

***Business 50: Nonprofit Corporations***  
**Course Overview and Syllabus**  
**Fall 2022/ 5 Units**  
**Section 62Z / CRN26506/**  
**Online Format**

***Contact Information:***

<b>Office Hours:</b>	Thursdays, 3:00 – 4:00 Join me on zoom <b>the meeting ID is 832 8317 3456 and the passcode: 02943</b> You can call in if needed. Use this number: 669 900 6833 and the above meeting ID.
<b>Email Address:</b>	<a href="mailto:hilandmary@fhda.edu">hilandmary@fhda.edu</a> You can expect a response within 24 hours except over the weekend when I do not check email. If you email over the weekend, you can expect a response within one business day.
<b>Telephone:</b>	(650) 949-7899. This is my voice mailbox. When you call do not worry about entering a # simply press the pound (#) key twice and you will be able to leave me a message.
<b>Instructor Web Site:</b>	<a href="https://www.hilandconsulting.org">https://www.hilandconsulting.org</a>

***Course Description:***

The purpose of this course is to introduce the student to the nonprofit sector, unique characteristics of nonprofit corporations, and key elements of their effective leadership and management. This multimedia, asynchronous online course uses video and podcast episode audios to enhance the learning from the textbook.

This course is also highlighted in three other-than-Business academic programs:

- Certificate of Achievement in Management
- AA in Management
- Certificate of Achievement in Leadership and Social Change.

It also transfers as a lower division (freshman/sophomore) elective to any university as well.

***Student Learning Outcome Statements (SLO):***

1. Examine the foundation, requirements, characteristics, and elements of effective functioning of nonprofit organizations.
2. Distinguish the roles, interdependence, and impact of a nonprofit governing board as distinct from staff and volunteers.

***Materials:***

Required Textbook / E-book: Michael J. Worth, ***Nonprofit Management: Principles and Practice***, 6th ed., Sage Publications, 2021. It is essential that you get the textbook (ISBN

9781544379982) or the e-book (ISBN 9781544380018) version. Please do not use an older or newer edition, because the author frequently re-arranges the materials. There is no associated code, so a used copy is fine. [Rent or purchase the e-book](#), a lower cost option.

### ***Technology:***

The following technology is required in order to access the course materials. (Note the external link opens in a new window.)

- You will need a **computer** with **high-speed access** to the Internet.
- You must have a **current browser** to view the web-based course materials.
- To access presentation slides, you will need the [Acrobat Reader](#) or some other PDF viewing application.
- You will also need a **personal email address** in order to receive important course announcements. As soon as the course starts, you should receive an email welcome message from the instructor. If that does not occur, you may need to decrease the security on your email or empty your email account (if it is full). You can also set up text alerts in Canvas. These proactive measures will ensure that you receive all important reminders from your instructor.

### ***Requirements:***

***Reading and Review:*** Each week you will have a chapter or excerpts from chapters to read. I provide slides that summarize the Module's content for your review and to use as a study aid. In addition, depending on the Module, there will be supplemental documents to read, podcast episodes to listen to and videos to watch. You should do assigned reading first, and then review the associated multimedia materials.

***Practice:*** Except for Exam weeks (see below) there is a quiz to test your comprehension of the lessons. The practice is provided to help you determine how well you understand the material, and to help you prepare for the exams. These quizzes are graded. You may take the quizzes as many times as you like until after the upcoming Exam, after which they'll be closed. Your grade will be based on the highest quiz score you achieve.

***Examinations:*** There will be 4 exams to test you on the material you have learned. The exams will be timed, so you will need to be competent in course concepts to complete them. You will not have the time to look up many answers. There are no makeup exams, but the exams will be available to you two days before the due date and one day after.

***Exam 1*** (40 points) covers content from Modules 1, 2, and 3. It is due by **11:59 PM PST the Tuesday of Week 4**. (See Canvas for exact dates.)

***Exam 2*** (30 points) covers Modules 4, 5, and 6. It is due by **11:59 PM PST the Tuesday of Week 7**.

***Exam 3*** (50 points) covers Modules 7, 8, and 9. It is due by **11:59 PM PST the Tuesday of Week 10**.

***Final Exam*** (40 points) primarily covers Modules 10 and 11 but also has questions about key concepts drawn from all other Modules. It is due by **11:59 PM PST on the Wednesday of Week 12 (Finals Week)**.

**Discussion Forums:** Each week you will be expected to contribute to class discussions. The discussion forums allow you to demonstrate your understanding of course concepts and learn from the experiences of your classmates. Your grades in the discussion forum will be evaluated according to the Discussion Rubric provided in the table below. The instructor may ask you follow-up questions that allow you to improve upon your initial answer.

Discussion Rubric - All Criteria Listed Have Equal Importance

Criteria	Full Points	Partial Points	Few – zero Points
<b>Completeness</b>	All questions posed in the assignment are fully answered. All directions have been followed.	All questions are fully answered but answers are very brief, incomplete or some directions were not followed.	Some of the assigned questions are skipped or ignored. No response to another student's post.
<b>Quality: content</b>	Demonstrates thoughtful and thorough response to each question. Thoughtful response to another student's post. Presents a new or alternative perspective.	Gives a complete response but without a new perspective or idea. The response to another student's post is repetitive of another's comment. The thinking presented is unclear or off-topic.	Fails to demonstrate your own thinking. Copies others' ideas closely.
<b>Timeliness</b>	Posts fully in the discussion by the deadline.	Posts a few days after the deadline.	Posts a week or more after the deadline.
<b>Quality: writing</b>	Writing is mature, clear, and easy to read, with proper grammar and punctuation.	Posts are generally clear but contain occasional grammatical errors or typos.	Posts lack clarity due to poor writing or style problems. Very brief responses to others' post that don't convey an idea.

### ***Tips for Success:***

There are many ways that you can demonstrate your understanding of course concepts in this class. Here are some ways that you can boost your performance. I welcome your input!

- Read the textbook and any other documents posted for the module. There are also videos to aid your understanding. Taking notes is recommended.
- Do the quizzes to identify areas in the text to study, and to identify topics that are likely to appear on exams. Make certain to review the textbook (primary source) and other materials for the questions you missed.
- Schedule your work to complete tasks on time. For instance, quizzes completed on time receive points.
- Email the instructor when you don't understand the answer to one of the questions.
- Try to be one of the first few students to answer the discussion group topic, so that you don't have the pressure of reading numerous posts and coming up with something "original".

***Lesson Plan:*** (Where multiple chapters are listed, the course draws excerpts from them all.)

<b><i>Dates</i></b>	<b><i>Lessons</i></b>	<b><i>Class Focus</i></b>
Week 1	Course Orientation; Introductions	Sections Chapters 1, 2, 3
Week 2	Types of Nonprofits	Chapter 2
Week 3	Nonprofit Boards of Directors	Chapter 4
Week 4	Executive Leadership, with a Board	<b>Exam 1;</b> Chapters 4 & 5
Week 5	Board Effectiveness	Chapter 9
Week 6	Advocacy and Lobbying	Chapter 11
Week 7	Accountability and Measuring Outcomes	<b>Exam 2;</b> Chapter 6
Week 8	Strategic Planning	Chapters 7, 8
Week 9	Budgeting and Financial Management	Chapter 12
Week 10	Fund Development	<b>Exam 3;</b> Chapter 13, 14, 15
Week 11	Marketing and Communication	Chapter 10
Week 12	Final Exam Week	<b>Final Exam</b>

### ***Academic Integrity:***

Students who plagiarize, submit the work of others as their own, or cheat on exams will (at minimum) receive a failing grade on that assignment and be reported to college authorities. Serious cases will receive a failing grade in the class and be reported to college authorities. Ignorance is not an acceptable excuse in a college classroom. If you are uncertain what constitutes acceptable behavior, refer to the De Anza web site on [Academic Integrity](#).

## ***Dropping the Class:***

The instructor will drop students who have not logged on and completed an assignment by the end of the first week, as required by the college. Students may also be dropped if they miss an exam deadline (and did not email the instructor regarding an emergency) in the first 8 weeks of the class. The instructor reserves the right to drop students who have missed more than 4 assignments. ***Other than that, students are responsible to drop the course.*** If you mean to drop the course but do not complete the transaction yourself, you can expect to see a grade for the course on your transcript! Students may drop online through the portal.

## ***Grading Policies:***

### Assignment Weights

<b><i>Course Requirement</i></b>	<b><i>Point Value</i></b>	<b><i>Percentage</i></b>
Submitting 7 graded quizzes; 1 ungraded quiz.	100	26 %
4 Exams	160	42 %
11 weekly discussions	120	32 %
Total	380	100%

### Grade Scale

<b><i>If Your Canvas Total is</i></b>	<b><i>Resulting Grade</i></b>
97.5% and up	A+
Over 92.5% but <97.5 %	A
Over 89.5% but <92.5%	A-
Over 87.5% but <89.5%	B+
Over 82.5% but <87.5%	B
Over 79.5% but <82.5%	B-
Over 77.5% but <79.5%	C+
Over 69.5% but <77.5%	C (C- grade does not exist)
Over 67.5% but <69.5%	D+
Over 62.5 % but <67.5%	D
Over 59.5% but <62.5%	D-
< 59.5%	F

***Support:***

<b><i>Type of Support</i></b>	<b><i>How to Get It</i></b>
<b>Help with Concepts</b>	Email me Mondays through Fridays. (24-hour turnaround is typical except over the weekend.)
<b>Canvas Technical Support</b>	Click the <b>?Help</b> icon in the left hand column of your screen in Canvas. There is also technical support available from 5:00 PM to 8:00 AM PST, seven days per week. Call 1-844-592-2207.
<b>Online Education Center</b>	<b>Home Page:</b> <a href="http://www.deanza.edu/online-ed/">http://www.deanza.edu/online-ed/</a> <b>Phone:</b> (408) 864-8969. <b>Hours of operation</b> are posted on the page under the link "About Us."
<b>Students who need Accommodations</b>	<p>The video materials and audio files in this multimedia course have captions or written transcripts available. If you need a different type of accommodation, please let your instructor know at the start of the quarter. De Anza offers many support services to assist students with their needs.</p> <p>If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.</p> <p>If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from Clockwork early in the quarter to review how the accommodations will be applied in the course. Contact DSS if you cannot find or utilize your <a href="#">MyPortal</a> Clockwork Portal.</p>