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PSC 466.01: Nonprofit Administration and Public Service

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Political Science 466: Nonprofit Administration & Public Service
Fall 2004, Monday & Wednesday 4:10-5:30, LA 338

Instructors:

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Course Purpose

Students will gain awareness and understanding of the complexity of nonprofit administration issues and operations. Emphasis is on active student participation and the development of knowledge pertaining to nonprofit and public service skills including problem solving, critical thinking, writing and public speaking. This course is a requirement for students seeking a nonprofit administration minor or certification in the national American Humanics program.

Course Description

This service learning course is designed to expose students to a breadth of aspects involved in nonprofit administration and public service. The text will serve as a reference on each topic, but additional reading materials and your direct volunteer experience serving in a nonprofit organization will supplement the topics as appropriate. Topics to be addressed include history, scope and role of the nonprofit sector, nonprofit strategic planning, fundraising, governance, lobbying and advocacy, supervision and leadership, communication, risk management, and volunteer action in a democratic society.

Course Objectives

At the conclusion of the course, students will be able to:

1. Understand the role of the nonprofit sector in society
2. Understand advocacy, lobbying and public policy as they pertain to the nonprofit sector
3. Explain the purpose, structure and responsibilities of nonprofit boards
4. Understand roles and techniques for effective community collaboration and communication
5. Understand nonprofit fundraising and grant writing approaches
6. Explain effective volunteer management techniques
7. Understand strategic planning, program development and evaluation, public relations and marketing
8. Understand legal issues in relation to nonprofit organizations
9. Articulate a personal philosophy of nonprofit leadership, administration and ethics
10. Understand future trends/issues confronting the nonprofit sector
11. Improve effective communication in written and verbal forms

Assignments – Grading

- | | |
|---|-----|
| 1. Nonprofit interview – Presentation, write up and description of service learning project | 10% |
| 2. Reflection Journal of service learning experiences, turned in twice | 30% |
| 3. Short answer exam #1 (in class) | 15% |
| 4. Short answer exam #2 (in class) | 15% |
| 5. Final essay exam (take home) | 20% |
| 6. Class participation | 10% |

Graduate Assignment

Graduate students will write a 10 to 15 page research paper that synthesizes their volunteer experience and relevant literature pertaining to a specific issue addressed through their service and related course topic area. Students will identify an issue that they have addressed through their service, e.g. domestic violence, poverty, literacy, or environmental degradation, and combine findings from the literature with their actual experience addressing the issue. Relevant course content areas should be included as necessary.

Late Assignment Policy

Assignments handed in late will be reduced by 1 grade point if handed in by Friday of the week due and by 2 grade points if handed in the following Friday.

Requirements

Students are expected to attend each class session and complete course assignments as specified. An integral portion of this class requires that students be present and actively participate in group exercises completed in class. Attendance at reflection group sessions is mandatory.

Content Delivery Methods

Daily lecture/discussion sessions will include:

1. Key concepts will be presented via lecture/power point by the professors that draw from readings (text and reserve materials)
2. Guest speakers will cover some specific content areas – e.g. boards, fundraising, grant writing
3. Students service learning experiences will be woven into daily lecture/discussions
4. Every other Wednesday students will meet in small groups in class to discuss their volunteer service in relation to course topic areas and draw upon journal entries to directly tie in what they are learning through their service and relate it to the course objectives. Students must bring their service learning reflection journals to these sessions.

Required Reading

1. Text Book: *An Introduction to the Nonprofit Sector: A Practical Approach for the Twenty-First Century*, by Gary M. Grobman, 2004, published by White Hat Communications.
2. Reserve Binder - Assigned "Power Point Notes" and articles on reserve in the Mansfield Library.

WEEK	DATES	TOPIC(S)	READING/PREP	ASSIGNMENTS/ACTIVITIES
1	Mon. 8/30	Course Introduction Syllabus Service learning overview Student Introductions		
	Wed. 9/1	Student Introductions continued History of NP Sector Definitions of Nonprofit	Text: Introduction and Ch. 1-2, pgs. 5-48	Agency interview sign-ups
2	Mon. 9/6	Holiday!		
	Wed. 9/8	Role of the nonprofit sector in society	Text: Ch. 3, pgs. 49-60	Graduate student meeting
3	Mon. 9/13	Agency Interview Presentations	Prepare a 3 minute overview of your agency interview to tell the class & describe your service learning site & volunteer activities	Turn in service learning agreement form
	Wed. 9/15	Agency Interview Presentations continued		Turn in agency interview write-up
4	Mon. 9/20	Advocacy Lobbying Reflection Group Session Overview	Text: Ch. 16, pgs. 245-254 Reserve Article: "Getting Political Support for Your Cause" pgs. 205-227	
	Wed. 9/22	Lobbying continued...		1st Service Learning Reflection Group Session
5	Mon. 9/27	Public policy	Reserve Article: "Declining Social Capital & Nonprofit Organizations" by Merrett	
	Wed. 9/29	Community collaboration	Reserve Article: "Essential Concepts of Collaboration" by Chrislip, pgs. 41-59	
6	Mon. 10/4	Strategic planning Marketing	Text: Ch. 8, pgs. 127-142	
	Wed. 10/6	Program development		2 nd Service Learning Reflection Group Session

7	Mon. 10/11	Public Relations Evaluation	Text: Ch. 15, pgs. 233-244 and Ch. 10, pgs. 157-162	
	Wed. 10/13	Nonprofit boards	Text: Ch. 5, pgs. 87-98	Service learning journal #1 due
8	Mon. 10/18	Nonprofit boards continued Organization mission and vision	Text: Ch. 6, pgs. 99-106	Exam #1 Study Guide Issued
	Wed. 10/20	Leadership	Reserve Article: "Reinventing Leadership" by Sergiovanni.	3 rd Service Learning Reflection Group Session
9	Mon. 10/25	Human resource development Organizational culture	Text: Ch. 9, pgs. 143-156, and Ch. 13, pgs. 185-188. Reserve Article: "Human Resources: Developing Employees to Advance Organizational Goals"	Study Guide Review – bring questions
	Wed. 10/27	Short Answer Exam #1		Short Answer Exam #1
10	Mon. 11/1	Fundraising	Text: Ch. 11, pgs. 163-172 Reserve Article: Power Point notes on fundraising	
	Wed. 11/3	Grant writing	Text: Ch. 12, pgs. 173-184	4 th Service Learning Reflection Group Session
11	Mon. 11/8	Guest Speaker Grant writing continued		
	Wed. 11/10	Financial administration	Text: Ch. 14, pgs. 215-221	
12	Mon. 11/15	Volunteer management	Text: Ch. 13, pgs. 204-213	
	Wed. 11/17	Volunteer management continued		5 th Service Learning Reflection Group Session (first part of class)