FYC 6421: NONPROFIT ORGANIZATIONS[1]
Fall 2016 - Syllabus

Instructor: Muthusami Kumaran, Ph.D.,
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Office: 3002-B McCarty Hall D
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Class Meeting Time: Wednesday Periods 7-9 (1:55 - 4:55pm)
Location: RNK # 0110

Instructor Office Hours: R 3:00 – 5:00 pm or by appt.

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 lectures, reading assignments, and a course project designed to provide students with hands-on experience in 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
- Obtain skills in identifying and analyzing issues and emerging trends in nonprofit sector
- Apply all the knowledge gained into completing a Development Plan that incorporates key elements for establishing a new nonprofit organization of students' choice

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

Required Readings: Students are <u>required</u> to have the following textbooks for this course:

1. 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.

2. Salamon, L. M. (2012). *The state of nonprofit America*. Washington, D.C: Brookings Institution Press. (2nd edition) ISBN: 978-0-8157-0330-3.

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 e-learning, so check the course <u>Canvas</u> site frequently at: **http://elearning.ufl.edu/.**

COURSE CALENDAR

Wk	Topic	Lessons	Readings	Assignments Due*
1 Aug 23	Introduction Nonprofit Sector in the USA	Course Overview History, Roles, Classification, Scale & Scope of the Sector	Renz 1, 3 Salamon 1 IRC Org. Reference Chart & # of Nonprofits in the U.S. 2003-13	
2 Aug 30	Founding Blocks of a Nonprofit I	Part1: Starting a Nonprofit Organization Part 2: Governance and Governing Documents	Salamon 3	
3 Sep 6	Founding Blocks of a Nonprofit II	Part 1: The Board of Directors – Roles and Responsibilities Part 2: The Board of Directors – Legal Duties	Renz 5 Salamon 4 IRS Form 1023	
4 Sep 13	Program Planning & Evaluation	Part 1: Program Planning Part 2: Program Evaluation	Renz 15 Salamon 2 Logic Models	**Assignment # 1** Field Visit Report
5 Sep 20	Strategic Planning	Strategic Planning	Renz 9 Salamon 7 10 Keys to Strategic Planning	**Assignment # 2** Foundations of the new nonprofit

2

6 Sep 27	Leadership & Human Resource Management	Part1: Executive Leadership Part 2: Human Resources Management	Renz 24 Salamon 18	
7 Oct 4	Fiscal Management, Bookkeeping & Auditing	Part 1: The Budget & Accounting Part 2: Financial Statements & Auditing	Renz 17 Salamon 6	**Assignment # 3** Program and Evaluation Plans Paper
8 Oct 11	Fundraising	Part 1: Philanthropy and the Nonprofit Sector & Introduction to Fundraising Part 2: Methods of Fundraising	Renz 18,19 Salamon 13	
9 Oct 18	Volunteer Management	Part 1: Role of Volunteers in the Nonprofit Sector Part 2: The Volunteer Management Process	Renz 26 Salamon 19	**Theme Paper**
10 Oct 25	Marketing, Community Relations, & Advocacy	Part 1: Marketing the Nonprofit Cause Part 2: Community Relations & Communications Part 3: Advocacy & Lobbying	Renz 11, 12, & 13 Salamon 10	
11 Nov 1	Legal & Ethical Aspects of Nonprofit Management	Part 1: Legal aspects of Nonprofit Management Part 2: Ethical considerations in Nonprofit Management	Renz 2, 4,7 Salamon 16	**Assignment # 4** Resource Development Paper
12 Nov 8	Risk Management	Part.1: Types of Nonprofit Risks Part 2: Strategic Risk Management	Renz 23 Salamon 5	
13 Nov 15	International Perspectives on Nonprofits	Part 1: Nonprofits around the World Part 2: International Non Governmental Organizations	Salamon 8	

14 Nov 29	New Nonprofit Development Plan presentations I	Development Plan Class Presentations **Assignment # 5** Development Plan PowerPoint DUE
15 Dec 6	New Nonprofit Development Plan presentations II	Development Plan Class Presentations **Course Project: Nonprofit Development Plan DUE**

Class presentations of nonprofit field trip experience: Sessions 4 – 12; theme paper: Sessions 7 – 13

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	500 points
Research Paper and Presentation	200 points
Course Project: Development Plan	200 points
Class participation	100 points
TOTAL	**1,000 points**
Extra Credits	*up to 25 points*

COURSE REQUIREMENTS

Five Assignments (500 points): Students will be required to complete five assignments designed to increase understanding of management functions of nonprofit organizations. Specific instructions for each assignment will be provided. These five assignments are:

Assignment 1: Nonprofit Field Visit Report and Class Presentation (100 points): Each student will visit a nonprofit organization, develop an organizational profile, volunteer with the organization, and interview an executive staff member. Students will develop a written

report on their experience (50 points) and will deliver a 15 minute presentation in class about their field visit (50 points).

Assignment 2: Foundations of the New Nonprofit Paper (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 new 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 Presentation (100 points): Students will develop a PowerPoint presentation and deliver it in class covering major aspects of their development plan for 20 minutes. The schedule for presentations will be posted.

Theme Paper and Class Presentation (200 points): Each student will choose a topic related to nonprofit organizations and management, and get the approval of the instructor. The student will conduct research on the chosen topic and write a research theme paper (10 -12 pages, double spaced) in standard APA format. Student will also make a class PowerPoint presentation of the theme paper for 20 minutes. The theme paper is worth 100 points and the class presentation is worth 100 points. Further instructions will be provided and the schedule of presentations will be posted.

Course Project: Development Plan for a new Nonprofit Organization (200 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. Further instruction will be provided.

Discussions on assigned readings & Class participation (100 points): Students are expected to complete assigned readings and assignments in a timely manner and actively participate during lectures, class discussions and small group discussions. Each class session will have a group discussion on assigned readings. Discussions will be led by assigned student who will give an over view of the topic(s) covered in the readings (about 5 minutes) and initiate a discussion by asking a series of appropriate questions. Leading the discussion is worth 50 points and active class participation accounts for the final 50 points. The schedule for discussion leads will be posted.

Extra Credit Opportunities (up to 25 points): Students will get opportunities for a total of up to 25 extra credit points throughout the semester. Extra credit points will be given for various activities, optional assignments, etc.

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.

Electronic Devices
Make sure that all electronic devices (smart phones, ipods, pagers, gaming devices, etc.) are turned off during class and that outside reading materials are put away. If your electronic device or behavior becomes disruptive, you will be asked to leave the class room. ___**Open laptop computers are allowed in the class ONLY for notes taking and other course related purpose.**___ *Any student who is seen texting or with an open laptop computer for purposes unrelated to the course will be asked to leave the class room.*

Respect
Treat your fellow classmates and the instructor with respect. During lecture and discussion, side conversations, inappropriate remarks, and other rude activities will not be tolerated.

COURSE POLICIES

Communications
 If you have a routine question (such as grade, absence, etc.), contact the instructor via email, or meet with the instructor during office hours**.** *ALL emails to the instructor need to be sent via Canvas (and not via @ufl.edu).*

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

Absences 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.

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/honorcodes/honorcode.php.

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.

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/**

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/**