PBA 410.500 Topics in Public Administration: Nonprofit Management
Spring 2020

Department: Government

Instructor: Dr. Cindy Davis

Email: Through the course D2L email (preferred) or cindy.davis@sfasu.edu

Campus Office: Liberal Arts North 132

Campus Phone: 936-468-2424

Skype: CL Davis

Pronouns: She/Her/Hers

Office Hours:

In office: Wednesdays 10am-2pm

Virtual: Monday 12:30-2pm, Thursday 1-2:30pm [ I can be contacted by email, instant messaging through the D2L system, and by cell phone (call or text) during office hours. If you text be sure to include your name and which course you are in. I will try to be available by Skype during my office hours as well but it is better to let me know you would like to Skype at a particular time.]

Office hours can be made by appointment if you cannot make the listed hours. Please contact me by email if you would like to set up a virtual or face to face meeting.

Course Description: Course addresses the management of nonprofit organizations including issues such as mission formation, leadership, volunteerism and fundraising.

Course Justification: “Topics in Public Administration” is a 3-credit hour, fully online course over a 15-week duration. During the course students examine and review extensive written material that addresses the same information students receive in a face-to-face lecture style course. Students are expected to engage with the learning modules for a minimum of three hours per week. Learning modules contain additional information often in a variety of formats addressing the module topic. Online discussions with class colleagues of learning module material is required. Students are required to read at least one text concerning the course topic, complete an exam over the course material, as well as written assignments such as memorandum and journals. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.

Course Requirements & Grading

• 2 Exams 200 Points (100 points each): Each exam contains 30 multiple choice questions and 2 short answer questions. Exams are not cumulative. Each exam is timed. You have 3
hours to complete the exam. You will be able to take the exam at any time during the week wherein the exam is located.

- **Lessons 400 Points**: 14 total (worth 30 points each except for Lesson One which is worth 10 points). Each lesson contains (unless otherwise noted) a set of lecture style materials in html format and some with embedded multimedia links you are expected to view, one discussion question that you will respond to and will then reply to a fellow student’s response (you will lose points for not responding to a colleague) and one short answer assignment (1-2 paragraphs; connects with the required textbook reading for the week). Lessons are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

- **Four Case Papers 400 Points**: (100 points each) You will write a summary of and respond to a series of questions about cases I provide you with. Your case paper will be in essay paper format, 3-5 pages each. Additional information provided in the ‘Getting Started’ lesson.

**Grading Scale**: A (1000-900 points); B (899-800 points); C (799-700 points); D (699-600 points); F (599 and below)

**Required Materials**
*You are responsible for acquiring the required textbook for the course.*

Title: Managing Nonprofit Organizations in a Policy World
Author: Vaughan & Arsenault
Edition: 2014

Additional materials will be assigned by instructor during the semester

**Calendar at a Glance**: Calendar is not set in stone and is subject to change! Readings should be completed prior to class of the week of the assigned reading. Some assignments for the week will connect to the readings so be sure to get the book and complete the readings.


*Case Paper 1 (Mote Aquaculture Park: Sturgeon Project) Due Sunday February 2nd by 11pm

**Week 4 (Mon. Feb. 3rd- Sun. Feb. 9th)**: Lesson Four: Regulation and Nonprofits. Reading: Chapter 4. Regulating Not-for-Profit Organizations


*Case Paper 2 (YMCA of London, Ontario) Due Sunday February 16th by 11pm.


Week 8 (Mon. March 2nd– Sun. March 8th): Mid-Term Exam


*Case Paper 3 (Kiddyland) Due Sunday March 29th by 11pm


*Case Paper 4 (Dickinson College: Inspiration for a Leadership Story) Due Sunday April 19th by 11pm


Finals Week: (Mon. May 4th– Friday May 8th): Final Exam must be completed by Thursday May 7th by 5pm

**Academic Integrity:** An individual’s integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. If I catch you violating this policy, you will be reported. If another student accuses you and there is no other evidence, you will be required to resubmit a new assignment or take a new exam. If you choose not to, you will be reported. According to the university: “Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized
materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp”

Students with Disabilities: “To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/”. If modifications or accommodations are needed due to disability, please make an appointment with me as early as possible so arrangements can be made.

Classroom Policies

- This is an online course, so you will be required to engage in self-study and self-reminders as to when assignments are due and what is required of you. We will maintain regular contact throughout the semester through D2L. A course calendar is posted in the Introduction to Course content section, and I will post announcements when necessary.

- Make-up exams will only be allowed under exceptional circumstances. Having another exam or paper due that week is not an exceptional circumstance.

- Turn it in software is used to view all assignments. Grades are non-negotiable.

- The open exchange of ideas will be respected by all students. Respectful discussion is required. While you are allowed to express your opinions during the discussions remember that other students may have different opinions and have the right to have and express those opinions. Personal attacks are not allowed as they do not promote civilized debate (one of the main purposes of the required discussions).

- According to the university: “Withheld Grades Semester Grades Policy (A-54) Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.”

- “Acceptable Student Behavior. Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties.
This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

- **Excused Absences:** In order to have your absences excused, you must provide either notification from your coach/faculty club advisor or have a notice sent from the judicial office. **Absence Notifications:** Students missing classes for legitimate reasons other than University-sponsored trips may contact the Judicial Office and request an absence notification be sent to their instructors. These notifications are not excuses. They are provided as a courtesy to the student and the student's instructor(s) and are not an evaluation of the information received by this office. Students requesting an absence notification should be prepared to give the Judicial Office their name, ID number, date(s) of the absence, reason for the absence, and a contact phone number. Students should also be prepared to offer documentation of the absence to their instructors. As per University policy Class Attendance and Excused Absence A-10, an instructor may determine the nature of satisfactory documentation. Contact information for the judicial office is: 315 Rusk Building, 936-468-2703

**Technical Support**

For D2L technical support, contact student at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you'll find written instructions and video tutorials.

**Statement on Harassment, Assault, and Discrimination**

If you encounter personal problems of any kind on or off campus, please reach out for help. This specifically includes being the victim of sexual assault, domestic violence, harassment based on sex or gender, discrimination based on race, religion, or national origin, or hate speech of any kind.

If you are the victim of any of these types of violations on campus, immediately call campus security (936-468-2608 for non-emergencies) or see the Assistant Dean of Student Affairs (Hollie Smith, Suite 3.105 Baker Pattillo Student Center, 936-468-7249) or the Title IX Coordinator (Amanda Pruitt, McKibben Building, Room 304; 936-468-8292); You may also seek out the Campus Health Clinic (On the S.E. corner of Raguet and East College Streets; 936.468.4008); the campus counseling centers (Student Counseling Services - 3rd Floor, Rusk Bldg; 936.468.2401 and the Department of Human Services Counselor Education Counseling Clinic 2100 Raguet St., Human Services and Technology Building; 936.468.1041).

Stephen F. Austin State University strives to provide an educational and work environment that affirms the rights and dignity of each individual. It is the policy of the university, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual
orientation, gender identity, and gender expression. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

Please be aware that all SFA employees (other than those designated as confidential resources in Section 4.5 and Section 6 of the Sex-and Gender-Based Discrimination, Violence, Harassment, and Misconduct Policy 2.13) are required to report any information obtained about potential policy violation such as sexual assault, domestic violence, and stalking to the university. This means that if you tell a faculty member about a situation of gender-based discrimination, sexual harassment, and/or sexual violence or other related misconduct as outlined in Policy 2.13, the faculty member must share that information with the University’s Title IX Coordinator. If you would like to speak to a confidential resource who does not have this reporting responsibility, you can find a list of resources at www.sfasu.edu/lumberjacks-care.

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