The University of Arkansas at Little Rock

School of Public Affairs

College of Humanities, Arts, Social Sciences, and Education

Management of Nonprofit Agencies - NPLS 3300 01

**Professor Jessica Key, MPA**

Monday 6:00pm - 8:40pm **Classroom:**

Zoom- **Email:** [**jlkey@ualr.edu**](mailto:jlkey@ualr.edu)

**Course Description:**

Management of nonprofit agencies requires a knowledge and understanding of general management including topics specific to nonprofit agencies. This course uses lectures, cases, and class discussions build a basic, general understanding of the knowledge, skills, and capacities needed to successfully and strategically manage a nonprofit agency.

**Textbook. ​Heyman, Darian Rodriguez. (2011). Nonprofit Management 101. Hoboken, NJ: Jossey-Bass.**

**Zoom Link:**

This class will be meeting throughout the semester via zoom. We will use this same link every Monday.

Jessica Key is inviting you to a scheduled Zoom meeting.

Topic: Nonprofit Agencies

Time: Jan 25, 2021 06:00 PM Central Time (US and Canada)

Weekly: https://ualr-edu.zoom.us/meeting/tZUpf-GqqTIrGtcrT4XmWcXsTSASx9d-2uwp/ics?icsToken=98tyKuGpqjMiGNOcsRmERpwcBoqgWerwtlhcjbdejiuxOy1kYTvlAtFjAaomFJWC

Join Zoom Meeting

https://ualr-edu.zoom.us/j/81488279103

Meeting ID: 814 8827 9103

One tap mobile

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**+1 346 248 7799 US (Houston)**

**+1 669 900 9128 US (San Jose)**

**Meeting ID: 814 8827 9103**

**Find your local number: https://ualr-edu.zoom.us/u/kzfs99BNe**

**Office Hours and Contact:** I am available to meet with you during my on-line Office Hour every Monday immediately following class. We can discuss any questions or issues you have about the class while online. Any questions you have during the week please feel free to email me directly and I will respond within 24 hours. I am aware that many of you have increased anxieties, work, and caretaking responsibilities in the midst of this situation. Please stay in touch with me and let me know if you have any concerns about completing an assignment so that I can work with you to ensure your success in our course. If you have any technological concerns (e.g., limited access to the internet or computer), let me know so that we can work through those issues and figure out the best solution.

**Academic Dishonesty:**

Cheating, plagiarism and other violations of academic integrity standards will not be tolerated. Any student turning in work that is in violation of UALR’s academic integrity standards will automatically receive a grade of zero in the course and the matter will be referred to the Dean of Students’ office. An overview of academic integrity standards and the University’s policy on academic integrity is at http://ualr.edu/deanofstudents/index.php/home/academic-integrity/ .

**Disability/Inclusivity Statement:**

“If you have a preferred name that is different than that provided to me in BOSS, please let me know. Also, please share with me your pronouns so that I may refer to you correctly. My pronouns are she/her/hers.” It is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact me privately as soon as possible, so that we can discuss with the Disability Resource Center (DRC) how to meet your specific needs and the requirements of the course. The DRC offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructor(s) and the DRC. Thus, if you have a disability, please contact me and/or the DRC, at 501-569-3143 (V/TTY) or 501-683-7629 (VP). For more information, please visit the DRC website at [www.ualr.edu/disability](http://www.ualr.edu/disability).

**NOTE:** I reserve the right to alter the syllabus to better suit the needs of the class.

**Assignments Total 1000 points:**

**Participation (300 points)** Students are responsible to attend class well prepared in order to meaningfully participate in class discussion. Students are required to attend class, read assignments, and complete all assignments given. If you miss a class, it is your responsibility to make sure you know what happened. You can get the information from your classmates or email me directly. **In order to have effective discussions in class everyone needs to voice their opinions, findings, and experiences.**

**Weekly Presentations (300 points)**-Students will be assigned one chapter from the book, for which they must develop a:

**Summary/outline of major points** These summaries should be roughly one to two pages in length, although some may be shorter or longer, depending on the complexity of the content. Students should be judicious in determining what information is most relevant and important to share with the class.

Types of chapter presentations: Outline, PowerPoint, Video (with discussion questions), Game, Activity, etc.

**\* The nights that students are NOT presenting they will turn in three questions (via email) based on the reading for that day in class and be prepared to ask/answer the questions you have prepared as a contribution to the discussion).**

**Final Project (300 points and Presentation 100 points) –** Students will complete a paper being a minimum of six pages (using a double-spaced, 12-point font with 1” margins) based on two subject areas reviewed throughout the semester centered around two nonprofits (Compare and Contrast Style). All students will present their findings in a 3-minute presentation followed by questions and answers.

Example: It is the intent of this paper to expound on the differences and similarities of Bob’s Mentors and Sharon’s Buddies as it relates to leadership and fundraising.

