



COURSE TITLE/SECTION: SOCW 6354/16839 Managing Human Services
Organizations/Nonprofit Management - Fall 2014

TIME: Tuesday 6pm-9pm

FACULTY: Jennifer Battle

OFFICE HOURS: As needed

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The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

I. Course

A. Catalog Description

Cr. 3. (3-0). Prerequisites: successful completion of the foundation curriculum, or consent of instructor. Theories, skills, and methods for effective planning and managing in human services organizations.

B. Purpose

In this course, students will gain a comprehensive understanding of the scope and operations of nonprofit organizations, with specific emphasis on those that provide human services. Special attention is given to the principal areas of organizational structure, program implementation, and administration. The course is designed to be relevant to the students' specific areas of professional and academic interest. The course will also focus on how the core values of the social work profession are integrated into the conceptualization and implementation of services provided by human service organizations.

II. Course Objectives

Upon completion of this course, students will be able to demonstrate the following competencies:

1. Understand the general structure of nonprofit human service organizations and the division of responsibilities among their stakeholders.
2. Understand the challenges and opportunities faced by nonprofit human service organizations.
3. Apply academic theories and concepts of nonprofit management to specific organizations.

4. Articulate the impact of education and advocacy initiatives on service delivery, with specific attention to addressing the needs of traditionally underserved populations.

III. Course Content

This course will include the following topical (content) areas:

- Non-Profit Organization Structure and History
- Mission and Vision
- Strategic Planning
- Board Development
- Program Planning, Development, and Management
- Program Evaluation and Outcome Measures
- Fundraising and Social Entrepreneurship
- Communications and Marketing
- Advocacy and Lobbying
- Human Resources
- Volunteer Management
- Technology

IV. Course Structure

The content of this course will be presented in a lecture, discussion and application format. There will be one class per week. Guest lecturers will participate in delivering lectures to enhance the learning process by building knowledge of local resources as well as provide networking opportunities to students.

V. Textbooks

Required:

Worth, Michael. NonProfit Management: Principles and Practice. 3rd Edition. Sage Publications. 2013

Cryer, Shelly. The NonProfit Career Guide: How to Land a Job That Makes a Difference. Fieldstone Alliance. 2008

Subscription to The NonProfit Times. www.thenonprofittimes.com OR The Chronicle of Philanthropy www.philanthropy.com

Prepare for a Career, Not Just a Job! A Manual for Discovering Your Strengths and Putting Them to Work for You. – Packet on Blackboard

VI List of discussion/lecture topics:

Course schedule and assignment details will be handed out in class.

Grad Students:

Article Class Discussion and Paper
Career Development Plan
NonProfit Organization Identification Project
Job Search/Job Description Assignment
Worth Book Discussion Questions

Undergrad Students:

Career Development Plan
NonProfit Organization Identification Project
Job Search/Job Description Assignment
Article Paper
Worth Book Discussion Questions
Participation/Following Instructions

VII. Evaluation and Grading

The following standard grading scale has been adopted for all courses taught in the college. Please use this scale to assign final course letter grades.

A =	96-100% of the points	C+ =	76-79.9%
A- =	92-95.9%	C =	72-75.9%
B+=	88-91.9%	C- =	68-71.9%
B =	84-87.9%	D =	64-67.9%
B- =	80-83.9%	F =	Below 64%

VIII. Policy on grades of I (Incomplete): Provided something about incompletes is included in all syllabi the specific content is not mandated to be from GPS bulletin.

IX. Policy on academic dishonesty and plagiarism

Students are expected to demonstrate and maintain a professional standard of writing in all courses, do one's own work, give credit for the ideas of others, and provide proper citation of source materials. Any student who plagiarizes any part of a paper or assignment or engages in any form of academic dishonesty will receive an "I" for the class with a recommendation that a grade of F be assigned, subsequent to a College hearing, in accordance with the University policy on academic dishonesty. Other actions may also be recommended and/or taken by the College to suspend or expel a student who engages in academic dishonesty.

All papers and written assignments must be fully and properly referenced using APA style format (or as approved by the instructor), with credit given to the authors whose ideas you have used. If you are using direct quotes from a specific author (or authors), you must set the quote in quotation marks or use an indented quotation form. For all direct quotes, you must include the page number(s) in your text or references. Any time that you use more than four or five consecutive words taken from another author, you must clearly indicate that this is a direct quotation. Please consult the current APA manual for further information.

Academic dishonesty includes using any other person's work and representing it as your own. This includes (but is not limited to) using graded papers from students who have previously taken this course as the basis for your work. It also includes, but is not limited to submitting the same paper to more than one class. If you have any specific questions about plagiarism or academic dishonesty, please raise these questions in class or make an appointment to see instructor. This statement is consistent with the University Policy on Academic Dishonesty that can be found in your UH Student Handbook.

IX. Course Schedule and Reading Assignments

Will be posted on Blackboard

X. Bibliography

Additional resources are referenced in each lecture.

XI. Americans with Disabilities Statement

Whenever possible, and in accordance with 504/ADA guidelines, the University of Houston will attempt to provide reasonable academic accommodations to students who request and require them. Please call 713-743-5400 for more assistance.