

NORTH PARK UNIVERSITY - School of Business & Nonprofit Management

SBNM 5730	Spring 2013
Nonprofit Law, Policy, and Government Relations	On-line

Instructor: Gianfranco Farruggia, Ph.D.; Assoc. Prof. of Nonprofit Mgmt.

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Office Hours: Mondays 12-3; Wednesdays 12-2; other times by appointment

Office Location: SBNM (2nd Flr.), 5043 N. Spaulding, 2nd Flr. (mailing address - 3225 W. Foster, Box 27); Chicago, IL 60625

Required Textbooks: Donald Chambers & Kenneth Wedel (5th ed.). *Social Policy and Social Programs: A Method for the Practical Public Policy Analyst*; Boston, MA: Pearson-Allyn & Bacon.

Paul Slack (1990). *The English Poor Law, 1531-1782*; Great Britain: Cambridge University Press.

Additional Readings: Located on-line.

Student Learning Objectives: This course analyzes major aspects of federal and state law affecting nonprofit organizations and explores the dynamics of interdependence between nonprofit organizations, government, and the public policy process. Through participation in this course, students will increase their specific knowledge in the following areas:

1. Historical framework and current policies vis-à-vis state and federal systems.
2. Rules regulating corporate and administrative behaviors of nonprofit organizations in management, service provision, and fundraising.
3. Organizational liability issues.
4. Tax and legal issues pertaining to advocacy, lobbying, and political activities.
5. Strategies for analyzing public problems and policies.
6. Overview of policy make-up in legislative, administrative, and legal arenas.
7. Techniques for successful policy advocacy at federal, state, and local levels.
8. Strategies for developing and maintaining successful partnerships and collaborations with government entities.
9. Critical public policy issues that have an impact on the nonprofit sector.

Course Methodology: Class sessions consist of Power-point presentations by the instructor and class discussions based on the assigned readings. Because this course is taught in an intensive format, it is very important for students to keep up with readings, assignments and discussions.

Grading

Class participation (active weekly postings)	15%
PAPER - Poor law interpretation	15%
PAPER - Lobbying plan	15%
Legislation research w/Power Point Presentation	20%
Final Project – Policy & Program + Power Point Presentation	30% + 5%

Total	100%
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Schedule of Readings and Assignments

<u>Week</u>	<u>Subject</u>	<u>Readings</u>	<u>Assignment</u>
1	<u>Foundations of Civil Society</u> Ancient cultures, religious foundations, and historical events that have influenced our current social policies	Slack	
2	<u>Foundations of Civil Society</u> English Poor law and the current translation of our welfare system	Slack	<u>Paper due:</u> Poor Law interpretation
3	<u>The Legislative Process</u> [] Terminology and steps common to enacting a bill into law and the role of lobbying [] Identification and communication with State of Illinois legislators	See on-line	<u>Assignment:</u> Legislator communication
4	<u>Laws and Legal Issues</u> State incorporation laws, federal exemption requirements, and various legal issues that effect nonprofit administration		<u>Paper due:</u> Lobbying outline
5	<u>NPO:Government Relations</u> [] Continuation of relationship between government and nonprofit organizations in the modern welfare state [] Understanding how the administration of nonprofit organizations involves acceptance and management of multiple and diverse constituencies.	See on-line	Presentation & Paper due
6	<u>Public Policy</u> Relationship between government and nonprofit	Chambers & Wedel (Chs. 1, 2, 3)	

	organizations in the modern welfare state via the public policy process.		
7	<u>Public Policy</u> Relationship between government and nonprofit organizations in the modern welfare state via the public policy process.	Chambers & Wedel (Chs. 4, 5, 6, 7, 8, 9)	<u>Final Assignment: Program & Policy</u>

Class Participation policy: We have much material to cover in a short time; participation is expected and is a major component of your participation grade. Instructor-facilitated discussion questions for each week will be posted so we can begin meaningful discussion of the topics by Wednesday of each week. Therefore, it's essential that readings for each week be completed by no later than Wednesday morning. Meaningful discussion means posting insightful reflections and thoughts about the readings. When you cite from the readings, please include the reference and page number(s) so that we can all follow along.

Initial Posting Rubric

Full Points	1/2 Points	Minimum Point	-0- Points
Discussion is substantive and relates to key principle(s), point(s) or issue(s) of the assignment.	Reference made to key issue(s) but point(s) is(are) not sufficiently integrated.	Inadequate or no reference to key principle(s); no evidence that student understood the principle(s).	No participation during the scheduled week.
Uses relevant example(s).	Example(s) is(are) not integrated effectively into response.	No example(s) provided.	
Posted on time.	Posted on time, but during the last 2 days of discussion.	Not posted by deadline.	No posting during scheduled week.
Syntax is appropriate, terminology used accurately and appropriately, language is understandable and concise, organization is logical.	Terms used inaccurately; organization present but could be improved, writing is generally adequate but exhibits some lack of clarity.	Writing is poor, terminology inaccurately used and lacks organization.	

Response Posting Rubric

Full Points	1/2 Points	Minimum Point	-0- Points
Relates to the original posting; reinforces course material or challenges interpretation of material.	Refers to lesson content but not integrated effectively.	Does not refer to key points with no evidence student understands the key points.	No responses during scheduled week.
Responds to the ideas presented in the original post.	Response is loosely related to the ideas of the original post.	Response does not relate to the original post.	
Response is characterized by 3 or 4 of the following: a. supportive b. thought-provoking c. challenging d. reflective e. ties to another course concept	Response is characterized by 1 or 2 of the following: a. supportive b. thought-provoking c. challenging d. reflective e. ties to another course concept	Response is not: a. supportive b. thought-provoking c. challenging d. reflective e. ties to another course concept	
Posted on time.	Posted on time, but during the last 2 days of discussion.	Not posted by deadline.	No response postings during scheduled week.
Organized, concise, clearly written in understandable language.	Writing is adequate but may include inconsistencies or inaccuracies.	Writing is poor, unclear and disorganized.	

Availability: I maintain campus office hours and virtual office hours on the internet (see Your Professor link).

Papers: I place **a premium** on communication skills and expect graduate level work, therefore **proofread your papers carefully; misspellings, poor grammar, and bad syntax do lower your grade.** In management communication, conciseness is especially appreciated. Therefore, I expect you to be succinct and avoid unnecessary repetition of obvious facts and elaborate introductions. Get to the point, support it, summarize it and quit.

Rubrics for each assignment requirements are located on-line.

First Paper: The Elizabethan Poor law has had a “heavy-handed” impact on social welfare vis-à-vis the current state-federal public assistance “system.” You are to submit a paper of **your** interpretation of the modern translation and adaptation of the most prominent aspects of the Elizabethan Poor law.

Second Paper: Identify and initiate communication with **your** State or US Senator or State Representative or Congressman (based on preference or knowledge). Obtain information about his/her background (when elected, political party affiliation, committee assignments, community and political platform. Identify a bill your legislator is sponsoring (or co-sponsoring) that has some manner of impact on social policy (e.g., public assistance, housing, the aged, health, child welfare, the disabled, mental health). Request a copy of the bill to bring to class for discussion. You're to submit a paper outlining what steps you would take to lobby for the passage or the blocking of the bill you've identified as having an impact on social policy.

Legislation Presentation: Student PowerPoint presentations of major legislation, tax acts and reforms, and federal regulations that have an impact on the operations and management of nonprofit organizations. The number of pieces to be presented **is** dependent on the number of students registered.

Final Paper: You are to create a social policy and program (one that is of personal interest and importance to you) that incorporates the following components:

1. What purpose or goal do you wish to achieve with your policy?
2. Given the purpose of goal, who is entitled to receive services?
3. In what form would services be given?
4. Whom will you select to deliver the services?
5. How will the benefit be financed?

You are to submit a final paper of **your** social policy and program.

Please note, instructor will accept late submissions for good reason, but they will cost 10% of the total points for each day or portion of a day late.

Academic Honesty: In keeping with our Christian heritage and commitment, North Park University and the SBNM are committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

- Plagiarism – use of another’s work (even your own past work) as one’s own without giving proper attribution to the individual. This includes using materials from the Internet.
- Copying another’s answers on an examination.
- Deliberately allowing another to copy one’s answers or work.
- Signing an attendance roster for another who is not present.

In the special instance of group work, the instructor will make clear his/her expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well. For further information on this subject you may refer to the Academic Dishonesty section of the University's Catalog (available at www.northpark.edu). In conclusion, it's NPU's mission to prepare you for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Attendance Policy: The graduate courses in the SBNM are all 7 weeks in length. Missing one class session is allowed without penalty as long as all readings and assignments are made up by the student within a reasonable time period (the following week). Failing to log into an online course site for an entire week is allowed, but a penalty may be applied at the instructor's discretion. Missing a second class session is allowed only in unusual circumstances by prior arrangement with the instructor. Since this represents almost 30% of the engagement time for the course, the student runs the risk of receiving a lower overall grade for the class. Faculty are encouraged to drop the course grade by a full letter grade in this situation. A student who misses three classes (or the equivalent two weeks for an online class) will automatically fail the course, unless the student drops the course before the seventh week of class. Students who drop a course will be held responsible for tuition, based upon the current North Park University refund policy outlined in the University Catalog.

Disabilities: Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the SBNM program office (773-244-6270). Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: <http://www.northpark.edu/ada>.

Use of APA Publication Manual: The School of Business and Nonprofit Management has adopted the *Publication Manual of the American Psychological Association* as the standard and required format for all papers in SBNM courses.

Our goal in adopting APA is to enhance student learning to:

- 1) Improve student's writing skills.
- 2) Standardize required format of all written assignments.
- 3) Emphasize the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
- 4) Hold students accountable for high quality written work.

If you are unfamiliar with the requirements of the *APA Publication Manual*, we recommend that you purchase the reference manual and/or that you consult one or more of the suggested resources as listed on the Student Resources section of the SBNM website. ***It is your responsibility to learn and ensure that all written work is formatted according to the standards of the APA Manual.***