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## Leadership University NPCC 303 Non-Profit Industry & Formation

### **COURSE DESCRIPTION**

This course is design 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 nonprofit.

### **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 nonprofit 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
5. Students will gain understanding of all components necessary to California non-profit formation.

### **COURSE REQUIREMENTS**

#### **Textbook**

Textbooks are mandatory for lecture and homework purposes. The following book(s) is need for successful completion of this course: **Wolf, Thomas. *Managing a Non-Profit Organization*. 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 book 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. As well as giving 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 a prior approval by the professor.

Unexcused absences are not acceptable and may result in the loss of points and/or the inability to complete assigned work.

Students are encouraged to discuss missed days with their TA to make arrangements to attend evening or Sunday lectures to obtain necessary instruction 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 written 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.

### **An Overview of the Course Work:**

1. Homework Assignments
2. Weekly in Class Quizzes
3. Midterm
4. Final Exam

Late work will only be accepted under special circumstances and only with prior **approval** from the TA or Student Success (see guidelines for absences). If late work is allowed, a late penalty of 10% will be applied.

1. **Homework:** is assigned weekly and can be found on course syllabus. Must be submitted before the following class period using the appropriate assignment link in portal.
2. **Quizzes:** are mandatory and should be completed during allotted time following the class lecture. Failure to complete at appropriate time may result in loss of points.
3. **Midterms:** are a take home assignment that may be done open book. And each midterm must be completed once opened (it has a time constraint). Please do not save and try to return, because it must be done in same day of opening and the system will automatically submit.
4. **Finals:** must be done in person and are closed book. Only physical Bibles are permitted in test taking area. Please bring acceptable device to class to access your account on test taking days and any necessary batteries or cords.

### **PLAGERAIISM 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.

### Points Possible

Quizzes (7x20)	140 points
Homework (6 x25pts.)	150 points
Midterm	150 points
Final Exam	200 points

Total points possible = **640**

### Grading Scale

A = 640-574

B = 573-508

C = 507-442

D = 441-376

F = 375 - 0

\* The course lecture schedule will be adjusted and developed as the course unfolds. However, the book exercises—and all other assignments—will continue to be due on the dates identified in the schedule below.

# Course Schedule

(Answer all homework in the online portal assignment textbox)

Teaching/Reading Assignments			
Dates	Topic	Assigned Reading	Assignment
April 13	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.
April 20	No School due to Holiday	Ch. 2	
April 27	Marketing Non-Profit Industry	Ch. 6	Create Board, assign responsibilities and develop Bi-Laws with fellow students (Teams of 4)
May 4	Financial Management	Ch. 7	Create Marketing Plan: <ul style="list-style-type: none"><li>• Target audience</li><li>• Slogan</li><li>• Color scheme &amp;</li><li>• symbolism/logo</li></ul>
May 11	No School due to Holiday		
May 18	Lecture: Fundraising & Planning	Ch. 10	Midterm
May 25	Non-Profit Formation: LLC / 501c3	Ch. 9	Mock budget for organization based on annual revenue of \$65,000
June1	Non-Profit Development: Grant Writing and Networking	Review pg. 330 - 333 & Ch. 8	Based off your non-profit Vision choose a public service and document the plan of action to accomplish.
June 8	Non-Profit Management: Integrity, culture, and purpose	Ch. 12	Identify a grant that your fictitious non-profit could apply for and prepare document for submission.
June 15	No School due to Holiday	Study for Final	
June 22	Final Exam		