New Course Request

Indiana University

South Bend Campus

Check Appropriate Boxes: Undergraduate credit [ ] Graduate credit [X] Professional credit [ ]

1. School/Division: College of Liberal Arts & Sciences

2. Academic Subject Code: POLS

3. Course Number: Y515 (must be cleared with University Enrollment Services)

4. Instructor: Trottier/Candler

5. Course Title: Nonprofit Management

Recommended Abbreviation (Optional): (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2008

7. Credit Hours: Fixed at 3 or Variable from to

8. Is this course to be graded S-F (only)? Yes [ ] No [X]

9. Is variable title approval being requested? Yes [ ] No [X]

10. Course description (not to exceed 50 words) for Bulletin publication: The theory and practice of the management of nonprofit organizations, as well as their role in society.

11. Lecture Contact Hours: Fixed at 3 or Variable from to

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from to

13. Estimated enrollment: 25 of which 100 percent are expected to be graduate students.

14. Frequency of scheduling: annual Will this course be required for majors? No

15. Justification for new course: This replaces V525 in the existing MPA program. Changes due to IUSB SPEA restructuring.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Linda Chen
Department Chairman/Division Director

Date: 1/23/08

Approved by:

[Signature]
Dean

Date: 2/13/08

Dean of Graduate School (when required)

Date

Chancellor/Vice-President

Date

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
POLS -- NONPROFIT MANAGEMENT

Professor: Dr. Tracey Trottier – "Dr. T."
Office: DW2219
Phone #: 574-520-4130
Email address: ttrottie@iusb.edu
Office Hours: Monday 4:00PM to 5:30PM
Tuesday 4:00PM to 5:30PM
Thursday 2:30 PM to 3:30PM

REQUIRED TEXTS


Other readings as assigned.

GOALS
This course will examine nonprofit (third-sector) organizations and their role in society. Management issues and public policy affecting these organizations are discussed. Primary emphasis is on United States organizations, but attention is given to the global nature of the sector.

COURSE OBJECTIVES
- To gain knowledge of the scope of the nonprofit sector.
- To learn the functions of management as they apply to the nonprofit sector.
- To develop an understanding of the challenges facing the nonprofit sector.
- To use the information to develop a “business plan” for a new nonprofit.

EXPECTATIONS

Students are expected to attend class, complete readings and class assignments by the dates listed below, and participate in class discussions. Students are expected to treat each other and the instructor with respect. Students are also responsible to check their IUSB email address and Oncourse to keep up to date on any changes that need to be made to this course.

ATTENDANCE POLICY

Attendance is required for this course. Your final grade will be negatively affected by absences. For each absence over two (2) there will be a three (3) point deduction from your final grade. Please use these absences wisely since this instructor will not be allowing any excused absences for any reason. If you are unable to attend class for any reason, it is your responsibility to make arrangements with a fellow classmate to get missed notes and assignments.
MAKE UP POLICY

There will be no make-up exams. If you must miss an exam date you need to make arrangements with the professor before the day of the exam. Documentation of reason for missing an exam is required.

GRADING POLICY

Each student has the potential to earn a grade of “A” equal to 150 points, which are broken down in the following manner.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
</tr>
<tr>
<td>Paper/Presentation</td>
<td>20</td>
</tr>
<tr>
<td>Group Project</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>150</strong></td>
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GRADING POINTS

Take note that this instructor does not use a plus/minus (+/-) system of grading.

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<tbody>
<tr>
<td>135 to 150 = A</td>
<td>105 to 119 = C</td>
<td>89 or less = F</td>
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<tr>
<td>120 to 134 = B</td>
<td>90 to 104 = D</td>
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COURSE REQUIREMENTS

Exams

There will be two exams given in this course, a midterm exam and a final exam. Each exam is worth 50 points. The exams are not cumulative. In other words, they will only cover new material after the previous exam. These exams will consist of multiple choice, true/false, and/or short answer/essay.

Paper/Presentation

Students will complete an academic paper 7 to 10 pages in length (including references). Topics for this paper will come from the Salamon book; each student will be assigned a challenge from the Salamon book to further research. This paper will develop on the challenges facing the nonprofit sector and what they will mean to the future of nonprofits in the United States. Papers are to be completed in APA citation styles. In addition, each student will present information learned on their topic to the entire class. Papers will be graded on context and style (spelling, grammar, punctuation, etc.). Presentation grades will be incorporated in the total grade of the paper and will be graded on the student’s ability to clearly, concisely, and accurately present the information to the class.
**Group Project**

The group project will essentially require students to go through some of the thought required when a nonprofit organization establishes itself. Students will present a paper that includes writing the purpose of the organization, it’s mission, it’s board responsibilities, it’s by-laws, it’s funding strategies, etc. More information will be given on this project in the third week of class (Sept 10th), including deadlines for drafts to be completed.

**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>August 27</td>
<td>Introduction/Psychological Contract</td>
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<td></td>
<td>Handbook Chapter 1</td>
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<td>September 3</td>
<td><strong>No Class – Labor Day</strong></td>
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<tr>
<td>September 10</td>
<td><strong>Salamon Book (entire Book)</strong></td>
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<td></td>
<td>Handbook – Chapter 2</td>
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<tr>
<td>September 17</td>
<td><strong>Handbook – Chapter 3 and Chapter 5</strong></td>
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<tr>
<td>September 24</td>
<td><strong>Handbook – Chapter 6 and Chapter 7</strong></td>
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<tr>
<td>October 1</td>
<td><strong>Handbook – Chapter 8 and Chapter 9</strong></td>
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<tr>
<td>October 8</td>
<td><strong>Handbook – Chapter 10 and Chapter 11</strong></td>
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<tr>
<td>October 15</td>
<td><strong>Midterm</strong></td>
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<td>Handbook – Chapter 12</td>
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<tr>
<td>October 22</td>
<td><strong>Handbook – Chapter 13 and Chapter 14</strong></td>
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<tr>
<td>October 29</td>
<td><strong>Handbook – Chapter 15 and Chapter 16</strong></td>
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<tr>
<td>November 5</td>
<td><strong>Papers due/Presentations</strong></td>
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<tr>
<td>November 12</td>
<td><strong>Handbook – Chapter 17 and Chapter 18</strong></td>
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<td>November 19</td>
<td><strong>Handbook – Chapter 19, Chapter 20, and Chapter 21</strong></td>
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<tr>
<td>November 26</td>
<td><strong>Handbook – Chapter 22 and Chapter 23</strong></td>
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<tr>
<td>December 3</td>
<td><strong>Group Projects Due</strong></td>
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<td></td>
<td>Handbook – Chapter 24, Chapter 25, and Conclusion</td>
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<tr>
<td>December 10</td>
<td><strong>Final Exam</strong></td>
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DISCLAIMER STATEMENT

Please note this is a tentative syllabus, and the instructor reserves the right to make any changes that may be necessary to meet the objectives of the course. Changes to the course will be announced during class sessions.

ACADEMIC HONESTY STATEMENT

It is the responsibility of the student to know of the prohibited actions such as cheating, fabrication, plagiarism, academic, and personal misconduct, and thus, to avoid them. All students are held to the standards outlined in the code. Please reference the entire code for a complete listing (www.dsa.indiana.edu/Code/). Any violation may result in serious academic penalty, ranging from receiving a warning, to failing the assignment, to failing the course, to expulsion from the University.

RELIGIOUS STATEMENT

If any student will require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course. Contact me after class, during my office hours, or by individual appointment to discuss the issue. If after discussion we reach no consensus, either party or both should seek the advise of the Dean, and if no consensus is reached, then the advice of the Vice Chancellor of Academic Affairs (“VCAA”). Either the instructor or the student may appeal the VCAA’s decision to the Office of Affirmative Action within ten business days of the determination.

ADA STATEMENT

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Disabled Student Services (Administration Building, room 149, telephone number 520-4832), as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Office of Disabled Student Services www.iusb.edu/~sbdss/services.shtml