

Arkansas Tech University
PS 4143: Nonprofit Governance and Operations
ETECH - WEB-SPRING-2017-21670-PS-4143-TC1
Fred Prasuhn, Ph.D., Instructor

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Office Hours: By appointment only. Virtually using Blackboard Collaborate or Blackboard IM by appointment. Please keep in mind that I may not be in your time zone. We may need to plan a date and time.

Course Description

This course examines the theoretical, philosophical, practical and ethical perspectives related to the effective management and leadership of nonprofit organizations in the twenty-first century. Upon completion of the course, the student will possess an understanding of 1) the historical development of the nonprofit sector, 2) the multiple rationales for the existence of the nonprofit sector, 3) the distinctive characteristics of nonprofit organizations, 4) the structures, processes and complexities of organizational governance shared by volunteer board members and professional staff, 5) the dynamic environment of the contemporary nonprofit organization, and 6) the current issues of importance to nonprofit decision makers.

Required Course Text

Drucker, Peter. (1990). *Managing the Nonprofit Organization: Principles and Practices*. New York, NY: Harper.

Heyman, Darian R., Ed. (2011). *Nonprofit Management 101*. San Francisco, CA: Jossey-Bass.

Justification for the Course

Numerous models of planning and education and training programs for adult learners exist, ranging from conceptual and data-based studies on program planning to how-to books and guides. This course examines and applies the 12 component Interactive Model of Program Planning. This model has been utilized in a variety of setting to include the corporate sector, continuing education for the professions, health care, government, community action programs, the military and religious institutions. To effectively design and deliver programs to adults, developers and trainers need an interactive and action-oriented process in which decisions and choices are made about learning opportunities for adults.

Course Objectives

1. Understand the role of nonprofit organizations and the future of philanthropy.
2. Evaluate the effectiveness and viability of a nonprofit organization.
3. Assess the risk management, insurance needs and legal aspects of a nonprofit organization.
4. Understand the methods and complexity of nonprofit development.
5. Evaluate the marketing and communications efficacy of a nonprofit organization.
6. Understand the symbiotic relationship between the leadership, volunteers, governing board and the community with regards to the nonprofit organization.
7. Become familiarized with the diversity of the nonprofit community in the United States.

How Course Meets General Education Requirements

The general education curriculum at Arkansas Tech University is designed to provide a foundation for knowledge common to educated people and to develop the capacity for individuals to expand that knowledge over his or her lifetime. The University has identified a set of comprehensive goals that will allow students to accomplish these general education objectives. This course addresses the following specific Arkansas Tech University general education goals:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning

Methodology

The objectives will be achieved through textbook readings, supplemental readings, on-line discussions boards, individual assignments, case study, video lectures, and a group project. Students are required to post on the discussion board as assigned and provide feedback to peers based on the week's assignment to create an interactive dialogue. The group project requires students to collaborate using technology to reflect real world application.

Technology Competencies

Students are expected to demonstrate mastery and appropriate application of related technology competencies as determined by the Professional Studies Department. Those competencies include: word processing (MS Office), PowerPoint (2007 version or ability to see later version of PowerPoint), on-line research, email, Blackboard, discussion board postings, and list-serve knowledge. Other technology tools are available to you using your ATU.edu Office 365 account.

Class Assignments

Class assignments are provided at the start of the course and on Blackboard Calendar. Specifics for work and due dates are noted with each assignment. All times are CST server time.

Assessments

Discussion Board

Weekly discussion board posts regarding the assigned reading will be required from each student, as well as providing feedback to a post of at least two peers. All discussion board posts will be due by 11:59 p.m. CST on the due dates specified on the Course Calendar. Each posting has two components: your personal original post typically due within 2 days of start of module and peer feedback/interaction that closes by the end of the module. Classmates cannot “discuss” with you and others unless your original posting is made available to them early in module’s schedule. Discussions cannot take place unless you keep up with your board posting, read what others have posted, and respond accordingly to keep dialogue flowing. All assignments must be submitted through Blackboard to receive credit.

Assignments

In conjunction with the reading assignments, students must complete the identified assignments for each module as assigned in Blackboard. The materials and background information for each exercise will be provided to you in Blackboard, if required.

Examinations and Quizzes

Quizzes are associated with each module and are designed to assess a student’s mastery of the materials presented in a respective module. A final exam will be administered over the course material. Examinations may be timed. If so, once you begin the examination you must complete and submit within the allotted amount of time.

Group Project

The group project for this course is the selection, assessment, and review of a nonprofit organization assigned by the instructor. Teams of students collaborate to develop a comprehensive overview of the assigned nonprofit organization, culminating in a final report in presentation format.

E-mail/Discussion Board Decorum

This is an online course; therefore, much of our conversations will take place via email and discussion board. Please use common sense (no slang, use correct grammar, etc.) when sending emails and posting to discussion boards. This is a college level course and I expect you to be on a college student level with your postings and emails. I do not expect you to be a perfectionist, but I do expect you to be courteous and respectful. In most cases, I will respond to your messages within 1 business day.

Grading Summary

Points are listed with each assignment and on Blackboard Gradebook. Points are assigned for each activity and explain with attached rubrics

Grading Scale

The grading scale for the course follows the traditional 10% point model.

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59%-0%	F

It is up to you to calculate your course grade at any given time in during the term. I do not keep running course grades. Individual scores and feedback are provided for your use and calculations.

Grading of Assignments

Discussion board input and participation will be evaluated weekly and grades posted within seven days of the closing date of the assignment. Every effort is made to return all assignments within 7 days of submission and no more than 14 days from submission. Every effort will be made to provide you with effective and timely feedback in this course.

Make-Up Policy/Late Work

I will not accept late work unless there is an unavoidable or extenuating circumstance that can be documented. Documentation will need to be shared with me electronically through our Blackboard messaging system. I will consider each instance individually and try to work with you the best I can. It is the instructor's decision whether to award any credit for late assignments. There is no making up on exams. If you know you are going to be absent when something is due, you need to decide to complete and submit any work ahead of schedule. Be proactive and plan.

Course Policies

Academic Misconduct

University policy will be followed. At a minimum, the student (and any student caught assisting in the misconduct) will be given an automatic “F” for the test/assignment in question and possibly an “F” for the course. Subsequent cases of plagiarism will result in a minimum of one letter grade course reduction for each incident. In addition, any student who aids another student in plagiarism (e.g., provides a completed homework assignment to another student for submission) will be treated as also being involved in plagiarism and appropriate penalties will apply. Egregious cases of plagiarism (i.e., large sections copied from another source) will result in an automatic “F” for the course.

Excessive Unexcused Absences/Missed Assignments

If, at any time during the semester, you miss three assignments, you will be referred to the Tech Early Warning Program. If you are unresponsive within the following three business days, you will be dropped from the course by your instructor with an “F” for excessive absences or non-performance. It is your responsibility to contact the instructor when you cannot attend class or are having a problem completing an assignment. Consider this your warning about being dropped from the course for missed assignments.

Campus policy outlines the dates for dropping a course with a “W”. If you have a failing score and do not drop before the stated deadline, you will receive an “F” on your transcript for the course; therefore, it is in your best interest to monitor your status in the course and take advantage of the opportunity to withdraw with a “W” rather than remaining in the course and receiving an “F”. Tech has a very lenient withdrawal policy which allows a student to withdraw with an “W” until almost the end of the semester.

You are responsible for explaining to the instructor the reason for absences due to sickness, accident or death in the family. For absences which make it difficult for you to contact the instructor, such as an emergency, you should contact the Student Services Office, Doc Bryan Student Services Center, Room 233, (479-968-0239) to have the instructor notified.

Every effort is made to respond to students in 24 hours.

University Testing and Disability Services

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office of University Testing and Disability Services for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Office of University Testing and Disability Services if they are not certain whether a

medical condition/disability qualifies.

Contact Information:

University Testing and Disability Services
Arkansas Tech University
Bryan Hall, Room 103
105 W. O Street
Russellville, AR 72801-2222

Voice Telephone: (479) 968-0302 Fax: (479) 968-0375 TTY Service: (479) 964-3290

Web Site: <http://www.atu.edu/testing/>

PS 4143 Syllabus Addendum

Fred Prasuhn, Ph.D.

Spring 2017

This is an online course. Although there is no scheduled classroom time, you are expected to check in at least 4 times a week and respond to any announcements, messages, and other communications. Yes, I do understand that you have work, family, and social obligations outside this course. I do know, first hand, the balancing act required to complete college level courses while having family, work, and life. However, you decided to enroll in the course. Thus, it is your responsibility to take control of your learning and schedule time and resources to complete the course work. It is amazing how we find time for the elements in our life that we value and have made a commitment.

I do not schedule work as other instructors may. A tentative course calendar is made available to you. Official due dates are maintained on the Blackboard Calendar. You will find that I may something scheduled midweek. This does not mean you must work on the assignment midweek. You may complete your work accordingly. The assignment is due midweek. This is especially important for discussion postings and to allow for work that is sequential in nature.

Your course grades are based on the quality of your work in similar fashion to any work setting, meeting deadlines, providing quality work, and interacting with others. A tentative schedule is provided to keep the class moving along through the term. Therefore, no late work is accepted. Unless announced, all work is due by 23:59/11:59 pm Blackboard server time on the scheduled date. It is your responsibility to read the materials, complete trainings, and ask questions when you are not able to resolve any issue from the text. I am here to help you in this journey. I do attempt to provide you with the information and tools you need to successfully complete the tasks and course. As we are not in a classroom environment, I am not able to read body language and respond. It is up to you to contact me.

As with a job, your attendance and work submission does affect your course grade. We are not in a traditional classroom setting. I cannot take physical count of your time. I can, though, monitor you log ins, your time, and accessibility to content. If you are not spending active time in Blackboard, I begin to wonder about your participation in the course and your subsequent work.

Your Work

- You chose to register for an online course. This means that you are responsible for technology and internet connectivity. Additionally, it requires you to use appropriate technology and software that permits your participation in the course.
- I do not accept late submissions. A tentative schedule is provided at the beginning of the course. The official course calendar is the Blackboard Calendar. The dates there are

directly linked to each task in the course. If any changes are needed I will make an announcement.

- It is strongly suggested that you work ahead of schedule. As you know, life events, work requirements, family, and so forth demand your time and attention in addition to your commitment to your education. Also, technical issues do occur. It to your advantage for you to work ahead of the schedule. This provides a buffer for those unseen instances that take you away for your course work. The extra time also allows you to ask questions of me so we can chat about questions you have or support you need.

Other Information

- I am an off-campus instructor. I use Blackboard IM, Blackboard Messages, and Blackboard Collaborate to assist you and to communicate directly. Please email me to set up a time and date that we can connect live and work together.
- Please install and make certain that your Blackboard IM and Blackboard Collaborate work on your computer(s). You may need to contact tech support for assistance. Blackboard also provides good information in the help section. Blackboard has YouTube videos that are beneficial.
- You will find that I have Blackboard IM open many times each day. I work on a computer mostly. You will be able to ping or contact me there. If I do not answer right away, please leave brief message so we make a connect when I return to the computer.

All discussion posts have 2 due dates!

Your (1) personal original posting as noted by the assignment due date (see course calendar) and (2) your responses/discussions with peers date. The 2nd posting (your responses to questions, asking questions, and the like) is noted on Blackboard Calendar. Responses and discussions are open until the end of the module. Remember, this is a discussion board: think, share, learn, ask questions. Treat it like a large text message conversation. I suggest that you subscribe, or check, each discussion forum daily. There may be information you find useful and you may have questions asked of you; you should respond in the spirit of learning and discussion.

Closing Thoughts

I look forward to our course together. I am a strong advocate for online learning. I also learn from you as you ask questions or make suggestions for future course renderings. Use the Ask the Instructor discussion board or email me.

Communication is key since physical distance separates us. Plan ahead. Work ahead. We will make it to the end of this course.