Nonprofit Management

Dept. of History   Dr. P. Beisel
HIS-536-001   Office: Dugas L.A. 305
Summer II 2016   Office Hours: 10:00-Noon MTWR
Ferguson 474   (and by appointment)
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Course Description

This course will examine the history, function, and establishment of nonprofit organizations with a specific focus on historical institutions. The course readings, research presentations, and projects will focus on nonprofits' legal documentation, guiding statements, board selection and duties, personnel positions and personalities, manuals and policies, and fiscal responsibilities including fundraising and reporting. Although geared towards students interested in museums, historic sites, and historical associations, this course will be relevant for any graduate student who plans to work for, consult, or assist nonprofit organizations through occupations in social services, government agencies, tourism, and business.

Course Objectives

This course will introduce students to the essential knowledge, skills, and abilities required to successfully conduct the management of nonprofit organization in general and museums, archives, historical societies, and other cultural institutions specifically. Students will read short essays, articles, extended monographs, and technical briefs as they become familiar with the processes, critical issues, and standard terminology and practices of nonprofit management pertaining to leadership and administrators at all levels. The assignments will include individual and group projects, written summaries and reports, and in-class presentations. The "hands-on" emphasis of this course will provide "real world" experiences to complement the traditional reading and lecture phases of a graduate-level course.

Program Learning Outcomes

The SFA History Department has identified the following Program Learning Outcomes (PLOs) for all SFA students earning an M.A. degree in History:

1. The student will be able to explain the key issues and developments in at least two historical periods (one per course).
2. The student will be able to identify the main historical works and interpretive debates associated with an event or period.
3. The student will be able to locate, identify, and critically analyze primary sources.
4. The student will be able to research and analyze effectively an issue or topic in writing.
5. The student will be able to present written work in an appropriate academic style, including the proper citation of sources using Chicago Manual of Style (15th or most recent edition).

This section of this course will focus on PLOs 4, and 5.

Student Learning Outcomes
1. The student will demonstrate in writing an understanding of three broad nonprofit management categories – purpose, organizational structure, personnel responsibilities.
2. The student will demonstrate an ability to complete specific nonprofit management projects on time and evaluate the experience within the theoretical context.
3. The student will demonstrate an ability to function as a member of a team and how to resolve conflicts and differing opinions while producing a quality product.
4. The student will verbally and visually present content information to the class.
5. The student will demonstrate an ability to organize, analyze, and present research in a variety of formats.

Required Books
Dahmus, Lisa. *The Decision Guide for Nonprofit Boards*. Kindle Edition. 2012.
Heath, Chip and Dan Heath. *Made to Stick: Why Some Ideas Survive and Others Die*. New York: Random House Publishing Group, 2007.
Wolf, Thomas. *Managing a Nonprofit Organization. Updated Twenty-First-Century Edition.* Revised and Updated. New York: Free Press, 2012.

Additional readings will be provided in class, on D2L, online, or at the reserve desk in library.

Recommended Books
Brown, William A. *Strategic Management for Nonprofit Organizations*. Burlington, MA: Jones & Bartlett Learning, 2015.
Ward, Deborah. *Writing Grant Proposals that Win*. 4th edition. Burlington, MA: Jones & Bartlett Learning, 2012.

Grading Scale

Assignment (due date)	Points	Weight
In-class participation	15	15%
Three-page Report (7/14)	10	10%
Three-page Report (7/20)	10	10%
Three-page Report (8/3)	10	10%
Three-page Report [lowest of four dropped] (8/10)	(10)	(10%)
Curriculum Vitae (7/18)	10	10%
Funny Money (7/27)	15	15%
Group Project (8/12)	30	30%
Total	**100**	**100%**

The final grade in the course is determined by the total number of points earned on participation, summaries, presentations, and projects weighted according to the percentages listed above. Students are responsible for reading all instructions, links, study guides, and relevant information posted on D2L. Successful participation includes advance reading, timely submission of assignments, and meaningful contributions to class discussions. As graduate students you are expected to maintain a professional and collegial approach to discussions (verbal and email) both inside and outside of the classroom.

Attendance Policy
Students are expected to attend all classes.

Assignments Note: Unless specifically instructed otherwise, all submitted materials will be double-spaced, 1" margins, left-aligned, 12 point font texts with proper footnote and bibliographic citations per *Chicago Manual of Style*. There is no need for coversheets, however the student's name and date of assignment should be single spaced on the first page. Page numbers, in the same font and size as the text, should commence at the bottom center of the second page. Following directions is important when submitting grants, preparing public materials, or "simply" filling out forms. Get in the habit of following directions, precisely, now!!!

Three-page Reports
Write a three-page report of your findings from three nonprofit organizations (never the same three, always history related unless you have secured permission in advance) based on the topic of the selected sets of readings. You need to find each organization's relevant documents, policies, charts, budgets, etc., and develop a collective analysis of the three organizations' materials based on that week's readings. If the organization(s) you want to examine do not have the appropriate materials readily available, select another group. Your report should be a cohesive essay incorporating the organizations as examples within the context of all the week's readings rather than a conglomeration of multiple reviews. If you write the fourth report, the lowest grade will be dropped. You may use either properly formatted footnote or parenthetical references (no endnotes). The *due dates* are noted on the class schedule. Each assignment is due in hardcopy at the beginning of the class session. Each report is worth ten points for a total of thirty points.

Curriculum Vitae
To serve on a nonprofit board, to be hired by a nonprofit, to be utilized as a consultant or provider in a nonprofit's grant, to conduct programming for a nonprofit, you need to provide a CV. The CV should emphasize relevant education, training, and experience – explain which skills you acquired. It must be up-to-date through July 2016. The CV is worth five points. It may be redone one time with no penalty.

Funny Money
Knowing how to utilize effectively spreadsheet software is an important skill and this exercise will provide that opportunity. Using Microsoft Excel, each student will produce a series of financial tracking and reporting documents based on the "receipts, paystubs, etc." made available on D2L. The demonstration of basic accounting principles, resource utilization, and the internal spreadsheet formatting will be equally important. All submissions must be printed on 8.5" x 11" paper and submitted at the beginning of class. In addition, each student is to submit an electronic version by class time as well. Additional instructions will be posted on D2L. The assignment is worth fifteen points.

Group Project
Each team of students will work together to complete a packet of materials for the Stone Fort Museum of SFASU to help the SFM create a 501 (c) 3 friends group and an advisory board, as well as produce the core documents required by the American Alliance of Museums for accreditation. (Detailed requirements of the assignment will be posted on D2L). The team will submit one printed copy of all materials as well as digital files. The team will co-write a ten-page minimum report explaining its research, development, rationale, and writing process. Individually, each team member will submit a three-page reflective essay summarizing the group experience and placing the project within the context of nonprofit management. The final *due date* is noted on the class schedule, however there will be intermediary elements and due dates. The assignment is worth a total of forty points.

Notifications

Student Academic Dishonesty (4.1-July 29, 2014):
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and/or
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Withheld Grades (Course Grades, 5.5-July 16, 2013):
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Academic Accommodation for Students with Disabilities (6.1-April 14, 2015):
It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 for the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA, as amended by the Americans with Disabilities Act Amendments of Act of 2008 (ADAAA). Please read the complete policy at http://www.sfasu.edu/policies/academic-accommodation-for-students-with-disabilities.pdf. For additional information please go to http://www.sfasu.edu/disabilityservices/.

Discrimination Complaints/Sexual Harassment (2.11-July 28, 2015):
It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An employee who violates this policy is subject to disciplinary action up to and including termination. A student that violates this policy is subject to disciplinary action up to and including expulsion.

\\ Collections Management – Summer II 2016 –Calendar	
Date	TOPICS AND ASSIGNMENT DUE DATES
7/12/2016	Introduction to Course – no readings
7/13/2016	What is a Nonprofit Organization?
7/14/2016	The Board (Three Page Report #1 Due)
7/18/2016	Organizational Documents (CV Due)
7/20/2016	Guiding Statements (Three Page Report #2 Due)
7/25/2016	Financial Statements & Fiscal Procedures
7/27/2016	Financial Management (Funny Money Due)
8/1/2016	The Workforce
8/3/2016	Personnel Policies (Three Page Report #3 Due)
8/8/2016	Marketing & Fund Raising
8/10/2016	Sustainability (Three Page Report #4 Due – Optional)
8/12/2016	Final Exam Day – no readings (Group Project due & Reflective Essays submitted individually)