

## **POLI 281: Introduction to Nonprofit Organizations**

Bridgewater State University  
Department of Political Science  
Fall 2019

Prof Seth J. Meyer, LMSW, PhD  
s2meyer@bridgew.edu  
Office Hours: Mondays, 2:00pm-5:00pm

### **Introduction:**

The purpose of this class is to provide students with the understanding of what a nonprofit organization is and the different types of jobs which exist within nonprofit organizations. This class provides an overview on many different aspects of nonprofit work, allowing the student to understand the complexities of nonprofit organizations and to think about the work they may enjoy doing in nonprofit organizations once they graduate.

**PLEASE NOTE: SYLLABUS IS SUBJECT TO CHANGE.** All changes will be announced in class and via e-mail at least one week before the change is set to occur.

### **Academic Support:**

If you are requiring additional help in this or any of your classes, you are encouraged to connect with the Academic Achievement Center in the Maxwell Library. You can learn more about their services here: <https://www.bridgew.edu/academics/academic-achievement>.

### **Plagiarism:**

All of your papers should be in your own words. While, in several papers, you should be citing other work, this work should provide proper citations for their work. All of the papers will go through Turn it in to check for plagiarism.

### **Course Policies:**

- **Course Textbook:** For this class, the following book will be used:  
Grobman, Gary M. (2018) *An Introduction to the Nonprofit Sector: A Practical Approach for the Twenty-First Century: 5<sup>th</sup> Edition*. Harrisburg, PA: White Hat Communications.  
(Referred to as Grobman)  
It will be supplemented by other reading, all of which will be available on Blackboard.
- **Attendance:** Students are expected to come into class prepared to discuss the readings that have been assigned. **Students will receive 10 points (maximum) for attending all of the classes and participating in discussion. Students are allowed to miss two classes. After two classes, students will lose 1 point from their Attendance grade.**
- **Syllabus:** This syllabus serves as general outline. I reserve the right to deviate from any part of the plan as necessary. Students will be notified of any such modifications.
- **Late Assignments:** Any late assignment is 1 point off per day. Assignments are due via Blackboard.
- **Grade Disputes:** If students have a grade dispute, they should submit a one-page memo to the instructor presenting evidence for their case. The instructor will review and reconsider the original assignment. This review may lead to a grade increase but

equally may lead to a grade decrease based on the new overall evaluation.

- **Class Etiquette:** In order to make the class as enjoyable as possible for everyone, laptops and cell phones should be turned off during the class. Reading outside material, talking during lectures, leaving the classes early, text messaging, emailing, and surfing the web are prohibited in class. Please arrive on time!
- **Class Readings:** You are expected to read articles and chapters before coming to class. All class readings will be made available via Blackboard.
- **Submitting Papers:** All papers are expected to be submitted via Blackboard. Papers that are e-mailed or given to the professor will NOT be accepted. All papers are due BEFORE CLASS on the due date. For a group paper, it should be handed in as a group via Blackboard, with a cover page providing the group members and a quick sentence saying what each person did.
- **Professionalism:** Students are expected to act in a professional manner in class. This includes the homework assignments and papers that are turned in. As such, all papers should be written in a professional manner.
- **Citations:** All citations are expected to be in APA format. Internal citations, which should be in your paper, should include: (Author, Year, Page Number [If using a quote]). For more information on APA citations, please visit <https://owl.english.purdue.edu/owl/resource/560/01/>. **Please note that Wikipedia is NOT an appropriate resource for a paper.**

**Grading:**

Attendance & Participation: 10 points

Journal Entries: 10 points

Group Project (More information on the group project can be found below): 80 points

Part 1: 20 points

Part 2: 10 points

Part 3: 10 points

Part 4: 10 points

Part 5: 20 points

Why Nonprofits Paper: 10 points

<b>Date</b>	<b>Class Theme &amp; Reading</b>	<b>Assignment/Notes</b>
Sept. 4	<b>Syllabus Review</b>	
Sept. 9	<b>The Nonprofit Sector</b> Grobman, Chapter 1	
Sept. 11	<b>History of the Nonprofit Sector</b> Grobman, Chapter 2	
Sept. 16	<b>Theory of the Nonprofit Sector</b> Grobman, Chapter 3	
Sept. 18	<b>Legal &amp; Regulatory Issues</b> Grobman, Chapter 4	Why Nonprofits Paper Due

Sept. 23	<b>Organizational Theory &amp; Behavior</b> “Understanding Cultures in Public Service”	
Sept. 25	<b>GUEST SPEAKER: Laura Mulvey, Staff Assistant Program Manager, Community Service Center</b>	
Sept 30	<b>NO CLASS: JEWISH HOLIDAY</b>	
Oct. 2	<b>Bylaws &amp; Governance I</b> Grobman, Chapter 5	
Oct. 7	<b>Nonprofit Budgeting I</b> “Understanding Financial Statements” in Weikart, L.A., Chen, G.G., & Serminer, E. (2012) <i>Budgeting &amp; Financial Management for Nonprofit Organizations</i> , CQ Press	
Oct. 9	<b>NO CLASS: JEWISH HOLIDAY</b>	
Oct. 16	<b>Nonprofit Budgeting II</b> “Budgeting and Budget Systems” and “Cost Analysis” in Martin, L.L. (2001) <i>Financial Management for Human Service Administrators</i> Boston, MA: Allyn and Bacon	Group Paper: Part 1 Due <b>Budgeting workshop: DMF 230</b>
Oct. 21	<b>Fundraising and Grants I</b> Grobman, Chapter 8	
Oct. 23	<b>Fundraising and Grants II</b> Grobman, Chapter 10	
Oct. 28	<b>Volunteerism</b> “Community Service & Voluntary Action” in LeRoux, K. & Feeney, M.K. (2015) <i>Nonprofit Organizations and Civil Society in the United States</i> New York: NY, Routledge	
Oct. 30	<b>Advocacy I</b> “Yes, You Can—and Should! Nonprofit Advocacy as a Core Competency”	Group Paper: Part 2 Due
Nov. 5	<b>Advocacy II</b> Alexander, J. (2019) “The Power to Control Our Story: A Critique of Nonprofit and Voluntary Organization Advocacy” in Eikenberry, A.M., Mirabella, R.M., & Sandberg, B. (eds.) <i>Reframing Nonprofit Organizations: Democracy, Inclusion, and Social Change</i> . Irvine, CA: Melvin & Leigh	
Nov. 7	<b>Marketing I</b> Grobman, Chapter 9	
Nov. 13	<b>Marketing II</b> Grobman, Chapter 13	Group Paper: Part 3 Due
Nov. 18	<b>Nonprofit Ethics</b> Grobman, Chapter 7	
Nov. 20	<b>Working in the Nonprofit Sector (Guest Speaker)</b>	

Nov. 25	<b>Foundations &amp; Philanthropy</b> Madoff, R. & Cullman, L.B. (2016) “The Undermining of American Charity” <i>New York Review of Books</i> . Retrieved from <a href="http://www.nybooks.com/articles/2016/07/14/the-undermining-of-american-charity/">http://www.nybooks.com/articles/2016/07/14/the-undermining-of-american-charity/</a>	
Nov. 27	<b>An International Perspective I</b> Werker, E. & Ahmed, F.Z. (2008) “What do Nongovernmental Organizations Do?” <i>Journal of Economic Perspectives</i> , 22(2) 73-92	Group Paper: Part 4 Due
Dec. 2	<b>An International Perspective II</b> Martin, C. (2015) “The Reductive Seduction of Other People’s Problems” <i>The Development Set</i> Retrieved from <a href="https://medium.com/the-development-set/the-reductive-seduction-of-other-people-s-problems-3e07b307732d#.o279rw7mw">https://medium.com/the-development-set/the-reductive-seduction-of-other-people-s-problems-3e07b307732d#.o279rw7mw</a> on January 21, 2016	
Dec. 4	<b>Burnout</b> Thurman, R. & Harris, T. (2010) “Chapter 6: Plan for Balance” in <i>How to Become a Nonprofit Rockstar: 50 Ways to Accelerate Your Career</i>	
Dec. 9	<b>Diversity in the Public Sector</b> Weisinger, Judith Y., Ramon Borges-Mendez, and Carl Milofsky. 2016. “Diversity in the Nonprofit and Voluntary Sector.” <i>Nonprofit and Voluntary Sector Quarterly</i> 45 (1S): 3S–27S.	
Dec. 11	<b>Final Project Presentation</b>	Group Paper: Part 5 Due

## **PAPERS:**

All papers are to be submitted via Blackboard. Physical copies of papers are not allowed. Papers are due before class on the day the due date. All papers are expected to be in 12-point font, double-spaced with 1-inch margins. All quotes and outside information should be properly cited using APA format. Grading rubrics will be available on Blackboard.

### **Why Nonprofits Paper**

*Due Sept 18*

*10 points*

Each person is expected to write a two-page paper regarding why they are interested in nonprofit organizations. This should include information on past work and volunteer experience with nonprofit organizations and any thoughts they have on work they would like to do in the future with nonprofits and any issues/areas in particular which they are interested in.

### **Journal Entries**

*Three due over the course of the semester*

*Journal 1: 3 points*

*Journal 2: 3.5 points*

*Journal 3: 3.5 points*

Over the course of the semester, you are expected to submit three journal entries and upload them onto Blackboard. These entries are for three modules which you found particularly interesting. To get full credit for your journal entry, you must:

- Identify and summarize which module you chose (both the class lecture and the reading).
- Discuss what it was about the module that you found interesting.
- What questions do you still have about this area?
- Respond to any questions or comments from previous journal entries.

### **Group Project**

Over the course of the semester, you will be working in groups to create a nonprofit organization. The purpose of this is to think about various aspects of nonprofit organizations and how these organizations work in relationship to the community and other organizations. The groups will be created at random. **EACH PART OF THE PROJECT WILL BE SUBMITTED AS A GROUP.** Rubrics will be available on Blackboard before the due date.

Why a group project? Because nonprofit work is collaborative work. To be a good nonprofit professional, you need to be able to work with your peers to figure out how to solve problems within the community.

*Part 1: Community and Issue, 20 points*

The group will identify a community in which they would like to work and a specific issue which they would like to focus on. The group will write a 5-page paper providing background information on the community and the issue which they would like to focus on. The community can be local or international. It could be based in Southeastern Massachusetts or in Sri Lanka.

The students need to justify why they chose this issue and provide AT LEAST 4 REFERENCES FROM ACADEMIC JOURNALS<sup>1</sup> regarding the issue they have decided to discuss.

*Part 2: Organizational Structure, 10 points*

The group will create an organizational structure. What will the organization look like? Will it be volunteer run, staff run, or a mixture. Come up with, at minimum, 4 job descriptions for volunteers and/or staff members, as well as an organizational chart and a discussion on why this was chosen.

*Part 3: Budget, 10 points*

Create a budget for your organization. The budget should include, but is not limited to:

- Staffing expenses
- Rent
- Operating expenses (specify how much you will be paying for electricity, paper, etc.)

*Part 4: Fundraising Strategy, 10 points*

The group will write a three-page grant based for \$50,000. What will the organization use the money for? How will the organization take into account overhead?

*Part 5: Final Presentation, 20 points*

On the last class, each group will do a 15-minute presentation, plus 5 minutes for questions, on their organization. This should include all of the parts of the previous papers, plus additional information on issues discussed in class, such as outreach strategies, bylaws, board structure, and volunteer strategies. The presentation should include:

- Why does your organization exist?
- What is your organizational structure and budget?
- What are your fundraising and outreach strategies?
- What does the future of your organization look like?

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<sup>1</sup> Acceptable journals include, but are not limited to, *Nonprofit and Voluntary Sector Quarterly*, *VOLUNTAS*, *Nonprofit Management & Leadership*, *Human Service Organizations*, *Public Administration Review*, *Administration & Social Work*, *Review of Public Personnel Administration*, *Administration & Society*. Feel free to contact the professor with questions regarding appropriate articles.