

**NORTH PARK UNIVERSITY - School of Business & Nonprofit Management**

Course: BSE 3720	Fall 2012, Quad A
<u>Introduction Nonprofit Leadership and Management</u>	Tues + Thurs: 1:30pm-3:10pm

**Instructor:** Gainfranco Farruggia, Ph.D.; Assoc. Professor of Nonprofit Management  
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**Required Text:**

- G. Grobman (2007). *An Introduction to the Nonprofit Sector – A Practical Approach for the Twenty-First Century, 2<sup>nd</sup> ed.*; White Hat Communications; Harrisburg, PA
- Other materials will be made available during the course and posted on-line

**Course Objectives:** This is a course about the nonprofit sector, about the unique socio-political philosophy that has led to its development in American Society, and about its current status and dimensions. Nonprofit organizations are heavily dependent upon voluntary contributions, in the use of unpaid volunteers, and upon a continuing sense of goodwill toward both nonprofit organizations as well as one’s own fellow citizens. The dynamics of the nonprofit sector creates the need for well educated leaders who understand the complexity and relational approach to leadership and management. This is particularly true in an era of flux and constant change.

Through participation in this course, students will increase their specific knowledge in the following areas:

1. Familiarity with the scope and working of the nonprofit sector
2. Knowledge of nonprofit management and governance methods and practices
3. Understanding the laws and standards applicable to nonprofit organizations
4. Derive a basic framework for financial management and compliance.
5. Experience in writing and presenting as individuals
6. Familiarity with resources useful for investigation of nonprofit management

**Course Methodology:** The course will be taught with a variety of lectures, discussions, and active exercises in which the student will be able to demonstrate accomplishment of the above objectives. Students will be required to complete a project involving a nonprofit organization.

**Grading:**

Class attendance and participation + Case study presentations	30%
Weekly quizzes (given at beginning of each Tues. class, starting week 2)	40%
Final paper (volunteer experience write up - refer to rubric for details)	30%
Total	100%

**Class Schedule, Assignments, and Expectations:** We will meet each Tuesday and Thursday from 1:30-3:10pm. A list of assignments and activities will be handed out during the first week of class. Readings are due on the day of class. It is expected that you come to class having read the assignment and prepared to participate in the discussion. For the first session read Chapter 1 in the Grobman textbook.

### **Some General Instructions**

**Availability:** I am available at the School of Business and Nonprofit Management (5043 N. Spaulding, 2<sup>nd</sup> floor) - during posted office hours and by appointment. You can also contact me by phone or email.

**Lectures:** I will be using power point slides in most classes. These will be available to you on-line approximately 48 hours ahead of class should you wish to have copies of them on which to take notes. Other materials will be made available on-line in advance of class as needed.

**Students with Disabilities:** Students with a disability who believe that they may need accommodations in this class are encouraged to contact the program's office (Education: 773-244-5730; Business: 773-244-6270; Nursing: 773-244-5680; Community Development: 773-244-5774; Seminary: 773-244-6219; Music: 773-244-5625). 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>

**Academic Honesty:** In keeping with our Christian heritage and commitment, North Park University (NPU) 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 – the use of another’s work as one’s own without giving credit 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](http://www.northpark.edu)). In conclusion, it is North Park’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 quad 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. There is a lot of material to cover during the quad so attendance and participation is critical to achieving our learning objectives. Students who drop a course will be held responsible for tuition, based upon the current North Park University policy outlined in the University Catalog ([www.northpark.edu](http://www.northpark.edu)).

**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 (SBNM) has adopted the *Publication Manual of the American Psychological Association* (APA) as the standard and required format for all written assignments in SBNM courses.

Our goal in adopting the *APA Manual* is to enhance student learning by:

- 1) Improving student's writing skills.
- 2) Standardizing the required format of all written assignments in all SBNM courses.
- 3) Emphasizing the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
- 4) Holding 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.***