The University of Oklahoma
College of Continuing Education
Advanced Programs – Course Syllabus

Course Title:
Special Topics/Seminar: Non-Profit Management

Course Number:
HR 5970-432

Course Description:
This course will provide an overview of the history, characteristics, commitments, and function of non-profit organizations. Program development and outcomes evaluation for service improvement will be discussed.

Course Dates:
March 1-April 30, 2012
Last day to enroll or drop without penalty: March 1, 2012

Site Director:
Please see your local Site Director or e-mail Carolyn Taylor at cataylor@ou.edu

Professor Contact Information:
Course Professor: Dr. Chan M. Hellman
Mailing Address: OU-Tulsa
4502 East 41st Street
Tulsa, OK 74135
Telephone Number: 918-660-3484
Fax Number: 918-660-3490
E-mail Address: chellman@ou.edu
Virtual Office Hours: Please check with the professor for this information.
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).


Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.
OU E-Mail:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

Course Objectives:
• Understand the role of non-profit organizations in the community.
• To prepare human relations professionals to become leaders in non-profit organizations.
• To identify strategies that non-profit organizations employ in program development and evaluation.
• To understand the role of leadership in non-profit organization.

Assignments, Grading, and Due Dates:

1. Develop a case-study of an existing nonprofit organization. This will include the mission statement and program descriptions. The student will then develop a SWOT analysis for the agency (Due March 31). SWOT stands for a description of the strengths, weakness, opportunities and threats for the agency.

2. Each student will develop and present an organizational plan to develop a non-profit organization of their interest. The characteristics of the plan will include: Mission statement (supplement by describing the characteristics of the clients your organization will serve), organizational chart, program goals and objectives, marketing plan, and funding sources (Due April 30).

Information to present for both projects:

• Organizational Name
• Mission
• History (founded, founding director, etc.) – case study only
• Organizational Chart
• Number of staff and volunteers
• Program Descriptions
• Primary recipients
• Core competencies (what are they the best at)
• Sources of Income
• Your SWOT Assessment – Case study only

Grading: This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

• Case Study – 50% of grade
• Development of Nonprofit – 50% of grade

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
Incomplete Grade Policy:

A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to
the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used
in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:

If you experience technical problems, contact Information Technology by visiting their website at:
http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).

Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), go to www.learn.ou.edu and log in using your 4+4 and your
OU network password (note that this is the same 4+4 and password that you use to access your
OU email). Once you are logged in, please look on the right-hand side for “My Courses,” locate
your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire
2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top
left corner of the page. Information about and instructions for the orientation can be found at
http://casweb.ou.edu/olr/public/students/orientation.htm

- If the course is using a course website, you will find a link for the website on the first page of this
syllabus. Please click on this link to start your course.

- Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to
the Follett Bookstore.

- If you need to drop or withdraw from a course, please contact your Site Director. You can drop a
course without a penalty up to the add/drop date. Courses dropped after the add/drop date may
result in a penalty.

- After the class has started, you can only withdraw from the course with the professor’s
permission; you will not receive a refund for your tuition. You can only drop without a penalty
after the add/drop date by providing proper documentation and receiving approval from the
Advanced Programs Theater Director. Provide this documentation to your Site Director.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the ‘I’ grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Chan Hellman, Ph.D

Education

Current Positions
- Associate Professor – Department of Human Relations, The University of Oklahoma.
- Advanced Programs professor since 2005

Frequently Taught Advanced Programs Courses
- Research in Human Relations
- Organizational Assessment
- Leadership in Organizations
- Non-profit Organization
- Grant Writing

Major Areas of Teaching and Research Interest
Chan is the founding director of the OU-Tulsa Center of Applied Research for Nonprofit Organizations. The Center of Applied Research for Nonprofit Organizations seeks to create and maintain a culture of inquiry through conducting original research on nonprofit agencies’ impact on the quality of life among all citizens. The hallmark of scholarship is the capacity to contribute new knowledge in a specific area. Since its inception in 2005, faculty working with the Center has generated nearly $750,000 in external funding. Faculty and students working with the Center have published 20 peer-reviewed journal articles and presented more than 50 papers at national scholarly conferences. Finally, the Center has provided support to four PhD dissertations and five master’s theses. The research generated from the Center has helped nonprofit organizations implement policy change and, improved strategic planning, fundraising capacity and client well-being.

Representative Publications and Presentations