POLS 3306
Nonprofit Management

Instructor: Dr. M. Gritter
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Office Hours: MTW 12:30-3:30

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. This course uses the Blackboard LMS system.

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 (40%)-Students will take two exams worth 20% 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 (15%)-For three 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 25th 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 two 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. If students needs to participate via Collaborate the same policies apply.**

**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.

**COURSE POLICIES:**

**GRADING SCALE**
A - 90% B - 80% C - 70% D - 60% F - Less than 60%

*General Policies related to this course:*

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)

**Student Disability Services:**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at [www.angelo.edu/ADA](http://www.angelo.edu/ADA). The employee charged with the responsibility of reviewing and authorizing accommodation requests is: **Ms. Dallas Swafford**

Director of Student Disability Services 325-942-2047dallas.swafford@angelo.edu [Houston Harte University Center](#) 112
Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Religious Holidays:

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information. It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.
**Student Conduct Policies:**

**Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the Statement of [Academic Integrity](#)

**Plagiarism**

Plagiarism is a serious topic covered in ASU’s [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

**Copyright Policy**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also
ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
Schedule of Classes

1/26 Introduction
1/28 What is the Nonprofit Sector?
Vaughan and Arsenault, Chapter 1
2/2 Federalism and Nonprofit Management
Vaughan and Arsenault, Chapter 2

Presentation #1
2/4 Theories of Nonprofit Management and Policy Change
Vaughan and Arsenault, Chapter 3

Presentation #2
2/6 Regulating Nonprofits
Vaughan and Arsenault, Chapter 4
Nonprofit Status and the NFL:

Presentation #3
2/9 Mission of Nonprofits
Vaughan and Arsenault, Chapter 5

Presentation #4
2/10 Strategic Management
2/13 Exam 1
2/15 Lobbying and Advocacy
Vaughan and Arsenault, Chapter 6

Presentation #5
2/16 The NRA, Lobbying and Advocacy
Documentary shown in class
3/2 Ethics
Vaughan and Arsenault, Chapter 7
¼ Guest Speaker #1
Eric Sanchez, ADACCV
3/9 Resource Development and Fundraising
Vaughan and Arsenault, Chapter 9
3/11 Public and Private Grants
Vaughan and Arsenault, Chapter 10
3/16 Administration
Vaughan and Arsenault, Chapter 11

Presentation #6
3/18 Grant Application Day
Paper Assignment Due by 11:59pm
3/23 Governance
Vaughan and Arsenault, Chapter 12
3/25

Guest Speaker #2
Larry Hettick, Be Theatre
3/30 Leadership

Guest Speaker #4
Manny Campos, formerly of Gailee
4/1 Human Resources: Working with Paid Staff
Vaughan and Arsenault, Chapter 13

Presentation #7
4/6 Working with Volunteers

4/8 Exam 2
4/13 Nonprofits and Public Policy

Presentation #8
Reading available on Blackboard
4/15 Texas Legislative Session and Nonprofits
4/20 Guest Speaker #4
Del Velazquez, Downtown San Angelo
4/22 Evaluation
Vaughan and Arsenault, Chapter 14

Presentation #10
4/27 Documentary Shown in Class
4/29 Emerging Trends
Vaughan and Arsenault, Chapter 15

Presentation #1
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Journal Due
5/4 Review for Final
5/6 Review for Final

Final will be held 5/8 at 1pm

The Last Day to Drop is April 1st