

Instructor(s): Ana Ulibarri
& Various Presenters
TA: Ana Zavala
TA Contact: azavala@thewayworldoutreach.org
Office Hours: By email request
thewayleadershipuniversity@gmail.com



Leadership University
Non-Profit CARE & COUNSEL 303
Non-Profit Industry & Formation

COURSE DESCRIPTION

This course is designed to give students a fuller awareness of the non-profit industry both in the church and secularly. As well as practical tools to create their own non-profit.

COURSE OBJECTIVES

Upon completion of this course:

1. Students will learn fundamentals to launching a non-profit
2. Students will receive insights from industry leaders.
3. Students will gain confidence in their abilities to operate in the non-profit industry inside and outside of the church structure.
4. Students will learn to operate in the gifts of the Holy Spirit in order to cast vision and motivate volunteer staff; as well compel target to community to participate in the services provided by non-profit organization.

COURSE REQUIREMENTS

Textbook

The following book is needed for successful completion of this course: ***Managing a non-profit organization***. Wolf, Thomas. Free Press, July 2012. (Textbooks, workbooks, lab fees, etc. are a normal part of the cost of your education.)

Photocopies of the pages will not be accepted for credit. This constitutes a breach of copyright law and drives up the cost of textbooks. You will enter your assignments into the portal each week for review.

Portal Access and Usage

All TWLU classes require students to have digital access to our portal during lecture times and in order to complete all course content and assignments. The portal also gives online students the ability to access the live stream lectures (*which are in real time and cannot be retrieved at a later time*).

Attendance

You are expected to attend each class. Class attendance ensures your learning the material in its entirety. Only one excused absence will be allowed, with prior approval by the instructor. Unexcused absences are not acceptable, resulting in the loss of quiz points and inability to complete assigned work. Students are encouraged to discuss missed days with their TA to determine if an alternate option is available to obtain instruction necessary for course success.

Assignments

Students are required to complete reading assignments on time and be prepared for class discussions and activities. Students are required to complete all assignments on time, complete assigned reading and be prepared for class discussions and activities. All assignments must be entered into the portal using the Homework link at the bottom of each corresponding lesson.

Grades cannot be given to assignments that are not turned in through the portal.

Coursework

1. Homework: is assigned weekly and can be found on the last page of the course syllabus. Homework is due one week after assigned and must be submitted before the following class period using the appropriate assignment link in the portal (*see Late Work policy*).
2. Quizzes: are mandatory and should be completed during allotted time **immediately** following the class lecture. Failure to complete at appropriate time may result in loss of points. Quizzes are viewed as “in class quizzes and have a 10-minute time limit.
3. Midterms: are a take home assignment that may be done open book. Each midterm must be completed once the test has been started (it has a time constraint). Please do not save and try to return because it must be completed the same day it is opened, otherwise the system will automatically submit it. (*Midterms are not required in pre-requisite classes*).
4. Finals: must be done in person and are closed book. Only physical Bibles are permitted in test taking area. Please bring an acceptable device to class to access your account on test taking days and any necessary batteries or cords.

Late Work

Late work without penalty will only be accepted under special circumstances and only with prior approval from the TA or Student Success (see guidelines for absences). The **late work penalty** is 10% per week. Homework assigned prior to midterms will not be accepted after the midterm exam due date. Absolutely no homework will be accepted after the last day of class.

COURSE GRADING RUBERIC

Points Possible

Quizzes (9x20)	180 points
Homework (8 x25pts.)	200 points
Midterm	150 points
Final Exam	200 points

Total points possible = **730**

Grading Scale

A = 730 - 657

B = 656 - 584

C = 583 - 511

D = 510 – 438

F = 437 - 0

PLAGERAISM AND STUDENT CONDUCT

Leadership University upholds the highest standards when it comes to development of classwork and assignments. All work should be your own.

- Plagiarism is unacceptable and will result in an immediate failure of the course. If you did not write the words, they do not belong in your paper. You cannot COPY AND PASTE anything from a book, the internet or any other source and put it in your paper.
- Do NOT include direct quotes unless the quote is cited properly and gives the author credit. Describe the material in your own words. Do not use words you do not understand.
- You are free to consult with classmates about assignments and to study for finals together, but please ensure that your work is your own. If your work looks too much like your classmates, plagiarism rules may be enforced.

Course Schedule

(Answer all homework in the online portal assignment textbox)

Dates	Topic	Reading	Assignment (due the following week)
Aug. 27	Course Introduction: God's Heart for the Non-Profit Care Industry	Ch. 1	Pick a non-profit model Create mission statement and measurable criteria for success for the non-profit & recipient of services.
Sept. 3	No Class Due to Holiday	Ch. 2	Create Board, assign responsibilities and develop Bi-Laws with fellow students (Teams of 4)
Sept. 10	Jesus & the Early Church Care Model	Ch. 3	Create Org chart of necessary roles/positions in your non-profit & determine which will be salaried, volunteer, & contract staff. Then determine how many of each type of staff needs to be recruited, & how you will recruit them.
Sept. 17	Lecture: Marketing Non-Profit Industry presentation: City/County/Federal	Ch. 5	Create a Marketing Plan: <ul style="list-style-type: none"> • Target audience • Slogan • Color scheme & symbolism/logo
Sept. 24	Lecture: Financial Management Non-Profit Industry presentation: City/County/Federal	Ch. 6	Take Home Midterm
Oct. 1	Lecture: Fundraising Non-Profit Industry presentation: private sector	Ch. 8	Create a mock budget for your organization based on annual revenue of \$65,000
Oct. 8	No Class Due to Holiday		
Oct. 15	Lecture: Planning Non-Profit Industry presentation: Private Sector	Ch. 9	Create a fundraising campaign complete with: Mailer packet, social media post, and email/phone script
Oct. 22	Non-Profit Formation: LLC / 501c3	Ch.10	Based off your non-profit Vision choose a public service and document the plan of action to accomplish.
Oct. 29	Non-Profit Development: Grant Writing and Networking	Ch.11	Identify a grant that your fictitious non-profit could apply for and prepare document for submission.
Nov. 5	Non-Profit Management: Integrity, culture, and purpose	Study for Final	
Nov. 12	In Class Final Exam	Last day to submit work	

Note: Course lecture schedule may be adjusted as the course unfolds. However, the book exercises and all other assignments will continue to be due on the dates identified in the schedule above.