



**Syllabus: MGMT 3613**  
**Nonprofit Organization and Society**  
**Online**  
**Spring Semester 2020**

Instructor: Sonia White, M.S.  
Office: Dillard 215  
Email: Sonia.White@MSUTexas.edu  
Phone: (940) 397-6996

### **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 4<sup>th</sup> Edition of this text is also allowed. Additional readings and materials may be posted to D2L.

### **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.

## Course Communication

### Class 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

### Course Activities

| 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     |

### Grading Scale

| Actual Points | Letter Grade |
|---------------|--------------|
| Above 627     | A            |
| 557-626       | B            |
| 487-556       | C            |
| 417-486       | D            |
| Below 417     | 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, excluding the Nonprofit Selection 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 (100 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.

### 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. The initial approval of the nonprofit is due by January 31, 2020 and is worth 50 points. All nonprofits must be approved by Instructor Sonia White. Please use the form **Nonprofit Selection and Criteria Form** in Important Documents located in D2L, to submit your nonprofit selection to Ms. White by 11:30 pm on January 31, 2020. If more than one student select the same nonprofit, the student with the earliest "time stamp" on the D2L submission 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 April 17, 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 April 17, 2020 and must be submitted by 11:30 pm.

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 April 17, 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.** Your topic must be approved by instructor no later than 11:30 pm on March 27, 2020. Submit topic in D2L.

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 May 9, 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 84<sup>th</sup> 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: **January 21-23, 2020.**

Deadline to file for May graduation: **February 17, 2020.**

Last Day to drop with a grade of "W": **4:00 p.m., March 30, 2020.**

| <b>Module</b>  | <b>Topics</b>  | <b>Reading Assignments</b>   | <b>Lectures</b>  | <b>Assignments Due</b>   |
|--|--|--|--|--|
| <b>Week 1</b><br>January 18 to 24<br>Module 1<br>Course Introduction<br>Nonprofit Overview | Course Orientation<br>Nonprofit Management as a profession   | Chapter 1 Nonprofit Management as a Profession;<br>Nonprofit Minor Brochure and electives, Module 1      | “Course Introduction”<br>Posted in Module 1<br>“Service Learning”<br>posted in Module 1<br>“Nonprofit as a Career”<br>Posted in Module 1 | <b>Complete Homework #1: Syllabus Review</b> by 11:30pm on Friday, 1/24/2020   |
| <b>Week 2</b><br>January 25 to 31<br>Module 1  | How to start a nonprofit<br>Theories of Nonprofit Management                                       | Chapter 2 Overview of Nonprofit Sector;<br>Chapter 3 – Theories of the Nonprofit Sector; C-Bar, Module 1 | “How to Start a Nonprofit” Part 1<br>“How to Start a Nonprofit” Part 2<br>Posted in Module 1   | <b>Complete – Nonprofit Selection</b> by 11:30 pm Friday, 1/31/2020 (Part of Service-Learning Requirement)             |
| <b>Week 3</b> February 1 to 7<br>Module 1  | Introduction to Standards for Excellence: An Ethics & Accountability Code for the Nonprofit Sector | Standards for Excellence: An Ethics and Accountability Code for Nonprofits, Module 1                     | “Standards for Excellence Overview”<br>posted in Module 1  | <b>Complete Homework #2: Nonprofit Vocabulary and Terminology List 1</b> by 11:30 pm Friday, 2/7/2020                  |
| <b>Week 4</b><br>February 8 to 14<br>Module 2<br>Mission Strategy & Evaluation             | Nonprofit Mission and Vision;<br>Strategic Partnerships  | Chapter 7 Developing Strategy, Building Capacity and Managing Risk                                       | “Mission and Impact Planning”<br>posted in module 2  | <b>Complete Homework #3: Mission/Vision</b> by 11:30 pm Friday, 2/14/2020  |
| <b>Week 5</b><br>Feb 15 to 21<br>Module 2  | Organizational and Program Evaluation;<br>SMART Goals and Logic Models                             | Chapter 6 Ensuring Accountability and Measuring Performance  | “SMART Goals and Logic Models”<br>Posted in Module 2   | <b>QUIZ #1 – covers Modules 1-2 (Intro to Nonprofits &amp; Mission)</b><br>Complete Quiz by 11:30 pm, Friday 2/21/2020 |
| <b>Week 6</b><br>Feb 22 to 28<br>Module 3<br>Leadership: Board, Staff & Volunteers         | Nonprofit Leadership: Boards   | Chapter 4 Nonprofit Governing Boards   | “Leadership: Board”<br>Posted in Module 3  | <b>Complete Homework #4: Board of Directors</b> due by 11:30 pm Friday, 2/28/2020                                      |

| <b>Module</b>   | <b>Topics</b>                    | <b>Reading Assignments</b>  | <b>Lectures</b>  | <b>Assignments Due</b>   |
|---|----------------------------------|---|--|--|
| <b>Week 7</b><br>Feb 29 to Mar 6<br>Module 3  | Leadership: Staff and Volunteers | Chapter 5 Executive Leadership;<br>Chapter 9 – Managing Staff and Service Volunteers    | “Leadership: Staff and Volunteers”<br>Posted in Module 3 | <b>Complete Homework #5: Nonprofit Vocabulary &amp; Terminology List 2</b> due by 11:30 pm on Friday, 3/6/2020   |
| <b>Week 8</b><br>March 7 to 13<br>Module 4 Legal Compliance and Ethics                | Legal Compliance and Ethics      |   | “Legal Compliance and Ethics”<br>Posted in Module 4      | <b>QUIZ #2 covers Modules 3 &amp; 4 (Leadership &amp; Legal Compliance)</b><br>Complete Quiz #2 by 11:30 pm Friday, 3/13/2020  |
| <b>Week 9</b><br>Spring Break<br>March 14 to 20                                       |                                  |   |  | NO ASSIGNMENTS   |
| <b>Week 10</b><br>March 21 to 27<br>Module 5<br>Finances & Operations                 | Finance and Operations           | Chapter 12 Financial Management   | “Finance & Operations”<br>Module 5                       | <b>Complete Homework #6: Nonprofit Vocabulary &amp; Terminology List #3</b> due by 11:30 pm on Friday, 3/27/2020<br><br><b>Research Paper Topic</b> due by 11:30 pm on Friday, 3/27/2020 |
| <b>Week 11</b><br>Mar 28 to April 3<br>Module 5<br>Finances & Operations              | Form 990                         | Chapter 12 Financial Management   | “Form 990”<br>Module 5                                   | <b>Complete Homework #7: Understanding the Form 990</b> , due by 11:30 pm on Friday, 4/3/2020  |
| <b>Week 12</b><br>April 4 to 10<br>Module 6<br>Resource Development and Grant Writing | Resource Development             | Chapter 13 Philanthropic Fundraising;<br>Chapter 14 Social Enterprise and Earned Income | “Resource Development”<br>Module 6                       | <b>Complete Homework #8: Resource Development</b> due 11:30 pm on Friday 4/10/2020<br><br>If you want me to review your paper ROUGH DRAFT must be turned in                              |



| <b>Module</b>   | <b>Topics</b>  | <b>Reading Assignments</b>   | <b>Lectures</b>  | <b>Assignments Due</b>  |
|---|--|--|--|---|
|   |  |  |  | by April 10 in D2L as a WORD document.  |
| <b>Week 13</b><br>April 11 to 17<br>Module 6  | Grant Writing  | Chapter 15<br>government Grants<br>and Contracts                               | “Federal Grant Writing”<br>Module 6                        | <b>Service-Learning Requirement DUE: Reflection paper and Volunteer Hours Log:</b> Due by 11:30 pm on Friday, 4/17/2020 |
| <b>Week 14</b><br>April 18 to 24<br>Module 7<br>Public Awareness,<br>Engagement &<br>Advocacy | Public Awareness<br>Engagement and<br>Advocacy       | Chapter 10 Marketing<br>& communications;<br>Chapter 11 Advocacy<br>& Lobbying | “Public Awareness<br>Engagement &<br>Advocacy”<br>Module 7 | <b>Complete Homework #9: Public Awareness</b> by 11:30 pm Friday, 4/24/2020   |
| <b>Week 15</b><br>April 25 to May 1<br>Module 7   | Accreditation and<br>Recognition                     |  | “Accreditation and<br>Recognition”, Module 7               | <b>Complete Homework #10: Nonprofit Vocabulary &amp; Terminology List #4</b> by 11:30 pm Friday, 5/1/2020               |
| <b>Week 16</b><br>May 2 to 8  | No new material<br><br>Complete Course<br>Evaluation |  |  | <b>Quiz #3 – Covers Modules 5, 6, &amp; 7</b> Due 11:30 pm, Friday 5/8/2020;<br><br>Complete course evaluation!         |
| <b>Finals</b>   |  |  |  | <b>Final Paper DUE</b><br>May 9 by 11:30 pm   |