



Syllabus: MGMT 3613
Nonprofit Organization and Society
Online
Fall Semester 2020

Instructor: Sonia White, M.S.
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Office Hours

Office hours are designed for you, giving you a more private environment in which we may talk about your work, your performance in class, etc. If you are unable to see me during my scheduled office hours, do not hesitate to make an appointment to see me at a different time.

Office Hours: Mondays: 2:00 pm to 3:30 pm; Wednesdays: 8:15 am to 9:15 am;
2:00 pm to 3:30 pm; Tuesdays: 8:15 am to 9:15 am; or by appointment

Recommended Material

Worth, M.J. (2018). Nonprofit Management: Principles and Practice. (5th ed.). Thousand Oaks, CA: Sage Publications, Inc. ISBN: 978-1-5063-9686-6 (paperback). The 4th Edition of this text is also allowed. Additional readings and materials may be posted to D2L.

Required Materials/Supplies

Students must own or have access to the following:

Hardware: Computer, laptop or Ipad with **webcam, microphone**, and/or **speakers** to be able to access Virtual Classroom, Skype, Zoom, Respondus Monitor and Lockdown Browser, etc. **Chromebooks should not be used.** They are incompatible with Lockdown Browser. Please visit the [MSU Texas website](#) for a review of the most up to date technology requirements.

Software: Students can sign up for access to Office 365 web edition for free. Students should contact the helpdesk at 940-397-4680 or helpdesk@msutexas.edu to get more information about getting access to the software.

Browser: It is highly recommended that you use the following browsers for the best experience: Mozilla Firefox; Google Chrome or Apple Safari.

Course Description

Overview of the role, scope and contributions of the nonprofit sector. Introduction to the financial and human strategies nonprofits use. Introduction to assessment methods used to measure program outcomes.

Specific Learning Goals

1. Students will understand the values and ethics embodied in the structure and nature of nonprofits, from its board, staff, volunteers and donors; and understand the standards and codes of conduct that are expected and appropriate to professionals and volunteers working in the nonprofit sector.
2. Students will understand the role of individuals and nonprofit organizations and the strategies they use to impact social change, social movements and influencing the public policy process.
3. Students will understand the roles and responsibilities of nonprofit boards and how it impacts nonprofit governance and leadership.

General Learning Goals

1. Students will demonstrate problem solving and decision making abilities through the critical analysis, evaluation and interpretation of business and nonprofit information.
2. Students will demonstrate competency in writing for common business scenarios.
3. Students will utilize technology for business applications.
4. Students will demonstrate ethical reasoning skills within a business and nonprofit environment.
5. Students will have an understanding of the influence of multicultural issues on business activities.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will 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 will assist us as we improve our curriculum and curriculum delivery.

Online General Goals

1. Students will demonstrate the capability to use devices to communicate with other systems to access data, upload and download.
2. Students will demonstrate proficiency with email to create, send, respond and use attachments.
3. Students will demonstrate the ability to use presentation graphics such as PowerPoint to create slides, displays and presentations.
4. Students will demonstrate the skill to create multimedia presentations.
5. Students will demonstrate the ability to use word processing.
6. Students will demonstrate the capability to navigate a learning system such as D2L/Brightspace and the internet.

7. Students will demonstrate the ability to navigate a Windows or MAC operating system to manipulate files using file manager, determine active printer, access installed applications, create and delete directories and files.

Course Communication

I will provide all course content, updates, readings, handouts, and other communication using D2L. Students may also check their grades via D2L. Students will need to log in to D2L regularly to stay current with the class. If you have any questions or need any help, the best way to reach me is via e-mail. Always include in the email your first and last name as well as the name of the course you're emailing me about. **Be sure that your email settings are set up so that you receive communications sent via D2L. It is your responsibility to manage your settings.**

Assignment Submissions

All assignments should be submitted through D2L. Please only submit typed Word documents unless otherwise specified. If you use Pages (or another word processor), **please convert your document first.** If you fail to submit your document in the correct format, and I cannot read your document, your document will be considered late, and I will NOT accept the assignment. **Submissions by email will not be accepted.**

Course Grade

Activities	Points
10 Homework Assignments 20 pts each	200 pts
3 quizzes – 50 points each	150 pts
Selection of Nonprofit	50 pts
Service Learning – Reflection; Volunteer Hours Log sheet	100 pts
Research Paper	200 pts
TOTAL	700

Actual Points	Letter Grade
Above 627	A
557-626	B
487-556	C
417-486	D
Below 416	F

Brief Description of Graded Activities

Weekly Homework Activities:

Weekly Homework Activities will be assigned 10 times to assess students' comprehension of lectures, reading assignments, assigned videos covered in the course. Each assignment is posted in the respective module and is due on the Friday of the week assigned (see syllabus calendar for assignment due dates). Assignments are due in D2L. Each drop box folder on D2L for homework assignments will be open on Wednesday at 12:00 am and closes on Friday at 11:30 pm. Each homework assignment is worth 20 points.

Quizzes

You will have three quizzes throughout the semester. These quizzes will cover reading materials, lectures, assigned videos and homework assignments. Each quiz will have a time limit (80 minutes) and will be made up of multiple choice, true/false, short answer, fill in the blank and essay questions. Each quiz is worth 50 points. Quizzes will be due by 11:30 pm on the week assigned. The Quiz window will be from 12:00 am until 11:30 pm on Friday. **You will be required to use Respondus Monitor and Lockdown Browser when completing quizzes, so plan accordingly and ensure you have access to a laptop or computer with the required specifications.**

Service-Learning Requirement

This class will have a service-learning requirement. The service-learning component consists of several parts:

1. Selection of a Nonprofit (50 points)
2. Eight hours of volunteer service and a volunteer hours log-in sheet and reflection paper (100 pts)

Selection of Nonprofit

Each student must select a nonprofit to volunteer with and to use that same nonprofit for homework assignments and the reflection portion of the required research paper. Under “Important Documents” you will find “Nonprofit Selection and Criteria Form” which includes the suggested guidelines for selecting a nonprofit AND a list of possible nonprofits to select from. You are not limited to this list of nonprofits, this is just a starting point. I will post in the news feed on D2L when a nonprofit has been selected by a student, which means that nonprofit is no longer available. Students may start requesting a nonprofit as soon as the first day of class, August 22. To request a nonprofit, enter your request on the Nonprofit Selection Discussion Board. Once I comment on your selection that you may use that nonprofit, you must submit the Nonprofit Selection and Criteria Form in D2L by September 4, 2020 by 11:30 pm.

If more than one student request the same nonprofit on the discussion board the student with the earliest “time stamp” on the D2L Discussion board will get the nonprofit selected. The earlier you submit your nonprofit selection for my approval, the better.

Reflection Paper and Volunteer Log-in Sheet

Each student will complete 8 hours volunteering with the nonprofit approved by Instructor Sonia White. The eight hours of volunteer service may be completed in one session (for example on a Saturday for 8 hours) or it may be completed over multiple weeks (one hour each week for 8 weeks or any similar combination). All hours must be completed by October 30, 2020. All hours must be completed with the SAME nonprofit, but the volunteer hours can be served within multiple projects or service areas. A volunteer’s hours log sheet (found in Important Documents on D2L) must be completed and signed by the student and a representative of the approved nonprofit organization. The completed log sheet and completed hours is worth a total of 100 points. The Volunteer Log-in Sheet and completed hours are due by October 30, 2020 and must be submitted by 11:30 pm. In light of the recent COVID-19 pandemic and social distancing requirements, I highly recommend that you check with nonprofits before you choose them to make sure they will have volunteer opportunities. I also highly recommend that you get your volunteer requirements taken care of earlier rather than later due to possible COVID-19 outbreaks and subsequent quarantining possibilities.

The student must also complete a reflection paper (see reflection paper guidelines under Important Documents). This paper should provide reflection on the service-learning experience and should answer the provided prompts. This paper is due at the same time as the completed volunteer log-in sheet on October 30, 2020 by 11:30 pm in D2L.

NOTE: A best practice for nonprofits is to mitigate risk by conducting background checks on volunteers who may work with vulnerable populations such as minors, disabled individuals and/or senior adults. MSU Texas requires adult volunteers

(including students) and employees to complete a background check when volunteering (including service-learning with a direct service component). For this course, I prefer that you NOT work with minors as part of your service-learning hours. **If you insist on working with minors you will have additional requirements to complete for this course. You will have to make arrangements with me to complete these requirements.**

Research Paper

Your final will be a research paper which will be an overview of the nonprofit you have selected. You will choose a specific topic to discuss. **The topic you choose must reference lectures, assigned reading, videos and outside research and have at least 6 credible sources/references.**

The paper MUST be written using the Chicago/Turabian style citation. There are resources for this style under important documents. Please read the document, "Examples & Directions for Chicago-Turabian Style" which provides examples of how to cite using this style.

The paper should be approximately 1500 (+/- 250) words. Further instructions and guidelines for the paper are included in the **Paper Guidelines** document and the **Writing Rubric** located in Important Documents on D2L. Final paper is due by 11:30 pm on December 5, 2020. The total points of the paper are 200 points.

Extra Credit

There may be extra credit opportunity in this course. You will be informed if an opportunity becomes available.

Course Policies

Grades

Grades will be entered into the gradebook on D2L. It is the student's responsibility to keep copies of submitted assignments. Technical glitches happen, you will need to hold on to your final copy of any assignment if a file does get lost. **Any request to change a grade must be made to the instructor via email within one week of when the grade was posted to D2L.**

Attendance / Participation

As this is an online course, attendance is not taken like in a face to face course, however, participation is critical to your success in this class. Your follow-thru on assignments and service-learning requirements will be critical to your success in the class. This is also why no late assignments will be accepted. It is your responsibility to stay on top of due dates, check D2L frequently for assignments, lectures, etc., and to adhere to due dates.

"Valid, documented" excused absences fall in the following categories: medical, legal, or serious personal issue beyond your control (e.g. relative's death or serious illness; jury duty; car accident). Excuses that are not valid include having deadlines in other classes or at work, having a fight with a significant other, have a bad day, etc.

Late Work

No late assignments will be accepted. Assignments can be made up only in the case of valid, documented excuses (see above). Deadlines are very important in this class due to the real-time, real-world project environment.

University Policies

Academic Integrity

Refer to the “Student Honor Creed” in the undergraduate catalog. If I discover that a student has engaged in academic dishonesty (cheating, collusion, and/or plagiarism) on any work for this course, they will receive an F (0 points) for that work. Repeated instances will result in failing the course. All instances of academic dishonesty will be reported to the Dean of Students.

Syllabus Change Policy

This syllabus is a guide for the course and is subject to change. Syllabus changes will be communicated via D2L and/or in class.

Grade Appeals

Any student who believes a final grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. A student has 30 days following the first day of the succeeding semester to file a written appeal with the dean of the instructor’s college in which the course was taught. Refer to the Undergraduate Catalogue for further details. See the MSU Student Handbook for University policy on grade appeal.

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. 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.

Concealed Carry

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage on [Campus Carry Rules and Policies](#).

Important Dates

Change of schedule or late registration: **August 24-26, 2020.**

Deadline to file for May graduation: **October 5, 2020.**

Last Day to drop with a grade of “W”: **4:00 p.m., December 4, 2020.**

Module	Topics	Read & Review	View Lectures & Videos	Assignments Due
Week 1 August 22 -28, 2020 Module 1 Course Introduction Nonprofit Overview	Course Orientation Nonprofit Management as a profession	<i>Textbook:</i> Chapter 1 Nonprofit Management as a Profession; <i>Other documents in D2L:</i> Nonprofit Minor Brochure; Nonprofit Minor Degree Plan, Module 1	<i>Lecture Links:</i> “Course Introduction” Posted in Module 1 “Service Learning” posted in Module 1 “Nonprofit as a Career” Posted in Module 1	Complete Homework #1: Syllabus Review by 11:30pm on Friday, 8/28/2020 Submit THREE NONPROFIT CHOICES for Instructor approval by 11:30 pm on Friday, 8.28.2020
Week 2 August 29- September 4, 2020 Module 1 Course Introduction Nonprofit Overview	How to start a nonprofit Theories of Nonprofit Management	<i>Textbook:</i> Chapter 2 Overview of Nonprofit Sector; Chapter 3 – Theories of the Nonprofit Sector;	<i>Lecture Links:</i> “How to Start a Nonprofit” Part 1 “How to Start a Nonprofit” Part 2 Posted in Module 1; <i>Video:</i> Charity:water	Complete – Nonprofit Selection by 11:30 pm Friday, 9/4/2020 (Part of Service-Learning Requirement)
Week 3 September 5-11, 2020 Module 1 Course Introduction Nonprofit Overview	Introduction to Standards for Excellence: An Ethics & Accountability Code for the Nonprofit Sector	<i>Other documents in D2L:</i> Standards for Excellence: An Ethics and Accountability Code for Nonprofits, Module 1	<i>Lecture Link:</i> “Standards for Excellence Overview” posted in Module 1; <i>Video:</i> Creating a culture of accountability	Complete Homework #2: Nonprofit Vocabulary and Terminology List 1 by 11:30 pm Friday, 9/11/2020
Week 4 September 12-18, 2020 Module 2 Mission Strategy & Evaluation	Nonprofit Mission and Vision; Strategic Partnerships	<i>Textbook:</i> Chapter 7 Developing Strategy, Building Capacity and Managing Risk; <i>Other documents in D2L:</i> Mission Impact and Planning; Strategic Partnerships, Module 2	<i>Lecture Link:</i> “Mission and Impact Planning” posted in module 2; <i>Videos:</i> Measuring Nonprofit Mission & Vision; Overview of the Strategic Planning Process	Complete Homework #3: Mission/Vision by 11:30 pm Friday, 9/18/2020

Module	Topics	Read & Review	View Lectures & Videos	Assignments Due
Week 5 September 19-25, 2020 Module 2 Strategy & Evaluation	Organizational and Program Evaluation; SMART Goals and Logic Models	<i>Textbook:</i> Chapter 6 Ensuring Accountability and Measuring Performance; <i>Other documents in D2L:</i> Program Evaluation; Logic Model Samples, Module 2	<i>Lecture Link:</i> “SMART Goals and Goal Setting” Posted in Module 2 “Logic Models” posted in Module 2 <i>Videos:</i> SMART Goals – Quick Overview; What is Collective Impact	QUIZ #1 – covers Modules 1-2 (Intro to Nonprofits & Mission) Complete Quiz by 11:30 pm, Friday 9/25/2020
Week 6 September 26 – October 2, 2020 Module 3 Leadership: Board, Staff & Volunteers	Nonprofit Leadership: Boards	<i>Textbook:</i> Chapter 4 Nonprofit Governing Boards; <i>Other documents in D2L:</i> Board Member Responsibilities; Succession Planning: Board Member Composition & Independence	<i>Lecture Link:</i> “Leadership: Board” Posted in Module 3; <i>Videos:</i> Board Leadership: How to be an awesome board member; Executive Leadership, Jim Collins	Complete Homework #4: Board of Directors due by 11:30 pm Friday, 10/2/2020
Week 7 October 3-9, 2020 Module 3 Leadership: Board, Staff & Volunteers	Leadership: Staff and Volunteers	<i>Textbook:</i> Chapter 5 Executive Leadership; Chapter 9 – Managing Staff and Service Volunteers	<i>Lecture Link:</i> “Leadership: Staff and Volunteers” Posted in Module 3; <i>Videos:</i> Linked In Talent Solutions – Gen Z at Work; Do Something U – How to recruit and retain volunteers	Complete Homework #5: Nonprofit Vocabulary & Terminology List 2 due by 11:30 pm on Friday, 10/9/2020
Week 8 October 10-16, 2020 Module 4	Diversity, Equity and Inclusion (DEI);	<i>Other documents in D2L:</i> DEI Checklist; DEI Assessment; Diversity, Equity, Inclusion	<i>Lecture Link:</i> Diversity, Equity & Inclusion; <i>Videos:</i> DEI 201: What is Diversity, Equity & Inclusion?; Equality,	QUIZ #2 covers Modules 3 & 4 (Leadership & Legal Compliance) Complete Quiz #2 by 11:30 pm Friday, 10/16/2020

Module	Topics	Read & Review	View Lectures & Videos	Assignments Due
			Diversity and Inclusion: Open your Mind Posted in Module 4	
Week 9 October 17-23, 2020 Module 5 Finances & Operations	Finance and Operations	<i>Textbook:</i> Chapter 12 Financial Management <i>Other documents in D2L:</i> Financial Planning & Monitoring	<i>Lecture Link:</i> "Finance & Operations Part 1 and Part 2" Module 5	Complete Homework #6: Nonprofit Vocabulary & Terminology List #3 due by 11:30 pm on Friday, 10/23/2020
Week 10 October 24-30, 2020 Module 5 Finances & Operations	Form 990	<i>Textbook:</i> Chapter 12 Financial Management <i>Other documents in D2L:</i> Internal Controls and Financial Policies	<i>Lecture Links:</i> "Form 990 Parts 1 & 2" Module 5	Service-Learning Requirement DUE: Reflection paper and Volunteer Hours Log: Due by 11:30 pm on Friday, 10/30/2020
Week 11 October 31- November 6, 2020 Module 6 Resource Development and Grant Writing	Resource Development	<i>Textbook:</i> Chapter 13 Philanthropic Fundraising; Chapter 14 Social Enterprise and Earned Income	<i>Lecture Links:</i> "Resource Development" <i>Videos:</i> The Way We Think About Charity is Dead Wrong, Module 6	Complete Homework #7: Understanding the Form 990 , due by 11:30 pm on Friday, 11/6/2020 If you want me to review your paper ROUGH DRAFT must be turned in by 11/6/2020 in D2L as a WORD document by 11:30 pm.
Week 12 November 7-13, 2020 Module 6 Resource Development and Grant Writing	Grant Writing	<i>Textbook:</i> Chapter 15 Government Grants and Contracts	<i>Lecture Links:</i> "Federal Grants Part 1 and 2" and "Grant Writing Part 1 and 2" Module 6	Complete Homework #7: Nonprofit Vocabulary & Terminology #4 due 11:30 pm on Friday, 11/13/2020
Week 13 November 14-20, 2020	Ethics and Compliance	<i>Other documents:</i> Disclose It National, Code of Ethics National	"Ethics and Compliance Parts 1 and 2" Module 7	Complete Homework #9: Federal Grant HW due 11:30 pm on Friday 11/20/2020

Module	Topics	Read & Review	View Lectures & Videos	Assignments Due
Module 7 Ethics and Compliance				
Week 14 November 25-29 Thanksgiving Break	None	None	None	No Homework Assignments NOTE: YOU HAVE HOMEWORK DUE ON MONDAY 11/30/2020
Week 15 November 30- December 4, 2020 Module 7	No new materials	No new materials	No new materials	Complete Homework #10: Public Awareness by 11:30 pm Monday, 11/30/2020 Quiz #3 – Covers Modules 5,6 & 7, Due 11:30 pm, 12/4//2020
Final				Final Paper DUE 12/5/2020 by 11:30 pm