Public Affairs 2150: Introduction to Nonprofit Organizations
Fall, 2015
Tuesdays and Thursdays 5:30-6:50
Location: University Hall 0090
Credit Hours: 3

Instructor: Dani Robbins
Phone: 614-467-9242
Email: robbins.73@osu.edu
Office Hours: By appointment (emails, preferable to calls, will be returned within 24 hours)

Course Description
The nonprofit sector serves a vital role in society, covering a range of types of institutions, organizations, and activities. The sector is unique in that it aims to address important societal needs that neither business nor government fulfill. It has grown in size, sophistication, impact, and influence over the past thirty years, and, as a result, there is an ever-growing body of research aimed at understanding the nonprofit sector, as well as attempts to professionalize the field. This course is divided into two sections to provide students with a comprehensive overview of the origins, scope and best practices of the nonprofit sector:

- Section I covers the intellectual and political history of the study of nonprofit organizations, the activities, organizations, and institutions that make up the nonprofit sector (charities, foundations, associations, etc.), and the current challenges and opportunities.
- Section II moves from historical context, current trends and theory to exploring the question: what makes a good nonprofit great?

Through a unique combination of readings, writings, presentations, discussions, and guest speakers, students will gain an understanding of the challenges and opportunities within the sector as well as key considerations for how nonprofit leaders, board members, and volunteers can increase the sector's overall value to individuals and society.

Course Goals/ Student Learning Objectives
This course is designed to introduce students to the world of nonprofit organizations. The course will expose you to:

- The wide range of activities and types of institutions that come under the label of nonprofit;
- Key intellectual traditions, including an understanding of the concepts of civil society and social capital, and how they relate to the nonprofit sector;
- The challenges and opportunities facing nonprofit organizations today; and,
- The key practices attributed to high performing nonprofit organizations.
Required Text and Readings
The required texts for this course are:

Students can access textbook information via the Barnes & Noble bookstore website: www.shopOhioState.com as well as from their BuckeyeLink Student Center. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books (always use ISBN# for searches) on line.

Additional readings may be posted to the Carmen website for the class.

Course Requirements
Grading
The final course grade will be based on the following:
- Field Exploration Presentation 10%
- Midterm 25%
- Values assignment 5%
- Forces for Good Paper/Presentation 25%
- Final Project 25%
- Attendance/Participation 10%

Grading Scale
- 93 - 100 A  80 - 82 B-  68 - 69 D+
- 90 - 92 A-  78 - 79 C+  64 - 67 D
- 88 - 89 B+  73 - 77 C   67 & below E
- 83 - 87 B   70 - 72 C-

Reading
Success in this course will have 4 components: reading; participation, work (including writing) and thought leadership. Please complete readings prior to the date shown on the syllabus (in preparation for that class session). It is recommended that you bring the reading materials with you to class for activities and discussion, as well as any notes you have taken while reading. Note taking while reading is encouraged, especially if this is your first foray into the world of nonprofits.

Attendance, Participation and Professionalism
There will be name tents at the front of each class. Please select yours, place it at the front of your desk and then return it at the end. I will use the cards to note who is and is not in attendance.

Class attendance and participation will contribute to your successful completion of this class.
If you will be absent from class, please communicate your absence to me prior to the beginning of class when at all possible and make arrangements to obtain the notes and handouts. Please understand that notes and handouts will not replicate the class experience, nor will it contribute toward your participation grade.

Electronic Policy
You may use whatever method you choose to take notes, including electronic devices. It is expected that you not use such devices for anything other than class related activities during class time. Should this permission be abused, it will be rescinded.

Field Exploration Project
Students will be assigned to a 4-6 person group (based on field of interest) by the second class and will be in charge of leading a ten-minute presentation/overview of a specific field within the nonprofit sector during Week 5. You may elect to work alone if you are interested in a field that others are not.

Presentations will be judged on the effectiveness of delivery, accuracy of information and the quality of the take-away given to the class. Presentation materials must be put in the Carmen dropbox by September 24 at noon. Additionally, each member of your group will be responsible for evaluating all other members of the group based on level of participation and contribution. The rubrics for both the project and peer evaluations will be posted on Carmen.

Midterm Exam
You will have a midterm exam that will cover Section I of the course. The midterm will include True/False, Multiple Choice and Essay Questions. The exam will be administered in class on October 8th.

Personal Values
Identifying your personal values will be critical as you consider your passions and employment options in the nonprofit world. It will become necessary for you to align your values with the organization you choose to serve, or for you to seek to serve elsewhere. Complete the Checklist of Personal Values, page 46-47, Integrative Leadership and submit your final answer of “which one item on the list do you care about?” with an explanation as to why. Due in the Carmen dropbox by noon on November 12th.

Forces for Good Project
The Forces for Good Project is your opportunity to apply what you’ve learned through readings, class discussions, and nonprofit field expert lectures to a real life nonprofit scenario in the nonprofit world. The class will break-up into groups. Each group will select a nonprofit organization for analysis vis-à-vis Crutchfield and Grant’s high-impact practices. I will help create the groups and support you to line up a nonprofit, as needed. Working alone is not an option for this project.

Using the questions in Appendix C (Crutchfield) to help you frame your work, you and your group will need to interview the CEO/Executive Director either in person (best), by phone, or via Skype. You and your group will conduct fairly in-depth analysis on different aspects of the organization and then make a determination about its effectiveness or success. Would Crutchfield and Grant consider your nonprofit a high-impact organization? Why? Why not? Be
specific in your reasoning. What recommendations do you have that would help the organization increase its impact and become a great organization? From this you will develop a presentation and paper summarizing your analysis. The grading rubrics for both the paper and presentation will be posted on Carmen.

The team will make a presentation to the class about the nonprofit they have analyzed. You may include handouts, photos, videos and/or slides to help tell your story and enhance your presentation. Presentation materials must be put in the Carmen dropbox by noon on November 19th.

The paper, which should contain approximately ten (10) pages of content, should succinctly summarize your group’s findings and address all of the case study research questions from Appendix C. Your paper should present your thoughtful analysis, and not just report findings. The group paper is due to the Carmen dropbox on November 24th at midnight.

Finally, each member of your group will be responsible for evaluating all other members of the group based on level of participation and contribution. This rubric will be posted on Carmen.

**Final Project**
You may select to complete either an individual writing project (3-5 pages) or a video (10-15 minutes) demonstrating the integration of the written materials, information presented by speakers and new knowledge learned from the projects regarding the role nonprofits play in our society and what separates the mediocre agencies from the excellent. This rubric will be posted on Carmen. Due by midnight on December 15th.

**Course Policies**

*Academic Integrity/Academic Misconduct*
Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s Code of Student Conduct and this syllabus may constitute “Academic Misconduct.”

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so we recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If we suspect that a student has committed academic misconduct in this course, we are obligated by University Rules to report our suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University’s Code of Student Conduct...
Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

**Writing Style and Citations**

This course offers you an opportunity to improve your writing skills. By the time you graduate from Ohio State, you should be able to write succinctly, clearly, and thoughtfully. All written work for this class should be well organized, written, and edited. If you have concerns about your writing or struggle with writing consider working with OSU’s Writing Center (http://cstw.osu.edu/).

All work should be original. **Paraphrasing or quotation of other’s works (including, but not limited to, information from websites, promotional materials, lecture slides, and texts) without proper attribution will not be accepted. When in doubt, include a citation.**

Citations must be included using a standard reference format (APA, Chicago, or MLA). For help with citations, please see the University’s online style guides available at http://library.osu.edu/help/research-strategies/cite-references/. The main objective is for students to cite their work consistently and accurately.

**Late Assignment Policy**

Assignments are due to the Carmen dropbox on the date and time it is due. Failing to submit your assignment on time will result in a late penalty of half of a letter grade for EACH DAY it islate (e.g., from 100% to 95% to 90%, etc.). The first minute after the due time will be considered a day.

**Grade Appeals**

Grades on assignments are intended to reflect the overall quality of performance of the student. You may appeal your grade on an assignment if you think the grade does not reflect the quality of your performance on the assignment. To appeal a grade, submit a clear written explanation describing why you believe the assigned grade is inappropriate within one week after your work is returned. I will carefully consider all such appeals. If I re-grade the assignment, I will re-grade the entire assignment. As a result, the final grade for the re-graded assignment may be greater than, less than, or equal to the original grade.

**Mental Health Policy**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 4th Floor of the PAES Building. 24 hour emergency help is also available through the National 24/7 Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.
**Turnitin**
When you submit items to Dropbox, Turnitin’s “OriginalityCheck” is turned on. See the OSU website: http://odee.osu.edu/resourcecenter/carmen/dropbox-turnitin-suite#overview. OriginalityCheck is a service provided that scans your entire submission and then compares your text to other works (including your own) to determine how much of your paper matches. See the following web page for best practices when writing your homework and papers: https://odee.osu.edu/resourcecenter/carmen/dropbox-turnitin-suite-students

**Accommodations for Students with Disabilities**
Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; http://www.ods.ohio-state.edu/.
CLASS SCHEDULE

SECTION I.

WEEK 1

Session 1. Tuesday, August 25
Introductions, Course Outline and Expectations

Session 2. Thursday August 27
Reading: Anheier, Chapter 1 (pp. 3-23). Studying Nonprofit Organizations
Reading: Anheier, Chapter 2 (pp. 23-58). Historical Background
Field Exploration Project groups assigned

WEEK 2

Session 3. Tuesday, September 1
Reading: Anheier, Chapter 3 (pp. 59-95). Concepts

Session 4. Thursday, September 3
Reading: Anheier, Chapter 4 (pp. 99-126). Dimensions I: Overview

WEEK 3

Session 5. Tuesday September 8
Reading: Anheier, Chapter 5 (pp. 129-152). Dimensions II: Specific Fields

Session 6. Thursday, September 10
Reading: Anheier, Chapter 6 (pp. 153-176). Giving, Philanthropy, and Foundations
Reading: Anheier, Chapter 9 (pp. 227-248) Approaches to Giving and Philanthropy

WEEK 4

Session 7. Tuesday September 15
Guest speaker on Giving, Philanthropy and Foundations and Approaches to Giving and Philanthropy

Session 8. Thursday, September 17
Reading: Anheier, Chapter 7 (pp. 177-192). Civic Engagement and Chapter 8 (pp195-214). Theories of Nonprofit Organizations
WEEK 5

Session 9. Tuesday September 22
Field Exploration Project group work session

Session 10. Thursday, September 24
Field Exploration Project presentations

Assignment Due: Field Exploration Project presentations in the Carmen dropbox by noon.

WEEK 6

Session 11. Tuesday, September 29
Field Exploration Project presentations

Session 12. Thursday, October 1
Reading: Anheier, Chapter 10. (pp. 249-268) Studying Civic Engagement, Volunteering, and Social Entrepreneurship
Reading: Anheier, Chapter 18. (pp.493-523) Policy Issues and Developments.

WEEK 7

Session 12. Tuesday October 6
Guest speaker on Public Policy and Nonprofits
Midterm review session & assign groups for Forces for Good Project

Session 13. Thursday, October 8
Midterm

SECTION II.

WEEK 8

Session 14. Tuesday, October 13
Reading: Crutchfield & Grant, Forward, Introduction, and Chapter 1 and 2. Forces for Good Project group work session, as time allows

Session 15. Thursday, October 15
No class fall break
WEEK 9

**Session 16. Tuesday October 20**
*Reading*: Crutchfield & Grant, Chapter 3. Make Markets Work
Forces for Good Project group work session, as time allows

**Session 17. Thursday, October 22**
Guest speaker Advocating and Serving or Making Markets Work

WEEK 10

**Session 18. Tuesday October 27**
*Reading*: Crutchfield & Grant, Chapter 4 Inspire Evangelists & Chapter 5 Nurture Nonprofit Networks

**Session 19. Thursday, October 29**
Guest speaker on Inspiring Evangelists and Nurture Nonprofit Networks

WEEK 11

**Session 20. Tuesday, November 3**
*Reading*: Crutchfield & Grant, Chapter 6 Master the Art of Adaptation & Chapter 7 Share Leadership.

**Session 21. Thursday, November 5**
Guest speaker on Mastering the Art of Adaptation and Share Leadership

WEEK 12

**Session 22. Tuesday, November 10**
*Reading*: Crutchfield & Grant, Chapter 8 & 9 Sustaining Impact & Putting It into Practice

**Session 23. Thursday, November 12**
*Reading*: Metcalf & Robbins, Chapter 1, 2 & 3
Guest speaker on Sustaining Impact & Putting It into Practice
*Assignment: Personal Values answer 2 due by noon to Carmen dropbox.*
WEEK 13

Session 24. Tuesday, November 17
Readings: Crutchfield & Grant, Chapter 10. Thriving in Tumultuous Times & Chapter 11. Deepening the Six Practices
Personal and Organizational Values discussion

Session 25. Thursday, November 19
Readings: Collins, Good to Great. Discuss Issues 1, 2, & 3
Forces for Good Group Presentations
Assignment Due: Forces for Good Group Presentations in the Carmen dropbox by noon.

WEEK 14

Session 26. Tuesday, November 24
Readings: Collins, Good to Great. Discuss Issues 4 & 5
Forces for Good Group Presentations
Assignment Due: Forces for Good paper in the Carmen dropbox by midnight

November 26: No Class. Happy Thanksgiving!

WEEK 15

Session 27. Tuesday, December 1
Readings: Metcalf & Robbins, Chapters 4 & 5
Assignment: Complete table 5.2 (keep for your own professional development)

Session 28. Thursday, December 3
Readings: Metcalf & Robbins, Appendix

WEEK 16

Session 29. Tuesday, December 8
Course Wrap-up and Final Review

No Class. Thursday, December 10

WEEK 17

Session 30. Tuesday, December 15
Final Project due by midnight
### SUMMARY OF IMPORTANT DATES

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<tr>
<th>Date</th>
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