

POLS 3306
Nonprofit Management

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Office Hours: MW 10-11 and 12-4
Class Location: Rassman 110

COURSE DESCRIPTION

This course is an introduction and overview of nonprofit organizations and the environment they operate in; examination of the distinctiveness of these organizations and the special skills required for effective management of them; and empirical and normative issues surrounding nonprofit management and leadership. A combination of readings, lectures and visits by nonprofit managers will be utilized to convey the material. Nonprofit management shapes many public policy areas such as education and social welfare and there are also debates regarding what types of organizations should be classified as nonprofits. The inclusion of nonprofit managers as guests in the course will enable students to make practical applications regarding the issues explored throughout the semester.

LEARNING GOALS

1. Students will gain knowledge of social responsibility.
2. Students will gain knowledge of intercultural awareness.
3. Students will gain an understanding of nonprofit management.
4. Students will understand the role of the nonprofit sector in setting policy.

MEANS OF ASSESSMENT

1. Midterm or Presentation (20%)-Students have two options for this portion of the course. They may take either a midterm of short answer questions or present one of the readings in a thirty to forty minute presentation. A review sheet for the midterm will be placed on Blackboard. Students will sign up for presentations during the first week of class. If giving the presentation students should:

1. Introduce the reading.
2. Make at least one practical application of the reading
3. Find an example of at least one organization or current event that explores the issue discussed in the reading.

2. Guest Speaker Journal (35%)-For nine of the guest speakers you will be required to keep a journal. An approximately 1-2 page entry should be made for nine of the guest speakers. The entry should address:

1. A brief description of the discussion of the speaker.
2. What you learned about nonprofit management from the speaker.
3. How the speaker increased your knowledge of social responsibility and community involvement.

The journal will be due through Blackboard on the last day of class by 11:59pm. The journal will be graded on the basis of how well you followed the assignment, the quality of the writing and the thoroughness of the response.

3. Grant Proposal, Strategic Plan or Nonprofit Status Paper (20%)-Each student will write a three page

grant proposal, strategic plan for either an existing nonprofit discussed in the course or an organization they would be interested in creating. Students also have the option of speculating whether the NFL should be able to remain a 501(c)(6) tax exempt organization. Further guidelines will be available on Blackboard. This assignment will be due through Blackboard on April 1st at 11:59pm.

4. Final (20%)-Each student will take a final consisting of short answer questions. Questions will come from the readings, speakers and class discussions. A review sheet will be posted on Blackboard.

5. Participation (5%) Students will be expected to arrive to class prepared and are encouraged to come up with questions for our guest speakers. Student with more than four unexcused absences will have their final grade reduced for each additional absence. **Students who leave class early without informing the professor will be marked absent for that day.**

BOOK ORDERED FOR THE COURSE

Shannon Vaughan and Shelly Aresenault's [Managing Nonprofit Organizations in a Policy World](#) is available online and at the book store.

Supplemental Materials will be available on Blackboard and some guest speakers may bring their own materials.

WEBSITES

The Independent Sector (www.independentsector.org) and the Foundation Center (www.foundationcenter.org) are two key resources for the nonprofit sector.

RELIGIOUS OBSERVANCES

Every effort will be made to accommodate all forms of religious observance in compliance with ASU OP 10.19. Students who require additional arrangements to be made should make these known in good time in order that arrangements can be made.

SPECIAL NEEDS

In accordance with OP 10.15 of ASU's Operating Policies and Procedures, persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

CLASS ETIQUETTE

Behavior consistent with basic rules of courtesy contributes to a productive classroom. To minimize distractions that occasionally disturb the class, refrain from bringing food into the classroom, turn off all cell phones or other electronic devices with audible signals that would disrupt classroom presentations or activities. Students should also avoid whispering or other disrespectful behavior. Laptops may be used for note taking only.

Since we are having speakers coming in from the community, students should make a particular effort to show respectful behavior when they are present.

ACADEMIC INTEGRITY

Angelo State University Honor Code http://www.angelo.edu/forms/pdf/Honor_Code.pdf : Angelo State University expects its students to maintain

complete honesty and integrity in their academic pursuits. Therefore, you are responsible for understanding the Academic Honor Code. Click on the link to access the code.

WITHDRAWAL FROM THE COURSE

The last day to drop a course or to withdraw from the University will be March 27, 2014.

Schedule of Classes

Note: Due to the schedule of our guest speakers this syllabus is subject to change. One or two guest speakers may be added over the semester.

1/14 Introduction

1/16 What is the Nonprofit Sector?

Vaughan and Arsenault, Chapter 1

1/21 Federalism and Nonprofit Management

Vaughan and Arsenault, Chapter 2

1/23 Theories of Nonprofit Management and Policy Change

Vaughan and Arsenault, Chapter 3

Presentation #1

1/28 Regulating Nonprofits

Vaughan and Arsenault, Chapter 4

Nonprofit Status and the NFL:

<http://www.motherjones.com/mojo/2013/12/nfl-tax-exempt-status-rootstrikers-roger-goodell>

Presentation #2

1/30 Mission of Nonprofits

Vaughan and Arsenault, Chapter 5

Presentation #3

2/4 Strategic Management

Vaughan and Arsenault, Chapter 6

Presentation #4

2/6 Lobbying and Advocacy

Vaughan and Arsenault, Chapter 7

Presentation #5

2/11 Non-governmental Organizations

Overview of NGOs available at: <http://www.usip.org/node/5599>

2/13 Guest Speaker #1

Dusty McCoy

West Texas Counseling Center

Begin reading Vaughan and Arsenault, Chapter 8

2/18 Ethics

Vaughan and Arsenault, Chapter 8

Presentation #6

2/20 Guest Speaker #2

Mike Campbell

Esperanza Health Center

2/25 Guest Speaker #3

Matt Lewis
San Angelo Foundation
Begin reading Vaughan and Arsenault, Chapter 9
2/27 Resource Development and Fundraising
Vaughan and Arsenault, Chapter 9
Presentation #7
¾ Public and Private Grants
Vaughan and Arsenault, Chapter 10
3/6 **Midterm**
Spring Break
3/18 Administration
Vaughan and Arsenault, Chapter 11
Presentation #8
3/20 **Guest Speaker #4**
Rick Reeve
Boy Scouts of America
3/25 **Guest Speaker #5**
Sharlyn Oaker
Meals for the Elderly
Begin reading Vaughan and Arsenault, Chapter 12
3/27 Governance and Leadership
Vaughan and Arsenault, Chapter 12
4/1 Human Resources: Working with Paid Staff
Vaughan and Arsenault, Chapter 13
Presentation #9
Paper Assignment Due by 11:59pm
4/3 **Guest Speaker #6**
Jennifer Boggs
Hospice of San Angelo
Working with Volunteers
Vaughan and Arsenault, Chapter 13(cont.)
4/8 **Guest Speaker #7**
Crystal Ward
Concho Valley Rape Crisis Center
4/10 **Guest Speaker #8**
Del Velazquez
Downtown San Angelo
4/15 **Guest Speaker #9**
Carol Harrison
United Way of the Concho Valley
4/17 “A Place at the Table” Documentary will be shown in class
4/22 **Guest Speaker #10**
Eric Sanchez
Alcohol & Drug Abuse Council
4/24 Evaluation

Read Vaughan and Arsenault, Chapter 14

Presentation #10

4/29 **Guest Speaker #11**

Sammye Rupeck

Concho Valley Home for Girls

5/1 Emerging Trends

Vaughan and Arsenault, Chapter 15

Journal Due

Final will be held Thursday May 8th at 10:30am