

# School of Business and Nonprofit Management

## Course Syllabus

**Course:** *SBNM 5730*

**Academic Year:** 2013/14

**Semester/Quad:** Fall B

**Credit Hours:** 2

**Prerequisites:** SBNM 5710

**Instructor:** *Kathryn M. Vanden Berk, J.D.*

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**Availability:**

*I am a practicing attorney with a full load of client work. However, I am available during business hours by email or phone. Please feel free to call or email if you have a question. I will schedule in-person meetings on campus by appointment as I am able.*

**Course Description:**

This course seeks to provide the basic principles that affect the relationship between those in need of assistance and the public and private systems that have been established to meet those needs. We will review the economic circumstances, intellectual and social attitudes, and political systems that shape American social policies and regulatory systems. We will learn about social welfare funding schemes and methods that have been implemented to control the costs of social programs, as well as evaluation tools that allow us to assess the effectiveness of the programs and what unintended consequences might have hindered program implementation.

We will study how lobbying works and how it impacts social welfare systems, but we will also look at how grassroots citizen action can push social policy, and the ways that entrenched bureaucracies and commercial profiteers impact legislation and hamper the government's ability to make changes that improve efficiency.

My goal is to help you identify issues that drive social policy, the methodologies for program design and evaluation, and the techniques for communicating effectively with local, state and federal government agencies and leaders. At the end of the course, you should feel comfortable with the element of social policy and how you can most effectively to work with them.

### Introductory Comments:

I have been involved with social welfare issues for many years, ever since I worked in the development of a groundbreaking health maintenance organization in Madison, Wisconsin, in the mid-1970s.

Since graduating from law school in 1979, I have worked with a number of state and federal programs: Medicare/Medicaid and other programs for the aging, welfare and welfare-reform initiatives, and programs that provide services for children, youth and families. To get a broad base of understanding about our topic, I will use not only our required texts, but also historical scenarios, personal experience, policy papers, published articles, and videos that I believe will help us focus on the key issues that drive public policy.

Over the course of my career, I have worked as legal counsel to a wide range of nonprofits. I have worked on regulations that implement major social programs and I have litigated cases that seek to ensure access to services for those that are in need of them. I have served on Boards of Directors and I have been the President/CEO of two accredited child care agencies.

I have seen nonprofits that are highly competent to manage the resources of social policy to meet the needs of their organizations, and I have seen all too many that cannot. It is my hope and expectation that this class will teach you to recognize the importance of social policy and give you tools with which you can help meet your organization's needs and thereby to more effectively deal with societal needs.

### Course Materials:

#### **REQUIRED**

Textbook(s):

Slack, Paul, **The English Poor Law, 1531-1782** (1990); Great Britain: Cambridge University Press.  
Chambers, Donald E. & Bonk, Jane Frances, **Social Policy and Social Programs: A Method for the Practical Public Policy Analyst** (6th ed.), Boston, MA: Pearson-Allyn & Bacon.

#### **RESOURCES**

*Additional Articles and Case Studies are posted in Moodle.*

### Essential IDEA Objectives:

1. Gain factual knowledge about the historical framework of social policy and our public and private systems of welfare.
2. Learning to apply course material to public welfare program implementation.
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

### Course Methodology:

Our review of this important and complex subject must be accomplished in the course of seven weeks. This is a challenge. Our textbooks will review history, policy, and interesting cases. We will discover that simple needs can become virtually impossible to meet because of competing social interests, incompetent legislative processes, and ineffectual bureaucracies. Nevertheless, we have no choice but to engage so that our “customers” can be provided with the best care that our scarce resources can supply.

We will highlight the most important principles of law, social policy and government relations by reading and lecture, and we will apply them to actual case situations in class discussions and group work.

**It is imperative that each week’s reading be completed before class and that your weekly written reports are uploaded to Moodle prior to class for discussion purposes. I intend for you to teach each other, and there is no better way to do this than to make you responsible for the teaching role.**

### Computer Requirements:

In order to effectively participate in and successfully complete this course, each participant will need to have access to a computer and a high-speed internet connection. Please visit

<http://www.northpark.edu/Campus-Life-and-Services/Information-Technology/Network/Minimum-Requirements> for information on computer requirements.

### Schedule of Weekly Assignments:

Week	Dates	Topics	Assignment(s)
1	Oct. 24	<i>Course Overview</i> <i>Fundamentals of Social Policy &amp; Creating the Context</i> <i>Social Problem Analysis</i> <ul style="list-style-type: none"><li>- <i>Causes and Consequences</i></li><li>- <i>Ideology and Values</i></li><li>- <i>Gainers and Losers</i></li></ul> <i>The Language of Analysis</i>	<i>Read Chambers &amp; Bonk</i> <i>Preface pp. xi-xv</i> <i>Part One pp. 1-27</i>
2	Oct. 31	<i>Fundamentals of Social Policy as reflected in the Poor Laws of Elizabethan England</i> <i>Economic Circumstances</i> <i>Intellectual and social attitudes</i> <i>Role of Religion &amp; Private Charity</i> <i>Political Institutions</i> <i>Strategies to Limit Costs</i>	<i>Read Slack, The English Poor Law 1531-1782, Chapters 1 – 4</i> <i><u>Paper due November 7:</u></i> <i>Poor Law Interpretation</i>

Week	Dates	Topics	Assignment(s)
3	Nov. 7	<p><i>Strategies for Influencing Government</i></p> <p><i>Issue Education</i></p> <p><i>Campaign Funding</i></p> <p><i>Government Relations</i></p> <p><i>Grassroots Mobilization</i></p> <p><i>Coalition Building</i></p> <p> </p> <p><u>Guest Speaker: Jonathan VanderBrug</u>  Masters Candidate, North Park University  Former Policy Analyst, Michigan  Director, Campaign for Better Health Care</p>	<p><u>Materials on Moodle</u></p> <p><i>Why Lobby Testimonials</i></p> <p><i>The Nonprofit Lobbying Guide 2<sup>nd</sup> Ed.</i></p>
4	Nov. 14	<p><i>Analyzing Social Policies</i></p> <p><i>Six Fundamental Policy Elements</i></p> <p><i>Styles of Policy Analysis</i></p> <p><i>Value-Critical Approach</i></p> <p><i>Goals &amp; Objectives Approach</i></p> <p><i>Using Social Problem Analysis to design social policies and programs</i></p> <p><i>Types of Benefits &amp; Services</i></p>	<p><i>Read Chambers, Social Policy and Social Programs, Chapters 2 - 4</i></p> <p><i>Paper Due: Discuss in depth one aspect of the English Poor Law and how it relates to the problem of Homeless Youth in Chicago.</i></p>
5	Nov. 21	<p><i>Social Policy &amp; Program Design</i></p> <p><i>Eligibility Rules</i></p> <p><i>Types of Program Delivery</i></p> <p><i>Privatization of Social Programs</i></p> <p><i>How do we Pay for Social Welfare Policies and Programs?</i></p> <p><i>Evaluating Program Design, Administration and Service Delivery</i></p> <p><i>Evaluating Financing Schemes</i></p>	<p><i>Read Chambers, Social Policy and Social Programs, Chapters 5 - 7</i></p> <p><i>Materials on Moodle</i></p>
6	Dec. 5	<p><i>Analysis of Interactions between Policy Elements</i></p> <p><i>Co-entitlement, Disentitlement, Duplication</i></p> <p><i>Child Welfare Legislation Since 1970</i></p> <p><i>Social Program Context</i></p> <p><i>Judicial Context</i></p> <p><i>Historical Context</i></p> <p> </p> <p><u>Guest Speaker: Danielle Butts</u>  Executive Director  All Our Children's Advocacy Center</p>	<p><i>Read Chambers, Social Policy and Social Programs, Chapters 8 - 9</i></p> <p><i>Materials on Moodle</i></p>

Week	Dates	Topics	Assignment(s)
7	Dec. 12	<i>Laws and Legal Issues</i> <i>State incorporation laws</i> <i>Federal exemption requirements</i> <i>Legal issues that affect nonprofit administration</i>  <i>Wrapping It All Up: Government Relations and Program Management in Fiscally Uncertain Times</i> <u>Guest Speaker: Tom Vanden Berk</u> President, UCAN Uhlich Children's Advantage Network	<i>Materials on Moodle</i>

**Grading:**

Assignment	Points	Grade %
Class Participation		15
Weekly Reports (Weeks 2-7)		45
Final Exam		40
<b>Total</b>	<i>Enter total number of points possible</i>	100%

**Grade Mapping:**

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
	A (95-100%)		B- (80-82%)		D+ (67-70%)
	A- (90-94%)		C+ (77-79%)		D (63-66%)
	B+ (87-89%)		C (73-76%)		D- (60-63%)
	B (83-86%)		C- (70-72%)		F (<60%)

**Assignment Grading Policies:**

*Weekly reports are to be filed prior to class so they are available to lead the class through that week's discussion. Papers filed after class begins will be given 0 points. Weekly papers will be graded on their ability to develop an informed discussion by the class.*

*All papers will be graded based on (1) knowledge, (2) the quality of your analysis, (3) your use of sources, and (4) your presentation. My grading grid will be posted on Moodle and I will use it as I correct your papers.*

*The final paper is 8-10 pages and will consist of several case scenarios. You are not expected to present a lawyer's brief, but I will share an excellent paper with you and expect you to use it as a guide to your completing own work.*

# **POLICY STATEMENTS**

## **Academic Honesty**

In keeping with our Christian heritage and commitment, North Park University and the School of Business and Nonprofit Management 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:

1. Plagiarism – the use of another’s work as one’s own without giving credit to the individual. This includes using materials from the internet.
2. Copying another’s answers on an examination.
3. Deliberately allowing another to copy one’s answers or work.
4. 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 online catalog.

In conclusion, it is our mission to prepare each student 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 for Graduate Courses**

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 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 policy outlined in the University Catalog (found on the NPU website).

## **Attendance Policy for Undergraduate Courses**

Attendance and participation are vital. Thus, students are expected to attend every class session, and to arrive on time – tardiness is undesirable and disruptive to your fellow classmates. This course has a strict requirement of documented, advance notification. If you are unable to attend any class session, you are to inform me (preferably by email) **prior to** that session. You need to provide a reason for your absence. Failure to provide advance notification will result in an unexcused absence. Be advised that poor attendance can affect your grade adversely

## **APA Requirement**

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 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.***

### **Students with Disabilities**

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact your program's office (Business: 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>