



Professor Information

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Office Hours: Tuesdays 10AM to 12PM and by appointment

Class Meeting Time: Mondays and Wednesdays 9AM to 10:20AM

Course Description

This course will introduce you to the nonprofit sector. We will learn about different types of nonprofit organizations, their legal structure, powers, and limitations. At times, we will explore nonprofit organizations through the lens of public administration – learning about the components of organizations and how to best manage them. Other times, we will examine nonprofits through a critical lens, discussing the role and actions of charitable organizations that have become an industry. The course will also feature guest speakers so we can learn about the different roles within nonprofit organizations and the different types of work they are engaged in. A service-learning project, practical in-class activities and discussions, and a grant simulation will connect theoretical concepts to practical, hands-on learning experiences.

Student Learning Objectives

1. Understand the definition, role, and limitations of the nonprofit sector.
2. Understand and apply theories that explain the existence, role, and management of the nonprofit sector.
3. Develop a grant proposal that reflects knowledge of grant seeking and awarding process.
4. Evaluate community needs and the responses of local nonprofits.
5. Apply service learning to nonprofit evaluation.
6. Critique frameworks, laws, and goals of the nonprofit sector.

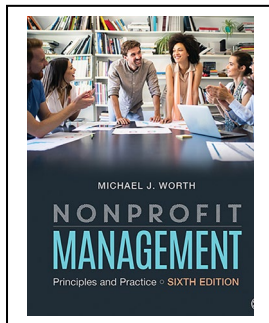
Learning Outcomes for the Communication Literacy Plan

This course is also a communication literacy class. It contains written and oral communication requirements to evaluate proficiency in communication.

1. Oral – Class discussions and activities, Grant pitch presentation
2. Written – Service-learning brief, Grant simulation proposal, Midterm exam

Course Materials

1. Text:



Text: Nonprofit Management: Principles and Practice
Edition: Sixth
Author: Michael J. Worth
Publisher: Sage
ISBN: 9781544352053

Academic articles will supplement this text. See the Readings Folder on Blackboard.

2. Zoom:

Distance students will join the class via Zoom. Please contact me at the beginning of the semester if technology limitations will impact your ability to fully participate in class. Students tend to experience fewer connectivity issues when they are utilizing an Ethernet cable (this cable can be connected straight to your computer from your internet modem). Due to the nature of this course, learning is enhanced when we can see one another's faces during discussions. Feel free to use zoom backgrounds and any other technology to control how much of your private environment we see. If being on video presents an issue, please contact me directly to discuss.

Grading:

Service-Learning Project	30%
Midterm Exam	30%
Quizzes	15%
Grant Simulation	25%

Grading Scale

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

Course Assignments

Service-Learning Project – 30%

You will select a nonprofit organization that you are interested in and engage with them through a service-learning project. The goals of this project are: to learn more about an organization that is doing work in your community that you care about, to assess the organization through nonprofit management concepts, and to engage with the organization in some capacity.

I understand that schedules can be a challenge and that many of you have jobs, families, and other commitments. Therefore, you have the majority of the semester to identify an

opportunity that works with your schedule, life demands, and location. You will have the flexibility to pursue in-person or remote engagement opportunities.

Ways to engage:

- Volunteer with the organization. It can be a shift or series of shifts in a general volunteer capacity or on a specific project. This can also be remote. You might reach out to the organization and ask if they have opportunities or things that you could assist with.
- Volunteer for an event that the organization is hosting or is collaborating on with other groups or industries.
- Attend a learning opportunity: an official fundraiser for the organization, a training, or a webinar.

After engaging with the agency, you will write a report that gives an overview of your nonprofit agency, discusses your experience, and applies course concepts to a further assessment of the agency. See the Service-Learning Project handout for specific details on this assignment.

Grant Simulation – 25%

In teams, you will identify an organization that you believe fits well with the goals of the funding foundation selected for this project. Then you will write a Letter of Inquiry in response to the foundation's announcement. Finally, you will present your pitch to the hypothetical foundation (our class). During our final class period, we will vote to determine which agency is selected to be awarded with the hypothetical grant. See the Grant Simulation handout for specific details about the Letter of Inquiry and presentation.

Midterm Exam – 25%

There will be one exam in this course. This midterm exam will be an open-book, take-home exam.

Quizzes – 20%

After the midterm, the service-learning project and the grant simulation account for understanding and being able to apply key course topics. Therefore, there will not be a final exam but there will be a series of comprehension quizzes throughout the semester. These are to be taken on Blackboard prior to the course date that they are assigned and will cover the assigned readings for that class period.

Course Plan

Class Date	Content	Reading	Exams, Quizzes, and Assignments Due
Week 1: M 8/29	Welcome, Course Introduction		
W 8/31	Intro 1: What is a Nonprofit?	Chapter 1	
Week 2: M 9/5	Holiday - NO CLASS		
W 9/7	Intro 2: Nonprofit Management as a Profession and Field of Study	Chapters 1 cont. & 2	

Week 3: M 9/12	Intro 3: Overview of Nonprofit Sector	Chapter 2 cont.	Sign up for Theory Discussion
W 9/14	Sector and Organization Theories	Chapter 3	Quiz #1 Due Prior to Class (Covers Ch 3)
Week 4: M 9/19	Sector and Organization Theories	Chapter 3	
W 9/21	Startups: Creating a Nonprofit	National Council of Nonprofits. How to Start a Nonprofit. Andersson, F. O. (2019). The Bumpy Road of Nonprofit Creation: An Examination of Start-Up Problems Encountered by Nonprofit Entrepreneurs. <i>Nonprofit and Voluntary Sector Quarterly</i> .	
Week 5: M 9/26	Leadership: Governing Boards	Chapter 4	
W 9/28	Leadership: Executive	Chapter 5	Quiz #2 Due Prior to Class (Covers Ch 5)
Week 6: M 10/3	Leadership: Executive	Chapter 5	Groups for Grant Simulation Assigned
W 10/5	Managing Staff and Service Volunteers	Chapter 9	
Week 7: M 10/10	Managing Staff and Service Volunteers	Chapter 9	
W 10/12	Collaborations and Partnerships	Chapter 8	
Week 8: M 10/17	Advocacy and Lobbying	Chapter 11	Midterm Exam Assigned – Due by End of Week
W 10/19	Advocacy and Lobbying	Excerpt from: Crutchfield (2018) on Social Movements. Council of Nonprofits and Council of Foundations Advocacy Toolkits	
Week 9: M 10/24	Marketing and Communication	Chapter 10	
W 10/26	Accountability and Performance	Chapter 6 Foundation Group. (2021). Understanding the IRS Form 990.	Bring 990 form of a nonprofit to class
Week 10: M 10/31	Accountability and Performance	Chapter 6 Cont.	
W 11/2	Fundraising and Grants	Chapter 13 & 15	Quiz #3 Due Prior to Class (Covers Ch 13 & 15)
Week 11: M 11/7	Fundraising and Grants	Chapter 13 & 15	
W 11/9	Social Enterprise, Earned Income, and Innovation	Chapter 14 & 16	
Week 12:	Strategy, Capacity, and Risk	Chapter 7	

M 11/14			
W 11/16	Strategy, Capacity, and Risk	Chapter 7	
Week 13: M 11/21	Discuss Service Learning and group time for finalizing grant assignment		Service-Learning Project Due
W 11/23	Holiday - NO CLASS		
Week 14: M 11/28	Beyond Nonprofits: Considering the Limitations, Critiques, and Other Community Solutions	Excerpt from: Samimi (2010). Nonprofit Industrial Complex. Excerpt from: Spade (2020). Mutual Aid.	
W 11/30	Final Presentations		Grant Simulation: Grant presentations
Week 15: M 12/5	Grant Project Vote, Final Class Discussion and Activities		Grant Simulation: LOIs Due and Foundation Vote

TTU Policies

Texas Tech Policies on Religious Holy Days, ADA Support, Academic Integrity:
<https://www.depts.ttu.edu/tlpdc/RequiredSyllabusStatements.php>

LGBTQIA support and connections & Title IX resources:
<https://www.depts.ttu.edu/tlpdc/RecommendedSyllabusStatements.php>

Basic Needs

If at any time during the semester, you face challenges accessing regular food and housing and believe this may affect your performance in the course, you are encouraged to contact the Dean of Students for support, <http://www.depts.ttu.edu/dos/>. If you are located at the Waco campus you also have access to MCC's food pantry, <http://www.mclennan.edu/completion-center/food-pantry>. If you are located at the Lubbock campus, you have access to the TTU Food Pantry <https://www.depts.ttu.edu/dos/foodpantry.php>. In addition, if you feel comfortable, please feel open to notifying me so that I can assist in connecting you with university and community resources specific to your area of needed support.