**NONPROF 240 - Nonprofit Management - Fall 2016**

**Wednesdays 6-8:45 pm –Micron Business Bldg Room #1209**

**Professor:** Jaime Hansen, MPA **Email:** [jaime-kayhansen@boisestate.edu](mailto:jaime-kayhansen@boisestate.edu)

**Office Hours**: By Appointment Only **Phone:** 208-392-7658

**Course Description:** The course addresses the issues of managing nonprofit organizations. Issues concerning personnel assessment, managing others, working with elected and appointed public officials, working with board members, volunteer management, working with media, solving problems, communicating supportively, understanding motivational processes, managing conflicts, fundraising, and team building.

**Learning Outcomes:**

* Develop a spirit of partnership with the community
* Explore how to integrate your personal ethical and citizenship ideals with a successful managerial career
* A better understanding of the nonprofit sector and their constraints
* Increased knowledge of management in nonprofit organizations
* Applied skills in organizational behavior in complex legal, regulatory, global and socio-economic environments

**Required Reading:**

* Ott, Steven J., Understanding Nonprofit Organizations: Governance, Leadership, and Management Third Edition, 2016. ISBN-13: 978-0813349619
* Garry, Joan. *Because Nonprofits Are Messy* Blog: <http://www.joangarry.com/>

**Deliverables:**

Class Participation 75 points

Journal Entries (SL Reflection) 75 points

Service Learning Completion 100 points

Midterm 100 points

Final Project 100 points

Total 450 points

**Service learning experience:**

Each student will complete a ten-hour commitment with an agreed-upon nonprofit. Service learning will include a nonprofit interview, orientation and mutually-beneficial service with the organization. Examples of how you may spend your service learning hours may be; assisting a fundraising event, observing board and/or staff meetings, providing support to the office staff, and/or other office labor. The nonprofit organization will be surveyed at the end of your service to verify hours and quality of your service.

***A word about grading***:

I have high expectations for you. In order to get an A on an assignment or as a final course grade, you will have to consistently deliver ***outstanding*** work. B’s will be given for good work that is deficient in one or two areas. Average work will earn a C. Below average work will receive a C- or lower. Merely showing up for class is not sufficient to earn a high grade in this class. My approach to grading is that you start off at 0 and **earn points**, not that you start at 450 points and I make deductions. If you need further clarifications about my expectations, please contact me.

**\*Challenge yourself to do the best work possible.\***

**Performance Evaluation**:

|  |  |
| --- | --- |
| Class Participation  (75 points) | There will be a reflection question every week based off of the readings. These questions will be asked at the beginning of each class. You cannot make up in-class activities if you miss class unless the absence is related to a university activity (official letter needed), such as being a member of a sports team or academic club. |
| Journal Entries  (75 points) | Journals are your reflection on your service learning experience as it relates to the materials we are covering in class as well as a topic you are most interested in. These are one page in length (12 point font, 1 inch margins & double spaced).There will be three journals due over the semester for 25 points each. The first page will be about the nonprofit’s strengths, the second regarding their weaknesses and the final one will be a reflection of your service hours. |
| Service Learning  (100 points) | Nonprofits will be available to discuss their projects on 8/31 from 6-7 pm. Each student will complete a ten-hour commitment with an agreed-upon nonprofit. Service learning will include a nonprofit staff interview, orientation, and mutually-beneficial service with the organization. |
| Midterm  (100 points) | This exam will cover chapters 1-5 and associated materials from 8/24-10/5. It will consist of short answer and multiple choice questions. |
| Final Project  (100 points) | **Watch** this video about building a logic model [here](http://www.bing.com/videos/search?q=logic+model&qft=+filterui%3amsite-youtube.com&view=detail&mid=1ADBE400426C0756BDEF1ADBE400426C0756BDEF&rvsmid=3E2664FB9BB22E14E2233E2664FB9BB22E14E223&fsscr=0&FORM=VDFSRV).  **Refer** the resources and the information about model design [here](http://www.impactfoundry.org/resource/logic-model).  Consider your service learning nonprofit that you have been involved with when building your model.  **Complete** the logic model using a template similar to the one [here](http://fyi.uwex.edu/programdevelopment/logic-models/bibliography/).  **Write** a 3-5 page paper that includes the results of the Logic Model analysis, and your recommendation for one new program based on those results. Include a brief description of the program and a logic model. |

\*\*\*Study guides will not be provided. It should be apparent from the lecture notes and what is emphasized in class which topics are important and relevant.\*\*\*

Please make note of the important coursework listed on the last page. If, for some reason you are unable to complete any one of these major assignments, the exam, or the SL component, you should inform me **IN ADVANCE** of the due date and in writing. Failure to do so will result in a grade of zero for that assignment. No rescheduling will occur after the due date.

**Academic Misconduct:**

Unless specified, all work for this course is expected to be an individual effort. All university rules regarding academic misconduct will apply to this class. Any student(s) caught cheating or plagiarizing will automatically receive a failing grade in this course. In addition, I will report the matter to the Dean and make sure the incident is reported on your official record. It is not worth the consequences to engage in these dishonest practices.

**Disabilities:**

Students with disabilities needing accommodations to fully participate in this class should contact the Disability Resource Center (DRC). All accommodations MUST be approved through the DRC. Please stop by our offices located inside the Lincoln Garage, right across from the Student Union Building or call 208-426-1583 to make an appointment with a disability coordinator. To learn more about the accommodation process, visit our website at [http://drc.boisestate.edu](http://drc.boisestate.edu/)

**Contacting Me:**

Since this course is a prep course for the management role you are working towards, all communication should be conducted in a professional manner. Voicemails will need to include your name, phone number and the topic you are referencing. Please leave a clear and concise voicemail.

Any email you send should have “NONPROF 240” in the subject line and include the correct salutation and closure. Also, please make sure you use correct spelling and grammar in any communication. If you send me an email that is written inappropriately, I will send it back and ask you to rewrite it correctly. This is not out of meanness but rather out of caring about your professional development. Some examples of inappropriate communications are documented below:

* “u in ur office?”
* “I missed the week before last one and I emailed you once I got back about what I missed and I didn't realize I missed an in class assignment dealing with our group so I'm curious if this was graded and if it was if I got excused for it or if there's something I can do to make the points up? Also I don't really know who my group partners are and what exactly were supposed to be doing or any deadlines? If you could get back to me on all this that would be great thanks. Also one quick thing, what chapters does the test cover?”

In addition, before you write an email ask yourself if you already have that information available elsewhere. This is not meant to dissuade emails but rather to promote self-sufficiency which is a trait that will be important to your career. If you send an email after 6pm, you will receive a response the next day. In addition, emails sent over the weekend will likely not receive a response until Monday, so please plan ahead.

**Service Learning Plan (Email to me by 5 pm on 9/9)**

1. What project will you be working on?
2. Who is the contact at the nonprofit that you will be working with? Please provide their full name, email address and phone number.
3. What days and times are you committed to working for your agency?
4. What do you hope to learn from this project?
5. How is this project going to benefit the nonprofit?

**Fall 2016 Course Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Date | Topic | Deliverable | Readings |
| 1 | 8/24 | Intro to Course  **Guest Speaker: Amy Little, Idaho Nonprofit Center** |  | Syllabus |
| 2 | 8/31 | Intro to the Nonprofit Sector  **Nonprofit Agency Project Networking** | * Entrance question * Connect w/a NP agency * Determine SL plan w/agency | [Blog](http://www.joangarry.com/nonprofit-executive-director/) |
| 3 | 9/7 | Board of Directors & The Legal Framework  **Board Panel Discussion** | * Entrance question * Propose your service learning plan-email it to me before 5 pm on 9/9 (see format above) | Pages 7-18, 43-70 & Board Bylaws |
| 4 | 9/14 | Leadership  **SL Orientation: Mike Stefanic** | * Entrance question * Leadership Assessment | Pages 91-120 & [Leadership Quiz](http://psychology.about.com/qz/Whats-Your-Leadership-Style) |
| 5 | 9/21 | Measuring Your Impact: Logic Models | * Entrance question | Pages 121-150 & [Vu’s Blog](http://www.blueavocado.org/node/964) |
| 6 | 9/28 | Fundraising  **Fundraising Roundtables**  **Lindsay, Beth, & Jessamine** | * Entrance question * Service Learning Reflection Due | Pages 151-187 & [Blog](http://www.joangarry.com/perfect-fundraising-plan/) [& Blog](http://www.joangarry.com/girl-scout-fundraising-is-very-unhealthy/) |
| 7 | 10/5 | Midterm |  |  |
| 8 | 10/12 | Budgeting  **Guest Speaker: Jake Emery, CPA from Harris & Co.** | * Entrance question | Pages 267-292 |
| 9 | 10/19 | Collaborations  **Guest Speaker: Wyatt Schroeder, C.A.T.C.H.** | * Entrance question | Pages 225-266 |
| 10 | 10/26 | Managing Volunteers  **Guest Speaker: SWIDOVS** | * Entrance question * Service Learning Reflection Due | Pages 293-326 |
| 11 | 11/2 | Lobbying as a NP  **Lobbying Panel** | * Entrance question | Readings posted on Blackboard |
| 12 | 11/9 | Human Resources | * Entrance question over the blog articles | [Blog 1](http://nonprofitwithballs.com/2016/09/why-we-hold-on-to-bad-employees-and-why-we-need-to-fire-people-faster/)  &  [Blog 2](http://www.joangarry.com/how-to-deal-with-difficult-people/) |
| 13 | 11/16 | Final Project Review | * SL Hours Completed | Links listed under “Final Project” |
| 14 | 11/23 | Thanksgiving Break |  |  |
| 15 | 11/30 | **Remote Class:**  Work on Final Projects | * Contact me to schedule meeting time, if needed * Service Learning Reflection Due |  |
| 16 | 12/7 | In-Class Project Discussion & Wrap Up |  |  |

\*\*This schedule is tentative. Changes will be announced in class and on Blackboard\*