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Fall 9-1-2006

### PSC 466.01: Nonprofit Administration and Social Change

Marian Palaia

*The University Of Montana*, [marian.palaia@umontana.edu](mailto:marian.palaia@umontana.edu)

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**Nonprofit Administration and Social Change, Fall 2006** PSC 466

**Tuesdays and Thursdays 9:40 – 11:00 AM, LA 337**

**Instructor – Marian Palaia**

**DHC 015 Phone 243-5202 (for messages)**

**Email: marian.palaia@umontana.edu (best way to reach me)**

**Office Hours - Mondays 2:30 – 4, Thursdays 11:30 – 1:00, or by appointment**

Nonprofit organizations are an integral part of the democratic process and play an ever-increasing role in societies worldwide. Consequently, there is a growing demand for trained nonprofit administrators. In this class, students will be introduced to and receive instruction in a wide range of competencies necessary to ethical and effective nonprofit administration. Among those are: incorporation, legal constraints, board development, human resource management, leadership and organizational culture, risk management, ethics, lobbying and advocacy, strategic planning, program planning and evaluation, financial management, fundraising and grant writing, public relations, marketing, collaboration, capacity building, and best practices for sustainability.

***In order for students to gain hands-on knowledge of the sector, 20 hours of service learning/volunteering with a local nonprofit are required to receive credit for this class.***

**Readings**

Required text: *An Introduction to the Nonprofit Sector*, by Gary M. Groban, White Hat Communications, Copyright 2004

Additional readings are on electronic reserve at <http://eres.lib.umt.edu/eres>

The password for the course reserves page is aialap and selections are to be read *before class*.

Students are also asked to subscribe to ten weeks (five issues) of *The Chronicle of Philanthropy*. Details for this will be worked out in class.

**Evaluation**

Roll will not be taken, but there will be five *unannounced* quizzes, each worth 10 points (out of 250 possible course points). Missed quizzes can be made up if I receive a minimum 24 hours' notice of a student's excused absence before class; or in case of a documented emergency. The flu is not an emergency unless you are hospitalized for it, nor is a friend's DUI. I reserve final judgment as to what constitutes an emergency or an excused absence. Quizzes will be given at the beginning of class, and will be handed out *once*, so be on time if you want one. Tardiness is a disruption and is disrespectful, so please do not ask to be excused for it unless you have a very good reason. Parking, or the lack thereof, is not one of those.

The midterm (October 26<sup>th</sup>) will cover both readings and lectures. (100 points) The same rules as above apply to the midterm.

Finals will be 25% class presentation and 75% formal paper. (100 points)

Topics will be decided upon over the course of the semester.

You may turn in drafts (not rough) ahead of time if you want feedback prior to turning in your final papers.

I will not edit your papers for you, however, so I suggest you do that before you hand them in.

Graduate student increments will take the form of 20-minute class presentation on subjects TBD.

**Grading**

A 234 – 250

A- 225 – 233

B+ 216 – 224

B 208 – 215

B- 200 – 207

C+ 191 – 199

C 183 – 190

C- 175 – 182

D+ 166 – 174

D 158 – 165

D- 150 – 157

F < 150

As this is an upper-division honors class, I expect students to be prepared to intelligently discuss the readings and subject matter in class. I will be calling on students to answer questions pertaining to the readings, and would advise you to read them carefully enough to be able to answer articulately.

Academic Integrity: The University of Montana and the Department of Political Science strongly believe in academic integrity; thus cheating and plagiarism are not tolerated. Students will be charged with academic dishonesty for any breach of these standards, including sharing their work (**in any form**) with other students, claiming another individual's work as their own, or attempting to thwart the examination process in any way. No work done for credit in any other class may be turned in for credit in this class. The *minimum* consequence for engaging in cheating or plagiarism is failure on the related assignment, but this type of activity usually results in failure in the entire course. At worst, academic misconduct can result in expulsion, denial of your degree, and/or revocation of a degree that has already been awarded. See the Student Conduct Code for definitions and consequences of cheating and plagiarism. The unabridged student conduct code is located at: [www.umt.edu/studentaffairs/policy/code.htm](http://www.umt.edu/studentaffairs/policy/code.htm)

Note: This course is registered with the Women's Studies Program. Students taking this course may count it toward a Women's Studies Emphasis within the Liberal Studies Major, or toward a Minor in Women's and Gender Studies in conjunction with any major. If you enjoy learning about women, gender, and/or sexuality and would like to know more about the Women's Studies Program, please drop by our office (LA 138A), visit our website <[www.cas.umt.edu/wsprog](http://www.cas.umt.edu/wsprog)> or give us a call (243-4100).

**Schedule and note on readings – if it is not in Grobman, it is on e-res in the designated (by week #) folder.**

**E-res password (again) is aialap**

## **August**

### **Week 1**

28 – Course Introduction

30 – NP Framework and Legal Issues (Grobman 1 and 4, Wolf 1, *Montana NP Report*)

- Incorporation
- Bylaws
- Filing for 501(c)(3) status

## **September**

### **Week 2**

9/5 – Boards (Grobman 5, Ott pages 15-24)

- Mission and Vision statements (Grobman 6, *NGO\_Mission\_Vision*)

9/7 – Leadership and Management (Ott pages 100-126)

### **Week 3**

9/12 – HR Management (Grobman 13 & 14)

9/14 – Volunteers (Grobman pages 204-210, Ott Pages 329-344)

### **Week 4**

9/19 – Liability Issues (Grobman pages 222-231, *Understanding the Volunteer Protection Act,*)

9/21 – Organizational Culture (*Organizational Culture and Nonprofits*, Wal-Mart Memo)

### **Week 5**

9/26 – Film: Tempting Faith

9/28 – Ethics (Grobman 7, *How Ethical is Your Nonprofit?*, NAEYC Code of Ethics)

## **October**

### **Week 6**

10/3 – Lobbying and Advocacy (Grobman 16, O&O pages 12-20)

10/5 – Lobbying and Advocacy, cont. (*Getting Political Support for Your Cause, Nonprofits and Democracy*)

### **Week 7**

10/10 – Strategic Planning (Grobman 8, *Management Guide*)

10/12 – Strategic Planning cont. , Needs Assessment (*Needs Assessment*, WHO workbook)

### **Week 8**

10/17 – Program Planning and Logic Models (*Nonprofit Programs, Logic Models*)

10/19 – Program Evaluation and Outcomes Measurement (*Basic Guide to Program Evaluation, Outcome Measurement*)

**Week 9**

10/24 – Financial Management and Budgeting (Grobman, Chapter on Financial Management – on e-res;)

10/26 – Financial Management (cont.) **Midterm**

**Week 10**

10/31 – Fundraising (Grobman 11)

**November**

**Week 10 (cont.)**

11/2 – Grant Writing (Grobman 12)

**Week 11**

11/7 – Grant Writing (cont.)

11/9 – Collaboration (Grobman Chapter on e-res)

**Week 12 – Final projects/presentations finalized**

11/14 – Sustainability and Change Management (Grobman 9 and 10)

11/16 – Capacity Building (*Capacity Building Elements*)

**Week 13**

11/21 – Marketing (*Social Marketing*)

11/23 – **Thanksgiving – no class**

**Week 14**

11/28 – Public Relations (Grobman 15, *Elements of a PR Plan*)

11/30 – Future of the Sector (Grobman Chapter on e-res)

**December**

**Week 15**

12/5 – Student Presentations

12/7 – Student Presentations

**Week 16**

12/12 – **Finals due @ 10:10 AM**