

**College of Public Service
Department of Public Administration
PADM 6950 Introduction to Nonprofit Organizations (Online)
Fall 2018**

Dr. Ken Chilton, Associate Professor

This is a sample for prospective students. Current students should NOT purchase books based on this - consult your instructor!

Office Hours: M-TH 12PM-2PM, or by appointment

Catalog Description

This seminar presents an overview of the history, operation and structure of non-profit organizations. Particular attention is paid to the legal requirements of incorporation and the ethical and philosophical orientation of such organizations.

Course Purpose & Objectives

The purpose of this class is to introduce students to nonprofit organizations, their governance, organizational structure, leadership and management in a rapidly changing funding environment. Particular interest will be placed on understanding the organizations mission and the delivery of services.

Students are expected to demonstrate critical thinking skills through analysis of nonprofits and the differences between “theory” and the real world. A variety of assignments will be used to gauge these skills.

At the end of this course, students should be able to demonstrate the following core competencies:

PC 1.3: Analyze organization behavior to improve systems and performance

Assignments: Students have multiple quizzes and final exam questions about nonprofit governance, board development, and performance measurement to improve organizational effectiveness. Students also have to conduct a 990 analysis of a nonprofit to identify areas of strengths and weaknesses

PC 2.3: Explain institutional and legal environment of government

Assignments: Quizzes and final exam address the rationale for 501 (c)(3) status and the role of nonprofits in a market economy

PC 3.3: Apply systematic research processes to novel problems and produce research in written format

Assignments: Students analyze the federal 990 form of a nonprofit to develop a written SWOT analysis for the organization

Course Audience

This course is intended for students working in nonprofit and governmental organizations who are pursuing the Graduate Certificate in Nonprofit Management. It is also designed to fill the elective requirements for the Masters in Public Administration.

This is a sample for prospective students. Current students should NOT purchase books based on this - consult your instructor!

REQUIRED TEXT BOOKS

Understanding Nonprofit Organizations: Governance, Leadership, and Management 3rd edition. Edited by J. Steven Ott and Lisa A. Dicke. West View Press.

The Nature of The Nonprofit Sector, 3rd edition. Edited by J. Steven Ott and Lisa A. Dicke. Westview Press.

Additional Readings

Students are expected to complete all assigned readings and are responsible for demonstrating knowledge through discussions, short papers and a final examination. In addition to the textbooks, weekly reading assignments will be augmented by journal articles and other readings.

Course Requirements

Students are expected to complete all readings and all assignments on-time. In addition, students are expected to “participate” in **weekly** online discussions and forums. Participation grades will be determined by the quality of your comments, not solely the quantity. Excellent participation consists of comments informed by your readings using proper terminology and critical assessment of the discussion topic. Simply logging in and writing “It was a good article” or “I think it’s a bad idea” are not examples of good participation. Online participation will also be monitored through E-Learn.

Students are expected to notify the instructor *in advance* when unable to participate or meet a project deadline. The instructor reserves the discretion to determine if a student’s reason for missing an assignment deadline is valid. In general, ***you will not be allowed*** to turn in discussion posts **AFTER** the deadline.

Incompletes will NOT be granted unless students have excused absences per TSU policy (serious illness; death in family, etc.).

Evaluation Criteria & Procedures

The final grade for this course will be apportioned as follows:

Activity:

Participation (75 points)

4 Short Writing Assignments (4 x 20 points = 80 points)

990 Analysis (60 points)

Quizzes (5 x 20 pts = 100 total points)

Final Examination (100 points)

Total = 415 points

The grading scale is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

<60 = F

Failure to complete an assignment on time without prior approval of the instructor will result in a zero on the assignment. The impact on your final grade can be profound. You are strongly encouraged to communicate with the instructor well in advance of due dates. Informing the instructor after the due date is not acceptable.

Evaluation Criteria for Papers and Examinations

Criterion

Understanding of subject matter: INFERIOR (C & D Grades) means the student seems to understand some texts and requirements, but does not express this understanding clearly and explicitly. The student does not use concepts from the readings to analyze the paper/project elements. SOLID (B): Has a very solid grasp of the concepts used in class and discusses the ideas clearly and explicitly in paper. Rarely misunderstands the materials or expresses it poorly. OUTSTANDING (A): Has a subtle and sophisticated understanding of conceptual and theoretical concepts to analyze the paper or project elements. Displays a mastery of the material and is able to apply it to real world situations.

Using Concepts: INFERIOR means the examples or analogies are not quite right or are naïve. Comparisons and contrasts between subject matter and real world are wrong or not fully developed. SOLID: Uses appropriate examples, comparisons and contrasts, and can apply concepts from readings to the real world. OUTSTANDING: Demonstrates mastery of course material by appropriately linking theory to reality. Commentary is insightful and informed.

Critical Thinking & Reasoning: Inferior means the student simply reiterated materials from the text. No critical analysis of the materials. Solid: Occasionally uses critical analysis to critique assigned readings and real world application of concepts. Arguments are logical and clear. Outstanding: Articles are sophisticated and clear, often supported by external readings & citations (not assigned). Criticism of concepts and ideas in the field are novel and compelling.

Writing: Inferior means work is riddled with grammar, spelling, and citation errors. Ideas are muddled and unorganized. Solid: Paper is somewhat organized and flows logically from section to section. Limited number of grammar and spelling errors. Outstanding: No spelling or grammar errors. The work is tightly organized and the analysis is clear and coherent.

Participation (Weekly)

As referenced earlier, you are expected to participate in weekly topical discussions in which you critically assess readings or events posted by the instructor. This is *not* optional. You should devote significant time to your posts to insure that they are relevant and substantial. Remember, you would ordinarily spend 3 HOURS per week in class. I suggest you spend 3 hours per week reading comments and writing comments that ADD value to discussions.

Short Writing Assignments (see schedule below)

Nonprofit leaders often lack the time needed to fully read and assess literature on the array of issues affecting the success of their organizations. Thus, they often rely on others to keep them abreast of relevant report findings and current literature. Roughly every 3 weeks, students will be assigned short writing assignments related to the content of the readings. These assignments will be posted by the instructor with full instructions. Each quiz is worth 20 points.

Due Dates:
September 10
October 1
October 22
November 12

Quizzes

Each student is responsible for completing 5 quizzes. They are due in the dropbox by 11:30 PM on the due dates below

September 3, 24
October 15
November 5
November 26

990 Analysis

Pick a nonprofit and analyze the latest available 3-years of IRS 990 filings. You are expected to analyze the 990 forms as if you were a board member of the organization. You are encouraged to analyze the financial health of the organization (use tables/charts) and highlight any potential problems facing the organization. DUE DATE: October 29th by 11:30 PM. Here are a few links that might help you.

[Nonprofit Coordinating Committee of New York \(https://www.npccny.org/new990/\)](https://www.npccny.org/new990/)
[How to decipher a 990 \(http://www.goodmanagers.org/how-to-read-a-990-form/\)](http://www.goodmanagers.org/how-to-read-a-990-form/)
[Guidestar \(http://www.guidestar.org/Home.aspx\)](http://www.guidestar.org/Home.aspx) (register for free access)

Final Exam (Due December 5th)

A final examination consisting of short essay and long essay questions will be provided to students during the last week of the semester. Students are expected to demonstrate mastery of the material and are encouraged to use cite resources (books, articles) to complete the exam.

Classroom Conduct

Tennessee State University expects all students to act honestly and with personal integrity. Cheating and plagiarism will not be tolerated. For further information on the University's standards of ethical conduct, please read the Undergraduate Catalogue section entitled "Academic Misconduct," the Student Handbook sections entitled "Statement of Values" and "Academic Integrity." Additionally, students are expected to familiarize themselves with the attached document entitled "Promoting Academic Integrity."

Support Services for Distance Learners

You can access information on distance learning support services [at the TSU @a Distance link:](http://www.tnstate.edu/atadistance/)
<http://www.tnstate.edu/atadistance/>

Net etiquette

The same code of conduct for traditional the classroom setting applies to online classes. Online classes also have their own "code of conduct" which consists of the traditional classroom code PLUS what is

called "netiquette" - a practical code of behavior for working virtually on the Internet. You should follow these in addition to normal rules of behavior for a classroom setting. Being polite and respectful to others is absolutely required for a productive and supportive online environment.. Remember, you are dealing with real people in your virtual classroom. In a positive online environment, you will feel valued by your instructor, valued by your classmates and your own work will have greater value as well.

1. Adhere to the same standards of behavior online that you follow in real life and in a real classroom.
2. Know where you are in cyberspace, and understand that many people will view what you type.
3. Make yourself look good on-line by expressing yourself clearly and respecting the views of others.
4. Share expert knowledge rather than "keeping it to yourself." And share this knowledge with respect rather than using it to put others down.
5. Be sure to spend time reviewing your messages before posting to be sure that they are clearly written.
6. Use proper and respectful language and refrain from any off-color jokes, insults, or threats.
7. Challenge ideas rather than the students who offer the ideas. When you challenge an idea, do so respectfully and with the goal of increasing everyone's knowledge.

For further information on [net etiquette](#), please follow this link:

<https://www.education.com/reference/article/netiquette-rules-behavior-internet/>

Online Discussions

Unlike face to face discussions in class, the last person does not necessarily have the "last say." With online classes, the later you join the discussion, the greater the chances are that what you want to contribute has already been discussed, making it more difficult for you to add constructively to the discussion.

Academic Integrity

Written work **must be original and academic dishonesty will not be tolerated**. Students should conform to copyright laws as subscribed to by the university. This means that copyright protected materials and software may not be copied or redistributed without permission, including the work of other students. Students are strongly advised to visit the following website and familiarize themselves with the content and resources relating to academic integrity and plagiarism, which is available [on this website](#) (<http://www.plagiarism.org/>). Acts of plagiarism warrant special mention. Students are especially warned against:

- 1) Copying the work of others on tests or assignments;
- 2) Copying without quotation marks and appropriate documentation from original sources;
- 3) Paraphrasing factors or ideas of an author without appropriate citation.

When in doubt, CITE!

Tennessee State University expects all students to conduct themselves with honesty and integrity. This means that you will not cheat and you will not help others in doing so. Whenever you submit as your own work that which originates from another, whether the other is a published source, a friend, or a paper archive, you commit a serious violation of academic integrity known as plagiarism. For information on proper form as well as what not to do, one good place to begin is [Georgetown University](#) (www.georgetown.edu/honor/plagiarism.html).

As the *TSU Student Handbook* makes clear (see p. 16), penalties for plagiarism and other academic dishonesty range from a zero on the assignment to failure in the class.

The Department reserves the right to discipline students for cheating, plagiarism, fabrication, violation of University rules and otherwise contributing to academic misconduct. As the instructor, I will attach severe penalties to any cheating or plagiarism I discover: this includes assigning a grade of "F" for the course and placing a letter in your student file about the incident. You can be accused of plagiarism after you have completed a course, so you should *never* pass your papers on for others to use. Remember: a student who provides answers or a paper for another to use is just as guilty of cheating as the user. Consequently, if I discover that your paper, or another similar to it, has been submitted by another student in another class, you can be found guilty of plagiarism.

DISABILITY ACCOMMODATION STATEMENT

TSU is committed to creating inclusive learning environments and providing all students with opportunities to learn and excel in their course of study. Any student with a disability or condition which might interfere with his/her class performance or attendance may arrange for reasonable accommodations by visiting the [Office of Disability Services](#) (ODS). ODS is located in Kean Hall, room 131 and can be reached at 963-7400 or www.tnstate.edu/disabilityservices. You will be required to speak with ODS staff and provide documentation of the need for an accommodation. If you qualify for an accommodation you will be provided with a document stating what type of classroom accommodations are to be made by the instructor. It is your responsibility to give a copy of this document to the instructor as soon as you receive it. Accommodations will only be provided AFTER the instructor receives the accommodation instructions from ODS; accommodations are not retroactive. You must follow this process for each semester that you require accommodations.

SEXUAL MISCONDUCT, DOMESTIC/DATING VIOLENCE, STALKING

TSU recognizes the importance of providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or is experiencing any of these incidents, there are resources to assist you in the areas of accessing health and counseling services, providing academic and housing accommodations, and making referrals for assistance with legal protective orders and more. Please be aware that most TSU employees, including faculty and instructors, are "responsible employees", meaning that they are required to report incidents of sexual violence, domestic/dating violence or stalking. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator. Although I have to report the situation, you will still have options about how your situation will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

You are encouraged to contact TSU's Title IX Coordinator to report any incidents of sexual harassment, sexual violence, domestic/dating violence or stalking. The Title IX coordinator is located in the Office of Equity and Inclusion, McWherter Administration Building, Ste. 260 and can be reached at 963-7494 or 963-7438. For more information about Title IX and TSU's SART or policies and procedures regarding sexual, domestic/dating violence and stalking please visit TSU's [Office of Equity & Inclusion \(www.tnstate.edu/equity\)](#).

If you wish to speak to someone confidentially, who is not required to report, you can contact the TSU Counseling Center, located in the basement of Wilson Hall, at 963-5611 or TSU Student Health Services, located in the Floyd Payne Campus Center room 304, at 963-5084. You may also contact the following off campus resources: [Sexual Assault Center of Nashville](http://www.sacenter.org) at 1-800-879-1999 or www.sacenter.org or the [Tennessee Coalition to End Domestic & Sexual Violence](http://www.tncoalition.org) at 615-386-9406 or www.tncoalition.org.

HARASSMENT & DISCRIMINATION

Tennessee State University is firmly committed to compliance with all federal, state and local laws that prohibit harassment and discrimination based on race, color, national origin, gender, age, disability, religion, retaliation, veteran status and other protected categories. TSU will not subject any student to discrimination or harassment and no student shall be excluded from participation in nor denied the benefits of any educational program based on their protected class. If a student believes they have been discriminated against or harassed because of a protected class, they are encouraged to contact the [Office of Equity & Inclusion](#) at McWherter Administration Building, Ste. 260, 615-963-7494 or 615-963-7438.

Weekly Readings:

Module 1: The Nature of the Nonprofit Sector, Chapters 1-3.

Module 2: The Nature of the Nonprofit Sector, Chapters 4-6.

Module 3: The Nature of the Nonprofit Sector, Chapters 7-10.

Module 4: The Nature of the Nonprofit Sector, Chapters 11-15.

Module 5: The Nature of the Nonprofit Sector, Chapters 16-18.

Module 6: The Nature of the Nonprofit Sector, Chapters 19-24.

Module 7: The Nature of the Nonprofit Sector, Chapters 25-27.

Module 8: Understanding Nonprofit Organizations, Chapters 1-5.

Module 9: Understanding Nonprofit Organizations, Chapters 6-9.

Module 10: Understanding Nonprofit Organizations, Chapters 10-12.

Module 11: Understanding Nonprofit Organizations, Chapters 13-16.

Module 12: Understanding Nonprofit Organizations, Chapters 17-18.

Module 13: Understanding Nonprofit Organizations, Chapters 19-20.

Module 14: Understanding Nonprofit Organizations, Chapters 21-22.

Module 15: Catch Up Week; Finals Preparation.