



**Course** OBHR4300.501 Management of Non-Profit Organizations  
**Professor** Dr. Kyle D. Edgington  
**Term** August 22, 2016 through December 15, 2016  
**Meetings** Monday and Wednesday 5:30pm-6:45pm, JSOM 12.214

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### Professor's Contact Information

**Office Phone** 972-883-6527  
**Other Phone** N/A  
**Office Location** SPN 2.120F  
**Email Address** kyle.edgington@utdallas.edu  
**Office Hours** Mondays 1:30pm-3:00pm and by appointment

### General Course Information

**Pre-requisites** Junior or Senior standing

**Course Description** This course examines the role of non-profit organizations in today's society and discusses the challenges of managing a non-profit both internally and externally concerning areas such as leadership, mission, program planning, budgeting, personnel, marketing, fundraising, volunteerism, and cross-sector collaboration.

**Learning Outcomes**

- 1) Understand the role and mission of non-profit organizations and the importance of a defined vision;
- 2) Diagnose common problems that affect non-profit organizations such as founder's issues and board-staff relationships;
- 3) Identify the relationships between fiscal responsibility and agency performance;
- 4) Assess the complex relationships between non-profit organizations and their environment(s);
- 5) Explore the complex issues surrounding salaried employees and volunteer employees;
- 6) Explore the relationship(s) that exist between non-profit organizations and their various stakeholders.

**Required Texts & Materials** *Nonprofit Management: Principles and Practice 4<sup>th</sup> Edition. Michael J. Worth. Sage Publications 2014*

**Suggested Texts, Readings, & Materials** Journal articles as assigned. Students can obtain required journal articles through the UT Dallas library website.

**Required Computer Access** Internet enabled laptop or tablet/notebook for in-class use

### **Evaluated Efforts**

<b>Grade Component</b>	<b>Points Available</b>
<b>Exam One</b>	<b>325</b>
<b>Exam Two</b>	<b>325</b>
<b>Group Chapter Presentation</b>	<b>250</b>
<b>In-Class Contribution</b>	<b>100</b>
<b>Total</b>	<b>1000</b>

### **Final Grade Determination**

<b>Final Point Total</b>	<b>Letter Grade</b>
<b>970-1000</b>	<b>A+</b>
<b>940-969</b>	<b>A</b>
<b>900-939</b>	<b>A-</b>
<b>870-899</b>	<b>B+</b>
<b>840-869</b>	<b>B</b>
<b>800-839</b>	<b>B-</b>
<b>770-799</b>	<b>C+</b>
<b>740-769</b>	<b>C</b>
<b>700-739</b>	<b>C-</b>
<b>680-699</b>	<b>D+</b>
<b>670-679</b>	<b>D</b>
<b>660-669</b>	<b>D-</b>
<b>0-659</b>	<b>F</b>

### **Extra Credit**

There will be no extra credit offered in this course.

### **Exams**

This course will feature two unit exams. These exams will be in a case study and/or short answer format and will ask students to respond to questions and provide solutions to specific questions related to the course material.

### **Chapter Presentation**

In groups, students will prepare and present an assigned chapter from the course textbook.

## **Class Contributions**

Class contribution is critical. Contribution includes coming to class prepared, having read the material, making relevant contributions to the discussion, asking pertinent questions, politely listening to other students, helping clarify an issue, offering an alternate point of view, and so forth. Sleeping in class, reading material unrelated to the class, whispering while other students are talking, and other such disrespectful actions will negatively impact your participation score.

## **Homework Activities**

Chapter reading per syllabus. Dr. Edgington prefers not to do all of the talking during class. Your thoughts and analysis of the text makes our time together much more interesting.

## **Attendance**

Just as how in one's job they are expected to be at work, students are expected to be in class and attendance is mandatory. Attendance will be taken promptly at the beginning of each class. Students must remain in class from beginning to end. Students **MUST** attend 75 percent of class meetings to pass the course.

## **Late Work and Missed Assignment and/or Exams**

All deadlines for submissions will be clearly defined; therefore, no assignment or projects will be accepted late **FOR ANY REASON**. If a student misses their group presentation, they will receive a grade of zero for that project. If a student misses an exam, they will receive a grade of zero for that exam. If a student misses a chapter presentation, they will receive a grade of zero for that presentation. If a student feels they have a compelling reason for missing a presentation or exam, they may file a written appeal with the Professor.

## **Cell Phones/Mobile Devices**

Many companies, in their company handbook, make provisions for the use of cell phones and mobile devices during the company's time. The policy in this course is that cell phones and mobile devices are not allowed during class time. This policy exists for three reasons: 1) you need to be paying attention to what is occurring during class, 2) your use of a device may be a distraction to others in the class, 3) your use of a device may be a distraction to the Professor. Students who elect to violate this policy will first be issued a warning, either verbally or through email. Continued violation of this policy will result in the student being asked to leave the class for the day.

## **Laptop Computers/Tablets**

As with mobile devices, many companies elect to limit personal computer use during company time. Approved uses of laptops and tablets during class time are limited to taking notes and assigned in-class activities.

### **Off-campus Instruction and Course Activities**

This course may require students to participate in off-campus activities.

### **UT Dallas Syllabus Policies and Procedures**

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.

### **Campus Carry**

Please go to <http://www.utdallas.edu/campuscarry/> for these policies.

### **Statement Regarding Potential Academic Dishonesty**

All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs who will determine guilt or innocence. If a determination of guilt is found, at minimum a grade of zero will be recorded for the assignment/activity in question.

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

**Tentative Course Schedule**  
*The descriptions and timelines contained in this syllabus are  
subject to change at the discretion of the Professor.*

<b>Date</b>	<b>Topic</b>	<b>Material to be Discussed in Class</b>	<b>Assignment Due at the Beginning of Class</b>
<b>August 22</b>	Course overview and Introductions	Syllabus	
<b>August 24</b>	Nonprofit Management as a Profession and a Field of Study	Chapter 1	
<b>August 29</b>	Nonprofit Management as a Profession and a Field of Study	Chapter 1	<b>Form Student Groups</b>
<b>August 31</b>	Overview of the Nonprofit Sector	Chapter 2	
<b>September 5</b>	Labor Day	No Class	
<b>September 7</b>	Abilene Paradox		
<b>September 12</b>	Theories of the Nonprofit Sector and Nonprofit Organizations	Chapter 3	
<b>September 14</b>	Chapter 1,2 & 3 review	Chapter 1, 2, & 3	
<b>September 19</b>	Philanthropic Fund-Raising	Chapter 11	
<b>September 21</b>	Philanthropic Fund-Raising	Chapter 11	
<b>September 26</b>	Philanthropic Fund-Raising	Chapter 11	
<b>September 28</b>	Philanthropic Fund-Raising	Chapter 11	
<b>October 3</b>	Executive Leadership	Chapter 5	
<b>October 5</b>	Executive Leadership	Chapter 5	
<b>October 10</b>	Ensuring Accountability and Measuring Performance	Chapter 6	
<b>October 12</b>	Ensuring Accountability and Measuring Performance	Chapter 6	
<b>October 17</b>	Strategic Planning and Strategic Management	Chapter 7	
<b>October 19</b>	Strategic Planning and Strategic Management	Chapter 7	
<b>October 24</b>	Capacity and Collaboration	Chapter 8	
<b>October 26</b>	Exam 1		
<b>October 31</b>	No Class – self study		
<b>November 2</b>	Managing Paid Staff and Service Volunteers	Chapter 9	
<b>November 7</b>	Marketing and Communications	Chapter 10	
<b>November 9</b>	Marketing and Communications	Chapter 10	
<b>November 14</b>	Nonprofit Governing Boards	Chapter 4	
<b>November 16</b>	Nonprofit Governing Boards	Chapter 4	
<b>November 21</b>	Earned Income Strategies	Chapter 12	
<b>November 23</b>	Earned Income Strategies	Chapter 12	
<b>November 28</b>	Government Support	Chapter 13	
<b>November 30</b>	Government Support Financial Management	Chapter 13 Chapter 14	
<b>December 5</b>	Financial Management	Chapter 14	
<b>December 7</b>	Exam 2		
<b>December 9-15</b>	Final Exams	<b>NA</b>	<b>NA</b>

