

Nonprofit Administration

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John Carroll offers a Master of Arts in Nonprofit Administration, a Certificate in Nonprofit Management and a 5th-Year Master of Arts Program in Nonprofit Administration.

The Master of Arts (MA) in Nonprofit Administration is an interdisciplinary professional degree program housed in the social sciences. Faculty from both the Boler School of Business and the College of Arts and Sciences offer course work in the program. The program is intended for those who have or expect to have careers managing or administering nonprofit organizations in areas in which direct assistance is provided to people in need.

The Certificate of Nonprofit Management (CNM) is designed for professionals with an MBA or the equivalent who desire specialized training relevant to nonprofit administration. The certificate program is designed to be flexible so as to be adapted to the specific needs and interests of the student. A customized program plan of 15-18 credits will be devised by the student and NPA program director.

The 5th-Year MA Program in Nonprofit Administration will allow students pursuing an undergraduate degree to complete either a Bachelor of Arts (BA) or Bachelor of Science (BS) in any major and MA in Nonprofit Administration within a five-year time frame. The program is designed so that students meet all of the requirements for graduation in both programs. Students can complete an undergraduate major, apply for admission to the MA program in their junior year, begin taking graduate courses in their senior year and complete the MA in their 5th year.

The Nonprofit Administration Program shapes experienced service providers of today into the administrators of the nonprofit organizations of tomorrow. The program prepares people to serve their organizations and their communities by teaching approaches to leadership, team-building skills, ethical values and practices, nonprofit financial and resource management models, and strategic planning procedures, among other practical administrative tools used in nonprofit organizations.

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The program develops the ability to address issues related to the pluralistic environment in which we live. Nonprofits play increasingly important roles in today's society, often filling the gaps in human and social services. The administrators of these organizations must have the necessary leadership skills that this program provides.

The nonprofit administration program is a complete learning experience. It involves exposure to the field, practical instruction, case-based learning, and learning experiences that are necessary to link theoretical instruction to applied settings. Since the intended outcome is to train leaders for community organizations; the curricular components of the program include mentorship, team-building, crisis management, and strategic planning.

Admission Requirements for Master of Arts and Certificate Program

- Completed application
- Official transcripts from all institutions attended
- Two letters of recommendation, one of which is preferably from a professional in a nonprofit organization
- Written statement that addresses the applicant's interest in the program and career goals and experience (including internships and service activity) in the nonprofit sector.
- Professional resume
- A 3.0 undergraduate GPA with a 3.2 in the major (for unconditional acceptance)

Admission Requirements for 5th-Year Program

Prospective JCU students should apply for the program in their junior year. *In additional to the first five admission requirements above*, 5th-Year Program applicants will be evaluated based on a combination of pertinent training and experience, academic records and standardized test scores, including:

- Demonstration of significant interest in service and/or nonprofit organizations
- A 3.4 cumulative GPA (for unconditional acceptance)
- GRE (optional for students whose GPA does not meet the minimum requirements)
- Completion of or registration in the following courses:
- Organizational Behavior (MN 325) or Industrial and Organizational Psychology (PS 359)
- A Research Methods course (e.g., SC 460 and 460L; PO 300; EC 208; PS 301 and PS 301L)
- Statistics (MT 122 or MT 228)

PROGRAM REQUIREMENTS

Master of Arts

Candidates for the M.A. degree are required to successfully complete the 36-hour program as described below and in the terms defined by the Graduate Studies Office of John Carroll University. All courses listed here are three-credit courses.

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Required Courses – All courses listed and their prerequisites must be taken. (24 hours)

AC 572 – Accounting for Nonprofit Organizations
EC 501 – Economics for Nonprofit Managers
MN 550 – Leadership & Managerial Skills*
MN 591 – Ethics and Business Environmental Issues: Section on Nonprofits
NP 501 – Overview of Nonprofit Administration
NP 520 – Advocacy for Nonprofit Organizations
NP 530 – Professional Communications for Nonprofit Administrators
NP 595 – Integrative Capstone Project

Elective Courses – Students select four courses from the following nine. (12 Hours)

MK 521 – Principles of Marketing*
MN 588 – Strategic Human Resource Management* or
MN 589 – Contemporary Issues in Human Resource Management
NP 510 – Internship in Nonprofit Administration†
NP 540 – Grant Writing and Fund Raising for Nonprofits
NP 550 – Policy Analysis for Nonprofits
NP 555 – Cultural Diversity Training
NP 560 – Quantitative and Qualitative Analysis for Nonprofit Administrators
NP 570 – Organizational Assessment, Evaluation and Design††

Required Capstone Project - A one-semester case study in a field setting requiring student participants to identify, analyze and address an issue, problem or objective in a nonprofit organization. Students utilize a team approach and present their findings and recommendations to both the organization and a review board of faculty.

* Prerequisite: one undergraduate course in organizational behavior, organizational psychology, or social psychology.

† Not required, but strongly encouraged for students with little experience working in nonprofit organizations.

†† Prerequisite: previous coursework in research methodology, including computer applications and statistical data analysis.

Certificate Program

Candidates for the Certificate (CNM) are required to take NP 501 (Overview of Nonprofit Administration) and NP 595 (Integrative Capstone Project) and choose 3 or 4 electives from the following nonprofit courses: AC 572, EC 501, MN 550, MN 591, NP 501, NP 520, NP 530, MK 521, MN 588, NP 510, NP 540, NP 550, NP 555, NP 570. To be eligible to enter the certificate program, students must have earned an MBA or equivalent and have at least three years of management or nonprofit work experience.

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Opt Out Policy

At the Director's discretion, students may opt out of one required course and substitute an elective in its place. For example, an accounting major may not feel that completing a course in Accounting for Nonprofits would be beneficial. Students may opt out of a required course if they have: 1) majored in the course material, and; 2) graduated with at least a 3.2 in the major. Before petitioning to opt out, students should consider whether completing a course in their major that specifically focuses on nonprofit aspects would be beneficial. To opt out of a required course, a student needs to petition the Director demonstrating that the requirements for opting out have been met (include college transcript).

COURSE DESCRIPTIONS

AC 572. ACCOUNTING AND TAX ISSUES FOR NONPROFIT

ORGANIZATIONS 3 cr. Addresses selected accounting and tax issues for nonprofits. Topics include fundamentals of fund accounting, financial statements, cash management, performance management, organization and donor tax issues, and other topics related to the financial and tax management of a nonprofit organization. (Required Course)

EC 501. ECONOMICS FOR NONPROFIT MANAGERS 3 cr. Uses the field of economics to study the activities of nonprofit organizations, which often are viewed as working outside economic laws. It examines the ways in which economics affects every organization, even those that do not set out to earn a profit. It also asks questions about what nonprofit organizations are attempting to do and examine the nonprofit labor market.

MK 521. PRINCIPLES OF MARKETING 3 cr. Study of the various phases of marketing on which sound marketing programs are based. Product planning, distribution policies, promotional policies, and pricing. Marketing planning and control. Related marketing problems of concern to business management.

MN 550. LEADERSHIP & MANAGERIAL SKILLS 3 cr. Prerequisite: one undergraduate course in organizational behavior, organizational psychology, or social psychology. A comprehensive assessment of the student's leadership and managerial skills followed by classroom discussion of leadership and managerial skills, exercises, and an individual skills analysis review session. Develops skills awareness and career management strategy. (Required Course)

MN 588. STRATEGIC HUMAN RESOURCE MANAGEMENT 3 cr. Prerequisite: one undergraduate course in organizational behavior, organizational psychology, or social psychology. Focuses on how organizations achieve success through human resource management. Topics may include manpower planning, training, performance appraisals, and compensations systems. A case methodology will be involved.

MN 589. CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT 3 cr. Focus on a select number of human resource issues confronting managers in today's

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workplace. Issues may include topics related to selection, performance appraisal, labor management relations, compensation, safety, or training.

MN 591. ETHICS AND BUSINESS ENVIRONMENTAL ISSUES 3 cr. (Special section on Nonprofit organizations.) A consideration of the social, political, legal, and ethical constraints on business policies and managerial decision-making. (Required Course)

NP 501. OVERVIEW OF NONPROFIT ADMINISTRATION 3 cr. Introductory course to the program. Includes theoretical and case-based discussions of setting organizational direction, increasing productivity, enhancing organizational survivability, and interacting effectively both within and across organizations. (Required Course)

NP 510. INTERNSHIP IN NONPROFIT ADMINISTRATION 3 cr. Field placement in a mentored administrative-related position in an appropriate nonprofit organization. Goals include learning about nonprofit management issues and the importance of leadership in administrative action. This placement is intended for students with limited career experience in nonprofit organizations, and is by prior permission only.

NP 520. ADVOCACY AND NONPROFIT ADMINISTRATION 3 cr. Addresses theories about interest groups and their place in a Democratic society, provides hands-on information about methods of advocacy, and devotes time to ethical concerns regarding advocacy. Students are introduced to theories of democracy and the relationship of interest groups to the political system. The practical discussion for nonprofit administrators includes legal constraints on lobbying and best practices from experienced lobbyists. The focus on ethical issues emphasizes effectiveness within a system driven by influence without becoming corrupted. (Required Course)

NP 530. PROFESSIONAL COMMUNICATIONS FOR NONPROFIT ADMINISTRATORS 3 cr. Familiarizes nonprofit administrators with communication theory, emphasizing persuasion and communication in organizational settings. The course provides the opportunity to refine talents in writing and presenting speeches, including the effective use of technology in presentations focused on issues pertinent to nonprofit administrators. (Required Course)

NP 540. GRANT WRITING AND FUND RAISING FOR NONPROFITS 3 cr. Identifying nonprofit program goals and needs for fund-raising. How to identify and contact appropriate funding sources. General guidelines for preparing grant applications for private and public funding sources.

NP 550. POLICY ANALYSIS FOR NONPROFITS 3 cr. Analysis of government action for its impact on nonprofit organizations and society more generally. Policy analysis is an essential tool in understanding the interaction of government actions and the interests of nonprofit organizations. Evaluation addresses legislative actions, how those actions are translated into enforceable rules, and then how they are implemented by

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local service providers. This course shows how nonprofit administrators participate in that process.

NP 555. CULTURAL DIVERSITY TRAINING 3 cr. Overview of the complexities of diversity in nonprofit management designed to enhance students' cultural sensitivity and competence. Guided by developing cultural self-awareness, students will become more responsive to diverse groups of people in order to create common ground for furthering mutual goals among colleagues and clients. Guest experts, classroom discussions, casebased simulations, and in-depth readings will help students further their understanding of age, disability, gender, race, sexual orientation, and socioeconomic backgrounds.

NP 560. QUANTITATIVE AND QUALITATIVE ANALYSIS FOR NONPROFIT ADMINISTRATORS 3 cr. Basic methodological skills and tools applied to data collection and analysis in nonprofit organizations. Research procedures used in identifying target population needs and response. Introduction to tools for assessing program effectiveness.

NP 570. ORGANIZATIONAL ASSESSMENT, EVALUATION, AND STRATEGIC PLANNING 3 cr. Prerequisite: previous coursework in research methodology, including computer applications and statistical data analysis. Research methodology applied to specific needs in order to assess and evaluate progress regarding the goals of nonprofit organizations. Setting goals and objectives of organizations. Using data to design and redesign organizational direction.

NP 580. INDEPENDENT STUDY 1-3cr. Individual project under supervision. Approval of program coordinator and associate dean of graduate studies required.

NP 595. INTEGRATIVE CAPSTONE PROJECT 3 cr. A one-semester case study in a field setting requiring student participants to identify, analyze and address an issue, problem or objective in a client nonprofit organization. Students will utilize a team approach and present their findings and recommendations to both the client and a review board of faculty. (Required Course)