

Syllabus for
MGT 465-- Administration of Non-Profit Organizations
3 Credit Hours
Fall 2013

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.

Prerequisites - None

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.

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 AND OTHER LEARNING RESOURCES

- A. Required Textbook
- B. Esau, Jill. Start and Grow Your Faith-Based Nonprofit. San Francisco: Jossey-Bass. An imprint of John Wiley & Sons. 2005 ISBN 0-7879-7672-5.
- C. Recommended Textbook
Brinkerhoff, Peter C. Faith-Based Management. New York: John Wiley & Sons. Inc. 1999. No ISBN listed for this book.
Heyman, D.R. Nonprofit Management 101. San Francisco: Jossey-Bass. An imprint of John Wiley & Sons. 2011 ISBN 9780470285961
- 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. Excessive absences can reduce a student's grade or deny credit for the course.
 - 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
 - 3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;

- d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.
- By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
- 4. 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.
 - 5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an Whole Person Assessment artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Course Policies and Procedures

1. Evaluation Procedures

a. Grading Scale *Approximately*

Assignments/	300 points
Class Participation	
Semester Project	100 points
Exams	250 points
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TOTAL	650 points
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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. Whole Person Assessment Requirements – None

3. 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.

- 1. 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.

- 4 A D2L site will be provided for the course Contact the site weekly for assignments and extra reading material.
- 5. Professor's name: David Dyson
Telephone: (918) 495-7026
e-mail: ddyson@oru.edu

VI. COURSE CALENDAR

To be distributed in class first day and to be updated periodically on D2L site for the class.

Course Inventory for ORU's Student Learning Outcomes

Administration of Non-Profit Organization MGT 465 Fall 2013

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	Outcome #1 – SPIRITUALLY ALIVE				
	<i>Proficiencies/Capacities</i>				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability				X
1D	Ethical behavior	X			
2	Outcome #2 – INTELLECTUALLY ALERT				
	<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	Outcome #3 – PHYSICALLY DISCIPLINED				
	<i>Proficiencies/Capacities</i>				
3A	Healthy lifestyle				X
3B	Physically active lifestyle				X
3C	Properly balanced nutrition plan				X
4	Outcome #4 – SOCIALLY ADEPT				
	<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		