Recommended Course Identification:
Prefix  PAD  Course Number 6148  Lab Code (L or C)  
(To obtain a course number, contact erudolph@fau.edu)

Complete Course Title:
Human Resource Management for Nonprofits

Credits: 3

Textbook Information:
Human Resources Management for Public and Nonprofit Organizations by Joan E. Pynes
Human Resource Policies and Procedures for Nonprofit Organizations by Carol Bareito

Grading (Select only one grading option): Regular X  Pass/Fail  Satisfactory/Unsatisfactory

Course Description, no more than 3 lines:
The course examines both theoretical and practical issues and problems faced by managers of nonprofit organizations. It provides an overview of human resource management and legal strategies and practices necessary for the effective functioning of nonprofit organizations.

Prerequisites W/Minimum Grade:*  Corequisites:  Other Registration Controls (Major, College, Level):
None  None

Prerequisites, Corequisites & Registration Controls shown above will be enforced for all course sections.
* Default minimum grade is D-

Minimum Qualifications Needed to Teach This Course:
Master with substantial professional experience or PhD

Other departments, colleges that might be affected by the new course:
None

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Faculty Contact, Email, Complete Phone Number

Signatures:

Approved by:  Date: 3/20/2009
Department Chair:  
College Curriculum Chair:  
College Dean:  
UGPC Chair:  
Dean of the Graduate College:  

Supporting Materials:
Syllabus—must include all details as shown in the UGPC Guidelines.
Written Consent—required from all departments affected.
Go to: http://graduate.fau.edu/gpc/ to download this form and guidelines to fill out the form.

Email this form and syllabus to sfuks@fau.edu and eqirjo@fau.edu one week before the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website by committee members prior to the meeting.
Human Resource Management in Nonprofit Organizations

Course Description
The course examines both theoretical and practical issues and problems faced by managers of nonprofit organizations. It provides an overview of human resource management and legal strategies and practices necessary for the effective functioning of nonprofit organizations. Theories of motivation applicable to the management of staff and volunteers, and personnel topics of recruitment, selection, risk management, compensation, training, and development are covered. The course is designed to provide for maximum interaction between the students and instructor.

Course Goals
This course provides an opportunity to explore management trends and issues currently affecting the sector for both paid and volunteer staff. Through research and analysis students will:
1. Gain understanding of the unique nature of human resources management in the nonprofit sector.
2. Understand the value and principles of strategic human resource management for nonprofit organizations.
3. Explore the similarities and differences inherent in staffing structures for volunteers and/or paid staff.
4. Develop an understanding of management techniques for enhancing the effectiveness of personnel (paid and volunteer).
5. Understand the varied roles of staff (paid or volunteer) in nonprofit organizations and the factors involved in decision making concerning how best to staff various functions.

Texts
Human Resources Management for Public and Nonprofit Organizations by Joan E. Pynes
Human Resource Policies and Procedures for Nonprofit Organizations by Carol Bareito

Course Grading
Alphabetic grades will be assigned based on the following accumulated scores: 100-95 A; 94-90 A-; 89-87 B+; 86-83 B; 82-80 B-; 79-77 C+; 76-73 C; 72-70 C-; 69-67 D+; 66-63 D; 62-60 D-; 59 and below F. The course scores are weighted accordingly:
- Human Resources Manual 30%
- Research Paper 30%
- Questions based on readings 10%
- Final exam 30%

Human Resources Manual
You will be responsible for creating a human resource manual. You may use an existing nonprofit or create your own from scratch. The organization must have at least five employees. Initially you will create an operating scenario. The operating scenario is a one-two page narrative description of the mission statement, staff size and skills, regular activities, types of clients, and any other pertinent information. After approval of the operating scenario, the student is
responsible to build a Human Resources Manual that he/she believes would be appropriate for the nonprofit organization. The project will be graded based on the quality and completeness of the manual.

**Research Paper**
Students are required to prepare a ten page research paper on a topic of their choice related to the subject matter in the course. Students need to prepare a title and abstract no later than _____ and submit for approval by the Instructor. Papers must adhere to a recognized style manual (APA preferred). The standard for grading will be:

A - Outstanding achievement: clear purpose, thorough understanding of relevant material, original points well-supported with evidence or persuasive argument, well-organized, and well-written.
B - Good performance: topic and purpose is well-stated, points well-supported, well-organized, and well-written.
C - Many aspects of assignment covered, but lacking originality, clarity, thoroughness, persuasiveness, or writing quality.
D - Missed the point of the assignment in either form or substance.
F – Failed to complete the assignment on time
0 – Did not turn in assignment

**Readings Based Questions**
Students are required to post three objective questions each week to the Blackboard Bulletin Board based on the assigned readings. The format for posting the questions is on the Bulletin Board.

**Final Exam**
There will be a 50-100 multiple choice and essay examination at the end of the term. An exam study guide will be disseminated before the end of the term.

**Participation**
Students are expected to read and outline assigned materials in advance of each lecture to enhance participation in discussions. Students must be in attendance to participate in class. Your questions and comments should be designed to provoke discussion. You are also encouraged to bring work related experiences from your professional lives.

**Required Texts**
Readings on BlackBoard

**Course Requirements**
The course is presented in a format that combines weekly reading, posted lectures, assignments, and response to the prior week’s work. Throughout the course the various assignments will be used as discussion pieces and necessary foundation information for students to enjoy informed participation in the class discussions and case exercises.
Students are expected to be aware of current events -- political, governmental, economic, or otherwise -- which may impact nonprofits and their effect on society, and to reference them in the course for other students. Awareness of current events related to the nonprofit sector is an important part of the class dialogue; please be prepared to report on various media sources you find.

**Communication and Interaction**

All readings, assignments and tests are found in the assigned textbook, downloadable books and on the Blackboard course pages. All assignments must be completed and posted online unless otherwise directed by the Instructor.

The instructor is available by appointment, phone and email and will discuss issues of concern directly with students.

**Students with Disabilities**

All reasonable accommodations will be provided for students with disabilities. However, in compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located in Boca Raton -SU 133 (561-297-3880).

**Academic Honesty**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty, including cheating and plagiarism, is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh Penalties are associated with academic dishonesty. For more information, see: http://www.fau.edu/regulations/chapter4/4.001_Honor Code. pdf

The CAUPA ethical guidelines are posted under Assignment #1.

**Schedule**

Class 1 Introduction
Class 2 Role of HRM in NP
Class 3 Legal HRM Considerations
Class 4 Organizational Theories
Class 5 Risk Management
Class 6 Hiring, Firing, NP Employees
Class 7 Evaluating NP Employees
Class 8 Managing Volunteers
Class 9 Behavioral Interviewing
Class 10 Disaster Planning
Class 11 Conflict Resolution
Class 12 Cultural Competence
Class 13 Succession Planning
Class 14 Providing Benefits
Class 15 Disciplining and Terminating NP Employees
Class 16 Final Exam

Bibliography


Edited books


Refereed journal articles


**Book chapters**


