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Office Hours: Wednesday 11:15 am – 12:15pm, or by appointment

PADP 4640: Introduction to Nonprofit Administration
University of Georgia
Fall 2019

Class Information

- Class Meetings Monday/Wednesday/Friday 10:10am-11:00am
- Class Location: Baldwin 102

Course Description

This course will provide students with an overview of the nonprofit sector and nonprofit organizations. Students will gain a working understanding of nonprofit organizations – what they are and why they exist. The course will also cover the intricacies of governing and leading a nonprofit organization. Students will learn the differences between managing and leading, and about the unique challenges nonprofits face. These include board governance, volunteer management, legal responsibilities, and fund development. Through engaging in activities and discussion in the classroom, as well as engaging with those in the nonprofit sector outside of the classroom, students will gain the skills and knowledge necessary to actively work with nonprofits and understand their basic structure.

Required Text

- Worth, M. J. (2018). *Nonprofit management: Principles and practice*. Sage Publications. 5th edition
- Additional reading will be disseminated via email or posted on ELC

Course Requirements and Evaluation

- 10% Class Attendance and Participation
- 20% Interview Paper
- 20% Exam 1
- 20% Exam 2
- 30% Final Project

The plus/minus letter grading system (i.e. A, A-, B+, B, B-, C+, C, C-, D, F) is the official grading system approved by the Board of Regents and the only grading system approved for the University of Georgia. The assignment of letter grades in a course is the responsibility and at the sole discretion of the instructor.

No “extra credit” will be assigned in this course under any circumstances. The final grades may only be changed in the event of a clerical error (e.g., points summed incorrectly). In case of a grade dispute, a student must submit a one-page memo presenting evidence for their case and attach supplemental information as appropriate. The original assignment will be reviewed and re-graded. This review can create a grade increase but may also create a grade decrease based on the new

General Expectations

All students are expected to behave professionally in this class. This means attending class regularly, being on time, and *respectfully* participating in discussions. You are responsible for all material in the readings and meeting all specific deadlines or dates posted on the syllabus. Assignments must be completed on time. This course will include a heavy amount of class discussion. You should come to class prepared to share your insights and raise questions based upon reading assignments. As an incentive, a portion of the course grade will be determined by my assessment of your preparation and contribution to the course.

Attendance policy (10%)

Ten percent of your grade will be based on class attendance and the quality of your participation in class. Students are expected to participate through asking questions and answering inquiries raised in class. Keep in mind that it may be difficult to participate without being physically present. Absenteeism will result in reduced final grade. To adequately prepare for class, all assigned readings should be completed by the dates indicated on the course schedule. Not all assigned readings may be discussed in class; nonetheless you are responsible for familiarizing yourself with them.

Students who are frequently late to class or who leave early should expect to have their grade reduced. Students may have **one** unexcused absence without an impact to their grade. Should a student need to miss class for a reason out of their control, they should discuss it with the professor beforehand. Every subsequent absence will result in a 1% decrease in the *final* grade. I reserve the right to not approve an absence. Additionally, any disruptive or disrespectful behavior will result in the individual being asked to leave the class, which will negatively affect student’s participation grade. Further, inappropriate behavior such as using cell phones, sleeping, or surfing the web during class will cause a deduction in your participation grade.

Exams (20% Each)

There will be two in-class, closed book exams (20% each). These will consist of both multiple-choice and short answer questions. The exams will cover material from the readings, lectures, and other in-class materials.

Interview Paper (20%)

Students will be required to interview a manager of a nonprofit in order to gain knowledge from a practitioner’s viewpoint and achieve a better practical understanding of the topics we learn in the course. You will identify, research and contact a nonprofit organization of your interest and obtain a written confirmation from a manager that he or she is willing to participate in an interview with you later in the semester. Students will comprise a list of 10-15 questions (approved by the professor) to ask the manager that relate to topics we have covered in the

course. The student will write a 3-4 page paper summarizing the interview and connecting it to topics we discussed in class. A rubric for this paper will be distributed separately.

Final Project (30%)

In groups, students will design their own nonprofit organization (in theory) that is trying to solve a particular problem, help a certain group of people or achieve a mission you deem important. Students will be expected to write a 5 – 7 page paper at the end of the semester discussing how they will successfully manage and lead their organization. Students are encouraged to be creative and work together. Students will be required to accomplish project milestones throughout the semester and produce reports on their progress. Semester progress, the final paper, and the final presentation will each be worth 1/3 of the Final Project grade (30% of the semester grade). A rubric for this project will be distributed separately.

Students with Disabilities

If you have a condition that makes it difficult to complete the work described in this syllabus, please notify the Disability Resource Center and the instructor within the first two weeks of class in order to develop alternative arrangements. All information and documentation of the disability will be confidential. All documentation must be received and relayed to the instructor within the first four weeks of class.

Plagiarism and Academic Honesty

You should abide The University of Georgia's Academic Honesty Policy and the Student Honor Code. Any kind of violations will not be tolerated. You can refer to the UGA's Academic Honesty Policy at <http://ovpi.uga.edu/academic-honesty/academic-honesty-policy>. Contact me or honesty@uga.edu if you have any questions.

Administrative Details

- The course schedule is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- Please put your cellphone on mute. I will notify you if you may use your computer for the day's work. Otherwise, notes should be taken on paper.

Course Schedule

Week 1 August 12-16

- Aug 14 – Introduction and Overview of Course
- Aug 16 – Group Meeting (Milestone)

Week 2 August 19-23

- Worth, Chapter 1& 2: Nonprofit Management as a Profession and a Field of Study, Overview of the Nonprofit Sector
- Project Milestone 2

Week 3 August 26-30

- Worth, Chapter 3: Theories of the Nonprofit Sector and Nonprofit Organizations
- Project Milestone 3

Week 4 September 4-6

- Worth, Chapter 4: Nonprofit Governing Boards
- Project Milestone 4

Week 5 September 9-13

- Worth, Chapter 5: Executive Leadership
- Project Milestone 5

Week 6 September 16-20

- Worth, Chapter 6: Ensuring Accountability and Measuring Performance
- Project Milestone 6

Week 7 September 23-27

- Worth, Chapter 7: Strategy Development, Building Capacity, Managing Risk
- Project Milestone 7
- Interview Approval (Wednesday September 25th).

Week 8 September 30 – October 4

- Exam Review
- Exam 1 (Wednesday, October 2nd)

Week 9 October 7 – 11

- Worth, Chapter 8: Collaborations, Partnerships, and Mergers
- Project Milestone 8

Week 10 October 14-18

- Worth, Chapter 9: Managing Staff and Service Volunteers
- Project Milestone 9
- Interview Questions Due (Wednesday, October 16th)

Week 11 October 21-25

- Worth, Chapter 10: Marketing and Communication
- Project Milestone 10

Week 12 October 28-30

- Worth, Chapter 11: Advocacy and Lobbying
- No Class November 1, Fall Break

Week 13 November 4-8

- Worth, Chapter 12: Financial Management
- No Milestone (Goodbye Goodboi Webber)

Week 14 November 11-15

- Worth, Chapter 13: Philanthropic Fundraising/Chapter 14: Social Enterprise and Earned Income
- Interview Paper Due (Wednesday, November 13th)

Week 15 November 18-22

- Exam Review
- Exam 2 (Wednesday, November 20th)

Week 16 December 2-6

- Final Project Presentations
- Final Project Paper Due (Wednesday, December 4th).