

UIW (Universe Online)

BMGT 3345 Leadership in Nonprofit Organizations

Kent C. Dolasky
MBA International Business
UIW Online
E-Mail: kdolasky@uiwtx.edu
Phone: 931-980-4685
Office Hours
Mon-Fri 5 PM-8 PM
Sat-Sun 10 AM-9 PM

Course Schedule

Course Dates: 22 Aug-14 Oct, Fall 1, 2016

The Course Module

This course module Satisfies requirements and is a prerequisite to other courses in BS Business Management degree program

Text

TITLE: NonProfit Management: Principles and Practice 4th Edition
ISBN 9781483376011R180
AUTHOR: Michael J. Worth

Course Overview

This course focuses on theories and concepts used in managing organizations and leading personnel in nonprofit organizations.

Course Description

Prerequisites: BMGT 3340 and Junior standing.

- A. Cognitive Elements / Thematic Expectations / Skills Developments
 - 1. Explore the concepts of nonprofit leadership for the volunteer, staff and member of the Board of Directors.
 - 2. Analyze the issues in managing and evaluating nonprofit organizations to include public and private, educational and faith-based organizations.
 - 3. Experience leadership skill development on a personal and organizational level.
 - 4. Understand the concept of nonprofit organizations (NPOs), the role and responsibilities of the Board of Directors, and key issues facing NPOs.
 - 5. Understand the role of the Mission, Vision and strategic planning in NPOs.
 - 6. Understand how to recruit, engage, motivate and recognize volunteers.

Course Outcomes

- A. Demonstrate knowledge of the fundamental elements of leadership and management in nonprofit organizations.
- B. Demonstrate the ability to proficiently use technology to support analysis and decision making skills.
- C. Demonstrate the ability to think critically and to communicate complex ideas.

Assessment of Outcomes

- A. Instructor designed examinations evaluating objective and applied concepts.
- B. Applied community-based assignments, short paper and presentation.
- C. Subjective evaluation of in class and/or on-line discussion and participation and written short papers

Course Material, Lectures and Class Work

The lesson for each week will be found in the class notes section for the respective week and will also be supplemented by the Discussion Threads/Questions (DQs). Please read the Weekly Lesson then proceed to the weekly Discussion Questions (DQs). In the DQs, I will have some initial thoughts then ask the discussion questions.

All class weeks begin on Monday and end on the following Sunday except for week 8 which ends on Friday 6pm CST. Please have all discussions posted by Thursday 6PM of Week 8.

Weekly Folders and Participation Requirements

We will use the weekly folders that have been created for our class discussions and lessons. Please read the Weekly Lesson (In the Class Notes Folder) then proceed to the weekly Discussion Questions (DQs). In the DQs, I will have some initial thoughts then ask the discussion questions. Please stay tuned after your initial response because I will Always Have Follow up Responses. These responses will be titled “To the Class” or “Follow up Question for the Class.” This interaction will replicate face to face discussion you have experienced in live classes. However, to make this work like a live class, I will need you to check back with the DQs daily.

Participation Requirements

I am looking for substantive examination of course material. You are encouraged to find other sources of information on the subject and provide a summation of each source and also link sources to your discussion threads. **For an “A” or 100 points, you should answer both of the weekly questions on time and provide at least two replies to other students per discussion question (DQ). There should be a total of six posts (including the two discussion questions posts) from you per week.**

Suggestions for Quality Participation

When replying to your classmates in the discussion threads, do a quick Internet search and try to provide a quote and a link to the information you are citing. Make your initial post to DQ #1 by midnight Tuesday of each week to provide everyone the opportunity to respond and fully discuss the topic at hand. The initial post for DQ#2 should be sent in by midnight Thursday.

Participation is worth 100 points each week and weighted at 5% of your final grade per week.

Deadlines Late Assignments and Drops

(Note) The assignments are due by Sunday midnight. All papers including the final are posted for your convenience the first day of class. **If family or work takes you away from your studies, you can still answer your discussion questions late for a maximum of 60 out of 100 points for the week. I award 30 points for each DQ. If you turn in your assignment late, e-mail and let me know.**

Bottom line, to get full credit, you have to complete your work to standard and on time. If you need to turn in late work, make sure you do it no later than midnight Sunday of Week Seven. I will not accept late assignments or DQs during finals week.

IMPORTANT “DROP COURSE” INFORMATION: It is the student's responsibility to drop their course within the 100% refund period to avoid assessment of tuition and fees. There will not be a university-initiated drop for non-participation. If you do not plan to attend, you must drop your courses by Friday at 5pm of the first week of the term to be within the 100% refund period. Please submit your drop to <http://online.uiv.edu/course-drop-form> A \$50 administrative fee is applied for all drops from courses offered through the Virtual University.

ARMY Students must drop their course(s) through GoArmyEd. All active duty military students do not get charged a drop fee.

The following is the university statement regarding absences.
Course Outline continues on page 8.

Title: Attendance Policy for Main Campus and Extended Academic Programs
Effective Date: Summer 2016
Approved by Provost: February 8, 2016

Policy

Unless otherwise stated in the course syllabus/outline, or unless an absence is excused in accordance with this policy, students are expected to attend and participate in all scheduled class meetings. Students taking on-line courses are expected to show active participation in the course as defined in the course syllabus/outline. Faculty are expected to communicate class attendance and participation requirements in the course syllabus/outline. Students are responsible for meeting the attendance and participation requirements in each course. If there are any questions or concerns over the requirements, students should speak directly to the faculty at the beginning of the semester.

Policy requirements

1. **Notification of Faculty**
 - a. **Planned Absences.** Students must notify instructors in writing at least two weeks prior to planned absences such as participation in an official university function, observance of a religious holy day or active military service. If the absence is for the observance of a religious holy day see *Class Absences for Religious Holy Days* policy. If the absence is for military service the student should provide to each instructor a copy of the military orders (see #2.b. below regarding extended absences due to military service).
 - b. **Illness or other extenuating circumstances.** Students should notify the instructor directly of absence due to illness or other extenuating circumstance.
2. **Making up missed work**
 - a. With instructor permission, make-up exams and assignments will be scheduled by the instructor within a reasonable time. Make-up exams and assignments will be equivalent to and no more difficult than the original assignments.
 - b. A student who misses multiple class periods should seek advice from the instructor about the advisability of continuing in the course or requesting an Incomplete grade (if the student is otherwise eligible for an Incomplete).
3. **Withdrawing from a course**
 - a. Students who are not able to attend a course are responsible for dropping the course by the appropriate deadline. Instructors may not automatically drop a student from a course. Students who do not attend and who do not officially drop the course will receive a failing grade for the course.
4. **Disputes and Appeals**
 - a. If there are disagreements about absences that cannot be resolved between the student and the instructor the student should contact the Office of the Dean of the College or School who has oversight for the respective course. The Student Complaint Policy is found in the Student Handbook & Code of Conduct.
5. **Communication of Policy**
 - a. The policy and procedure are to be printed in the *UIW Student Handbook & Student Code of Conduct*.
 - b. International Student & Scholar Services will include the policy in the *International Student Handbook* and *Welcome Week* literature.
 - c. The policy will be included in the Faculty Handbook (Chapter 7 *Policies and Procedures on Instruction*).
 - d. The policy will be included in the *Undergraduate* and *Graduate Bulletins* under "Attendance".

TITLE: Class Absences for Religious Observances Policy, Main Campus and Extended Academic Programs
Effective Date: Summer 2016
Approved by Provost: February 8, 2016

Policy

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances even though they may conflict with university class meetings, assignments, or examinations. This policy is intended to ensure that both faculty and students are fully aware of their rights and responsibilities in the accommodation of students' religious observances.

Policy Requirements

1. Notification of Faculty

Students must inform instructors in writing at least two weeks before the religious holy days or religious activities, but preferably at the beginning of the semester, to enable planning and coordination of class assignments and examinations. In some professional schools the Dean's approval will also be required.

2. Making up missed work

- a. With instructor permission, make-up exams and assignments will be scheduled to be completed before the religious observance if possible or within a reasonable and specified time after the observance;
- b. Make-up work must be equivalent to and no more difficult than the original assignments;
- c. It is not appropriate to excuse a student from make-up work and consequently reduce the student's grade;
- d. Students are not required to prove attendance at religious observances in order to complete make-up work and complete a courses;
- e. Because of time limitations at the end of the semester, this policy does not apply to the final exam period; student do have the option of requesting an incomplete grade (IP) for the course if the religious observance occurs at the end of the semester.

3. Disputes and Appeals

Should disagreements arise over any aspect of this policy, the student or instructor should contact Office of the Dean of the College or School that has oversight over the respective course. The procedures for the *Student Complaint Policy* are found in the *UIW Student Handbook & Student Code of Conduct*.

4. Communication of Policy

- a. The policy and procedure above are to be printed in the *UIW Student Handbook & Student Code of Conduct*.
- b. International Student & Scholar Services will include the policy in the *International Student Handbook* and *Welcome Week* literature.
- c. The policy will be included in the *Faculty Handbook (Chapter 7 Policies and Procedures on Instruction)*.
- d. The policy as stated above will be included in the *Undergraduate* and *Graduate Bulletins* under "Attendance".
- e. Faculty will include the following statement in the course syllabus and announce the procedure the first day of class.

Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must inform instructors at least two weeks prior to attending a religious observance. Students use the form found in the UIW Student Handbook & Student Code of Conduct to request accommodations from the instructor.

University of the Incarnate Word
REQUEST FOR ACCOMMODATION FOR RELIGIOUS OBSERVANCES

TO BE COMPLETED BY STUDENTS

A hardcopy of this form must be submitted by the student to the instructor two weeks before the religious observance. A separate form must be submitted for each day and for each course. The instructor will fill in the bottom section of the form, then return the original form to the student and retain a photocopy.

Department: _____ Course number and name: _____

Instructor name: _____ Date submitted: _____

Student name: _____ Phone: _____

Student signature: _____ E-mail: _____

I request accommodation for the following religious observance:

Name of religious holiday: _____ Name of religion: _____

Day(s), date(s), and time(s) of religious holiday (e.g., "sundown Monday, September 29, through sundown Tuesday, September 30"):

The student's signature is attesting to the fact that this absence is due to a religious observance and that the information provided is true and accurate.

TO BE COMPLETED BY INSTRUCTOR

This request has been accepted by the instructor, and the following accommodations will be allowed:	
Instructor signature: _____	Date submitted: _____

Approved: _____ Date: _____

UIW School Dean (or designee)

Writing Style

Students are expected to submit all papers following the most current APA guidelines published by the American Psychological Association. Students should read and become familiar with these standards. Please refer to the APA reference manual (Version 6.0) or visit the APA website <http://www.apastyle.org/> where you will find examples and guidelines for every form of citation. There is also a YouTube help video that demonstrates how to set up your APA format and cite references.
<http://www.youtube.com/watch?v=9pbUoNa5tyY>

Academic Honesty

If you include a direct quotation from your source, you must put quotation marks around it within your paper or discussion posting. Failure to appropriately reference sources and put quotations around direct quotes will be regarded as a serious matter that will result in zero points.

I simply spot check paragraphs against various Web search engines and library databases for the words in your work. If any segment, however short, is found to be quoted without being put in quotations marks, the result will be a zero for the assignment. A grade of “F” for the course will be given for a second occurrence of this problem. Plagiarism is a serious matter.

University ADA Statement

Class Syllabus Statement regarding Disability and Title IX

Disability Accommodations:

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

Pregnancy Accommodations:

Under the Department of Education’s (DOE) regulations implementing Title IX of the Education Amendments of 1972, the University does not discriminate against any student on the basis of pregnancy or pregnancy related conditions.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services
4301 Broadway CPO 286

Administration Building – Suite 105
San Antonio, TX 78209
(210) 829-3997
(210) 829-6078
www.uiw.edu/sds

Title IX Information

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit www.uiw.edu/titleix.

Tone in Our Classroom

Remember words often “hurt” more in writing than when spoken. That being said, students should ensure they carefully word their responses to their classmates, especially when debating an issue. I reserve the right to remove overtly negative language from the discussion threads and grade accordingly.

Grading Criteria

There are 1000 points possible for you to earn in our class. Below is a chart showing how your points convert to a grade.

Points	Letter Grade
92-100	A
900-91.9	A-
87-89.9	B+
82-86.9	B
800-819	B-
77-79.9	C+
70-76.9	C
67-69.9	D+
62-66.9	D
60-61.9	D-
Below 600	F

Assignments Points and Percentage (100% Total)

Here is an outline and description of the different assignments that you will have in our class:

Assessment	Description	Weight
Weekly Summary	Each week students will post to the discussion board what topic they found the most interesting and the most difficult in the weekly tutorials. 100 points per week weighted at 1.25% per week.	10%
Mid-Term	See instructions below. Grade contingent on successful completion and submission of the project by the designated due date. 100 points weighted at 20%.	20%
Discussion Exercises	Participation in the discussion evidenced by posting at least one thoughtful response to all questions before Wednesday of the given week and at a minimum, two responses to fellow classmates before Friday of the given week. Possible 100 points per week weighted at 5% per week.	40%
Final Project/Exam	See instructions below. Grade contingent on successful completion and submission of the final project by the designated due date.	30%
Total Grade		100%

SCHEDULE OF READING AND ASSIGNMENTS:

Week One

At the end of each assignment, you will see a number inside the parenthesis. This is the Alternative Learning Equivalencies for this course. It is an expectation for the minimum amount of time (hours) you will spend on each topic each week. Its primary purpose is for accreditation standards we must maintain in each courses. Note, the homework or the actual assignments are not counted towards the Alternative Learning Equivalencies.

****Note the time required for each discussion question is 2.5 hours. This includes one half hour for your initial reply, then two hours to read and respond to two of your classmates. In order for these discussion questions and responses to work as intended, you must read all of your classmate's responses.**

Week	Topic/Focus	Homework/Case/Research	Assignment Due Date
1	Introduction Chapter 1: NPO Management as a	Course Syllabus / Course timetable DQ#1 Bio plus Non-Profit	Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM.

	<p>Profession</p> <p>Chapter 2: Overview of the NPO Sector www.tano.org/texas-nonprofit-sector/</p>	<p>Organization Experience</p> <p>DQ#2 Discuss the legal definition of an NPO, the number and locations of NPOs in Texas or your current location and how to form an NPO.</p>	<p>Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Post weekly Summary by Sunday at 11:59 PM (1)</p>
2	<p>Chapter 3: Theories of the NPO Sector</p> <p>Chapter 4: NPO Governing Boards</p>	<p>DQ #1 Research a NPO that has failed or gotten into legal trouble. Provide a brief summary of the situation, and what could have been done to prevent the problem.</p> <p>DQ#2 Chapter three discusses failure theory and the concept of gap fillers. Identify gaps that are present in your community and what a NPO may be able to do to fill that gap.</p>	<p>Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Post weekly Summary by Sunday at 11:59 PM (1)</p>
3	<p>Chapter 5: Executive Leadership</p> <p>Chapter 6: Ensuring Accountability & Measuring Performance</p>	<p>DQ #1 Discuss the role and responsibility of the Board of Directors and the Executive of an NPO. What is D&O Insurance and why is it necessary?</p> <p>DQ #2 Introduce the NPO you will be researching or proposing for this term and provide the 5Ws. Who, What, Where, When and Why</p>	<p>Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Post weekly Summary by Sunday at 11:59 PM (1)</p>
4	<p>Chapter 7: Strategic Planning and Management</p> <p>Chapter 8: Capacity & Collaboration</p>	<p>DQ#1 Fill in Strategy Bullets Mission Vision Values</p> <p>DQ #2 Mid-Term Outline</p>	<p>Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>-Mid-Term due by Sunday at 11:59 -Post weekly Summary by Sunday at 11:59 PM (1)</p>

5	<p>Chapter 9: Paid Staff & Service Volunteers</p> <p>Chapter 10: Marketing & Communications</p>	<p>DQ #1, Discuss how to engage, motivate and recognize Volunteers and Staff.</p> <p>DQ #2 Discuss marketing techniques and means to deliver the message to the public.</p>	<p>Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Post weekly Summary by Sunday at 11:59 PM (1)</p>
6	<p>Chapter 11: Fund-Raising</p> <p>Chapter 12: Earned Income Strategies</p> <p>Chapter 13: Government Support</p>	<p>DQ #1 Share some fund raising strategies you have used in the past and compare them with the strategies introduced in the reading assignment.</p> <p>DQ #2 Describe the earned income strategies and finances of the NPO you plan to use for your final project.</p>	<p>Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Post weekly Summary by Sunday at 11:59 PM (1)</p>
7	<p>Chapter 14: Financial Management</p> <p>Chapter 15: Advocacy and Lobbying</p>	<p>DQ #1 Final Project Review: Interview a manager at your Final Project NPO (Or similar NPO) describe that person's Leadership style Background and role. Challenges he/she faces His/her vision for the NPO.</p> <p>DQ #2 Post an outline of your final project with sub bullets</p>	<p>Discussion Question #1 (DQ) initial response due by Tuesday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Discussion #2 initial response due by Thursday @ 11:59 PM. Plus two additional responses by end of week (2.5)</p> <p>Post weekly Summary by Sunday at 11:59 PM (1)</p>
8	<p>Chapter 16: Governing and Managing International Organizations</p> <p>Chapter 17: Social Entrepreneurship</p> <p>Course Wrap - Up</p>	<p>DQ #1 Pick an NGO and discuss potential issues with managing within this organization.</p> <p>DQ #2 Provide a summary of a High Impact Organization listed on page 402 (each student pick a different one).</p>	<p>Course discussion postings by Wednesday at 5:30 PM Respond to two classmates' posts by Thursday at 5:30 PM (5)</p> <p>Final Project due by Wednesday at 11:59 PM.</p> <p>Post course summary by Thursday at 11:59 PM (1)</p>

BMGT 3345: Leadership in Non-profit OrganizationsMid-Term Paper

Mid-Term: Instructions

Select one of the following topics listed below:

Board Development

Strengthening your board members` emotional attachment to the Organization.

Focusing your board on the key decisions to be made

Managing your board during natural/man-made disasters

Social Media

Using Social Media (Facebook, Twitter, YouTube) to Promote and Manage Your

Non-Profit Organization

Raising Awareness for your Local Nonprofit through Groupon

Fundraising & Grant writing

Fundraising Beyond your Normal Donor Pool

Challenges to Grant writing

Ethical Dilemmas of Grant writing & Fundraising

Mid-Term: FORMAT

Mid-Term Papers will be in APA format (6th Edition)

Your paper should include **four** major sections in APA format: the **Title Page, Abstract, Main Body, and Reference page.** **Minimum of 5 pages, not including the title and reference pages.**

For full credit, please include five *scholarly sources* (*Course text, Journal Article, Organizational Website, Non-Profit Management Website, Professional Website*) to support your writings.

*** All papers will be submitted in Microsoft WORD .doc format**

Example Format (Your format may vary depending on subject).

History

What is the history of the topic you have selected? Why is the topic important? What part does the topic play in non-profit management? How long has this been a significant problem, issue or good practice in non-profit management? Describe how this subject plays a part in your organization, or an organization you are familiar with.

Problems / Issue Identification:

What are problems/issues and assumptions you are making about this topic?

What are the major, overriding ethical issues regarding this subject?

What major ethical issues/questions does this topic address which merits its study in this course and in connection with assigned reading materials?

(a.) Analysis:

1. Who are the stakeholders in your selected organization and what roles would they play in addressing / managing the topic you have selected?
2. What threats, opportunities or challenges are posed to the organization?
3. What economic, legal, and ethical responsibilities does your organization have and what exactly is the nature and extent of these responsibilities in regards to your selected topic?
4. Describe any tensions or conflicts of interest that could arise in your organization regarding your selected topic.
5. What non-profit management principles, concepts, ideas, or models have we covered in class or assigned readings relate to the decisions or actions you would take to manage the organization concerning your selected topic?

(b.) Recommendations:

1. Identify any alternatives you recommend be considered for dealing with this topic. What are their advantages and disadvantages?
2. What non-profit management principles, concepts or ideas covered in this course support your recommendations? *NOTE: Be sure to support your statement/recommendations with reference (citations) to concepts/theory in your text or other readings.*

(c.) Learning Outcomes:

1. Identify and summarize the key learning outcomes as a result of studying and analyzing your selected topic.
2. Focus on what you learned and how this information could be applied in your current organization or situation if you were in an authority/decision making position.

Conclusion:

1. Briefly cover your main points (focus on what you want the reader to remember).
2. Close the paper out, don't introduce new material or references in your conclusion.

Mid-Term is worth 100 points weighted at 20% of final grade

BMGT 3345: Leadership in Non-profit Organizations Final Assignment

Final/ NPO Presentation: Based on NPO topics and volunteer experience in Community Service.

This presentation will be based on the NPO you are researching or the NPO you propose to start. In your presentation you will prepare information under the following headings:

Title Slide

Executive Summary (75 words or less)

History of the NPO (75 words or less, bullets OK)

Purpose of the NPO

Mission & Vision Statements

Organizational Structure (Leadership)

Financial Summary; (performance)

Future of the Organization (Beyond the vision or the future reality)

Your Story (experiences with this organization)

Key personnel reflections (From Week 7 interview)

Conclusion

References

a. Content, Analysis, Examination and Application of business strategy=70/100

b. Length 13-20 slides (with notes) = 10/100

c. Format, (Appropriate to the material presented) 10/100

d. Sources List all references and provide citations = 10/100

* This presentation should use citations and references consistent with APA format (five references minimum)

Your presentation should be clear, concise, and focused, and your visual aids (e.g. slides, web pages, animations) should enhance your presentation, not detract from it.

Final presentation is worth 100 points weighted at 30% of overall grade

Question ABOUT SYLLABUS?

Please send any questions about the syllabus to me at kdolasky@uiwtx.edu

Thanks, and I look forward to working with each of you.

Kent Dolasky
MBA, International Business

**Documented Alternative Instructional Equivalencies (AIE's)
Extended Academic Programs – University of the Incarnate Word**

Course Number and Section: BMGT 3345

Semester: Fall 1, 2016

Course Title: Leadership in Non-Profit Organizations (NPO)

Instructor: Kent Dolasky, MBA

Week	Alternative Instructional Equivalent (AIE) for Activity	Estimated Hours
<i>In-class Hours (if applicable)</i>	None, online class	0
#1	WK 1 DQ 1, Bio plus NPO Experience, plus two replies (2.5) WK 1 DQ 2, Definition of NPOs and Number of NPOs, plus two replies (2.5) Journal Entry, Reading Reflection (1)	6
#2	Journal Entry, Reading Reflection (1) WK 2 DQ 1, Research an NPO that failed and why, plus two replies (2.5) WK 2 DQ 2, Identify gaps in your community, plus two replies (2.5)	6
#3	Journal Entry, Reading Reflection (1) WK 3 DQ 1, Role and responsibility of the Board of Directors, plus two replies (2.5) WK 3 DQ 2, Introduce your NPO, plus two replies (2.5)	6
#4	Journal Entry, Reading Reflection (1) WK 4 DQ 1, Strategy for your NPO, plus two replies (2.5) WK 4 DQ 2, Outline for your Mid-Term, plus two replies (2.5)	6
#5	Journal Entry, Reading Reflection (1) WK 5 DQ 1, Motivating and recognizing volunteers and staff, plus two replies (2.5) WK 5 DQ 2, Discuss marketing techniques and means to deliver the message to the public, plus two replies (2.5)	6
#6	Journal Entry, Reading Reflection (1) WK 6 DQ 1, Fundraising strategies, plus two replies (2.5) WK 6 DQ 2, Earned income Strategies, plus two replies (2.5)	6
#7	Journal Entry, Reading Reflection (1) WK 7 DQ 1, Interview a manager at your NPO, plus two replies (2.5) WK 7 DQ 2, Outline of final project, plus two replies (2.5)	6
#8	Journal Entry (Applying What I've Learned) (1) WK 8 DQ 1, NGO, Potential management issues, plus two replies (2.5) WK 8 DQ 2, High impact organizations, plus two replies (2.5)	6
	Total	48

