

Instructor: Vanessa Trang
TA: Patty Ibarra
TA Contact: 909-503-2338
LU Phone: 951-878-8958
Office Hours: By email request
thewayleadershipuniversity@gmail.com



Leadership University NPCC 303 Non-Profit Industry & Formation

COURSE DESCRIPTION

This course is designed to give students a comprehensive understanding of the nonprofit sector—both within the church and in secular contexts, and offers practical guidance for students to establish 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 non-profit industry inside and outside of the church structure.
4. Students will learn to operate in the gifts of the Holy Spirit 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 needed 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.

Portal Access and Usage

All TWLU classes require students to have digital access to the portal during lecture times in order to complete all course content and assignments. The portal also gives 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 you learn the material in its entirety. Only one excused absence will be allowed, with prior approval by the instructor. Unexcused absences are unacceptable, 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 to be prepared for class discussions and activities. Students are also required to complete all assignments on time. All assignments must be submitted into the portal using the Homework Link at the bottom of each corresponding lesson. **Scores cannot be issued for assignments that are not turned in through the portal.**

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 Attendance guidelines). 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.

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 it at an appropriate time may result in loss of points. Quizzes are viewed as “in class” quizzes and have a 5-minute time limit.
3. **Midterm:** a take home assessment that may be done open book. The midterm must be completed once the test has been opened since it has a time constraint. Midterms cannot be saved to return to it later. If you try to do so, your test will automatically be submitted causing a loss of points for the questions not answered.
4. **Final:** must be done in person and is closed book. Only physical Bibles are permitted in the test taking area. Please bring an acceptable device to class to access the portal on test taking days and any necessary cords or charger.

PLAGIARISM 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 GRADING RUBERIC

Points Possible

Quizzes (9 x 20 pts)	180 points
Homework (7 x 25 pts)	175 points
Midterm	150 points
Final Exam	200 points

Total points possible = **705**

Grading Scale

A = 705 - 634

B = 633 - 564

C = 563 - 493

D = 492 - 423

F = 422 - 0

Course Schedule

(Submit all homework in the online portal assignment textbox.)

Dates	Topic	Reading	Assignment
JAN 18	Course Introduction: God's Heart for the Non-Profit Care Industry	Ch. 1	Pick a non-profit model & create a mission statement for it.
JAN 25	Jesus and the early church care model	Ch. 2	Designate measurable criteria for success for the non-profit & recipient of services provided based off model and mission.
FEB 1	NO SCHOOL	Ch. 3	
FEB 8	Operating in Gifts & Anointing of the Care Industry	Ch. 4	Create Board, assign responsibilities and develop Bi-Laws with fellow students (Teams of 4)
FEB 15	Non-Profit Formation: LLC / 501c	Ch. 12	Based off your non-profit Vision choose a public service and document the plan of action to accomplish.
FEB 22	Strategic Planning	Ch. 11	TAKE HOME MIDTERM
MAR 1	Financial Management of a non-profit	Ch. 7	Mock budget for organization based on annual revenue of \$65,000
MAR 8	Marketing for faith based Non-Profit Industry	Ch. 6	Create Marketing Plan: <ul style="list-style-type: none"> • Target audience • Slogan • Color scheme & • symbolism/logo
MAR 15	Fundraising	Ch. 10	Identify a grant that your fictitious non-profit could apply for and prepare a document for submission.
MAR 22	Non-Profit Grant Writing	Study for Final	
MAR 29	Final Exam <i>(Proctored in class, closed book. All homework must be submitted before the final.)</i>		

* 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.