Course Description:

OVERVIEW OF NONPROFIT ADMINISTRATION:
The introductory course to the program in Nonprofit Administration includes theoretical and practical discussions of nonprofit organization administration, direction, issues and internal and external interactions.

Course Goals: The student will:

- Gain an awareness of the nonprofit sector and its role in American society.
- Gain an awareness of important topics, trends and issues in the nonprofit world.
- Acquire a foundation of fundamental skill sets and other nonprofit tools
- Gain self-awareness and clarify, analyze and assess one’s own goals as a nonprofit leader.
- Develop and use skills of analysis, critical thinking and problem solving
- Become a community of learners and interact with and learn from other class members in a cooperative way and enjoy our time together.
- Recognize the importance of social justice, trends, ethical issues, service and responsibility to others in nonprofits.

Tentative Schedule:

Sept. 1   Introduction, Overview, Goal Setting, Historical Background
Sept. 8   Mission, Vision, Strategic Planning, Evaluation: Drucker, Part One; Heyman, Ch. 5
Sept. 15  Productivity, Time Management, Decision Making, Generational Issues
          SPEAKER
Sept. 22  Service Learning—CLASS DOES NOT MEET
Sept. 29  How to Build an Agency, Relationship Building, Public Relations:
          Heyman, Ch. 6,25,29  SPEAKER
Oct.  6   Conflict Management; Developing and Managing Financial Resources,
          Leveraging Assets, Budgeting, Legal and Ethical Issues:  Drucker, Part Three; Heyman, Ch. 13, 18-22
Oct. 13  Fall Break
Oct. 20  Human Resource Management, Performance Review, Assessment,
          Accountability, Leadership, Drucker, Part Five, 4, Heyman, Ch.3,9,10
          SPEAKER
Oct. 27  Multiculturalism; Group Presentation
Nov.  3  Group Presentations
Nov. 10  Group Presentations
Nov. 17  Role of the Board and Staff Relationships, Volunteers, Effective
          Meetings:  Drucker Part Four; Heyman, Chapter 30, 32, 33  SPEAKER
          PAPERS  DUE
Nov. 24  Thanksgiving Break
Dec.  1   Developing a Personal Change and Leadership plan, Drucker: Part Five, 1,
          2, 3; Heyman, Chapter 4
Dec.  8

Final Exam: Students who have earned a grade of “A” are excused from the Final Exam.

Methods of Instruction: A variety of methods will be used including lectures, speakers, problem-solving, discussions, experiential learning, audio-visual.

Requirements: (Late assignments will not be accepted without prior approval by the instructor.)
Readings: Each student should read distributed readings and required readings and come to class prepared for discussion and questions.


Please include the title of the style manual used for the paper in the bibliography.

Group Presentations:
Each student will choose or be assigned as a group member. The purpose of the group is to get to know a nonprofit organization first hand, discern its issues and prepare a case study for presentation to, analysis of and discussion with the class. The presentation should be analytic and can focus on one or several topics. Examples may include funding, board relationships, planning, or program. The Group should use an investigative approach, consider the history and background, meet with the organization, and prepare the case study, applying theory to practice. They should recommend specific actions and solutions to the problems. Each group will have some class time to meet and plan the presentation.
  • Management of time and organization of the presentation are important. One member should be responsible for coordinating the group, introducing the participants, gauging the time (1½ hours) and concluding the presentation.
  • There should be interaction among the group and with the class and evidence of good group skills, mastery and analysis of the problem and suggestions of new approaches and solutions.
  • The presentation should be integrated, not individual lectures. There should be an introduction and conclusion. Different, creative methods of presentation are encouraged.
  • The Group should submit a written copy of the case they prepared and their suggested solutions, not to exceed five pages which should include a bibliography of material used to prepare the presentation.
  • Each group will be evaluated as a whole, in writing.

Service Learning: Each student will choose a volunteer assignment in a nongovernmental, nonprofit organization for a minimum of 25 hours for the semester. This choice should be made on the basis of student interest and goals. If the student needs help in finding a place, please see the instructor or the JCU Center for Community Service for suggestions. The student should focus on mission and goals, programs, income sources, expenses, role of the board and planning and assessment. Experiences should be in administration, not service delivery and should be approved by submitting a contract (form will be provided) no later than Sept. 29th. Students will submit a form verifying the hours and signed by the supervisor near the end of the semester.
**Written Assignment:** Writing for this class should be analytic rather than descriptive. Written assignments will be evaluated by both mechanics (grammar, spelling and punctuation, 25%) and content (75%). Students should read 1200 pages in nonprofit administration literature which they choose according to individual interests. The student should then think like a critic, reflect upon, analyze and evaluate this literature and write a critical analysis and synthesis of their selected readings. There should be footnotes and a bibliography in correct form. Note the style manual used, and note the number of pages read in each book in your bibliography. Use 12 font type, double space and paper should be no longer than 5 to 7 pages. Papers will be evaluated on 1) accuracy 2) choice of material 3) analysis 4) quality of arguments 5) evaluation 6) synthesis 7) mechanics. (See schedule for due date).

**Participation:** Participation is expected and rewarded. Please attend class regularly and on time. Come prepared to participate in class discussions and activities with questions, comments, criticisms and reactions. You will be graded not just on quantity but also on the quality of your contributions. As part of participation, students should read articles in newspapers, professional journals and websites about nonprofits and their challenges. Students should present these in class with suggestions for solving the problems. Please distribute a copy to the class.

**Evaluation:** Evaluation will be based on the purposes of the course as demonstrated through student performance on the assigned requirements. Each student/group will be given a written evaluation of the term paper and of the group presentation.

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<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Service Learning</td>
<td>20%</td>
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<tr>
<td>Written Assignment</td>
<td>30%</td>
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<tr>
<td>Final Examination</td>
<td>15%</td>
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<tr>
<td>Group Presentation</td>
<td>20%</td>
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<tr>
<td>Class participation</td>
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The student is invited to discuss any aspect of the course work or procedures with the instructor. Should the student wish to propose any alternatives to any of the requirements, this must be done at the beginning of the semester.

**Academic Integrity:** Any evidence of academic and intellectual dishonesty will result in a grade of zero for the assignment and possible failure of the course. (See: Undergraduate Bulletin.) Students must submit their own original work and properly cite sources. This includes direct and indirect quotations and any ideas you learn from other sources.

**Grading Scale:**

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<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>A-</td>
<td>90-93</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>84-86</td>
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<tr>
<td>B-</td>
<td>80-83</td>
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<td>C+</td>
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<td>C</td>
<td>74-76</td>
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<td>D+</td>
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<td>D</td>
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**Services for Students with Disabilities:** In accordance with federal law, if you have a documented disability (Learning, Psychological, Sensory, Physical or Medical) you may be eligible to request accommodations from the Office of services for Students with Disabilities (SSD). Please contact the Director, Allison West at 216-397-4967 or come to the office located in room 7A in the Garden Level of the Adm. Bldg. Accommodations are not retroactive so you should register at the beginning of each semester. Only
accommodations approved by SSD will be recognized. Please contact SSD with further questions.

Inclusiveness on Campus: At JCU we are committed to fostering a respectful and inclusiveness campus community. Incidents of bias which are intentional or unintentional actions against someone on the basis of an actual or perceived aspect of their identity, including actions that occur in classrooms, can and should be reported on the Bias Incidents Reporting Form, accessible at http://sites.jcu.edu/bias/. Questions about bias can be directed to members of the Bias Response Team: Lauren Bowen, Assoicate Academic Vice President, bowen@jcu.edu, Bud Stuppy, Director of Human Resources cstuppy@jcu.edu, or Danielle Carter, Director of the Center for Student Diversity and Inclusion dcarter@jcu.edu.

Attendance: Please refer to John Carroll University “Attendance Regulations” in the Undergraduate Bulletin which will be followed.

Office hours: By appointment. Call: 216-397-4205 or E-Mail: wertheim@jcu.edu