

Online FYC 6425
RISK MANAGEMENT IN NONPROFIT ORGANIZATIONS
Fall 2023 Syllabus¹

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All communications & e-mail: via Canvas

Course Description: This course provides students with knowledge on 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. The course is offered in a hybrid format with on-campus and online lectures.

Course Goals: 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 an existing nonprofit organization

Required Readings:

Students are required to buy and read the following two textbooks for this course:

1. Herman, Melanie (2009). *Ready or Not...A Risk Management Guide for Nonprofit Executives*. Leesburg, VA: Nonprofit Risk Management Center.
2. Herman, Melanie & M. E. Chopko (2009). *Exposed: A Legal Field Guide for Nonprofit Executives*. Leesburg, VA: Nonprofit Risk Management Center.

Important Note: These books are available as e-books at the Nonprofit Risk Management Center website (<https://nonprofitrisk.org/products/>) for \$25 and \$30, respectively.

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

In addition, several required readings will be provided as pdf documents on the course Canvas. Class resources, announcements, updates, and assignments will also be made available through Canvas, so check the course Canvas pages frequently.

COURSE CALANDER

Dates	Topics	Reading Assignments/Due Dates
Week 1		
	Introduction & course overview; The world of nonprofits	IRC Org. reference chart & Number of nonprofits in the USA and FL
Week 2		
	Introduction to risk management for nonprofits	Herman, Chs. 1 & 2 Herman & Chopko, Ch. 1
Week 3		
	Strategic risk management	Herman, Chs. 4 & 5 <i>One PDF document provided in module 2 page</i> NRMC Website field trip report DUE
Week 4		
	Board governance related risks	Herman, Ch. 6 Herman & Chopko, Ch. 11
Week 5		
	Board governance related risks - Perspectives from a Practitioner	<i>3 PDF documents provided in module 4 page</i> Nonprofit risk case study DUE
Week 6		
	Mission & asset related risks	<i>3 PDF documents provided in module 5 page</i>
Week 7		
	Fiscal & revenue risks	Herman, Ch. 10 Herman & Chopko, Ch. 2 <i>One PDF document provided in module 6 page</i>
Week 8		
	Human resources risks	Herman, Ch. 7 Herman & Chopko, Ch. 7
Week 9		
	Workplace related liability risks	Herman & Chopko, Ch. 8 <i>One PDF document provided in module 8 page</i>
Week 10		
	Administration related risks- Perspectives from a Practitioner	Herman, Ch. 11 Herman & Chopko, Ch. 3

Dates	Topics	Reading Assignments/Due Dates
		Theme paper DUE
Week 11		
	Programs and clients related risks & liabilities	Herman, Ch. 9 Herman & Chopko, Ch. 6
Week 12		
	Volunteer management risks & liabilities	<i>One PDF document provided in module 11 page</i>
Week 13		
	Public relations and fundraising related risks; Crisis management	Herman, Ch. 8 <i>One PDF document provided in module 12 page</i>
Week 14		
	Operations related risks – Perspectives from a Practitioner	Herman & Chopko, Chs. 12 & 13
Week 15		
	Preparation of Risk Management Plan in collaboration with the chosen nonprofit	<i>One PDF document provided in module 13 page</i>
Week 16		
	Risk Management Plan due	Final Risk Management Plan DUE

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 Assignments: Grades will be based on the following:

NRMC web site field trip report	150 points
Nonprofit risk case study report	150 points
Theme paper	200 points
RM plan & PPT presentation	300 points
4 Discussion Forums	200 points

TOTAL 1000 points

ASSIGNMENTS

Nonprofit Risk Management Center website field trip report (150 points): Each student will complete a report on the Nonprofit Risk Management Center website (www.nonprofitrisk.org) 'field trip.' Instructions and rubric are posted on Canvas under 'assignments.'

Nonprofit risk case study (150 points): Students will be required to choose any one actual nonprofit risk issue, scandal, lawsuit, or a ‘best practice’ in risk management and develop a written case study report (no more than 5 pages, double spaced). This risk case study report will be worth 200 points.

Theme paper on nonprofit risk management (200 points): Each student will conduct research on a risk management topic approved by the instructor and write a theme paper (10 – 12 pages). Further instructions and samples will be provided.

Course Project: Risk Management Plan for a nonprofit organization (300 points): Students will be required to complete a project to develop a Risk Management Plan for an existing nonprofit organization. Each student will choose a local nonprofit organization during the first few weeks of the course, 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 (200 points) and 2) a PowerPoint presentation of the plan (100 points). Further instructions will be provided. The written risk management plan (as a pdf document) will be due on the final week of the course.

Four Discussion Forums (200 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 (4 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 posted on assignment pages.

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/