluations: Sept. 28th & Nov 16th	<i>Online Resource Quest DUE Sept. 14th Nonprofit Risk Case Study DUE Oct. 19th Risk Management Plan DUE Dec. 5th</i>
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GRADES

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
Group risk management plan	350 points
Class participation/attendance	100 points
TOTAL	1000 points
<i>Extra Credit</i>	<i>Up to 30 points</i>

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>

ASSIGNMENTS

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 first 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 students will make an in-class presentation on their nonprofit risk case study on the pre-assigned schedule. It will be a 15 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 100 points and the in-class presentation will be worth 100 points. Further instructions will be provided in the class.

Group project on risk management plan for a nonprofit organization (350 points): Students will be required to complete a group project to develop a risk management plan for an existing nonprofit organization. Groups comprised of 4-6 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 group risk management plan (hard copy) will be due on the last day of class, Tuesday, December 5th.

Class participation & attendance (100 points): Students are expected to complete assigned readings prior to the class and actively participate in class discussions, small group discussions and the group project. Points will be obtained by actively engaging in class discussions as well as through a series of "in-class reflection activities", attendance sign in sheets, peer evaluations, and other activities provided by the instructor throughout the semester.

Extra Credit Opportunities (up to 30 points): Students will be provided with opportunities to receive up to 30 extra credit points throughout the semester.

A few examples:

- To assist the professor in getting to know you better you will receive 5 extra credit points for turning in a note card with a photo and answers to questions on it by specified due date.
- Become an active member assisting in a real life on-going risk management project for Florida 4-H Youth Development and receive up to 15 points of extra credit points.
- Random opportunities for earning 1-5 points of extra credit will be provided during class periods to encourage attendance.
- Attend a Professional Conference relating to risk management or the nonprofit field to receive up to 5 points of extra credit.
- Provide your own example of an opportunity relating to the course topic and receive up to 5 points of extra credit. This must be approved by the professor prior to completing.

Late Assignments

All late assignments will be penalized 10% for each day late. This penalty starts the minute after the assignment was due. It is the student's responsibility to ensure that assignments are received by the instructor by the time described on each assignment. Only University-approved excuses will be accepted.

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>.

Communication

E-mail: Please use elearning to communicate with Dr. Pracht. It will be checked daily but plan for a 48-hour response time. Out of respect for others, no cell phone use (talking, texting) of any kind is permitted in class, including text-messaging. However, you may have cell phones on for UF Alert purposes. Students may use laptops with **e-Learning open only** in order to take notes during lectures or to work on group projects during team meeting days. If laptop or electronic device misuse is noticed, then this privilege will unfortunately be suspended for all.

E-Learning

This course is run on e-Learning. Additional readings, course information, PowerPoint notes and grades will be available on E-Learning. It is your responsibility to successfully utilize E-Learning. If you have difficulties with access please call the computer help desk at **(352) 392-HELP**. Your instructor and TAs are unable to help you with those problems.

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>

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.

Academic Honesty, Software Use, UF Counseling Services, Services for Students with Disabilities

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor 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.

On all work submitted for credit by students at the university, the following pledge is either required or implied: **“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court.

(Source: 2009-2010 Undergraduate Catalog)

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.

This policy will be vigorously upheld at all times in this course.

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. Both the Counseling Center and Student Mental Health Services provide 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. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health Services is located on the second floor of the Student Health Care Center in the Infirmary.

- *University Counseling Center*, 3190 Radio Rd. 352-392-1575, www.counseling.ufl.edu/cwc
- *U Matter We Care* www.umatter.ufl.edu
- *Career Resource Center*, CR-100 JWRU, 392-1601 ext: 0, www.crc.ufl.edu/

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. 0001 Reid Hall, 392-8565, www.dso.ufl.edu/drc/

Online Course Evaluations Process

Student assessment of instruction is an important part of the efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria.

These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two to three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Student Complaints

Residential Course: https://www.dso.ufl.edu/documents/uf-complaints_policy.pdf

Online Course:

<http://www.distance.ufl.edu/student-complaint-process>

Changes in Course Schedule

This syllabus is subject to change as the need arises. 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.

