

**Instructor:** Emily Zier, MPA, PhD  
**Email:** emilyz@uga.edu  
**Office:** Baldwin Hall 203B  
**Office Hours:** By Appointment

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**PADP 4640: Introduction to Nonprofit Administration**  
**University of Georgia**  
**Spring 2020**

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**Class Information**

- Class Meetings Monday/Wednesday/Friday 1:25pm-2:15pm
- Class Location: Baldwin 101D

**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. 5<sup>th</sup> edition
- Additional reading will be disseminated via email or posted on ELC

**Course Requirements and Evaluation**

- 10% Class Attendance and Participation
- 10% In-Class Assignments
- 30% Interview Paper
- 25% Exam 1
- 25% Exam 2

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 (25% 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 (30%)**

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. The professor will approve who you chose to interview. 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 5-7 page paper summarizing the interview and connecting it to topics we discussed in class. A rubric for this paper 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](mailto: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 January 7-10***

- Introduction and Overview of Course

### ***Week 2 January 13-17***

- Worth, Chapter 1: Nonprofit Management as a Profession and a Field of Study

### ***Week January 20-24***

- **January 20<sup>th</sup>: MLK Day**
- Worth, Chapter 2: Overview of the Nonprofit Sector

### ***Week 4 January 27-31***

- Worth, Chapter 4: Nonprofit Governing Boards

### ***Week 5 February 3-7***

- Worth, Chapter 5: Executive Leadership

### ***Week 6 February 10-14***

- Assigned Reading
- **February 12<sup>th</sup>: Out of Class Assignment**
- **February 14<sup>th</sup>: Out of Class Assignment**

***Week 7 February 17-21***

- Worth, Chapter 6: Ensuring Accountability and Measuring Performance Interview
- Submit Interviewee

***Week 8 February 24-28***

- Exam Review
- *Exam 1 (Friday, Feb 28)*

***Week 9 March 2-6***

- Worth, Chapter 7: Strategy Development, Building Capacity, Managing Risk

***Week 10 March 9-13***

- **No Class, Spring Break**

***Week 11 March 16-20***

- **Out of Class Assignments**
- Worth, Chapter 9: Managing Staff and Service Volunteers

***Week 12 March 23-27***

- Worth, Chapter 10: Marketing and Communication

***Week 13 March 30- April 3***

- Worth, Chapter 11: Advocacy and Lobbying

***Week 14 April 6-10***

- Worth, Chapter 13: Philanthropic Fundraising
- Interview Paper Due

***Week 15 April 13-17***

- Worth, Chapter 16: Social Entrepreneurship and Innovation

***Week 16 April 20-24***

- Semester Wrap Up
- Assigned Readings

***Week 17 April 27<sup>th</sup>***

- Final Exam