

**North Park University - School of Business & Nonprofit Management**

SBNM 5730 - Nonprofit Law, Policy and Government Relations  
Spring Semester, Quad B, sec. B2 (Tues. @ 6:30pm)

**Instructor:** Gianfranco Farruggia, Ph.D.; Prof. of Nonprofit Management  
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**Office Hours:** Tuesdays & Wednesdays 1-5; other times by appointment

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

**Required Textbooks:**

Donald Chambers & Kenneth Wedel (2005 or 2009) or Donald Chambers & Frances Bonk (2012). *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:** Can be found on-line via PDF files or Internet links.

**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 and use this knowledge to analyze federal legislation and create social policy:

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 how policies are made in legislative, administrative, and legal arenas.
7. Techniques for successful public 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 will consist of presentations by the instructor and/or guest lecturers with particular expertise and class discussions based on the assigned readings. Because this course is being taught in intensive format, it is very important for students to keep up with readings, assignments and discussions.

**Student Responsibilities:**

1. Attendance, presence, and full participation are required for this class. You cannot successfully complete this course without completing the weekly readings and assignments. This is a graduate-level course and all students are fully expected to actively participate on a weekly basis while this course is underway.
2. Although I strongly suggest that all issues, questions, and problems be dealt with in class, you can feel free to call or e-mail me regarding issues at any time, noting the office hours I am available.
3. Please understand that it is school policy to request that you drop the class if you miss 3 class sessions; this avenue does permit you to re-take the class when it is offered again.

**Grading:**

1. Class participation	15%
2. Paper, Poor law interpretation	15%
3. Paper, Lobbying plan	15%
4. Class presentation of legislation research	15%
5. Final Project – Policy & Program	40%
Total	100%

Week	Subject	Readings	Assignment
1	<u>Foundations of Civil Society</u> Ancient cultures, religious foundations, and historical events that have influenced our current social policies	Slack, Chs. 1+2	
2	<u>Foundations of Civil Society</u> English Poor law and the current translation of our welfare system	Slack, Chs, 3+4	<b><u>Paper due (by no later than 6:30pm of Wk. 3):</u></b> <b>Poor Law interpretation</b>
3	<u>The Legislative Process, Laws &amp; Legal Issues</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	<b><u>In-class Assignment:</u></b> <b>Legislator communication presentation</b>  Guest Speaker (lobbyist)
4	<u>NPO:Government Relations</u> [] Relationship between	See on-line	<b><u>Paper due (by no later than 6:30pm of Wk. 4):</u></b> <b>Lobbying outline</b>

	<p>government and nonprofit organizations in the modern welfare state</p> <p><input type="checkbox"/> Attention will be given to government grants and contracts</p> <p><input type="checkbox"/> Various legal issues that effect nonprofits</p>		Guest Speaker (attorney)
5	<p><u>NPO:Government Relations</u></p> <p><input type="checkbox"/> Continuation of relationship between government and nonprofit organizations</p> <p><input type="checkbox"/> Understanding how the administration of nonprofit organizations involves acceptance and management of multiple and diverse constituencies.</p>		<b>In-class Student Presentations</b>
6	<p><u>Public Policy</u></p> <p>Relationship between government and nonprofit organizations in the modern welfare state via the public policy process.</p>	Chambers (Chs. 1, 2, 3)	
7	<p><u>Public Policy</u></p> <p>Relationship between government and nonprofit organizations in the modern welfare state via the public policy process.</p>	Chambers (Chs. 4, 5, 6, 7, 8, 9)	<p><b><u>Final Assignment: Program &amp; Policy</u></b></p> <p><b>Due by no later than 5/16/14 at 10pm</b></p>

**Papers:** I place **a premium** on communication skills and expect graduate level work. Papers should be **double-spaced** (12 point font with default margins) for readability and to afford me an opportunity to insert comments. **Proofread your papers carefully. Misspellings, poor grammar, and bad syntax do lower your grade.** Please bear in mind that SBNM has adopted the **APA style**. In management communications, conciseness is especially appreciated. Therefore, I expect you to be succinct and to avoid unnecessary repetition of obvious facts and elaborate introductions. Get to the point, support it, summarize it and quit. Rubrics for assignment requirements will be located in the Assignments section on-line.

Please know that I will accept late submissions of any assignments for good reason, but a late submission will cost 10% of the total points for each day or portion of a day late.

**PLEASE DO NOT OVERLOOK THIS MESSAGE**

**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** Illinois State Senator or Representative or US Senator 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 are 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 will be 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 with proper and appropriate citations.

**Power Point Slides:** I will be using power point slides in most classes. These will be available to you on-line ahead of class should you wish to have copies of them on which to take notes.

**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 (even your own past 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 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 25% of the engagement time for the course, the student runs the risk of receiving a significantly lower 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 ([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.***