

Syllabus for  
**MGT 465 -- Administration of Non-Profit Organizations**  
3 Credit Hours  
Fall 2005

I. COURSE DESCRIPTION

A study of the functions of management--planning, organizing, leading, and controlling—within the non-profit sector. Focuses on theories of organizations and general concepts of management, governance, and leadership. Studies organizational design, behavior, performance, and effectiveness and analyzes the special character and management of problems of non-profit organizations.

Content also includes the procedures for incorporating, reporting, and maintaining tax-exempt status as a non-profit organization, a familiarity with legal principles, and an overview of the legal, regulatory, and policy issues facing contemporary non-profit organizations.

Prerequisites - None

II. COURSE GOALS

- A. This course is designed to enable the student within the non-profit sector to do the following:
  - 1. achieve a breadth of knowledge about the activities and responsibilities of an administrator.
  - 2. build skills and abilities in comparing and contrasting theoretical managerial concepts.
  - 3. build a depth of understanding of a specific business management topic. This goal will be measured by the student's performance on a written term paper and/or case study.
  - 4. build skills, abilities, habits, and attitudes that characterize a high performance human being.
- B. In line with the purpose of this University, this course seeks to do the following:
  - 1. contribute to the education of the whole person.
  - 2. encourage each student to place faith in Jesus Christ at the center of his or her life.
  - 3. encourage the synthesis and integration of the common bond of knowledge provided by the University into a unified whole.
  - 4. sharpen the communication, computation, and critical analysis skills of each student.
  - 5. develop appreciation for differing cultures.
  - 6. increase the student's recognition of God's order, diversity, and creativity and their consequences in the social and historical sciences.
  - 7. demonstrate that knowledge and experience are related, not separated.
  - 8. reveal God's purpose and glory as evident in this course of study.
  - 9. assist the student's development of basic skills, acquiring of basic knowledge and formulation of a world vision.
  - 10. advocate the examination of this field of knowledge in the context of its influence upon and its being influenced by others.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

After successfully participating in class discussions, lectures, and class projects, the student within the non-profit sector will be able to analyze management conceptual models, problems, and statements with an accuracy level of 70 percent or above in the following major areas: planning, organizing, leading, and controlling.

#### IV. TEXTBOOKS

- A. Required Textbook  
Herman, Robert D. The Jossey-Bass Handbook of Nonprofit Leadership and Management. (2nd ed.). San Francisco: Jossey-Bass Publishers. 2005
- B. Recommended Textbook  
Brinckerhoff, Peter C. Faith-Based Management. New York: John Wiley & Sons. Inc. 1999.
- C. Outside readings and research will be necessary for the written term paper and/or case study. Articles from current and classic periodicals may be assigned to facilitate classroom discussions.
- D. Films, videos, guest speakers, and other learning aids may be assigned by the instructor in order to broaden the student's exposure to important topics.

#### V. POLICIES AND PROCEDURES

- A. University Policies and Procedures
  1. Attendance at each class or laboratory is mandatory at Oral Roberts University.
  2. Double cuts will be assessed for absences immediately preceding or following holidays.
  3. Excessive absences can reduce a student's grade or deny credit for the course.
  4. Students taking a late exam because of an unauthorized absence will be charged a late fee.
  5. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software.
  6. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

#### B. Course Policies and Procedures

##### 1. Evaluation Procedures

##### a. Grading Scale

Assignments/ Class Participation	100 points
Semester Project	100 points
Exams	250 points
	=====
TOTAL	450 points

- b. Grades are assigned on the basis of % of total points earned:
 

90- 100%	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60%	F
  - 2. Other Policies and/or Procedures
    - a. Hourly Examinations
      - 1. If for any reason the student is unable to take an exam when it is regularly scheduled, he or she must notify the professor of the absence **in advance**. Otherwise, a grade of zero will be earned for the exam.
      - 2. No fee will be charged for an exam that is taken early due to a class conflict; however, exams taken early for other reasons, or any exams taken late, will be subject to the \$10 late-exam fee.
    - b. Final exams MUST be taken according to the Final Exam Schedule.
    - c. Homework and Quizzes
      - 1. No points will be awarded for late homework submitted for any reason including illness. Homework is considered late after the problems are called for in class.
      - 2. If the student is unable to attend class he should send the homework by another student or place it in the box on the professor's door prior to class.
      - 3. Pop quizzes will be given at the discretion of the professor. Pop quizzes will be given at the beginning of the class period and cannot be made up for any reason. Quizzes will cover material previously discussed in class.
  - 3. Professor's name: David Dyson  
 Telephone: (918) 495-7026  
 e-mail: ddyson@oru.edu

Topics to be covered via readings, class lectures and guest speakers

Week	Topic	Presenter
1.	Intro & History	Dyson
2.	Legal	Wright
3.	Leadership	Dyson
4.	Marketing	Wagner
5.	Marketing II	Dyson
6.	Strategic Planning	Dyson
7.	Fundraising	Mathis
8.	EXAM	
9.	Ethics	Dyson
10.	Volunteers	Dyson
11.	Accounting and Finance I	Dyson
12.	Accounting and Finance II	Dyson
13.	Evaluation	United Way
14.	Organization Change	Dyson
15	Compensation and Benefits/Risk MGT	Dyson
16.	Review	Dyson

Course Inventory for ORU's Student Learning Outcomes

**Administration of Non-Profit Organization MGT 465**  
**Fall 2005**

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Address the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Address the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The student Learning glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES and Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	<b>Outcome #1 – SPIRITUALLY ALIVE</b>				
	<i>Proficiencies/Capacities</i>				
1A	Biblical knowledge				x
1B	Sensitivity to the Holy Spirit				x
1C	Evangelistic capability				x
1D	Ethical behavior	x			
2	<b>Outcome #2 – INTELLECTUALLY ALERT</b>				
	<i>Proficiencies/Capacities</i>				
2A	Critical thinking	x			
2B	Analytical problem solving	x			
2C	Global and historical perspectives			x	
2D	Aesthetic appreciation			x	
2E	Intellectual creativity	x			
2F	Information literacy		x		
3	<b>Outcome #3 – PHYSICALLY DISCIPLINED</b>				
	<i>Proficiencies/Capacities</i>				
3A	Healthy lifestyle				x
3B	Physically active lifestyle				x
3C	Properly balanced nutrition plan				x
4	<b>Outcome #4 – SOCIALLY ADEPT</b>				
	<i>Proficiencies/Capacities</i>				
4A	Communication skills		x		
4B	Interpersonal skills		x		
4C	Appreciation of cultural and linguistic differences				x
4D	Responsible citizenship		x		
4E	Leadership capacity		x		