Spring 2-1-2019

COMX 421.01: Communication in Nonprofit Organizations

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COMM 421 - Communication in Nonprofit Organizations*           Spring, 2019
Tuesdays and Thursdays – 11:00am – 12:20pm

Instructor:  Betsy Wackernagel Bach, Ph.D.
Phone:  243.6119
Office Hours:  Mondays, 2:30 – 3:30pm;  
Thursdays 9:40 – 11:00am, and by appointment

Office:  LA 356
Email:  betsy.bach@umontana.edu

REQUIRED READINGS

John Wiley and Sons.  (SBA)

The additional course readings listed below are posted on Moodle, along with the assigned text readings.

COURSE DESCRIPTION

This course is designed to provide you with an overview of the issues and topics in nonprofit organizational 
communication, and how you can organize to accomplish social change.  We will read research articles and 
discuss how to create an organizational mission statement, develop a strategic plan, and manage a board of 
directors.  We will consider the many challenges faced by those who work in nonprofit organizations: 
recruiting and retaining volunteers, staff burnout, and fundraising (to name a few).  We will accomplish this 
through class lecture and discussion, in at least three different roundtables with community members serving in 
nonprofits as Executive Directors, board members, and/or staff, and by conducting applied research in an area 
of your choice.

COURSE OBJECTIVES

As a result of satisfactorily completing this course, students should be able to do the following:

1. Explain and illustrate the range of topics involved in the study and practice of organizational 
communication in nonprofit organizations.
2. Compare and contrast the issues and politics involved in nonprofit organizational communication.
3. Identify and explain nonprofit organizational problems.
4. Select an issue in nonprofit organizational communication; analyze literature related to that topic; 
gather data; and formulate, appraise and defend results.

COURSE REQUIREMENTS

Roundtable Interview Questions – 1 set due for each Roundtable 25 points (5%)
Research Proposal – Due January 31 50 points (10%)
Take Home Mid-term – Due February 19 75 points (15%)
Literature Review – Due March 14 125 points (25%)
Final Paper – Due April 23, 25 or May 2 125 points (25%)
Paper Presentation 50 points (10%)
Class Participation (includes overnight assignments) 50 points (10%)

TOTAL 500 points 100%

A=92% and up; A- = 91-90%; B+ = 88-89%; B = 82–87%; B- = 80 - 81%; C+ = 78 –79 %; C = 72 –77%; C- 
= 70 – 71%; D+ = 68 – 69%; D = 62 – 67%; D- = 60 – 61%; F 59% and below.

INSTRUCTIONAL POLICIES
1. Active student participation (in the form of contribution to discussion and involvement in class activities) is instrumental for success in this course; therefore, attendance is not only expected, it is required. Moreover, although I am not anyone’s Mother, I expect you to contact me in advance if, for some reason, you must miss a class.

2. You are expected to read assigned material prior to class and be prepared to discuss the readings. Expect to be called on to answer questions about what you’ve read.

3. All assigned projects must be completed in order for a student to receive passing grade for the course. This includes the “overnight” assignments that are not graded—specified written responses to the readings, your nonprofit timeline, and other assignments made spontaneously during class to be handed in for my review.

4. Please read all articles for the first day that they are assigned. While we will not cover some of the information until the second day of class, it is important that you have the background provided in the readings to fully participate in the lectures and discussions.

5. The University and COMM department regulations on plagiarism and all other unethical behavior will be strictly enforced. Plagiarism of any kind will not be tolerated!! Anyone caught plagiarizing will be given a grade of "F" for the course and will be reported to the Department Chair and to the Dean of Students. All students must be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/student-affairs/dean-of-students/Student%20Conduct%20Code%20-%20FINAL%20-%2008-24-18.pdf.

6. Assignments are to be typed and proofread, unless specified otherwise. Messy, poorly spelled assignments communicate that you don’t care about the reader—who in this case will also be the grader of the assignment….me!

7. All exams and papers are due on the assigned date. If you must travel for a University sponsored event, make sure you provide me with the paper/exam prior to your departure.

8. I like to joke around and have fun during class. Please don’t mistake my sense of humor for a lack of standards. I expect you to do your best work.

**Grading:** Remember that grades are earned, not given. Grades do not define who you are, but do reflect on the outcome or product you turn in. I cannot evaluate effort, but effort does tend to result in a better outcome. I work to fairly evaluate the work on the criteria we set forth. If you feel I have made an error in evaluation, write down that objection to my evaluation of the content and then email me. I am happy to correct mistakes I have made. I do not change grades because someone wants or thinks they should get a different grade. I evaluate the outcome.

**Respectful Environment:** You will be expected to act respectfully towards others in this class and assist in maintaining a civil and professional atmosphere for the class including discussions, email, and other exciting interactions. This includes respecting differing opinions, not using vulgar language, and creating a supportive environment.

**Disability Statement:** If you have a disability for which accommodations are needed please contact me in the first week of the semester to provide me with verification from DSS of the accommodation(s) that you seek. We will then discuss what accommodations you need and will receive in this course. Be sure to contact Disability Services for Students (DSS) at (406) 243-2243 (Voice/Text) or https://www.umt.edu/dss/ for further assistance.

**GRADUATE STUDENT INCREMENT**

Graduate students are required to adhere to all course policies, complete overnight assignments as well as Project #1, the Roundtable Interviews. In lieu of Project #2, graduate students are required to write an in-depth literature review in consultation with me, using at least 25 original sources. I will distribute the specific requirements and grading criteria the first week of class.
<table>
<thead>
<tr>
<th>Week One</th>
<th><strong>Topic:</strong> What is a Nonprofit Organization?</th>
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<tbody>
<tr>
<td>January 10</td>
<td><strong>Readings:</strong></td>
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<tr>
<td></td>
<td>• Nonprofit v Not-for-Profit</td>
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<tr>
<td></td>
<td>• What is a NPO? <a href="https://www.councilofnonprofits.org/what-is-a-nonprofit">https://www.councilofnonprofits.org/what-is-a-nonprofit</a></td>
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<td></td>
<td>• Types of NPOs - <a href="https://www.upcounsel.com/types-of-nonprofits">https://www.upcounsel.com/types-of-nonprofits</a></td>
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<td></td>
<td>• How to read an academic article. Retrieved from: <a href="https://www.youtube.com/watch?v=EEVfUdfKtQ">https://www.youtube.com/watch?v=EEVfUdfKtQ</a></td>
</tr>
<tr>
<td></td>
<td>How to read academic articles: A discussion</td>
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<tr>
<th>Week Two</th>
<th><strong>Topic:</strong> Challenges Facing Nonprofit Organizations: How Can Organizational Communication Scholars Help?</th>
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<tbody>
<tr>
<td>January 15, 17</td>
<td><strong>Readings:</strong></td>
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<tr>
<th>Week Three</th>
<th><strong>Topic:</strong> Starting a Nonprofit Organization</th>
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<tbody>
<tr>
<td>January 22, 24</td>
<td><strong>Readings:</strong></td>
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<tr>
<td></td>
<td>• Room to Read Annual Report 2017</td>
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<td></td>
<td>• SBA Chapter 1</td>
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<tr>
<th>Week Four</th>
<th><strong>Topic:</strong> Developing a Mission and Vision</th>
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<tr>
<td>January 29, 31</td>
<td><strong>Readings:</strong></td>
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### Week Five

**February 5, 7**

**Topic:** Strategy and Strategic Planning

**Readings:**

**Roundtable I:** NP Directors Discuss Mission and Vision

**Research Proposal Due 1/31!**

### Week Six

**February 12, 14**

**Topic:** Writing Literature Reviews and Academic Papers

**Readings:**

Lecture on APA style; Flow presentation and practice at Mansfield Library

### Week Seven

**February 19, 21**

**Topic:** Nonprofit Governance: Boards, Accountability and Transparency

**Mid-Term Exam – Due February 19**

**Readings:**
- SBA Chapter 2

**NO CLASS** February 21 – BB at annual BOD meeting at JRF, Athens, GA

### Week Eight

**February 26, 28**

**Topic:** Staff Recruitment and Management

**Readings:**
- SBA Chapter 13
**Week Nine**

**March 5, 7**

**Topic:** Staff Burnout

**Readings:**

**Week Ten**

**March 12, 14**

**Topic:** Why do people volunteer?

**Readings:**

**Literature Review Due 3/14!**

**Week Eleven**

**March 19, April 2**

**Topic:** Managing and Recruiting Volunteers

**Readings (see next page also):**

**NO CLASS March 21 – BB program review at South Dakota State**

**NO CLASS March 26 and 28 – Spring Break**

**Week Twelve**

**April 4**

**Topic:** Public Relations/Marketing

**Readings:**
**Week Thirteen**

**April 9, 11**

**Topic:** Cultivating Donors and Fundraising/Philanthropy

**Readings:**
- SBA Chapter 5

**Roundtable III:** NP Fundraisers Discuss Challenges and Opportunities in Fundraising

**Week Fourteen**

**April 16, 18**

**Topic:** Grantwriting

**Readings:**
- SBA Chapter 9

**Video:** Grantseeking Basics

**Week Fifteen**

**April 23, 25**

**Topic:** Wrap-Up and Paper Presentations

**Final Paper Due at Presentation Time!**

**Exam Week**

**May 2**

**Topic:** Project Presentations – 8:00 am SHARP!

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**Project #1**

**Roundtable Interviews**

**Rationale**

The objective for this project is to allow you to interview nonprofit experts on a particular topic related to the readings to learn how nonprofit Executive Directors, staff and board members apply the information that you have read to their respective organizations.
Procedures

You will team up with 2-3 other students before each Roundtable interview to develop collective questions from that day’s readings to ask during classroom roundtable interviews. You will also individually devise at least two questions from each reading to ask during the Roundtable session (so if we have three readings assigned for that day, you will pull together 3 collective and 6 individual questions). Make sure you note in your interview questions from which reading they are associated, and why you are asking that question. For example, you might say something like, “In the Fairhurst reading for today, she and her colleagues explain how mission statements become a part of everyday organizational communication. They found that organizational role was directly related to mission. In your organization, how does one’s role in the organization impact how the meaning of the mission is communicated? This will help the interviewees as they will also have completed the readings.

You will ask your questions during class, turning in your questions to me after each Roundtable discussion. No interview questions will be accepted after that day’s class. Interview questions should be typed (double spaced, Times New Roman 12 point font, 1 inch margins) and have each group member’s name at the top of the page.

Evaluative Criteria

Your interview questions will be evaluated on how well they tie into the readings for that day and allow the practitioners in the Roundtable to provide insight and examples. You will receive a “check” if these criteria are met; a “check minus” if they are not, and a zero if no interview questions are turned in the day of the interview(s).

Project #2
Research Paper

Rationale

The objective for this project is to allow you the opportunity to review literature relevant to a specific area of communication within non-profit organizations and to apply this information through observation or interview of individuals who work in a nonprofit setting. Next, the assignment of this project assumes that a) the ability to observe organizational life, b) conduct a critical review of the literature, c) analyze data, d) write a research paper, and e) respond to feedback on your writing to improve over time, are an integral part of becoming a solid organizational citizen. This project is done in three steps.

Step 1 – Research Proposal – Due January 31

The first step in this project involves deciding three things.

- **First**, you must decide what specific area of communication within non-profit organizations is most interesting to you.
- **Next**, you must write up at least 2 research questions that will focus your study, and then review relevant literature to help you answer your questions.
- **Finally**, you will gather observation or interview data to supplement your literature review and help answer your research questions. Make sure you consider your choice carefully as you will be spending a significant amount of time thinking, reading, and writing about this topic. Here is how you should proceed:
1. Select a topic relevant to what we are reading in class. Possible topics include: fundraising, public relations, employee or volunteer socialization, stress and burnout, board management, board-CEO relations, advocacy, crisis management, donor relationships, etc.

2. Write two or more research questions regarding your topic. These will help you focus your study and the literature that you will gather for later review.

3. Select one of two methods to gather field data to support the literature that you will review. You will gather data using either a volunteer ethnography or practitioner interviews.

**Volunteer ethnography**

If you already volunteer with a non-profit organization or would like to start, this would be a great choice. If you choose this method, you should spend a minimum of 10 hours during the semester volunteering with a non-profit organization. You should keep a detailed journal recording each hour of your volunteer experiences; the journal should include the date, time, and activities for which you volunteered as well as your personal reflections upon the volunteer experience. Although you will be volunteering in part to complete this paper, you are also volunteering to support the organization and they are counting on you. Be realistic – if you are not going to be able to commit enough time to your organization, choose the other option.

**Practitioner interviews**

You will conduct 3-5 (approximately one-hour) interviews with members or significant stakeholders of non-profit organization(s). Depending upon your topic, you may choose to interview several members from one organization OR individuals from several different non-profit organizations. For example, you might want to study board decision-making procedures. You could do a focused study and interview several board members at one organization or you might want to interview board chairs at four different organizations to get a more diverse sample. Before your interviews, you should prepare an interview guide listing the questions you will ask your interviewees (see the chapter on informational interviewing posted to the course Moodle site. It has great suggestions for structuring interviews to get the most information). You should take detailed notes during your interviews as these notes will serve as the data for analysis in your final paper. Make sure you send a thank you note to all of your interviewees within 24 hours of your interview.

**Research Proposal Guidelines**

This project is to get you started thinking about your topic and the methods that you what to use to gather your data. So, on January 31, here is what I would like from you:

1. identification and description of the topic that you hope to research, and a reason for why you find it interesting;
2. copies of the first page of two journal articles that you will read for your literature review;
3. discussion of what you hope to learn, and what you hope to accomplish in your volunteer service or interviews, and how this ties into the organizational mission;
4. at least two research questions related to your topic;
5. description of your data collection method:

   - **Volunteer ethnography** – describe the organization that you are going to volunteer for and the position you will have, along with the name and contact information of the person who will supervise you. Describe how you will record your observations while on the job.

   - **Practitioner interviews** – list the names people you might interview making sure you include their job titles, organizations, and contact information. You might also briefly describe why you have selected each interviewee. What do you hope that the perspective of each person will add to your study?

This paper will be graded and suggestions offered should be included in the paper you write for Step 2. It should be double spaced, Times New Roman 12 point font, with 1-inch margins, and written using APA formatting.
In this second step you will examine at least 8 outside sources (from scholarly texts or journals—no websites—read in addition to course materials) and synthesize that material along with assigned course readings into a coherent essay on the topic. Make sure that you include the following:

1. an introduction where you describe the importance of your project and provide an overview of the topics you will cover;
2. an organized and coherent review of the relevant literature on your topic.

We will spend time in class talking about how to organize a literature review, using the APA style format, and will spend time in class “workshopping” your reviews for coherence, organization, and clarity.

This paper should be 7-8 pages double spaced, Times New Roman 12 point font, with 1-inch margins, and written in APA style. Make sure you include a reference page. It will be graded and returned to you with suggestions for the final paper that you should incorporate. Make sure that you turn in your research proposal paper (written for Step 1) as well so I can see any changes that you incorporated.

**Step 3 – Final Paper – Due April 23 or the day of your presentation**

For this paper you will take the knowledge you have gained from course readings, your literature review, class discussions, and your observation/interview data to analyze and answer your research questions. Depending upon the method you chose, you should do the following:

**Volunteer ethnography**

Your journal entries and your organizational experiences will serve as the data for analysis for your final paper. In this paper, you should bring together academic research with your experiences. Review the findings of your literature review and answer your research questions. Make sure you include examples from your journals to support your arguments. You might also consider responding to questions such as:

1. How does your experience agree with the literature? Disagree?
2. How did your organization do things as the research/reading said it “should”?
3. What were the strengths and weaknesses of your organization’s approach to the topic you studied?

**Practitioner interviews**

To write the final paper, review the findings of your literature review (paper #2) and compare these to what you learned from your interviews to answer your research questions. Make sure you include examples from your interviews to support your arguments. You might also consider responding to the following questions:

1. How do your interviewees’ experiences agree with the literature? Disagree?
2. How did your organization(s) do things as the research/reading said it “should”?
3. What were the strengths and weaknesses of your organization’s approach to (your topic area)?

**Final Paper Guidelines**

For this final step, it is your job to take the information that you wrote for the first two papers in Steps 1 and 2 and pull it all together by doing the following:

1. Provide an introduction, rationale, and overview to your paper (borrowing from Step 2);
2. Include your revised literature review;
3. State your research questions;
4. Highlight your methods, where you pull information from the paper you wrote in Step 1 to
   a. describe the organization(s) and/or individuals you studied
b. explain your data collection methods
   i)  *volunteer ethnography* - What did you do? How many hours did you volunteer? How were your trained? How long is your journal?
   ii) *practitioner interviews* - Who did you interview? How long were the interviews? What major topics were discussed? How many pages of interview notes do you have?

5. Interpret your results (4-5 new pages)
   a. these should come primarily from your experiences, but make sure that you are carefully examining the issue you decided to explore to answer your research questions.
   b. When writing your results, use your literature review as a guide for important issues to look at – in other words, don’t just tell me what you thought was important; tie your experience to a practical or theoretical issue in the field.

6. Discuss the implications of your research (1-2 new pages)
   a. The majority of this section should connect your experiences to the current literature in the field. Yes, I expect citations here. It is here where you can talk about what you learned and how it might be beneficial to the topic and/or the organization you studied.
   b. Conclude with a short section on practical implications/advice for the organization.

The final paper should be at least 15 pages double-spaced, Times New Roman 12 point font with one inch margins in APA format with references. Please include papers 1 and 2 and your journal or interview notes and copies of your thank you notes.

A summary of what is expected for each part is on the last page of this syllabus.

### Summary of Requirements for Each Part of Your Paper

<table>
<thead>
<tr>
<th>Part #1</th>
<th>Part #2</th>
<th>Part #3</th>
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<tbody>
<tr>
<td>Research Proposal</td>
<td>Literature Review</td>
<td>Final Paper</td>
</tr>
<tr>
<td>2-3 pages</td>
<td>8-10 pages</td>
<td>15-18 pages~</td>
</tr>
<tr>
<td>Due January 31</td>
<td>Due March 14</td>
<td>Due April 23 or day of presentation</td>
</tr>
<tr>
<td>1. Identify and describe topic</td>
<td>1. Introduction and overview</td>
<td>1. Introduction and overview</td>
</tr>
<tr>
<td>2. What you hope to learn</td>
<td>2. Rationale</td>
<td>2. Rationale</td>
</tr>
<tr>
<td>3. How it relates to mission</td>
<td>3. Organized review of literature</td>
<td>3. Revised literature review</td>
</tr>
<tr>
<td>4. At least 2 research questions</td>
<td>4. Reference page(s)</td>
<td>4. Research questions</td>
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<tr>
<td>5. Selection and description of data collection method</td>
<td>5. Cover page</td>
<td>5. Discussion of methods</td>
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<td></td>
<td>7. Discuss implications</td>
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<tr>
<td>1. Articles</td>
<td>8. Reference page(s)</td>
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<tr>
<td>2. Cover page</td>
<td>9. Cover page</td>
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<tr>
<td>3. Attach Papers 1 and 2</td>
<td>10. Attach Papers 1 and 2</td>
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<td>4. Attach interview notes or log</td>
<td>11. Attach interview notes or log</td>
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<tr>
<td>5. Attach thank you note(s)</td>
<td>12. Attach thank you note(s)</td>
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~ includes revised work from papers 1 and 2

* Many thanks to Dr. Jennifer Considine at UW-Oshkosh and Dr. Joel Iverson for sharing their syllabi and course activities. I am indebted to them for their assistance and expertise.