

Course Title: Exploring Nonprofit Organizations
SAGES University Seminar: Thinking About the Social World

Course Number: USSO 286L-100
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Purpose of the Course:

Most of you will be involved with at least one, if not more, nonprofit organizations during your lifetime. In fact, many of you have already actively engaged with nonprofit organizations.

Whether you serve on a nonprofit Board, work in a nonprofit organization, give to a nonprofit, or are a nonprofit client, this course will provide you with an overview of nonprofit organizations and help you answer these questions:

- **Introduction to Nonprofit Organizations:**
 - What are nonprofit organizations and why are they important in our society?
- **Structure and Oversight of Nonprofit Organizations:**
 - How are nonprofits organized and regulated?
- **Purpose of Nonprofit Organizations:**
 - What is the role of organizations' missions, and how can we determine if organizations are successful in fulfilling their missions?
- **Funding of Nonprofit Organizations:**
 - How are nonprofits funded?
- **Financial Analysis and Stability of Nonprofit Organizations:**
 - How can we determine if nonprofit organizations are financially stable and sustainable?
- **Involvement in Nonprofit Organizations:**
 - How can we be involved in nonprofit organization?

We will accomplish these goals through our group investigation of nonprofit organizational principles in general, as well as your individual examination of different specific nonprofit organizations. You will read about the basic principles and see how they are implemented in your researched organization. We will then discuss in class the commonalities, as well as how principles are uniquely applied in each of your organizations.

Your extensive and in-depth research into your specific organization, as well as your general learning about nonprofit organizations throughout the semester, will be organized through a writing-intensive 13-part Nonprofit Analysis Project, which will culminate in your capstone research paper on your analyzed nonprofit organization. With students focusing on different nonprofits, bringing your learning to the class, we will gain an enriched understanding of the nonprofit sector, while you develop your oral, social, professional, presentation and writing skills.

We will explore nonprofit organizations through:

- Preparatory readings.
- In class activities and interactions.
- The Nonprofit Analysis Project: Your personal research project on a nonprofit organization, conducted outside of class with findings presented in class through a variety of means.
- Other formal writing assignments.

By the end of the course, you will have a portfolio of writings, presentations and projects documenting your understanding of these topics, culminating in your final research paper on your nonprofit organization.

Structure of the Course

This course is purposefully conducted in a seminar format with a relatively small group of students. This makes your responsibilities for learning somewhat different than they are in perhaps the majority of your classes.

Whereas your classroom time in many of your courses is heavily dominated by passive learning, with the instructor imparting information while you listen, in our sessions you will be actively engaged in discussion, debate, presentation, persuasion and sharing. Because you will be vigorously participating in class, it is critical that you come to class prepared, not only the sake of your own learning, but also because the advancement of your colleagues is dependent on your preparation and participation. Through our class time together you will learn skills and techniques, and gain practice in listening, presenting, discussing, debating, and persuading – all critical competencies in both business and life.

Writing Assignments:

In addition to understanding the content of this topic, our other primary emphasis in this course is on writing. In this class you will be given a variety of writing assignments to help you develop your formal, professional writing skills – also an essential proficiency if you are to succeed, not only in your education, but also in your careers. Again, this type of writing is different than everyday conversational writing: It is more polished, organized, formal and concise than, most likely, your previous writing has been. Learning to write complete, clear and concise documents, using a variety of formats for various purposes, will give you an advantage over many of your peers as you advance in your education and careers.

We will have the assistance of a writing instructor who will be presenting several in-class writing seminars for us and who will be your primary contact for writing assistance, although you will, of course, have access to anyone in Case's Writing Resource Center <http://www.case.edu/artsci/engl/writing/writingcenter.html> If you are not familiar with the Center, please check it out online and in person.

Overview of Assignments:

➤ A 13-Part Nonprofit Analysis Project (NAP)

The main assignment in this course is a 13-part Nonprofit Analysis Project, parts of which will be due over the course [almost weekly] of the semester. The Project will involve your focused research on one nonprofit organization, including examining its website and publicly available information; researching its sub-sector and the opportunities and challenges it is facing; visiting the nonprofit and interviewing at least one of its leaders; attending a Board meeting [if this can be arranged]; volunteering at the nonprofit [if this can be arranged]; and examining its financial statements.

For each section you will be completing certain tasks and usually writing a paper on your findings.

At the end of the semester, you will compile, edit and present much of the information you have learned in a final research paper. You will also be presenting your organization, your findings, and your analysis and recommendations to the class in a formal presentation.

➤ Other brief writing assignments, and several in-class writing exercises

In addition to the Nonprofit Analysis Project (NAP), you will also be required to write other brief assignments and complete several in-class writing exercises.

Writing Development

General Class Time Focused on Reading, Research, Writing, and Presentation Development:

The primary purpose of SAGES classes is to develop your critical thinking, research, reading, writing, presentation and interpersonal interaction skills. Therefore we will focus on each of these areas throughout most sessions. We will discuss, for example, how you should read your assignments in order to best comprehend and discuss the concepts; how to analysis information for content, bias and veracity; how to present information, analysis, opinions, and suggestions to a group; how to write cohesive, concise papers and reports; and how to make effective presentations.

Individual Writing Assessment and Development: To become a better writer, you need to be aware of and self-reflective concerning your writing. Therefore, you will be assessing most of your own assignments and paper revisions, determining your writing strengths as well as the areas where you should improve, and articulating strategies that will best help you become a consistently better writer. I will also be providing significant feedback on your writing assignments, working with you to encourage you as you develop as an effective writer.

Requirements for the Course

Use of Blackboard. We will regularly be using Blackboard to access assigned readings and resources and submit assignments. I will also be using Blackboard to record your grades. To access Blackboard, type this in your browser: blackboard.case.edu Then enter your Case electronic ID [i.e. abc13] and your password.

Most of your readings will be short online resources or selected portions of resources that are in the public domain and will be available on Blackboard. However, we will also be using significant portions of these books:

Required Textbooks:

Speak: How to Talk to Classmates and Others, by William M. Doll (Provided to you by SAGES).

The Idealist.org Handbook to Building a Better World, by Idealist.org with Stephanie Land, New York: Penguin Group (2009). ISBN: 978-0-399-53487-4.

Suggested Resources:

There are three other wonderful books that I tried to fit into our schedule, but there simply was not time [without overworking you]! Nevertheless, I may talk about them and you may like to read them, depending on your interest in the nonprofit sector:

Collins, Jim. *Good to Great* [Jim Collins, 2001. ISBN 0-06-662099-6]

Collins, Jim. *Good to Great and the Social Sectors*. [Jim Collins, 2005. ISBN-13: 978-0-9773264-0-2].

Crutchfield, Leslie R. and Grant, Heather McLeod. *Forces for Good: The Six Practices of High-Impact Nonprofits*. [Jossey-Bass, 2008. ISBN-13: 978-0-7879-8612-4]

In addition, the premier resource on nonprofit organizations is the periodical *The Chronicle of Philanthropy*. This is available at the Kelvin Smith Library.

Ethics and Learning

All students in this course are expected to adhere to Case's standards of academic integrity. I expect all students to meet the objectives of the CASE Statement of Ethics. (If you are unaware of the statement, please consult <https://students.case.edu/groups/aiboard/policy.html> .

Any work done for this class **must be your own original work**. Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated in this course. This includes, but is not limited to, consulting with another person during an exam, using technological tools inappropriately, turning in written work that was prepared by someone other than you, and making minor modifications to the work of someone else and turning it in as your own. Ignorance will not be permitted as an excuse.

Do NOT copy and paste from websites and place that information in your papers! This is plagiarism (passing off someone else's work as your own). You must not copy information from websites unless you put limited phrases in quotation marks and directly cite the sources. Instead of copying and pasting, you should be analyzing material from different sources and summarizing information in your own words.

NEVER use Wikipedia or other tertiary documents (explained in your Writing Guide) in formal writing as a source. Of course, you may look at it yourself for basic information, but it is not verifiable nor considered generally reliable and unbiased.

If you are not sure whether something you plan to submit would be considered either cheating or plagiarism, it is your responsibility to ask for clarification. I have included a very helpful outline on plagiarism and how to avoid it in your Writing Guide.

If you use references for any assignment, please follow citation and reference procedures accepted in American universities, including full, appropriate citation of any materials accessed via the Web. For this class, use APA format. You can access specifics concerning APA formatting at the Purdue OWL site, <http://owl.english.purdue.edu/owl/resource/560/01/>. Do not assume that some usage or action is acceptable if you are unsure. Either ask me about it or consult credible sources of information on the subject.

Any academic integrity violations will be submitted to the appropriate Case disciplinary process and will result in a grade of F for that assignment, and/or an F for the course, as well as any further consequences deemed appropriate by the relevant disciplinary committee.

I have and will prosecute plagiarism!

Other Administrative Policies

- If you have a disability and need accommodation under the Americans with Disabilities Act, please let me know as soon as possible. I cannot make any accommodations unless and until I have received your accommodation letter from Education Services for Students (ESS, Sears 470). Accommodations cannot be granted retroactively.
- The syllabus and class schedule are subject to change, with notice, by the instructor as required.
- I will frequently use email to communicate. You are responsible for all information you receive from me by email.

Your Responsibility for Your Learning

It is your responsibility to seek help with any material that you do not understand, either through questions in class or through individual help. It is imperative that you contact me if you need help. Please feel free to contact me by e-mail at any time. This is usually very efficient because I check my mail regularly, and try to respond as quickly as possible. It is critical that you do not fall behind. If at any time you have difficulty with material, or begin to fall behind, contact me immediately.

Homework, Attendance and Participation

Homework, presentation and participation points are the **easiest to earn**. In my classes, students who turn in their homework assignments and read required materials in preparation for discussion and in-class projects regularly outperform those who do not. Quizzes and in-class projects may occur at any time, especially if I sense that you are not coming prepared. The material in the class builds on itself naturally, so do not waste the opportunity to do your homework, be in class and participate!

Details concerning homework assignments will be posted on Blackboard. Most assignments will include a grading rubric. Assignments and their rubrics must be uploaded to Blackboard before the beginning of the class when they are due. In addition, you must bring a hard copy to class to turn in unless specifically stated otherwise. If I do not receive a hard copy in class, I will not grade your work and you will receive no credit.

Late work is not acceptable. If you are running into a problem getting work done on time, talk with me SOONER rather than later, so that we together can determine ways to help you. Time management is a critical skill and one that you need to learn in this class, if you have not mastered it already.

It is imperative that you attend EVERY class, and that you come on time. If you cannot make a class, I expect you to e-mail me ahead of time, stating why, and how you will make sure I have your homework on time. Being absent does not give you an excuse for falling behind on your work or turning in your homework past the due date – especially since you should be uploading your assignments to Blackboard anyway. Your attendance is especially important because this is a seminar course, where your input is critical to not only your development but also to that of your classmates. If you do not intent to attend class, this is not the class for you as you will likely end

up with a failing grade. You will be required to sign an attendance sheet for each class, so that I might know and have a record of who is attending and who is not. I will use that as a basis for **the attendance portion of your grade, which is 10% of your final grade. If you arrive late, you will only receive 50% credit for attendance that day.**

Some people are more extroverted than others, however I expect all of you to actively participate in class. At the minimum, this includes coming prepared with the requested materials and assignments, working in teams when required, and answering questions. If you are extremely shy and have trouble speaking up in a group, please see me outside of class so that we might work on strategies to help you develop in this area. This is a critical area in which you can learn to be more outgoing, and you should use this class as an opportunity to do that. I do understand as I was extremely shy myself growing up, but in high school made a determined effort to be more outgoing, and no one would accuse me of being shy now!

Learning Objectives

Your learning objectives for this course are:

- **You will improve your writing skills**, as evidenced by a comparison of your papers' rough drafts and their revisions, as well as of your self-assessments of your writing strengths, weaknesses and most helpful revision techniques.
- **You will learn the basic concepts concerning nonprofit organizations:** What they are; how, why and if they should exist; how they are formed and regulated; how they are assessed; and how you might be involved. Your learning will be evidenced by successful completion of your Nonprofit Analysis Project and your participation in class.

Grade Calculation

None of the skills we will be developing in class can be learned immediately. They take practice and continual improvement. Therefore, our focus in this class will be on your effort, your progress, and your improvement. Grades are based on the following:

<u>Item</u>	<u>Description</u>	<u>Weighted Percent</u>
Writing Assignments and Spreadsheets	Nonprofit Analysis Project (NAP), Parts 1 - 11	50%
Participation: Oral and Other Writing Exercises	Includes discussion, completing the other writing assignments, coming prepared to class, and finishing in class exercises	25%
Attendance	Attendance will be calculated based on the number of days you were in class.	10%
Final Research Paper	Final Research Paper: Nonprofit Analysis Project (NAP), Part 12	10%
Presentation	Formal Presentation: Nonprofit Analysis Project (NAP), Part 13	<u>5%</u>
Total Possible		100%

Final grades will be assigned as follows: 90% and above = A; 80% = B; 70% = C; 60% = D; under 60% = F. I do not curve grades, even for 89.99 or similar final points. You will receive precisely the grade you earn.

Tentative Course Outline [May be changed, based on circumstances]

Details for Each Class Follow

Class	Date	Topics	Reading for this Class	Homework Due
Introduction to the Class				
#1	Aug 25	<ul style="list-style-type: none"> ● Class Introduction ● Student Introduction ● Nonprofit Sector Introduction: What do you know already? 		<ul style="list-style-type: none"> ● In class assignment: Student Background, Expectations and Goals.
Introduction to Nonprofit Organizations at the Macro Level				
#2	Aug 27	<p>How Can I Help?</p> <ul style="list-style-type: none"> ● What are various ways people can become involved with nonprofit organizations? ● Which are more valuable: <ul style="list-style-type: none"> ○ To nonprofits ○ To individuals ○ To businesses ○ To groups <p>What are the differences between Nonprofits, the Government and Businesses?</p> <ul style="list-style-type: none"> ● What are the differences between nonprofits and businesses? ● Can businesses take care of all of our needs? Or the government? 	<ul style="list-style-type: none"> ● Idealist, Introduction and Chapters 1 and 2 ● Two Basic Types of U.S. Businesses: For-Profits and Nonprofits 	<ul style="list-style-type: none"> ● Class Syllabus Reading Confirmation and Questions [Blackboard submission only] ● Student Profile [Blackboard and Hard Copy – Usual procedure for homework] ● Come prepared for this in-class discussion.
#3	Sep 1	<p>What is the Nonprofit Sector?</p> <ul style="list-style-type: none"> ● How large is the nonprofit sector in the United States? ● What types of nonprofit organizations exist? <p>Introduction to Brief Writing Assignment: Should 501(c)3 nonprofits be supported with tax exemptions?</p>	<ul style="list-style-type: none"> ● Articles under “Course Documents” in Folder: Required Readings for Nonprofit Overview 	<ul style="list-style-type: none"> ● Complete Nonprofit Overview Worksheet. ● Come prepared for this in-class discussion.
#4	Sep 3	<p>Arguments for and against Nonprofit Tax Exemption</p> <p>In Class Discussion based on the nonprofit tax exemption worksheet.</p> <p>Brief In Class Writing Workshop</p> <p>Higher Order Writing Concerns: Outlines, Thesis Formation, and Evidence Support</p>	<ul style="list-style-type: none"> ● Articles on Nonprofit Tax Exemption ● Read Guide, Pages 1 – 23. 	<ul style="list-style-type: none"> ● Nonprofit Tax Exemption Evidence Worksheet completed ● Brief Writing Assignment: Complete Steps 1 through 7 of the Basic Paper Writing Outline.
#5	Sep 8	<p>Brief In Class Writing Workshop</p> <p>Higher and Lower Order Writing Concerns:</p> <p>Personal Preference</p> <ul style="list-style-type: none"> ● Which nonprofit is the best match for you? 	<ul style="list-style-type: none"> ● Idealist, Chapters 3 and 4. ● Presentation: Choosing an Organization (on Blackboard.) ● Cleveland Nonprofits (on Blackboard) ● Use Steps 5 through 10 on Outline ● Read Guide, Pages 24-43 	<ul style="list-style-type: none"> ● Read the entire Nonprofit Analysis Project (NAP) and complete the online reading confirmation form – including questions. Must be completed by Sunday, September 6 ● Complete your Brief Writing Assignment: Bring TWO copies to class: One to turn in and one to use during our class workshop.

Class	Date	Topics	Reading for this Class	Homework Due
#6	Sep 10	Nonprofits in Our Society <ul style="list-style-type: none"> How are nonprofits important to our society? Should nonprofit donors be supported with tax deductions? In Class Exercise Introduction to Brief Writing Assignment: Should 501(c)3 Nonprofit Donors be Supported with Tax Deductions? 	<ul style="list-style-type: none"> Read Guide, Pages 43-72. 	<ul style="list-style-type: none"> Brief Writing Assignment Final Draft Brief Writing Assignment Revision Self Analysis Filled out Grading Rubric. Nonprofit Preference Assignment on Blackboard (NOT the nonprofit worksheet we started in class!). Upload and bring a copy to class.
#7	Sep 15	<ul style="list-style-type: none"> Should nonprofit donors be supported with tax deductions? In class workshop on paper preparation, especially incorporating evidence into your body paragraphs. 	<ul style="list-style-type: none"> Articles on Donors' Tax Deductions (read and fill out worksheet) 	<ul style="list-style-type: none"> Complete Steps 1 through 4 on Basic Paper Outline. Complete Donors' Tax Deductions Evidence worksheet
#8	Sep 17	<ul style="list-style-type: none"> Discussion of evidence integration. Wrap-Up of Introduction to Nonprofit Organizations Etiquette 		<ul style="list-style-type: none"> Complete Steps 5 through 8 on Basic Paper Outline Complete Body Paragraphs Worksheet In class assignment: Writing a letter/email and scripting a phone call to the nonprofit executive.
#9	Sep 22	In Class Writing Workshop <ul style="list-style-type: none"> Effectively using evidence and quotes (introducing, context, format, and analysis), Catchy Academic Titles, Interesting Introductions, and "So What?" Conclusions 	<ul style="list-style-type: none"> Review Guide, Pages 25-43. 	<ul style="list-style-type: none"> Writing Assignment: First Draft. Bring TWO copies to class – One to turn in and one to work with during workshop. Nonprofit Analysis Project (NAP) Part 1: Obtaining Permission from the Nonprofit Executive. Follow Up.
Structure and Oversight of Nonprofit Organizations				
#10	Sep 24	Nonprofit Organization Structure and Formation <ul style="list-style-type: none"> How are nonprofits structured? How are nonprofit organizations formed? State and IRS Requirements Visit Preparation Develop Interview Questions 	<ul style="list-style-type: none"> Principles of Good Governance and Ethical Practice Organizational Structure. Online research LINC Ohio Sources Ohio Secretary of State Sources IRS Sources 	<ul style="list-style-type: none"> Writing Assignment: Should Nonprofit Donors Be Supported with Tax Deductions? Final Draft, Revision Analysis and Completed Grading Rubric Nonprofit Analysis Project (NAP) Part 1: Obtaining Permission from the Nonprofit Executive. MUST BE COMPLETED BY THIS DATE
#11	Sep 29	Nonprofit Organization Formation (cont.) and Oversight: By the Government <ul style="list-style-type: none"> How does the government provide ongoing oversight of nonprofits? How does the 990 provide public oversight of nonprofits? Paper Preparation Finding and citing background information on your nonprofit. How to Guard against Plagiarism 	<ul style="list-style-type: none"> Sarbanes Oxley and Nonprofit Organizations [Blackboard] Summary of the New 990 [Blackboard] Review Guide, Pages 34-35 and 50-53 	<ul style="list-style-type: none"> NAP Part 2: Obtaining Organizational and Governance Documents of the Nonprofit – Ask for these! In class exercise: Writing a thank you note to the Executive.

Class	Date	Topics	Reading for this Class	Homework Due
#12	Oct 1	Nonprofit Organization Oversight: Governance by the Board What is the Board's responsibility for nonprofit oversight and governance?	Idealist, Chapter 6 Principles of Good Governance and Ethical Practice Online Resources.	NAP Part 2: Obtaining the organization's governing documents. MUST BE COMPLETED BY THIS DATE. <i>Please bring these documents to class with you.</i> NAP Part 3: Locating Financial Statements on Guidestar. Print and bring them to class with you! Continue bringing these to class with you the rest of the semester.
#13	Oct 6	In Class Writing Workshop Strategies of Editing and Revision	Review Guide, Pages 54-62.	NAP Part 4: Researching the Nonprofit: Background information on the Organization. Writing Assignment Bring TWO copies to class, one to turn in, and one to use during the workshop
#14	Oct 8	Nonprofit Board Oversight, Specifically Concerning Internal Controls and Ethics	Internal Controls Readings [Packet passed out in previous class]	NAP Part 4: Researching the Nonprofit: Background information on the Organization. Writing Assignment Final Draft and Revision Self-Assessment NAP Part 5: Determining Comparison Organizations.
#15	Oct 13	Introduction to Spreadsheet Bring your computers and primary organization's latest 990 to class		
#16	Oct 15	Nonprofit Ethics What is the role of ethics in nonprofit organizations?	Principles of Good Governance and Ethical Practice Online Resources	Brief Writing Exercise: Nonprofit Scandal Brief Mission Statement Assignment [Must be uploaded to Blackboard by Sunday, October 18. No hard copy needed.]
Fall Break, October 19 to October 20. No Class				
Purpose of Nonprofit Organizations				
#17	Oct 22	Nonprofits' Missions What is the role of an organization's mission? What is the purpose of a mission statement?	Starting a Nonprofit Organization Founder's Syndrome How to Avoid Mission Creep MissionStatements.com	NAP Part 6: Visiting / Touring the Nonprofit Organization. Brief Summary Writing Assignment. MUST BE COMPLETED BY THIS DATE. NAP Part 7: Spreadsheet: Latest Year of Primary Organization's 990
#18	Oct 27	Nonprofits' Mission Accomplishment and Effectiveness How can we determine if an organization is successful in fulfilling their mission?	Measuring What Matters in Nonprofits [Blackboard] Program Assessment Guidelines [Blackboard]	In class exercise: Determining your organization's effectiveness and structuring your paper.

Class	Date	Topics	Reading for this Class	Homework Due
#19	Oct 29	Nonprofits' Mission Accomplishment and Effectiveness (cont.) <ul style="list-style-type: none"> How do charity watchdogs determine nonprofit effectiveness? How effective is your organization? 	<ul style="list-style-type: none"> Making Sure Your Donations Count Acceptable Percentages of Fundraising and Administration [Blackboard] 	<ul style="list-style-type: none"> Research your Nonprofit Organization on Charity Watchdog sites and in the media. Fill out the brief form on Blackboard about your findings, and bring a copy to class. NAP Part 8: Completed Spreadsheet Complete Steps 1 through 7 in Basic Outline
#20	Nov 3	In Class Writing Workshop Peer Review		<ul style="list-style-type: none"> NAP Part 9: Nonprofit Effectiveness. Writing Assignment. Bring TWO copies to class: One to turn in, and one to use during the workshop.
Financial Analysis and Stability of Nonprofit Organizations				
#21	Nov 5	Introduction to Finances Also: <ul style="list-style-type: none"> SAGES Courses and Writing Portfolio Overview 	<ul style="list-style-type: none"> Plain English Glossary of Nonprofit Accounting Terms and Concepts [Blackboard] 	<ul style="list-style-type: none"> NAP Part 9: Nonprofit Effectiveness. Final Draft and Revision Assessment
#22	Nov 10	Nonprofits' Income Statements <ul style="list-style-type: none"> What are nonprofit income statements, and what do they mean? 	<ul style="list-style-type: none"> Plain English Glossary of Nonprofit Accounting Terms and Concepts [Blackboard] Principles of Good Governance and Ethical Practice 	
#23	Nov 12	Nonprofit Balance Sheets <ul style="list-style-type: none"> What are nonprofit balance sheets and what do they mean? 	<ul style="list-style-type: none"> Trend and Benchmark Analysis 	<ul style="list-style-type: none"> NAP Part 10: Financial Report Part 1
#24	Nov 17	Nonprofit Unearned Income <ul style="list-style-type: none"> How do nonprofits raise donations? Nonprofit Earned Income <ul style="list-style-type: none"> How do nonprofits earn income? How can nonprofits partner with businesses? 	<ul style="list-style-type: none"> Idealist, Chapters 7 & 9 AFP Article on Fundraising Panel Report, Part 3 Donors Bill of Rights Charitable Giving Guide 	<ul style="list-style-type: none"> NAP Part 11: Financial Report Part 2 Research your organizations on BBB's Wise Giving Site. [Extra Credit]
#25	Nov 19	In Class Writing Workshop <ul style="list-style-type: none"> Computer Assisted Reverse Outline <p>Bring your computer to class, and email your rough draft to yourself.</p>		<ul style="list-style-type: none"> NAP Part 12: Complete Final Research Paper on your nonprofit organization. YOU WILL NOT RECEIVE ANY CREDIT FOR YOUR FINAL PAPER UNLESS I HAVE A COPY IN MY HANDS TODAY! Also email yourself a copy to use during our workshop
#26	Nov 24	<ul style="list-style-type: none"> Presentation Skills Review and Workshop 	<ul style="list-style-type: none"> Speak 	<ul style="list-style-type: none"> NAP Part 12: Final Paper Revision, Revision Self-Assessment and Rubric
Thanksgiving Day, November 26. No Class.				
#27	Dec 1	<ul style="list-style-type: none"> Presentations of Individual Nonprofit Analysis Projects 		<ul style="list-style-type: none"> NAP Part 13: Formal Presentation. Presentation Self-Assessment (online only; within 24 hours)
Involvement in Nonprofit Organizations				
#28	Dec 3	Autopsy of a Nonprofit I will be making a wrap-up presentation on the demise of Chicago's famous Hull House		<ul style="list-style-type: none"> Course Self-Assessment [Hard copy and online]

Class Detail

Class #1: Introduction to the Class

Goals for this class:

In this class we will focus on three primary topics:

- A class introduction: This will include an overview of the class, using the syllabus as a guide, as well as an introduction to your instructor(s).
- A student introduction: This will include your introducing yourself to your fellow students, as well as articulating your expectations and goals in taking this course.
- An introduction to the nonprofit sector

Preparation for this class:

- In Class Writing Assignment: Student Expectations and Goals Writing Assignment

Homework for the next class:

- Student Profile [Upload to Blackboard and bring hard copy to class]
- Syllabus Reading Confirmation [Upload to Blackboard only]
- Preparation for in-class discussion based on readings.

Introduction to Nonprofit Organizations

Class #2: How Can I Help?

Goals for this class:

In this class we will explore these questions:

- What are various ways people can become involved with nonprofit organizations?
- Which are more valuable:
 - To nonprofits
 - To businesses
 - To individuals
 - To groups
- What are the difference between nonprofits, the government and businesses?
 - What are the differences between nonprofits and businesses?
 - Why can't businesses take care of all of our needs? Or the government?

Preparation for this class:

Read:

- Idealist, Introduction and Chapters 1 and 2
- Two Basic Types of U.S. Businesses: For-Profits and Nonprofits

Homework to be handed in at the beginning of this class:

- Student Profile [Upload to Blackboard and bring hard copy to class]
- Syllabus Reading Confirmation [Upload to Blackboard only]

Discussion:

- Be prepared for in-class discussion based on these the three questions posed above.

Homework due for the next class:

- Be prepared for in-class discussion by reading required Nonprofit Overview articles on Blackboard
- Complete the Nonprofit Overview Worksheet. I will check to make sure you have completed this.

Class #3: What is the Nonprofit Sector?

Goals for this class:

In this class we will explore these questions:

- How large is the nonprofit sector in the United States and what types of nonprofit organizations exist?
- What types of nonprofit organizations exist?
- What are tax exemptions for nonprofits and should these organizations be supported with tax exemptions?

We will also be introduced to your first Brief Writing Assignment, including the worksheet.

Preparation for this class:

Read:

- Be prepared for in-class discussion by reading required Nonprofit Overview articles on Blackboard
- Complete the Nonprofit Overview Worksheet. I will check to make sure you have completed this.

Discussion:

- Be prepared to discuss the three questions given above.
- I will introduce nonprofit tax exemption, and we will begin working on a worksheet to better help you understand nonprofit tax exemption.

Homework due for the next class:

- Read Writing Guide, Pages 1-23.
- Brief Writing Assignment: Should 501(c)3 nonprofits be supported with tax exemptions? Read the required Nonprofit Tax Exemption articles on Blackboard and bring your completed:
 - ✚ Evidence worksheet
 - ✚ Basic Paper Writing Assignment: Steps 1 through 7.

Class #4: Businesses, Government and Nonprofits

Goals for this class:

In this class we will:

- Assess your writing assignment in a brief in-class workshop on higher order writing concerns, including essay organization, thesis writing, and strengthening your arguments with evidence, and
- Finish our discussion about the different types of nonprofit organizations and whether or not they should be supported with tax exemption, completing the nonprofit tax exemption worksheet we began in Class #3.

Preparation for this class:

Read:

- Articles on nonprofit tax exemption.
- Other online sources based on your research.
- Writing Guide, Pages 1-23.

Homework for this class:

- Brief Writing Assignment: Should 501(c)3 nonprofits be supported with tax exemptions? Read the required Nonprofit Tax Exemption articles on Blackboard and bring your completed:
 - ✚ Evidence worksheet
 - ✚ Basic Paper Writing Assignment: Steps 1 through 7.

Discussion:

- We will assess your outline for higher order writing organization.
- We will complete the worksheet on arguments for and against nonprofit tax exemptions.

Homework for the next class:

- Read the Nonprofit Analysis Project (NAP) and post your confirmation of reading, as well as any questions, to Blackboard by Sunday September 6.
- Review the Presentation on Blackboard, Obtaining Nonprofit Financial Statements
- Read Writing Guide, Pages 24-43.
- Read Idealist, Chapters 3 and 4.
- Brief Writing Assignment: Should 501(c)3 nonprofits be supported with tax exemptions? First Draft. Bring two copies of the paper to class: One to turn in and the other to use in class.

Class #5: Personal Preference**Goals for this class:**

In this class you will examine your own abilities and interests and answer this question:

- Which nonprofit is the best match for you?
- In light of your interests, which Cleveland nonprofits might be good subjects for your Nonprofit Analysis Project?

We will also examine your first brief assignment, focusing especially on common writing errors.

Preparation for this class:

Read:

- Idealist, Chapters 3 and 4.
- Cleveland Nonprofits articles (on Blackboard)
- Writing Guide, Pages 24-43

Review:

- Presentation on Blackboard: Obtaining Nonprofit Financial Statements

Homework for this class:

- Read the Nonprofit Analysis Project (NAP) and post your confirmation of reading, as well as any questions, to Blackboard by Sunday September 6.
- Review the Presentation on Blackboard, Obtaining Nonprofit Financial Statements
- Brief Writing Assignment: Should 501(c)3 nonprofits be supported with tax exemptions? First Draft. Bring two copies: One to hand in and one to use during class.

Print out and bring with you:

- Nonprofit Analysis Project (NAP)
- Nonprofit Preference Assignment

Discussion:

- Based on your self-analysis, and your knowledge of the existing types of nonprofit organizations, which nonprofits would be of particular interest to you at this time?
- What common writing errors do you tend to make, and how might you correct them?

Homework for the next class:

- **Nonprofit Preference Assignment**, not the worksheet we worked on in class!
- Read Guide, Pages 43-72
- Brief Writing Assignment Revision, Revision Self-Assessment and filled out Final Draft Grading Rubric.

Class #6: Nonprofits in Our Society

Goals for this class:

In this class we will discuss these questions:

- How important are nonprofit organizations to our society?
- Should nonprofit donors be supported with tax deductions?

Preparation for this class:

Read

- Read Guide, Pages 43-72.

Homework to be handed in at the beginning of class:

- **Nonprofit Preference Assignment**, not the worksheet we worked on in class!
- Brief Writing Assignment Revision, Revision Self-Assessment, and Final Draft Grading rubric, filled out.

Discussion:

- I will introduce you to your next writing assignment.
- We will conduct an in-class exercise on donor tax deductions.
- Based on your readings and assignment, we will begin to discuss the two questions posed for this class using a worksheet (handed out in class) which should help you read and organization your evidence from the articles due in the next class.

Homework for the next class:

- Complete Steps 1 through 4 on the Basic Paper Outline for your next paper
- Complete the Donors' Tax Deductions Evidence Worksheet

Class #7: Donors and Nonprofit Public Policy

Goals for this class:

In this class we will continue our discussion on this question:

- Should nonprofit donors be supported with tax deductions?

We will also learn how to incorporate evidence into our body paragraphs.

Preparation for this class:

Read:

- Articles on Donors' Tax Deductions

Homework to be completed, and that I will check before the beginning of class:

- Complete Steps 1 through 4 on the Basic Paper Outline for your next paper
- Complete the Donors' Tax Deductions Evidence Worksheet

Discussion:

- We will continue our discussion about donors' tax deductions.
- We will also learn how to incorporate evidence into our papers.

Homework for the next class:

- Complete Steps 5 through 8 on the Basic Paper Outline
- Complete the Body Paragraphs Worksheet

Class #8: Wrap-Up of Introduction to Nonprofit Organizations

Goals for this class:

In this class we will prepare for the commencement of our Nonprofit Analysis Project. We will also wrap up our introductory discussion of nonprofit organizations.

Preparation for this class:

Homework to be completed, and that I will check before the beginning of class:

- Complete Steps 5 through 8 on the Basic Paper Outline
- Complete the Body Paragraphs Worksheet

In Class Exercise:

- You will be given your primary nonprofit organization assignments. You will be required to e-mail a request to your primary organization's nonprofit chief executive within 24 hours, and follow up a day or two later with a phone call. We will discuss this in class and actually write out your email and phone script, helping you learn how to cold call powerful professionals – an important career skill.

Discussion:

- We will wrap up our introductory discussion.
- We'll also go through a presentation on Etiquette, both to prepare you to interact with nonprofit leaders, as well as to help you with interviews and the upcoming Career Fair.

Homework before the next class:

- Writing Assignment: Should 501(c)3 Nonprofit Donors be Supported with Tax Deductions? Bring two copies to class: One to turn in and one to use for our discussion.
- Writing Assignment Grading Rubric: filled out, to be handing in with your draft.
- Send email to your primary organization's chief executive. Follow up with a phone call if necessary.
- If your primary organization's chief executive does not agree to participate, let me know. We will determine the next organization for you to try. **DO NOT simply try another nonprofit, as I must make sure none of your colleagues are already working with the organization.**
- Review Guide, Pages 25-43.

Class #9: In Class Writing Workshop

Goals for this class:

In this class our writing instructor will teach us how to:

- How to effectively use evidence and quotes.
- Frame our writing and engage the interest of our audience with catchy academic titles, interesting introductions, and "So What?" conclusions. This will be especially critical as you revise your writing assignment.

Preparation for this class:

Homework to be handed in at the beginning of class:

- Writing Assignment: Should 501(c)3 Nonprofit Donors be Supported with Tax Deductions? Bring two copies to class: One to turn in and one to use for our discussion.
- Writing Assignment Grading Rubric: filled out, to be handing in with your draft.

Discussion:

- What are your strengths and weaknesses in your papers, based on what we have learned today? What changes do you need to make?

Homework for the next class:

- Revision, Self-Assessment and Rubric of your Writing Assignment: Should 501(c)3 Nonprofit Donors be Supported with Tax Deductions?
- Nonprofit Analysis Project (NAP) Part 1: Obtaining permission from Nonprofit Executive.

Structure and Oversight of Nonprofit Organizations

Class #10: Nonprofit Organization Structure and Formation

Goals for this class:

In this class we will discuss:

- How are nonprofits structured? [I will have a quiz prepared if I discover that you are not ready to intelligently discuss this topic.]
- How are nonprofits formed?

Preparation for this class:

Homework:

- Revision, Self-Assessment and Rubric of your Writing Assignment: Should 501(c)3 Nonprofit Donors be Supported with Tax Deductions?
- Nonprofit Analysis Project Part 1: Obtaining Permission from the Nonprofit Executive. Follow Up.

Read:

- Legal Forms and Traditional Structures of U.S. Businesses
- LINC Ohio Sources, especially: Managing the Process
- Nonprofit Organizations in Ohio from the Secretary of State
- Introduction to IRS Form 1023 [Glance at this. Don't read it unless you have trouble falling asleep.]
- IRS Form 1023. [Again, just glance at this]

Discussion:

- Based on your readings, we will discuss the questions posed for this class.
- We will also develop interview questions in preparation for your visit to your nonprofit organization.

Homework for the next class:

- Nonprofit Analysis Project Part 2: Obtaining Organizational and Governance Documents of the Nonprofit. Ask. Not due until Class #12.
- Read Sarbanes Oxley and Nonprofit Organizations and Summary of the New 990 from Blackboard
- Review Guide, Pages 34-35 and 50-53

Class #11: Nonprofit Organization Formation and Oversight: By the Government

Goals for this class:

In this class we will continue our discussion on Nonprofit Organization Formation and also begin discussion on:

- How does the government provide ongoing oversight of nonprofits?
- How does the 990 provide public oversight of nonprofits?

In addition, we will write a thank you note to your nonprofit executive.

Preparation for this class:

Homework:

- Nonprofit Analysis Project Part 2: Obtaining Organizational and Governance Documents of the Nonprofit. Ask. Not due until Class #12

Read:

- Sarbanes Oxley and Nonprofit Organizations and Summary of the New 990 from Blackboard
- Review Guide, Pages 34-35 and 50-53

Discussion:

- Based on your readings, we will discuss government oversight of nonprofits.
- We will also learn:
 - How to write a professional thank you note.
 - How to find and cite background information on your nonprofit.
 - How to guard against plagiarism

Homework for the next class:

- NAP Part 2: Obtaining the organization's governing documents. You must turn in this assignment, whether or not they provide you with the documents. **If you received documents, please bring these to class with you.**
- NAP Part 3: Locating Financial Statements on Guidestar. ***Print (so we may use the document camera) and bring them to class with you for the rest of the semester! Print the entire latest 990; and pages 1 to 12 of the earlier 990. If your 990 is very long, contact me and ask me what you should print!***

Class #12: Nonprofit Organization Oversight: Governance by the Board

Goals for this class:

In this class we will continue our discussion on nonprofit oversight, specifically focusing on:

- What is the board's responsibility for nonprofit oversight and governance?

Preparation for this class:

Homework due for this class:

- NAP Part 2: Bring your organization's governing documents to class with you.
- NAP Part 3: Locating Financial Statements on Guidestar. ***Print and bring them to class with you!***

Read:

- Ohio Attorney General Resources for Board Members
- Ohio Attorney General Guide for Charity Board Members
- Idealist, Chapter 6
- Principles for Good Governance and Ethical Practice, Summary

Discussion:

- Based on your readings, we will discuss Board governance of organizations, evaluating your nonprofit's governance documents and procedures.

Homework due for the next class:

- NAP Part 4: Nonprofit Background Writing Assignment. Bring two copies with you to class.
- Read Guide, Pages 54-62.

Class #13 In Class Writing Workshop

Goals for this class:

In this class our writing instructor will help us understand strategies for editing and revising.

Preparation for this class:

Homework to be handed in at the beginning of class:

- NAP Part 4: Researching the Nonprofit: Background Information on the Organization. Writing Assignment. Bring two copies: One to hand in at the beginning of class, and the other to use during class as our writing instructor teaches editing and revision skills.
- Review Guide, Pages 54-62.

Homework for the next class:

- NAP Part 4: Researching the Nonprofit: Background Information on the Organization. Writing Assignment. Revision and Revision Self-Assessment
- NAP Part 5: Determine Comparison Organizations.
- Read Internal Controls Readings (passed out in class)

Class #14 Nonprofit Board Oversight and Governance, Specifically Concerning Internal Controls and Ethics**Goals for this class:**

In this class we will continue to discuss:

- What is the board's responsibility for nonprofit oversight and governance?
- What are internal controls, and what is the Board's responsibility concerning nonprofit ethics?

This class is also scheduled as "breathing room" to let us catch up if we have fallen behind, as well as to prepare you as you write your Brief Writing Exercise on a nonprofit scandal.

Preparation for this class:

Bring your organization's governing documents to class with you.

Homework to be handed in at the beginning of class:

- NAP Part 4: Researching the Nonprofit: Background Information on the Organization. Writing Assignment. Revision and Revision Self-Assessment
- NAP Part 5: Determine Comparison Organizations

Discussion:

- Based on your readings, we will look specifically at nonprofit internal controls and ethics, while evaluating your nonprofit's governance documents and procedures.

Homework for the next class:

- Bring your computer and your primary organization's latest 990 to class with you.

Class #15 Introduction to the Spreadsheet**Goals for this class:**

In this class we will:

- Work on NAP Part 7: Filling in the first column of your spreadsheet and discussing what the numbers mean.

Preparation for this class:

- Bring your computer and your primary organization's latest 990 to class with you.

Discussion:

- We will actually work together to begin your financial analysis spreadsheet.

Homework for the next class:

- Brief Writing Exercise: Nonprofit Scandal. Bring two copies to class.
- Brief Mission Statement Assignment [Posted to Blackboard by Sunday, October 18. No hard copy needed].

Class #16

Nonprofit Ethics

Goals for this class:

In this class we will discuss:

- What is the role of ethics in nonprofit organizations?

Preparation for this class:

Read:

- Ohio Association of Nonprofit Organizations, Standards for Excellence
- Guidestar, How Ethical in Your Organization?
- Association of Fundraising Professionals: Code of Ethical Principles and Standards,

Research:

- Nonprofit Scandal.

Homework to be handed in at the beginning of class:

- Nonprofit Scandal Brief Writing Exercise. Bring two copies: One to hand in, and the other to use during class discussion.
- Brief Mission Statement Assignment [Posted to Blackboard by Sunday, October 18. No hard copy needed].

Discussion:

- Based on your reading, research and reading, we will discuss the role of ethics and internal controls in nonprofit organizations.

Homework for the next class:

- NAP Part 6: Visiting / Touring the Nonprofit Organization Paper. Although you are not handing in a rough draft, I expect you to have written a first draft and to have used the editing and proofreading techniques we have learned to revise it, so that this is a polished, proofread paper.
- NAP Part 7: Spreadsheet: Latest year of primary organization's 990. Since we worked on this in class, you should have this completed before this due date. Remember to both upload it to Blackboard as well as to hand in a copy.

Purpose of Nonprofit Organizations

Class #17

Nonprofits' Mission

Goals for this class:

In this class we will discuss:

- What is the role of an organization's mission?
- What is the purpose of a mission statement?

Preparation for this class:

Read:

- Starting a Nonprofit Organization
- How To Avoid Mission Creep
- Optional: Mission Creep During the Lewis & Clark Expedition, http://www.history.army.mil/LC/The%20Mission/mission_creep.htm
- Founder's Syndrome
- MissionStatements.com

Homework:

- NAP Part 6: Visiting / Touring the Nonprofit Organization Paper plus Rubric. Although you are not handing in a rough draft, I expect you to have written a first draft and to have used the editing and proofreading techniques we have learned to revise it, so that this is a polished, proofread paper.
- NAP Part 7: Spreadsheet: Latest year of primary organization's 990.

In-Class Exercise:

- You will have an in-class exercise concerning your organizations' mission statements.

Discussion:

- Based on your readings, visit to your organization, and previous work on the organization's background, we will discuss the role of a nonprofit's mission and mission statement.

Homework for the next class:

- Read Measuring What Matters in Nonprofits and Program Assessment Guidelines.

Class #18 Nonprofits' Mission Accomplishment and Effectiveness

Goals for this class:

In this class we will discuss:

- How can we determine if an organization is successful in fulfilling their mission?

Preparation for this class:

Read:

- Measuring What Matters in Nonprofits [Blackboard]
- Program Assessment Guidelines [Blackboard]

Discussion:

- Based on your reading and your knowledge of your nonprofit's programs, we will discuss your nonprofit's mission accomplishment.
- Our work should help you determine your organization's effectiveness and begin to structure your paper.

Homework for the next class:

- Research on your Nonprofit Organization on Charity Watchdog sites and in the Media. Brief reporting/writing exercise on Blackboard.
- NAP Part 8: Completed Spreadsheet
- Complete Steps 1 through 7 in the Basic Paper Writing Outline.
- Read:
 - Making Sure Your Donations Count,
http://www.consumerreports.org/cro/money/news/2006/12/charity-watchdogs-12-06/overview/1206_charity_watchdogs_ov.htm
 - Acceptable Percentages of Fundraising and Administration [Blackboard]

Class #19 Nonprofits' Mission Accomplishment and Effectiveness (cont.)

Goals for this class:

In this class we will discuss:

- How do charity watchdogs determine nonprofit effectiveness?
- How effective is your organization?

Preparation for this class:

Read:

- Making Sure Your Donations Count,
http://www.consumerreports.org/cro/money/news/2006/12/charity-watchdogs-12-06/overview/1206_charity_watchdogs_ov.htm
- Acceptable Percentages of Fundraising and Administration [Blackboard]

Homework to be handed in at the beginning of this class:

- Research on your Nonprofit Organization on Charity Watchdog sites and in the Media. Brief reporting/writing exercise on Blackboard. Bring two copies: One to hand in, and the other to use in class.
- NAP Part 8: Completed Spreadsheet
- Complete Steps 1 through 7 in the Basic Paper Writing Outline.

Discussion:

- Based on your readings and your homework, we will discuss how charity watchdogs determine nonprofit effectiveness and how effective their measurements are.
- We will also focus on developing your paper.

Homework for the next class:

- NAP Part 9: Nonprofit Effectiveness writing Assignment. Bring two copies to class: one to turn in and one to use during the workshop..

Class #21 In Class Writing Workshop

Goals for this class:

In this class we will conduct a peer review of your NAP Part 9 Writing Assignment.

Preparation for this class:

Homework to be handed in at the beginning of class:

- NAP Part 9: Nonprofit Effectiveness. Writing Assignment. See Blackboard. Bring two copies: One to turn in and the other to use during our workshop.

Homework for the next class:

- Revision of NAP Part 9: Nonprofit Effectiveness. Writing Assignment and Revision Assessment. See Blackboard

Funding of Nonprofit Organizations

Class #21: Introduction to Finances

Goals for this class:

- In this class I will walk you through a basic introduction of finances in general, and nonprofit finances in particular. If you have had business courses, this should be a review of material you may already know. However, if you are not familiar with finances, this should provide you with the information you need to understand the basic accounting vocabulary and reports.
- I will also provide an overview of your SAGES courses and Writing Portfolio.

Preparation for this class:

Homework to be handed in at the beginning of class:

- Revision of NAP Part 9: Nonprofit Effectiveness. Writing Assignment and Revision Assessment. See Blackboard

Read:

- Plain English Glossary of Nonprofit Accounting Terms and Concepts [Blackboard]

Bring to class:

- Your organization's latest two 990s
- Your organization's latest annual report and additional fundraising materials.

Homework for the next class:

- None.

Financial Analysis and Stability of Nonprofit Organizations

Class #22 Nonprofits' Income Statements, Trend and Benchmark Analysis

Goals for this class:

In this class we discuss:

- What are nonprofit income statements, and what do they mean?

Preparation for this class:

Homework to be handed in at the beginning of class:

Review:

- Plain English Glossary of Nonprofit Accounting Terms and Concepts.
- Panel Report. Part 3

Bring to class:

- Your organization's latest two 990s and the latest 990s of your comparison organizations.
- Your Spreadsheet

Discussion:

- We will discuss the basic information on your organization's income statements and learn what the numbers mean using a worksheet that will be the basis of your homework for NAP Part 10

Homework for the next class:

- NAP Part 10: Financial Report Part 1. Type out this entire completed worksheet. It will become part of your final paper.

Class #23 Nonprofits' Balance Sheets

Goals for this class:

In this class we will continue our discussion on nonprofit finances, and learn how to understand balance sheets.

Preparation for this class:

Homework to be handed in at the beginning of class:

- NAP Part 10: Financial Report Part 1.

Read:

- Financial Analysis Tips

Bring to class:

- Your organization's latest two 990s and the latest 990s of your comparison organizations.
- Your Spreadsheet

Discussion:

- We will continue discussing the basic information on your organization's balance sheets and learn what the numbers mean using a worksheet that will be the basis of your homework for NAP Part 11

Homework for the next class:

- NAP Part 11: Financial Report Part 2. Type this out in its entirety.

Class #24

Nonprofits Unearned and Earned Income

Goals for this class:

In this class we will discuss nonprofit income, including:

- How do nonprofits raise donations
- How do nonprofits earn income?
- How can nonprofits partner with businesses?

Preparation for this class:

Homework:

- NAP Part 11: Financial Report Part 2.
- Research your organizations on Better Business Bureau's Wise Giving Alliance site. [Extra Credit] Bring your results to class.

Read:

- Idealist, Chapters 7 and 9
- Panel Report, Part 3
- Fundraisers' Code of Ethics
- Ohio Attorney General, Charitable Giving Guide [Blackboard]
- AFP Article on Fundraising [Blackboard]
- Donor Bill of Rights
- Chronicle of Philanthropy Articles on Blackboard

Bring to class:

- Your organization's latest two 990s
- Your organization's latest annual report and additional fundraising materials.

Discussion:

- Based on your reading, we will discuss various ways nonprofits can earn income, and the advantages and disadvantages of each. We will also discuss nonprofit-business partnerships.

Homework for the next class:

- NAP Part 12: Final Research Paper on your Nonprofit Organization. **YOU WILL NOT RECEIVE ANY CREDIT FOR THIS PAPER UNLESS I HAVE IT IN MY HANDS ON THIS DUE DATE! Also email a copy to yourself.**
- Bring your computer to class with you.

Class #25

In Class Writing Workshop

Goals for this class:

In this class we learn how to use a computer-assisted reverse outline technique to make sure our papers are coherent and well-organized.

Preparation for this class:

Homework to be handed in at the beginning of class:

- NAP Part 12: Final Research Paper on your Nonprofit Organization. **YOU WILL NOT RECEIVE ANY CREDIT FOR THIS PAPER UNLESS I HAVE IT IN MY HANDS ON THIS DUE DATE! Also email a copy to yourself.**
- Bring your computer to class with you.

Discussion:

- Also, email a copy of your paper to yourself, as you will need to have access to an electronic version of your paper.

Homework for the next class:

- NAP Part 12: Final Paper, Revision Self-Assessment, and Rubric. **No credit for this unless I had the complete first draft at the beginning of Class #25.**

Class #26

Presentation Skills Review and Workshop

Goals for this class:

In this class we will review best-practices for formal presentations and use a worksheet to help you prepare your final nonprofit presentations

Preparation for this class:

Homework to be handed in at the beginning of class:

- NAP Part 12: Final Paper, Revision Self-Assessment, and Rubric. **No credit for this unless I had the complete first draft at the beginning of Class #25.**

Discussion:

- We will review best-practices for formal presentations and use a worksheet to help you prepare your final nonprofit presentations

Homework for the next class:

- NAP Part 13: Presentations. Upload the presentations to Blackboard. PRINT THEM for presentation purposes in class so that you may use the Document Camera.

Class # 27

Nonprofit Organization Presentations

Goals for this class:

In this class, you will formally present your nonprofit organization to the class.

Preparation for these classes:

Homework:

- Upload your presentation to Blackboard. PRINT THEM for presentation purposes in class.

Presentations:

- NAP Part 13: Presentations

Homework for the next class:

- Course Self-Evaluation

Class # 28

Autopsy of a Nonprofit

Goals for this class:

In this class we will discuss:

- How the principles we've learned this semester actually work – or don't work – in real life; and what we must do to help our nonprofit survive and thrive.

Preparation for this class:

Homework

- Course Self-Evaluation [Hard copy and uploaded to Blackboard]

Discussion:

- I will make a presentation on the closing of Hull House during this class, which should practically review many of the concepts we have learned.