



Course PA 4355.001 Management of Nonprofit Organizations
Professor Young-joo Lee, Ph.D.
Term Fall 2016
Meetings Tue & Thu 11:30 am -12:45 pm
SLC 2.302

Professor's Contact Information

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Office Hours By appointment
Other Information Students MUST use their UTD email in communicating with the instructor.

General Course Information

Pre-requisites, Co-requisites, & other restrictions N/A

Course Description

This is an introductory course on the management of nonprofit organizations. Nonprofit organizations account for a significant part of national economy not only in the United States, but also in many other countries, and they cover a whole range of missions from international development, animal welfare, to museums. With an increasing importance of these organizations, understanding the management of nonprofit organizations will be definitely beneficial for everyone, whether they are planning to start a nonprofit organization, work for a nonprofit organization, or donate their time and money to one of these organizations. The course will focus on the topics such as the development of the nonprofit sector, its role in national economy compared to the public and the for-profit sectors, and the contemporary issues regarding the sector's functions and identity. Student participation is strongly encouraged.

Learning Outcomes

Understanding the concepts and roles of nonprofit organizations
Understanding the management aspects of nonprofit organizations
Understanding performance and accountability in nonprofit organizations
Getting prepared to lead in the nonprofit sector

Required Texts & Materials

Michael J. Worth (2013). *Nonprofit Management: Principles and Practice*, 3rd edition. Sage. (ISBN: 978-1452243092)

Assignments & Academic Calendar

Dates	Topics
8/23 & 8/5	Introduction week
8/30 & 9/1	What is a nonprofit organization? Chapter 2 & Chapter 3

9/6 & 9/8	Who leads a nonprofit organization? – Board governance and executive leadership Chapter 4 & Chapter 5
9/13 & 9/15	Who works in a nonprofit organization? – Human resources and volunteer management Chapter 9
9/20 & 9/22	How do we know if a nonprofit is doing well? – Performance and accountability Chapter 6 & Chapter 7
9/27 & 9/29	Midterm Exam 9/27 (no class on 9/29)
10/4 & 10/6	How do we fund a nonprofit organization? – Fundraising and marketing Chapter 10 & Chapter 11
10/11 & 10/13	Nonprofits and government – love and hate relationship Chapter 13 & Chapter 15 Case study due (10/13)
10/18 & 10/20	How do nonprofits work? – Collaboration, partnership, and nonprofit enterprises Chapter 8 & Chapter 17
10/25 & 10/27	Nonprofit project due (10/27)
11/1 & 11/3	Student presentations
11/8 & 11/10	Student presentations
11/15 & 11/17	Student presentations
11/22 & 11/24	Fall break
11/29 & 12/1	Study for the final exam
12/6	Final exam
Exam dates	9/27 (midterm) and 12/6 (final)

Course Policies

Grading (credit) Criteria	Participation: 20%
	Case study: 10%
	Mid-term: 20%
	Nonprofit project: 25%
	Final exam: 25%
Make-up Exams	Make-up exams are only given in the case of a “medical emergency,” requiring an <i>immediate hospitalization</i>. A student must provide an official document proving a medical emergency (a doctor’s note that you have certain symptoms and need to stay home is not a proof of a medical emergency).
Extra Credit	N/A
Late Work	No late work is accepted unless there is a medical emergency. See above for the definition of medical emergency.

Special Assignments	N/A
Class Attendance	Students will lose 5 points from their final grade if they miss more than 3 classes (until three absences, there is no penalty in grade). If they miss more than 6 classes, they will lose 10 points. Missing more than 9 classes will result in the reduction of 15 points. If students are absent when they are scheduled to present, they will receive 0 for that assignment.
Participation	Active participation is required. Only those who actively participate will get full 20 points of the grade. If a student does not participate in classroom discussions at all, he or she will receive 0 participation grade. Using electronic devices for non-course related work in class will lead to a reduction in participation grade.
Classroom Citizenship	The issue of digital plagiarism has raised concerns about ethics, student writing experiences, and academic integrity. The instructor reserves the right to use any digital plagiarism detection program (such as Turnitin.com) for papers in this course at her discretion.
Comet Creed	<i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: “As a Comet, I pledge honesty, integrity, and service in all that I do.”</i>
UT Dallas Syllabus Policies and Procedures	<i>The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus. Please go to http://go.utdallas.edu/syllabus-policies for these policies.</i>

Assignment & Exams

Term project: Students will work on a project of starting a Texas-based 501(c)(3) nonprofit corporation in your area of interests. In order to qualify as a 501(c)(3), your organizations must serve one of the purposes that are categorized as exempt purposes under section 501(c)(3). The instructor will provide more explanations about this project in class and on elearning. In presenting your project, avoid the use of video clips as they consume too much presentation time.

Exams: Both mid-term and final exams will consist of multiple choice, short answer, and matching questions. Bluebooks are not necessary. The final exam will be comprehensive, covering all the topics discussed during the semester.

Case study: In writing their case analysis, students must use the concepts and theories discussed in the class in order to support their arguments/opinions. Cases will be made available two weeks before the deadline.

The descriptions, requirements and timelines contained in this syllabus are subject to change at the discretion of the Professor.