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PSC 467.01: Advance Nonprofit Administration

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**PSC 467 – ADVANCED NONPROFIT ADMINISTRATION AND SOCIAL CHANGE
SPRING, 2006 SYLLABUS**

INSTRUCTOR: MARIAN PALAIA, MA, MPA
MARIAN.PALAIA@UMONTANA.EDU
DHC 015

OFFICE HOURS: T 3:30 – 4:30, TH 3:30 – 4, AFTER CLASS, AND BY APPOINTMENT

Required Texts:

- 1) Strategic Planning for Nonprofit Organizations, 2nd Edition, Allison & Kaye
- 2) Fundraising for Social Change, 4th Edition, Klein

Both books are, or will be, available in the bookstore or from Wiley/Jossey Bass Publishing (may also be available online)

- 3) Reserve Materials (e-res password = psc467)

This class will further explore four critical aspects of nonprofit administration previously investigated in PSc 466 (NP Administration and Social Change): Strategic Planning, Financial Management, Fundraising, and Grantwriting. Students will consult with one or more nonprofit organizations on devising a strategic plan, a grant proposal, and a comprehensive fundraising plan. They will also be expected to take and pass an exam on financial management. *Students who do not pass the financial management exam with a grade of 75% or better cannot receive credit for the course.*

Grading will be based on the following percentages:

1. Strategic Plan and draft segments – 25%
2. Financial Management exam – 25%
3. Fundraising Plan and draft segments – 25%
4. Grant Proposal and draft segments – 25%

-- Failure to turn in draft assignments on time will result in a 10-point (each) deduction from final paper/project scores, as will failure to participate in critique sessions.

-- All papers and drafts must be typewritten and printed out. I will not accept emailed papers or other assignments.

-- Please keep me posted regarding absences, an excessive number of which (more than two) will adversely affect your grade by reducing it one full letter grade per class missed. I will work with you in emergency situations, to the extent possible. Please be respectful of your instructor and your classmates and BE ON TIME for class, or else...

-- Students are individually responsible for staying apprised of any assignments given during missed classes or portions of classes.

** All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.*

** All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VP/SA/index.cfm/page/1321>*