POLS 3306  
Nonprofit Management

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Office Hours: MW 11-1, M 2:15-8:15  
Class Location: Rassman 110

COURSE DESCRIPTION
This course is an introduction and overview of nonprofit organizations and the environment they operate in; examination of the distinctiveness of these organizations and the special skills required for effective management of them; and empirical and normative issues surrounding nonprofit management and leadership. A combination of readings, lectures and visits by nonprofit managers will be utilized to convey the material. Nonprofit management shapes many public policy areas such as education and social welfare and there are also debates regarding what types of organizations should be classified as nonprofits. The inclusion of nonprofit managers as guests in the course will enable students to make practical applications regarding the issues explored throughout the semester.

LEARNING GOALS
1. Students will gain knowledge of social responsibility.
2. Students will gain knowledge of intercultural awareness.
3. Students will gain an understanding of nonprofit management.
4. Students will understand the role of the nonprofit sector in setting policy.

MEANS OF ASSESSMENT
1. Exams (30%)-Students will take two exams worth 15% of your grade each. Students have two options for one of the exams. They may take either a midterm of short answer questions or present one of the readings in a thirty to forty minute presentation. A review sheet for the midterm will be placed on Blackboard. Students will sign up for presentations during the first week of class. In giving the presentation students should:
   1. Introduce the reading.
   2. Make at least one practical application of the reading
   3. Find an example of at least one organization or current event that explores the issue discussed in the reading.
2. Guest Speaker Journal (25%)-For eight of the guest speakers you will be required to keep a journal. An approximately 1-2 page entry should be made for nine of the guest speakers. The entry should address:
   1. A brief description of the discussion of the speaker.
   2. What you learned about nonprofit management from the speaker.
   3. How the speaker increased your knowledge of social responsibility and community involvement.

The journal will be due through Blackboard on April 29th by 11:59pm. The journal will be graded on the basis of how well you followed the assignment, the quality of the writing and the thoroughness of the response.
3. Grant Proposal (20%)-Each student will write a three page grant proposal. This assignment
will be due through Blackboard on March 23rd at 11:59pm.
4. Final (20%)-Each student will take a final consisting of short answer questions. Questions will come from the readings, speakers and class discussions. A review sheet will be posted on Blackboard.
5. Participation (5%) Students will be expected to arrive to class prepared and are encouraged to come up with questions for our guest speakers. Student with more than four unexcused absences will have their final grade reduced for each additional absence. **Students who leave class early without informing the professor will be marked absent for that day.**

**BOOK ORDERED FOR THE COURSE**
Shannon Vaughan and Shelly Aresenault’s Managing Nonprofit Organizations in a Policy World is available online and at the book store. Supplemental Materials will be available on Blackboard and some guest speakers may bring their own materials.

**WEBSITES**
The Independent Sector ([www.independentsector.org](http://www.independentsector.org)) and the Foundation Center ([www.foundationcenter.org](http://www.foundationcenter.org)) are two key resources for the nonprofit sector.

**RELIGIOUS OBSERVANCES**
Every effort will be made to accommodate all forms of religious observance in compliance with ASU OP 10.19. Students who require additional arrangements to be made should make these known in good time in order that arrangements can be made.

**SPECIAL NEEDS**
In accordance with OP 10.15 of ASU’s Operating Policies and Procedures, persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

**CLASS ETIQUETTE**
Behavior consistent with basic rules of courtesy contributes to a productive classroom. To minimize distractions that occasionally disturb the class, refrain from bringing food into the classroom, turn off all cell phones or other electronic devices with audible signals that would disrupt classroom presentations or activities. Students should also avoid whispering or other disrespectful behavior. Laptops may be used for note taking only.
Since we are having speakers coming in from the community, students should make a particular effort to show respectful behavior when they are present.

**ACADEMIC INTEGRITY**
Angelo State University Honor Code ([http://www.angelo.edu/forms/pdf/Honor_Code.pdf](http://www.angelo.edu/forms/pdf/Honor_Code.pdf)):
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Therefore, you are responsible for understanding the Academic Honor Code. Click on the link to access the code.

**WITHDRAWAL FROM THE COURSE**
The last day to drop a course or to withdraw from the University will be March 28, 2019.

Schedule of Classes
Note: Due to the schedule of our guest speakers this syllabus is subject to change. One or two guest speakers may be added over the semester.

1/14 Introduction
1/16 What is the Nonprofit Sector?
   Vaughan and Arsenault, Chapter 1
Presentation #1
1/21 Martin Luther King Day
1/23 Federalism and Nonprofit Management
   Vaughan and Arsenault, Chapter 2
Presentation #2
1/28 Theories of Nonprofit Management and Policy Change
   Vaughan and Arsenault, Chapter 3
Presentation #3
1/30 Regulating Nonprofits
   Vaughan and Arsenault, Chapter 4
Presentation #4
2/4 Mission of Nonprofits
   Vaughan and Arsenault, Chapter 5
Presentation #5
2/6 Strategic Management
   Vaughan and Arsenault, Chapter 6
Presentation #6
2/11 Exam 1
2/13 Lobbying and Advocacy
   Vaughan and Arsenault, Chapter 7
Presentation #7
2/18 The NRA, Lobbying and Advocacy
   Documentary shown in class
2/20 Ethics
   Vaughan and Arsenault, Chapter 8
Guest Speaker #1
   Kevin Wade, West Texas Counseling
2/25 Guest Speaker #2
   Ami Mizell-Flint, Mosaic
2/27 Resource Development and Fundraising
   Vaughan and Arsenault, Chapter 9
Guest Speaker #3
   Eric Sanchez, ADACCV
¾ Guest Speaker #4
   Karla Payne, Open Arms
   3/6 Public and Private Grants
   Vaughan and Arsenault, Chapter 10
Guest Speaker #5
   Matt Lewis, San Angelo Area Foundation
3/18 Guest Speaker #6
   Tracy Simmons, VISTA
3/20 Administration
   Vaughan and Arsenault, Chapter 11
3/25 Guest Speaker #7
   Manny Campos, Galilee
Paper Assignment Due by 11:59pm
3/27 Governance
Guest Speaker #8
   Larry Hettick, Be Theatre
   Begin reading Vaughan and Arsenault, Chapter 12
4/1 Leadership
   Vaughan and Arsenault, Chapter 12
Presentation #8
4/3 Human Resources: Working with Paid Staff
   Vaughan and Arsenault, Chapter 13
Presentation #9
4/8 Working with Volunteers
   Vaughan and Arsenault, Chapter 13(cont.)
4/10 Exam 2
4/15 Nonprofits and Public Policy
   Excerpt from Big Hot Cheap and Right available on Blackboard
Presentation #10
4/17 Guest Speaker #9
   Del Velazquez, Downtown San Angelo
4/22 Evaluation
   Vaughan and Arsenault, Chapter 14
Presentation #11
4/24 Documentary Shown in Class
4/29 Emerging Trends
   Vaughan and Arsenault, Chapter 15
Presentation #12
Journal Due
5/1 Review for Final
Final will be held 5/8 at 1pm