

PANM 2150 – CRN 45652 Introduction to the Nonprofit Sector Department of Political Science, Public Administration & Nonprofit Management	Sec 0
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Instructor: Katie Wilson	Schedule: Tuesday/Thursday, 10:50-12:05
Katie-wilson@utc.edu	Location: Hunter 409
Office Hours: By Appointment	3 Credit Hours – Fall 2014

TEXTBOOKS:

Ott, J.S. & Dicke, L.A. (2012). *Understanding nonprofit organizations: Governance, leadership and management*. (2nd ed.). Boulder, CO: Westview Press.

Ott, J.S. & Dicke, L.A. (2012). *The nature of the nonprofit sector*. (2nd ed.). Boulder, CO: Westview Press.

The instructor will also use Blackboard, where assignments and various materials will be available.

COURSE DESCRIPTION: UTC catalogue description: "Introduction to the nonprofit and voluntary sector in the United States. Examines theories and issues about the existence, forms, and functions of the Nonprofit Sector. Provides an overview of history and modern developments of the Nonprofit Sector. Standard Letter grade."

NOTE: *This syllabus, and any component of the course, is subject to change.* Each student is responsible for keeping informed of changes and new materials. Changes will most often be announced through the "announcements" section of Blackboard.

COURSE OBJECTIVES: By the end of this course, students will:

- Understand the distinct values of the Nonprofit Sector in the United States
- Understand governance, leadership, and management models that guide the Nonprofit Sector
- Understand theories of the nonprofit sector
- Gain and reflect on knowledge from nonprofit, industry experts

Course Assignments/Deliverables		
Activity	Deliverable	Percentage of Final Grade
Attendance and Participation	Class attendance and meaningful contributions to class discussion	10%
5 Reflection Papers	Written Paper (250 words)	15%
7 Quizzes	In Class Quiz (Lowest quiz grade will be dropped)	30% (5% each)
3 Group Presentations	In Class Group Presentations and PowerPoint (or other) File	30% (10% each)
Critical Reflection Paper	Written Paper (1250 words)	15%
Total		100%

COURSE ASSIGNMENT/DELIVERABLE DETAIL:

Students should ensure that all assignments are turned in with their student ID number and names. Due dates for assignments are listed on the course calendar. **Late assignments will not be graded and will receive a score of 0.**

Group Presentation -

Introduction to the Nonprofit Sector Group Presentation Grading Rubric	
	Score 1 to 5
Information - Presentation covers key concepts, utilizes textbook and other academic sources, and provides a cohesive presentation of information	
Professionalism - Students present information in clear, direct, and professional manner	
Creativity - Project incorporates student's innovative thought process in order to create an engaging presentation of information	
Technical - Presentation is free from grammar and other error, includes names of all group members and student identifications, includes reference list in APA style	
Individual Contribution - Students will submit scores to the instructor for each member of the group utilizing a scale of 1-5, 1 for minimal contribution to 5 for excellent contribution. An average of the scores will be calculated and used for the individual score	
Total Score	
Scale of 1 to 5	
1= minimal incorporation of the presentation requirements	
2 = Below the average expectation of the presentation requirements	
3 = Average incorporation of the presentation requirements	
4= Good incorporation of the presentation requirements	
5 = Excellent incorporation of the presentation requirements	

Attendance and Participation – Roll will be taken at the beginning of each class. Students are expected to prepare for and attend class. Attendance and participation will be instrumental to success in this course and will count towards students' final grades, as outlined above. **Missing more than four classes will result in a one letter grade reduction in the student's final grade for the course.**

Students will be asked to review current news and media stories regarding the nonprofit sector and present details of the media coverage to the class. Successful completion of this assignment will contribute to the student's participation score.

Reflection Papers (250 Words Each) – Guest lecturer presentations and current events will lead the student to examine the nonprofit sector from the perspective of a nonprofit practitioner. The short, reflective paper will summarize highlights of the presentation or current event and incorporate the student's personal reflection on the topic presented.

Critical Reflection Paper (1250 Words) – The critical reflection paper will examine the economic and political theories, the social and community theories, or the organization theories of the nonprofit sector as discussed in the Ott and Dicke textbook. The paper will weave personal reflection into the theoretical concepts. A grading rubric will be provided on Blackboard.

Quizzes – Quizzes will be a combination of multiple choice and short answer.

Other Resources - This course will also involve obtaining and reading various materials that can be found on-line and in the Readings section of Blackboard. The following websites will be used in the course:

IRS Tax Exempt Status Tutorial - <http://www.stayexempt.irs.gov/virtualworkshop/TaxExemptStatus.aspx>
Board Source, Learning Center - www.boardsource.org

EXTRA CREDIT: This course has no extra credit assignments and none will be offered.

EVALUATION/ASSESSMENT:

The grading scale for this course is: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 59 or less

A (90 – 100%) = Excellent; all expectations met or exceeded; explicitly demonstrates thorough understanding; no substantive shortcomings or only very minor shortcomings; presentations are well organized, help other students learn course content, and add value above existing course content; writing is well organized and adheres to rules of grammar, spelling and syntax with no or very few exceptions.

B (80 – 89%) = Good; most or all expectations are met; explicitly or implicitly demonstrates good, if not thorough, understanding; only minor substantive shortcomings; presentations are well organized and help other students learn course content; writing is generally well organized and mostly adheres to rules of grammar, spelling and syntax.

C (70 – 79%) = Satisfactory; directions are followed, most expectations are met but with at least one significant shortcoming; despite any shortcomings, demonstrates basic level of understanding;

presentations demonstrate understanding of the content but do little to help other students learn the content; writing is organized well enough and with enough technical accuracy to be understandable.

D (60 – 69%) = Passing, but less than satisfactory; directions only partially followed; more than one significant shortcoming; deficiencies indicate only the most rudimentary level of understanding; presentations demonstrate poor preparation and do not contribute to other students' learning; and/or writing is difficult to understand.

F (0 – 59%) = Failing; not completed or directions not followed; deficiencies indicate lack of understanding; presentations are a waste class time; and/or incoherent writing.

CELL PHONE AND COMPUTER POLICY: If you are unsure of proper etiquette, please visit <http://www.emilypost.com/college-and-beyond> for some tips. Be respectful of the instructor, guest lecturers and other students when using technology in the classroom. If use of technology becomes disruptive to the classroom, the student will be asked to cease use of the technological device.

MAKE-UP POLICY: Any work not turned in on time will not be graded and receive a score of O. If there is a death in the family or a serious medical illness, students should contact the instructor as soon as is possible to discuss make-up options. Any requests for make-up work must be accompanied by documentation, such as a doctor's note.

OFFICE HOURS: Immediately before or after class, or by appointment. I am always happy to meet with students. Some planning may be required because adjunct professors do not have offices on campus. Please remember this when requesting an appointment. If you need to reach me by phone, please call Amy Cole, Administrative Assistant in the Political Science Department, at (423) 425-4281.

ACADEMIC INTEGRITY: Careful adherence to standards of academic integrity is expected of all students. Students are responsible for ensuring that they understand and follow these standards. Students are encouraged to consult the student handbook's discussion of the UTC honor system. To protect the academic integrity of this university and this course, the instructor takes plagiarism and other forms of academic dishonesty very seriously and seeks the most severe sanctions available.

Students should be familiar with the university's Honor Code, which can be found at: <http://www.utc.edu/Administration/StudentDevelopment/studenthandbook.php>.

Students should adhere to the Honor Code at all times and for all assignments, tests, exams and projects. The Honor Code Pledge reads as follows:

I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I will exert every effort to insure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

If students have questions related to the Honor Code, contact the instructor as early as possible. If students have questions about the requirements of a specific assignment, contact the instructor for clarification as early as possible.

Students should also pay particular attention to the "Appendix" to the Honor Code regarding Plagiarism, which reads as follows:

Plagiarism - To plagiarize means to take someone else's words and/or ideas (or patterns of ideas) and to present them to the reader as if they are yours. Plagiarism, then, is an act of stealing. It is also an unwise act because it does not help you learn, and it is a dangerous act because you can be severely punished for it. You should be on guard against plagiarism at any time when writing a paper to be turned in. In some papers you will write, you will be assigned to use only your own ideas and will probably not have to worry about plagiarism. At any time, however, that you read anything in preparation for a paper or consciously recall anything that you have read or heard, you must be prepared to provide documentation.

All (some/selected) papers and other written assignments in this class must (should) be submitted to UTC Learn (Blackboard) text-matching software (SafeAssign) for review and to analyze for originality and intellectual integrity. By submitting your paper online, you agree to have your paper included in the institutional repository of digital papers. If the results of the review indicate academic dishonesty, disciplinary action may be taken against the student as outlined in the UTC Student Handbook.

Communication: To enhance student services, the University uses your UTC email addresses for all communications. In addition, UTC Learn/Blackboard will be used throughout the semester as a communication tool. Please check both on a regular basis. If you have problems accessing your UTC email account, please contact the Call Center at 423/425-4000.

ADA STATEMENT: Attention: If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall <http://www.utc.edu/Administration/DisabilityResourceCenter/>.

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely affecting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438 or <http://www.utc.edu/Administration/CounselingAndCareerPlanning/>.

Introduction to the Nonprofit Sector Course Calendar

<i>The class schedule is subject to change, particularly based on the schedules of guest speakers. Absences may result in your missing a quiz, an assignment, or a schedule change. It is your responsibility to keep up with class activities and any changes to the following calendar. Additional reading resources and assignments may be announced on BlackBoard.</i>		
Date	Prepare Before Class	Topic/Activity During Class
08/19/14		Syllabus and Introductions What is a nonprofit?
8/21/2014	Read Part I: Introduction to the Nonprofit Sector (Red), pg. 1-30	Introduction to the Nonprofit Sector (Red) Group work to create quiz questions for Part I (1-30)
8/26/2013	Read Part I: Introduction to the Nonprofit Sector (Red), pg. 31-57	Introduction to the Nonprofit Sector (Red) Group work to create quiz questions for Part I (31-57)
8/28/2013	Read Part II: The Nonprofit Sector's Distinctive Values and Contributions to Society (Red), pg. 58-71	Values and Contributions of the Nonprofit Sector Group work to create quiz questions for Part II (58-71)
9/2/2014	Read Part III: Historical Evolution (Red), pg. 88-120	Quiz #1
9/4/2014	visit www.huntermuseum.org Purchase E-Student pass under the 'Join' section for \$10	Experiential Learning Meet at Hunter Museum of Art Guest Lecturer: Dr. Adera Causey Reflection Paper #1 Due by 9/9 by 5:00 pm
9/9/2014	Reflection Paper #1 Due by 9/9 by 5:00 pm	Group work for presentation preparation
9/11/2014	Complete Final Group Presentation	Group Presentations in Class Presentation Document Due by 5:00 pm on 9/11
9/16/2014	Visit www.cachc.org Come to class with questions for guest speaker	Guest Lecturer: Shelley McGraw, Children's Advocacy Center's Executive Director Reflection Paper #2 Due by 9/18 by 5:00 pm
9/18/2014	Reflection Paper #2 Due by 9/18 by 5:00 pm	Nonprofits and Tax Exemption Current Events

9/23/2014	Read Part IV: The Rationale for Tax Exemption (Red), Visit IRS Stay Exempt Site and Complete Tax Exempt status tutorial (link is in the other resources section)	Nonprofits and Tax Exemption
9/25/2014	Read Part I: Governance of Nonprofit Organizations (Green), pg. 1-34	Quiz #2 – Tax Exemption Governance of Nonprofit Organizations
9/30/2014	Read Part II: The Legal Framework (Green), pg. 35-68	Nonprofits and Legal Framework
10/2/2014	Read Part II: Effective, Ethical Leadership (Green), pg. 69-94	Quiz #3 – Governance and Legal Framework Why is ethical leadership important in the nonprofit sector?
10/7/2014		Tahnika Rodriguez, Community Volunteer and past/present board of director for Memorial Hospital Foundation, UTC Alumni, Junior League of Chattanooga Reflection Paper #3 Due by 10/9 at 5:00 pm
10/9/2014	Reflection Paper #4 Due by 10/9 at 5:00 pm Read Part V: Fund Development (Green), pg. 111-158	Fund Development: Generating Revenues
10/14/2014	Read Part VIII: Theories of Giving (Red), pg. 281-335	Quiz #4 – Fund Development Theories of Giving
10/16/2014	Complete Final Group Presentation	Group Presentations in Class Presentation Document Due by 5:00 pm on 10/16
10/21/2014		Fall Break - No Class
10/23/2014	Read Part VIII: Budgets, Financial Reports and Management Control (Green), pg. 239-260	Nonprofits and Financial Management
10/28/2014	Visit the CCF website prior to class and come prepared to ask questions http://www.cfgc.org/	Julie Stowe, Chattanooga Community Foundation Board of Directors Reflection Paper #4 due by 10/30 at 5:00 pm
10/30/2014	Reflection Paper #4 due by 10/30 at 5:00 pm Read Part IX: Managing Volunteers (Green), pg. 261-294	Quiz #5 – Part VIII & Part IX The Fun and the Challenges of Managing Volunteers

11/4/2014	Reflection Paper #5 Due by 11/4 at 5:00 pm Read Part X: Accountability and Evaluation (Green), pg. 295-328	Nonprofits Accountability and Evaluation
11/6/2014	Read Part VI: Social Entrepreneurship and Commercialism (Green), pg. 159-200	Quiz #6 – Part X Social Entrepreneurship and Commercialism - What does it mean?
11/11/2014	Conduct an online search for a current event, nonprofit story.	Chattanooga Nonprofits & Current Events Share current, nonprofit story with the class (Points for Participation will be calculated into final score) Reflection Paper #5 due by 11/13 at 5:00 pm
11/13/2014	Reflection Paper #5 due by 11/13 at 5:00 pm Read Part VII: Organization Theories of Nonprofit Sector (Red), pg. 231-280	Theories of the Nonprofit Sector
11/18/2014	Reflection Paper #6 Due by 11/18 at 5:00 p.m. Read Part V: Economic and Political Theories of the Nonprofit Sector (Red), pg. 151-186	Theories of the Nonprofit Sector
11/20/2014	Read Part VI: Social and Community Theories of the Nonprofit Sector (Red), pg.187-230	Theories of the Nonprofit Sector
11/25/2014		Quiz # 7 – Theories of the Nonprofit Sector
12/2/2014	Complete Final Group Presentation	Group Presentations in Class Presentation Document is Due by 5:00 on 12/3
12/4/2014		Critical Reflection Paper Due by 11:59 pm on 12/4/2013