



Dillard College of Business Administration

Syllabus: Business Practices of Nonprofits
BUAD 3603 TR 12:30 – 1:50p Dillard Building 338
Fall Semester 2019

Contact Information

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Course Materials

1. McLaughlin, TA (2016) *Streetsmart Financial Basics for Nonprofit Managers, 4th Edition*. ISBN: 978-1119061151. It costs \$35 new and cheaper used versions are available too.

Additional readings are posted to D2L

Course Description

Overview of the practical operation of nonprofit organizations. Introduction of nonprofit organization operational topics such as legal and regulatory issues for nonprofit formation, budgeting, cash management, internal controls, use of financial statements, use of information technology resources, and requirements for governmental reporting.

Course Prerequisite(s)

Consent of Advisor.

Learning Goals

I. General Learning Goals:

- Our students will be effective at problem solving and decision making. Students practice problem solving and decision-making skills during in-class discussions and assigned projects. Assessment occurs during the assigned projects
- Our students will be able to demonstrate competency in speaking for common business scenarios. Students practice their oral presentation skills in the project presentation. The student's ability to speak clearly to an audience will be included in the score for these exercises.
- Our students will be effective team members. Students may work in teams during the budgeting project. Instructor observation, project evaluation, and peer evaluation of team members are used to assess these abilities.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments assist us as we improve our curriculum and curriculum delivery.

Course Specific Learning Goals: After completing this course, students should be able to:

- Recognize the interrelated roles that accounting, finance, marketing, management, and information systems play in business success.
- Understand and apply models related to business performance.
- Understand the decisions and trade-offs that top managers are faced with when running and setting the future directions for the firm.
- Develop the ability to think strategically.

Course Policies

Attendance Policy: Regular attendance is expected and graded. Students with five or more absences may be dropped from the course. Participation in class discussion is graded, so reading the assigned material and completing assignments prior to coming to class is also expected. See the university catalog for the University Class Attendance Policy.

Other Related Policies

Missed Examination Policy: Only students with authorized absences (see University Class Attendance Policy) may make up missed examinations. Exams are normally made up via the comprehensive final exam. As a professional courtesy, please notify me prior to the exam of the absence if possible.

Grading and Evaluation:

Quizzes: There are eight quizzes in the course consisting of true/false, multiple choice, and short answer questions. Quizzes occur at the beginning of the class period indicated on the syllabus. For **ALL** quizzes students may use an 8.5 x 11 inch "cheat sheet" that has notes on one side only. Students may not cooperate on preparing their own cheat sheet. The lowest quiz score is dropped (e.g. only seven quiz scores count toward your grade).

Current Events Talk: Each student presents a short talk relating a current event in the nonprofit world to a course concept we've recently studied. More specific guidance is contained in D2L.

Homework Assignments (2): There are two homework assignments, one regarding cash management and the other internal controls. For grading, substantial credit is given for making a good effort on the homework versus getting an exactly correct answer. More specific guidance is contained in D2L.

Reflections Paper: We'll have several guest speakers during the semester. This paper is your opportunity to analyze what you've learned from them. More specific guidance is contained in D2L.

Budgeting Project: The single largest assignment for this course is a project where you'll develop a proposed budget for a new nonprofit. Students may complete this assignment in teams, with three being the maximum team size. Students may complete the assignment solo if they wish. There is both a written report required and an oral presentation. More specific guidance is contained in D2L.

Participation: This class should be highly participatory and so my intent is that every student should earn max credit for participation! You can't participate if you aren't present in class, so it is very important that you attend each class. If you are late, leave early, or fail to participate expect a two point penalty for each incident. The first time you miss a class (excludes first day of class) you receive a four-point penalty. The penalty increases by two points with each additional absence (up to a maximum of 16 points per absence). Students who

comply with the procedures for an authorized absence as defined in the student handbook receive no penalty for days they are missing.

Table 1: Points allocated to each assignment

Element	Points
Quizzes (8@50 pts – drop lowest score)	350
Current Events Talk	50
Homework Assignments (2@50)	100
Reflections Paper	50
Budgeting Project	350
Participation	100
Total Points	1000

Table 2: Grading System

Grade	Points
A	900 or greater
B	800 to 899
C	700 to 799
D	600 to 699
F	599

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student’s WebWorld account who are in danger of earning less than a C in the course. Midterm grades will not be reported on the students’ transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with Dr. Stambaugh to discuss ways to improve their performance.

Semester grades are reported through normal University channels with no exceptions.

Course Content and Outline:

1. Starting a nonprofit
 - A. Incorporation
 - B. Mission
 - C. Business model
2. Basic Financial Principles
 - A. Understanding financial statements and ratios.
 - B. Cash management
 - C. Internal Controls
3. Budgeting
4. Other Key Issues
 - A. Human resources
 - B. Insurance
 - C. Information technology

Academic Integrity:

With regard to academic honesty, students are referred to the “Student Honor Creed” in the undergraduate catalog. Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. **Please understand that integrity is very important to me. Cutting and pasting text from the internet without citing the source and setting off the “pasted text” in a form that identifies it appropriately constitutes plagiarism.** My rule of thumb is that if you are using three or more words in a row from a source, it needs to be identified as a direct quote and cited. Copying material from the web and changing every few words also constitutes plagiarism. The same is true for oral assignments. Use your words and your original thoughts, not the words and thoughts of some source.

Americans with Disabilities Act:

If a student has an established disability as defined by the Americans with Disabilities Act and would like to request accommodation, that student should please contact me as soon as possible (not later than the sixth class meeting). Any student requesting accommodations should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate reasonable accommodations if you have not already done so.

Syllabus Change Policy:

This syllabus is a guide for the course—not a “contract”—and is subject to change. Syllabus changes are communicated via D2L and/or in class. I’ll provide a minimum of 48 hours’ notice before the relevant change takes place if at all possible.

Additional Information:

Written Assignments: All written assignments are to be **single-spaced**, have one inch margins, and use an 11 or 12-point font (specific font must present a business appearance and be similar in “size” to Times New Roman or Arial) and be uploaded to D2L in a **MS Word or PDF file format** (not Pages!).

Assignments: Assignments are due at the specified due date/time. Assignments received up to 24 hours after the due time receive a 10% deduction. There is a 25% deduction up to 48 hours late. After 48 hours there is a 50% deduction. By definition, however, professionals are not late with their work.

Words of Wisdom / General Policies: Perhaps the most important thing you can understand about me is that I am deeply interested in your success, both in the course and beyond. I am convinced this course can set the stage for your future success. Therefore, I significantly invest in this course and hope you’ll do the same. Just as in the “real world,” I try to run my course in a positive yet professional and business-like manner. Here are some key points for professional behavior:

- The assignments you hand in should reflect your professionalism.
- Class time is like a business meeting:
 - Be on time!
 - Laptops and smart phones are for course use during class—not surfing, emailing, texting, or networking. Incidentally, studies show note taking by computer is not as effective as note taking by hand.
- I can be very flexible and accommodating when you raise an issue with me before a class or due date. Notifications after the fact are usually (not always) indicative of unprofessionalism.
- All communications must reflect respect for all parties.
- Integrity is the bedrock for successful business relationships. True in the course too!

Professionalism:

The faculty, staff, and students of the Dillard College of Business Administration are committed to being a “professional” in our words, conduct, and actions. The qualities of a professional include:

- A commitment to the development of specialized knowledge
- Competency in analytical, oral and written communication skills
- Self-discipline
- Reliability
- Honesty and integrity
- Trustworthiness
- Timeliness
- Accountability for words and actions
- Respect for others and other cultures
- Politeness and good manners
- A professional image (professionals look professional)
- An awareness of their environment and adaptability to different settings
- Confidence without arrogance
- A commitment to giving back to your community

Course Flow

Please keep this syllabus as a reference! Students are responsible for all information contained in the syllabus and for any changes to the syllabus, which are announced in class or on D2L. I typically adhere closely to the original syllabus in my classes.

Course Schedule

Table 3: The below table has the class date, major topic and activity for each date, the associated readings, as well as the assigned projects and quizzes

Date	Major Topic or Activity	Reading	Due
8/27	Welcome and course intro		
8/29	What does it take to set up a nonprofit?	Ch 1	
9/3	What does it take to set up a nonprofit? Alternatives!	Ch 7	
9/5	Be clear about why a nonprofit exists -- Mission	Ch 2	Q1
9/10	How to talk with your accountant	Ch 3 & 4	
9/12	Working with a finance professional	Ch 26	
9/17	Business models for nonprofits	Ch 27	
9/19	Keeping your nonprofit in balance—and other finances	Ch 5 & 10	Q2
9/24	Using all those financial numbers	Ch 6	
9/26	Using all those financial numbers--II		
10/1	Talk to the IRS And the world—the 990		
10/3	Cash Management – how much does it cost?	Ch 8 & 9	Q3
10/8	Cash Management—why cash is king!	Ch 11	
10/10	Cash Management—capital : good or bad, let's discuss it	Ch 12 & 20	
10/15	Panel Discussion – real, live nonprofit CFOs		HW 1
10/17	How not to lose control	Ch 22 & 23	Q4
10/22	Tales of people who did lose control	Ch 24	
10/24	Budgeting—taming the beast!	Ch 13-15	Q5
10/29	Budgeting—knowing what your are spending toward	Ch 16 & 17	
10/31	Budgeting—building a plan		HW 2
11/5	Budgeting—wrapping it up		
11/7	Marking a profit in a nonprofit – Is that legal?	Ch 18 & 28	Q6
11/12	How to raise money—the basics	Ch 19 & 25	
11/14	Budgeting Presentations		Budgeting Project
11/19	Panel Discussion – real, live nonprofit EDs/CEOs		
11/21	The business side of having employees	D2L	Q7
11/26	Why your insurance agent could be your best friend	Ch 21	Reflections Paper
12/3	Information Technology: friend and not foe (hopefully)	D2L	
12/5	Course Review		
12/12	Final Exam/Quiz 8 (10:30 am – 12:30 pm)		Q8

Q=Quiz

HW=Homework

D2L=Reading posted to D2L