

PACS 4300 Nonprofit Leadership Course

Time & Place:

Thursday
12:30-3:20 p.m.
Wooten Hall, room 116

Instructor:

Instructor: Norman Dolch, Ph.D.
Office: Chilton Hall Suite 263
Email: please use course email
Telephone: (940) 369-8974 (O & FAX)/ 972-369-2395 (C & preferred)
Campus Office Hours: Tuesday 1-3 p.m. and Thursday from 10:30 -11:30 a.m.

Course Description:

PACS 4300 is a face-to-face course supplemented by Blackboard Vista that reviews aspects of nonprofit organization management, especially the core competencies for certification by the Nonprofit Leadership Alliance found at this web address: <http://www.nonprofitleadershipalliance.org/cnp/Our%20Core%20Competencies.pdf> . The course does this by engaging students in high impact service learning projects that allow students to apply their knowledge and skills and to gain advanced knowledge and skills necessary for the projects.

Required Texts:

Peter C. Brinkerhoff. 2009. *Mission-Based Management: Leading your Not-for-Profit in the 21st Century*. New York: Wiley.

Thomas Wolf. 2012. *Managing a Nonprofit Organization: Updated Twenty-First-Century Edition*. New York: Free Press.

Students with other editions of the books may find themselves at a distinct disadvantage in the course.

Course Objectives:

A student who has successfully completed the course should be able to identify, discuss, and apply the basic knowledge and skills in these topical areas to nonprofit and volunteer management:

- Communication, Marketing & Public Relations
- Cultural Competency and Diversity
- Financial Resource Development & Management
- Foundations & Management of the Nonprofit Sector
- Governance, Leadership & Advocacy
- Legal & Ethical Decision Making
- Personal & Professional Development
- Program Development
- Volunteer and Human Resource Management
- Future of the Nonprofit Sector

Student Evaluation Procedures:

Students are required to do the following in the course:

Participation in discussions:

Students are expected to actively participate in class sessions by asking questions and responding to the instructor's comments and questions. This grade will be based on weekly input from the student supplemented by the instructor's subjective analysis.

Quizzes:

There will be weekly quizzes over the assigned readings and lesson material unless otherwise specified.

Service Learning Project:

Students will preference one of two service learning projects for this class to demonstrate their learning of course related material.

One project is the ReStore Center operated by the Dallas Area Habitat for Humanity. The center uses volunteers but lacks a volunteer management system and the class members who preference this opportunity and who are assigned to it will work closely with Ms. Carrie Friday to develop a basic volunteer management system for the ReStore Center using the McCurley & Lynch model found in the book written by them titled *Volunteer Management*.

The other project is developing a strategic plan for the William T. Cozby Public Library at 177 N. Hartz Road, Coppell, TX 75019 (tel. 972-304-3655). This will entail data gathering, a workshop with student presentations, and development of a written report. Students will be working with the head librarian and her key staff as well as the library's board. The model for this strategic plan comes from the book *Changing By Design* written by Doug Eadie.

The service learning project is a major part of the course and a portion of each weekly class period will be devoted to it. Students are expected to develop a portfolio of their unique contributions to the group project including a reflective paper of 3-5 pages on the experience and self-evaluation questionnaire.

Final Exam:

As required by the university, the course will have a final exam and it will be comprehensive in nature. The exam will be an in-class written response to a case study. Students will provide their own blue exam booklet and may bring a one page outline or note sheet to use in writing the exam.

Course Writing:

All writing must utilize the American Psychological Association (APA) Style Guidelines. A good resource on APA guidelines is found here:

<http://owl.english.purdue.edu/owl/resource/560/01/>.

Course Grades:

Grades are based on a percentage breakdown of the total points earned in the course as follows:

Evaluation Procedures	Total Points	Percentage of Total Points
Participation in discussions	150	15%
Quizzes	250	25%
Service Learning Project	400	40%
Final Exam	200	20%

Grade equivalents are based on a percentage of total points in the course as follows:

Letter Grade	Percentage of total points	Point Range
A	100-90	1000-900
B	89-80	899-800

C	79-70	799-700
D	69-60	699-600
F	59 & below	599 & below

Graduate students will be required to work on a special project approved by the instructor and worth 200 points which will be added to the total points on which their grade is calculated.

Course Policies:

1. This course will be governed by all policies in the current Faculty Handbook and the Student Guidebook of the University of North Texas.
 2. Students are prohibited from soliciting and /or receiving outside assistance for this class unless they have received prior approval from the instructor.
 3. Any and all deviations from this syllabus must be obtained from the instructor IN WRITING through the Instructor's e-mail.
 4. Late work is not accepted. Students without acceptable reasons to the professor will not be permitted to make-up missed examinations or other work in the course.
 5. All students must abide by the Code of Student Conduct as outlined in their enrollment agreements.
 6. Please note that students will be dropped for non-attendance in this course. In this Internet class non-attendance will mean that a student has not posted any assignments by the 12th day audit or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch the University official drop dates.
- A Notice of Unsatisfactory Progress may be sent to students who have either an attendance or grade problem by the University audit date each semester.
7. The syllabus may be changed by the instructor due to unforeseen circumstance, especially those related to the service learning project. All changes will be communicated to students via announcements and email.

Academic Integrity :

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at <http://vpaa.unt.edu/academic-integrity.htm>.

Student Behavior in the Classroom:

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

Student Requiring Special Accommodation:

If you have a condition that requires accommodation in this course, please notify the instructor during the first week of class. Any necessary or appropriate accommodations will be made provided that timely notice is received, and that the arrangement is consistent with recommendations from Disability Services, when applicable. Students who require this type of assistance should contact the Office of Disability Accommodation (ODA) at (940) 565-4323, or at TTY (940) 369-8652 to make appropriate arrangements. Information on the services provided by the ODA as well as application procedures is available at <http://www.unt.edu/oda/index.html>. Information on UNT’s policies related to disability accommodations is available at <http://policy.unt.edu/policy/18-1-14>.

Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Course Schedule

- Below you will find the course schedule by week.

- Unless otherwise specified, all work assigned is due in class for the week specified.

Week 1, August 29-31,2012

Class Session on August 30	Lecture/discussion: Beginning of the Semester Quiz
Text Reading	None
Blackboard Vista	Check for communications

Week 2, September 3-7, 2012 (no classes Monday September 3, 2012 for the Labor Day Holiday)

Class Session on September 6	Lecture/discussion: Overview of the Nonprofit Sector and Volunteerism Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 1 Wolf Chapter 1
Blackboard Vista	Check for communications

Week 3, September 10-14, 2012

Class Session on September 13	Lecture/discussion: Forming a Nonprofit Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 2
Blackboard Vista	Check for communications

Week 4, September 17-21, 2012

Class Session on September 20	Lecture/discussion: Successful, High Impact Nonprofits Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 3
Blackboard Vista	Check for communications

Week 5, September 24-28, 2012

Class Session on September 27	Lecture/discussion: Mission Driven Organizations and the People to Make it Happen Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 4 Wolf Chapter 3 & 4
Blackboard Vista	Check for communications

Week 6, October 1-5, 2012

Class Session on October 4	Lecture/discussion: Ethics and Transparency Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 5 Wolf Chapter 7
Blackboard Vista	Check for communications

Week 7, October 8-12, 2012

Class Session on October 11	Lecture/discussion: Boards of Directors Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 6 Wolf Chapter 2 & 9
Blackboard Vista	Check for communications

Week 8, October 15-19, 2012

Class Session on October 18	Lecture/discussion: Leadership Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 7 Wolf chapter 10
Blackboard Vista	Check for communications

Week 9, October 22-26, 2012

Class Session on October 25	Lecture/discussion: Using Technology Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 8
Blackboard Vista	Check for communications

Week 10, October 29- November 2, 2012

Class Session on October 25	Lecture/discussion: Financial Management, Fundraising, and Social Entrepreneurship Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 9 Wolf chapters 6 & 8
Blackboard Vista	Check for communications

Week 11, November 5-9, 2012

Class Session on November 8	Lecture/discussion: Marketing and Public Relations Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 10 Wolf Chapter 5
Blackboard Vista	Check for communications

Week 12, November 12-16, 2012

Class Session on November 12	Guest speaker Haley Briggs on finding a Nonprofit Position No quiz Service Learning Group Work
Text Reading	Brinkerhoff Chapter 11 Wolf Chapter 8
Blackboard Vista	Check for communications

Week 13, November 19-23, 2012 (no classes Thursday, November 22 through Sunday November 25, 2012 for the Thanksgiving Holiday)

Class Session	No class due to Thanksgiving Holiday
Text Reading	Brinkerhoff Chapter 12
Blackboard Vista	Check for communications

Week 14, November 26-30, 2012

Class Session on November 29	Lecture/discussion: Vision for the Future Quiz on lecture and reading material Service Learning Group Work
Text Reading	Brinkerhoff Chapter 13 Wolf Chapter 11
Blackboard Vista	Check for communications

Week 15, December 3-7, 2012 (Pre-finals Week)

Class Session on December 6	William T. Cozby Public Library Service Learning Group Presentation to the class ReStore Center Service Learning Group Presentation to the class Quiz over reading material
Text Reading	Brinkerhoff Chapter 14 Wolf Chapter 11
Blackboard Vista	Check for communications

Week 16, December 10-14, 2012 (Finals Week, Doctoral and Masters Commencement December 14, 2012, and undergraduate commencement December 15, 2012)

S.E.T.E. Course Evaluation	This is available on your “My UNT page. A bonus question will be provided at the final exam. If at least 70% of the class responds to the SETE by the time of the final, everyone may answer a bonus question for 10 additional points. If the S.E.T.E rate is 80% plus, then 15 points will be added to the final exam grade for a correct answer.
Blackboard Vista	Check for communications
Final Exam in the classroom (Wooten Hall room 116) from 10:30 a.m. - 12:30 p.m.	Written in class. Case study provided on Blackboard. One page of notes permitted. Blue book required.