Fall 2023
Online FYC 6421: NONPROFIT ORGANIZATIONS[1]

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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 fundraising 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

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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:

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 Canvas. Class resources, announcements, updates, and assignments will also be made available through Canvas, so check the course Canvas page frequently.

GRADES

Grading Scale:

Letter Grade	Points
A	970+
A-	920-969
B+	890-919
B	850-889
B-	820-849
C+	790-819
C	750-789
C-	720-749
D+	690-719
D	650-689
D-	600-649
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 Case Study Report (75 points):** Students will review the website of an active nonprofit organization, develop an organizational profile, and write a report on various management aspects of the organization.
> **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 instructions for the development plan are posted on the assignment page.

COURSE POLICIES

The course adheres to University of Florida's Syllabus Policy which can be accessed at: http://www.syllabus.ufl.edu/syllabus-policy

Academic Integrity

Carefully review the University of Florida's student honor code at the following websites: the process at: https://sccr.dso.ufl.edu/students/student-conduct-code/ and *The Orange Book* at: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Assignments and other Course Work Policy

Students are required to complete all readings, lectures, and assignments provided in the syllabus and course calendars. All written assignments and the course project must be submitted through Canvas on appropriate assignment pages, and are due by 5:00 pm on the dates indicated on the course calendar. There is a six-hour grace period (until 11:00 pm on the due dates) for assignment submissions. All assignment pages will close on the dot at 11:01 pm and students will not be able to submit assignments after that time. **Late assignment submissions, through any other means, will not be accepted.**

- The grace period of six hours (5:00 – 11 pm) is intended to accommodate for any technical difficulties while trying to submit your assignment. If you wait until close to 11:00 pm before attempting to submit your assignment for the first time and experience technical difficulties, you will not be granted additional time as a result. You should attempt to submit by the scheduled due time/date (5:00 pm) and use the grace period to resolve technical issues that

may arise, if any. **Do not wait until 11:00 pm to submit assignments as the assignment pages will close sharp at 11:01 pm and assignments will not be accepted after that time, resulting in a zero (0) grade.**

- Extension for assignment submission will be granted ONLY for University of Florida's approved medical and other reasons, and students are required to submit a written request along with necessary documents (such as a doctor's note) to the instructor for approval at least 24 hours prior to the scheduled due date. That is, approval must be obtained via email by 5:00 p.m. the day before an assignment is due. Requirements for assignments and other course work are consistent with university policies that can be found at: https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/ .

- In the event of an unforeseen emergency (accident, sudden illness, etc.), contact the instructor as soon as possible to request extension to submit assignment. Be proactive and forthcoming. Failure to communicate with the instructor may result in a zero (0) grade.

- Once again, assignments not submitted by their due dates and times will not be accepted resulting in zero (0) grade for such assignments.

Accommodation Policy

Students requesting disability-related academic accommodations must first register with the UF Disability Resource Center (DRC) by visiting https://disability.ufl.edu/students/get-started/. The DRC will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. It is important for students to discuss their accommodation needs with the instructor as early as possible in the semester.

Copyright Information

Review the use of copyrighted materials available at the following website:
https://guides.uflib.ufl.edu/copyright/onlineteaching

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 contact the UF computing Help Desk at 342-392-4357. For Help Desk hours visit: http://helpdesk.ufl.edu/.

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.
U Matter We Care, www.umatter.ufl.edu/