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 V519 (must be cleared with University Enrollment Services) 4. Instructor Trottier/Hall

5. Course Title Resource Development for Nonprofit Organizations

Recommended Abbreviation (Optional) __________________________

(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2009

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 management of financial and volunteer resources in nonprofit organizations.

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: every 2 years Will this course be required for majors? No ______

15. Justification for new course: This replaces V558 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: ___________________________ Date 12/3/08

Linda Chen  Department Chairman/Division Director

__________________________ Date 2/13/08

Approved by: ___________________________ Date ____________

Dean  CLEA, Chief Executive Officer

__________________________ Date ___________________________

Dean of Graduate School (when required)  Chancellor/Vice-President  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 Y519 - Resource Development for NonProfit Organizations
Spring 2009

Professor: Dr. Tracey Trottier – "Dr. T."  Class location: NS039
Office: DW2219  Class hours: Monday 5:30P – 8:00P
Phone #: 574-520-4130
Email address: ttrottie@iusb.edu
Office Hours: Monday 4:30P-5:30P  Tuesday & Thursday 10:30A-11:30A
            Friday 11:00A-12:00N

REQUIRED TEXTS

Human Resource Management for Public and Nonprofit Organizations, 2nd edition by Joan E.

Human Resource Policies and Procedures for Nonprofit Organizations, by Carol L. Barbeito,

Other readings as assigned.

GOALS
Effective human resource management (HRM) is vital for the long-term success of nonprofit
organizations. This course explores the attachments of participants in nonprofit organizations,
the motivational and personnel programs required by these attachments, and the managerial
strategies for effective human resource management.

COURSE OBJECTIVES
• To develop an understanding of the different functions of HRM in nonprofits.
• To learn the laws governing the field of HRM in nonprofits.
• To develop a repertoire of policies and procedures that can be used in human resources.

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.
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 100 points, which are broken down in the following manner.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>30</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30</td>
</tr>
<tr>
<td>Paper/Presentation</td>
<td>30</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>10</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

GRADING POINTS

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

90 to 100 = A  
70 to 79 = C  
59 or less = F

80 to 89 = B  
60 to 69 = D

COURSE REQUIREMENTS

Exams

There will be two exams given in this course, a midterm exam and a final exam. Each exam is worth 30 points each. The final exam is not cumulative. In other words, it will only cover new material after the midterm exam. These exams will consist of multiple choice, true/false, matching, fill in the blank, and/or short answer/essay.

Paper/Presentation

Students will complete an academic paper 15 to 18 pages in length. Topics for this paper will be assigned during the third week of class. Further instructions for the paper will be given during the semester. 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
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<tbody>
<tr>
<td>January 8</td>
<td>Introduction/Psychological Contract</td>
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<td>January 15</td>
<td>No Class – Martin Luther King Day</td>
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<tr>
<td>January 22</td>
<td>Human Resource Management in a Dynamic Environment</td>
<td>Pynes – Chapter 1</td>
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<td></td>
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<td>Barbeito – Chapter 1 &amp; Appendix A</td>
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<td>January 29</td>
<td>Strategic Human Resource Management and Planning</td>
<td>Pynes – Chapter 2</td>
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<td></td>
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<td>Barbeito – Chapter 9</td>
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<tr>
<td>February 5</td>
<td>Strategic Human Resource Management and Technology</td>
<td>Pynes – Chapter 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barbeito – Chapter 6 (pg 126), Chapter 7 &amp; Appendix E</td>
</tr>
<tr>
<td>February 12</td>
<td>Equal Employment Opportunity/Valuing a Diverse Workforce</td>
<td>Pynes – Chapter 4 &amp; Chapter 5</td>
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<tr>
<td></td>
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<td>Barbeito – Chapter 2</td>
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<tr>
<td>February 19</td>
<td>Volunteers in the Nonprofit Sector</td>
<td>Pynes – Chapter 6</td>
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<td>Barbeito – Chapter 8 &amp; Appendix C</td>
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<tr>
<td>February 26</td>
<td><strong>Midterm</strong></td>
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<tr>
<td>March 3</td>
<td>Job Analysis/Recruitment and Selection</td>
<td>Pynes – Chapter 7 &amp; Chapter 8</td>
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<td>Barbeito – Chapter 3, Chapter 6 &amp; Appendix B</td>
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<tr>
<td>March 12</td>
<td>No class – Spring Break</td>
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<td>March 19</td>
<td>Compensation &amp; Benefits</td>
<td>Pynes – Chapter 10 &amp; Chapter 11</td>
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<td>Barbeito – Chapter 4</td>
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<td>March 26</td>
<td>No class – Work on Papers</td>
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<td>April 2</td>
<td>Performance Management/ Training and Development</td>
<td>Pynes – Chapter 9 &amp; 12</td>
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<td></td>
<td>Barbeito – Chapter 5 &amp; Appendix D</td>
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<tr>
<td>April 9</td>
<td>Collective Bargaining in the Nonprofit Sector/Challenges</td>
<td>Pynes – Chapter 13 &amp; Conclusion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barbeito – Chapter 6 (page 128)</td>
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April 16 Papers Due
Presentations

April 23 Presentations

April 30 Final Exam

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