

**THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF SOCIAL WORK**

Course Number:	BDP 101	Instructor's name:	Cal Streefer
Unique Number:	63145	Office Number:	3.130G
Semester:	Spring 2011	Office Phone:	512.471.0543
Meeting Time/Place:	Tuesday, 3:30 – 5:30, Utopia Theater	Teaching Assistant	Meg Moore
Office Hours:	Tues, 2:30 to 3:30 or by appointment	Email:	See Blackboard page

INTRODUCTION TO THE NONPROFIT WORLD

Course Description

The nonprofit sector is the fastest growing sector in the U.S. economy. This phenomenon presents enormous opportunities for communities, nonprofit managers, Boards of Directors, and those who fund the activities of nonprofit organizations. This course is designed to introduce students to the nonprofit sector and provide them with the foundation knowledge they need to understand the role and purpose of nonprofit organization in contemporary American society. Students will learn what distinguishes the nonprofit sector from business and government, with particular attention given to mission, organizational structure, funding, and culture. It examines the statutory and regulatory requirements of nonprofits and explores the ways in which philanthropic giving and the use of volunteers shape the work of the nonprofit sector. Readings and class activities are designed to provide students with a broad understanding of the nonprofit sector and help them weigh the pros and cons of a career in the nonprofit world.

Class Format and Requirements

The course meets from 3:30 to 5:30 pm on consecutive Tuesdays beginning January 18th and ending on March 8th. Course requirements will consist of class attendance and participation, 3 class reaction papers, a paper, and an annotated bibliography. Regular class attendance is expected and students should come to class prepared to actively participate in the class discussions. Course requirements, due dates, and their contribution to the final grade are summarized below.

Regular attendance and active participation are critical for the success of the course. Since we meet only 8 times, attendance and participation will count as 15% of your overall grade. Students are expected to complete assigned reading before class and come to class prepared to actively participate in the class discussions. Students are expected to stay for the entire class unless specific arrangements have been made with the instructor prior to that day's meeting. **Students are expected to review the websites of panel speakers prior to class, and come to class with at least one question for the panel.**

Class reaction papers. Each student is required to submit **three** class reaction papers during the course. Students may select which three weeks they want to write response papers. Response papers should be thoughtful reflections of 300 to 400 words that represent a serious engagement with one or more of the issues considered in the seminar discussion and readings. What important questions were raised in your mind by the reading and discussion? How do these relate to the themes of the course? How do these issues/questions relate to your own experience and interests as you consider the role of nonprofit organizations in contemporary society? Papers will be submitted at the beginning of class the week following the class session for which you are writing a response paper. Only under rare circumstances will papers be accepted late and then only by agreement of the professor.

Funding a Nonprofit. This assignment provides students an opportunity to view nonprofit organizations from a funder's perspective. Assume someone gave you a ticket for the Texas Two Step lottery game as a Christmas gift. The ticket was for the drawing held on December 23, 2010 and you had the only winning ticket, which paid \$275,000. After taxes you received a check for just over \$200,000. You have big plans for this money; paying off your student loans, buying a new car, lease a nice apartment, and maybe a trip to Europe over spring break. But you also have a strong sense of social responsibility so you set aside 5% of your windfall (\$10,000) and pledge to donate that money to a cause you feel is very important. You want to donate all the money to a single organization so it might have a real impact on the cause. But how will you decide which organization should receive the money?

First, select a specific cause that you feel strongly about and state why that cause is so important to you. Next, identify three nonprofit organizations that are working on that cause. The organizations can be local, statewide, national or international in scope. Gather as much information as you can about the organizations from its website and any other published information about the organization. Then identify and clearly articulate three specific criteria you believe are critical for determining which organization will receive your donation. Then, using those three criteria, analyze each organization and present a clear statement of the pros and cons of making the donation to each of the organizations. Based on your analysis, identify the one organization that will receive your donation and explain the logic behind your selection.

In a paper of no more than 1200 words (about 4 pages), first identify the cause and the three organizations you have selected. Next, summarize the three selection criteria you will use to evaluate each organization. Then report the analysis and decision-making logic that led to your selection of one organization to receive your donation. Please make sure you double space the paper.

Annotated Bibliography. The literature on nonprofit organizations is immense. It is found in the journals and books of many disciplines and covers a very broad range of topics and issues. It's hard for one person to be familiar with all of this literature. One way to help students become familiar with this large body of literature is to develop an annotated bibliography for the class. A bibliography is a listing of source materials used in writing a research paper. An annotation is a summary and/or evaluation. So, an annotated bibliography is a bibliography that includes a summary **and** evaluation of each of the sources.

Each student will prepare annotations for 5 **professional journal articles** that relate to one of the topics covered in the class. Articles should be recent, published within the last 5-7 years. Annotations are typically around 150-200 words long. The annotations should include both a summary of the article as well as your assessment of the value of the information. During the first class session the professor will provide a standard format for the annotations. Each annotation will include a few key words from the article and an indication of which class topic the article relates to.

Annotations must be submitted electronically to the professor on or before 1 March 2011. At the end of the semester, the annotations from all students will be compiled into a single bibliography and a copy will be provided to every student in the class. The intention is to provide each student in the class with an annotated bibliography that will help them as they continue to develop their knowledge about and understanding of the nonprofit sector.

Course requirements, due dates, and their contribution to the final grade are summarized below.

Assignment	% of Grade	Due Date
Class reaction papers (submit hard copy)	30%	As assigned
Funding a non-profit paper	30%	22 February 2011
Annotated Bibliography (submit electronically)	25%	1 March 2011
Attendance and Participation	15%	

Readings. There is no required text for this course. Weekly reading assignments address specific topics covered in the course. These readings are available online. Some will be in the format of journal articles or book chapters. Others will link the student to online materials relevant to the class topic. All assigned readings can be accessed through the "Course Documents" area in the class BlackBoard page.

Class Policies

Scholastic Dishonesty. The University of Texas at Austin is proud of its students' commitment to academic integrity and their pledge to abide by its policy on scholastic dishonesty. The tradition of academic integrity is maintained by the cooperation of students and faculty members. Official University policies regarding academic integrity may be accessed from the [Student Judicial Services](#) web site. This site provides detailed information about the university's policies regarding academic integrity and standards of conduct. Students are encouraged to review this page and to become familiar with these policies.

If a student has any questions concerning the application of the rules prohibiting scholastic dishonesty in regard to a particular assignment, it is the responsibility of that student to seek clarification from the instructor of the course. Violations of the University's policy on scholastic dishonesty will result in a grade of F for the course and may result in reporting to the Dean of the School of Social Work and the Dean of the Graduate School.

Accommodations for students with disabilities. The University of Texas at Austin provides, upon request, appropriate academic accommodation for any student with a documented disability (physical or cognitive). For information about academic accommodations, students should contact the Office of the Dean of Students, Services for Students with Disabilities at 471-6259 (voice) or 471-4641 (TTY for users who are deaf or hard of hearing). Information is also available online at: <http://deanofstudents.utexas.edu/ssd/>. Students are asked to notify the professor of any accommodations they may need prior to the end of the second week of class.

Professional Conduct in Class. I expect students to act like professionals in class. This means arrive for class on time, be prepared to participate in the class discussion, and show respect for one another's opinions. We will not, nor should we, always agree with one another. In this environment we should be exposed to diverse ideas and opinions, and sometime we will not agree with the ideas expressed by others. However, I do require that you engage one another with respect and professionalism.

Course Schedule

Date	Description/Readings
1/18/10	<p>Introduction and course overview</p> <p>Reading:</p> <p>National Center for Nonprofit Boards, What you should know about nonprofits.</p> <p>Fritz, J., 7 Essential tips for starting a nonprofit.</p>
1/25/10	<p>Executive Leadership in Nonprofits</p> <p>Guest Lecturer: Dnika Travis, Assistant Professor, School of Social Work</p> <p>Panel of Executive Directors</p> <p>Matthew Hinsley, Executive Director, Austin Classical Guitar Society Website: http://www.austinclassicalguitar.org/</p> <p>Carolyn Schwarz, Executive Director, Health Alliance for Austin Musicians Website: http://www.myhaam.org/</p> <p>Michael Willard, Executive Director, Austin Habitat for Humanity Website: http://www.austinhabitat.org/</p> <p>Reading</p> <p>Senge, P., Leadership in Living Organizations</p>
2/1/10	<p>Working with Volunteers</p> <p>Panel of Volunteer Coordinators</p> <p>Anne Buechler, Manager of Community Engagement, Austin Partners in Education Website: http://www.austinpartners.org/</p> <p>Todd Hanna, President and CEO, Explore Austin Website: http://exploreaustin.org/</p> <p>Mando Rayo, VP of Engagement, Cultural Strategies Website: http://www.cultural-strategies.com/</p> <p>Reading:</p> <p>Ingram, R. T., Ten Basic Responsibilities of Nonprofit Boards</p> <p>McCurley, S. & Lynch, R. Volunteer Management: Mobilizing all the Resources of the Community</p>

2/8/10	<p>Resource Development</p> <p>Guest Lecturer: Ann Stafford, Development Officer and Manager of Foundation and Corporate Relations, Texas Performing Arts Website: http://texasperformingarts.org/</p> <p>Panel of Development Directors Ray Blue, Senior Dir. of Development, Dell Children’s Medical Center of Central Texas Website: http://www.dellchildrens.net/ Megan Hartman-Carvajal, Development Officer, United Way Capital Area Website: http://www.unitedwaycapitalarea.org/ Meg Moore, Principal, Austin Strategic Planning</p> <p>Reading: Bangs, D. H., Raising Money Pakroo, P. H., Fundraising</p>
2/15/10	<p>Budgeting and Financial Management</p> <p>Guest Lecturer: Michael Granof, Ernst & Young Distinguished Centennial Professor of Accounting, McCombs School of Business</p> <p>Reading: American Diabetes Association, Consolidated Financial report, 2004-2005. Granof, Chapter 14: Managing for Results</p>
2/22/10	<p>Nonprofits in the Global Context</p> <p>Panel Becky Turner, Program Director, Water to Thrive Website: http://watertothrive.org/ Eric Schmidhauser, Director of Social Investment, Glimmer of Hope Foundation Website: http://www.aglimmerofhope.org/</p> <p>Reading: Edwards, M. & Sen, G. NGOs, social change and the transformation of human relationships: A 21st-century civic agenda Grzybowski, C. We NGOs: A controversial way of being and acting</p> <p>DUE: Funding a Non-profit paper</p>

3/1/10	<p>Nonprofit/Corporate Collaborations</p> <p>Video: Meeting the Collaboration Challenge</p> <p>Guest Speaker Sharla Megilligan, Executive Director, Makarios Website: http://makariosinternational.org/ Mehul Patel, Co-founder, Dominican Joe Website: http://www.dominicanjoe.com/</p> <p>Reading: Austin, Strategic Collaboration Between Nonprofits and Business</p> <p>DUE: Annotated Bibliography (submitted electronically)</p>
3/8/10	<p>Tying it all together</p> <p>Guest Speaker Tara Levy, Senior Consultant, Greenlights for Nonprofit Success Website: http://www.greenlights.org/</p>