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Political Science 404

**Nonprofit Administration – Ethics and Legal Issues**

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Office: Corbin 252  
Office Hours: TBA  
Class Location: On-line

***“It is an ethical imperative to be informed about your community and country.”***

- *Bob Stone and Mick Ukleja*

**Course Description:**

This course introduces students to the challenge of ethics in nonprofit public service and the legal issues associated with serving the public. It is suggested that every public servant has a moral obligation to strive for excellence in the performance of their public duties. One question is, should this moral obligation also involve ones personal life? This course focuses on developing an understanding of ethics and applying that understanding to work-life situations. Students are introduced to the concepts of ethics and morals; integrity; compromise; ethical citizenship and civic virtue. All of these concepts are essential when discussing the ethical challenges in public service. This course provides a basis for developing an understanding and applying the theories of ethics to the role of a public servant.

As a public servant, whether in a government or nonprofit agency, you will be faced with ethical dilemmas and legal issues. How you respond to these issues will determine the success of your agency. This course will identify obligations and legal issues faced by public servants in both government and nonprofit agencies. The challenge of public service is championing the public interest at all times.

**There is an assigned reading for the first session.**

**Course Objectives:**

1. To acquire substantive knowledge and understanding of the theories of ethics, compromise, and integrity and their importance to the field of nonprofit administration.
2. To develop the ability to recognize and apply this understanding to relevant legal issues and situations facing those who serve the public in their daily operations.

**Required Textbooks:**

***The Ethics Primer for Public Administrators in Government and Nonprofit Organizations, James Svava, Jones-Bartlett Publishers, ISBN 13-978-0-7637-3626-2***

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All other assigned readings will be provided in each Learning Unit.

### **Course Requirements:**

Learning Units must be completed each Monday night by 7 pm (MST). Students are required to read the mini-lectures, all assigned readings, participate on the Discussion Forum, and complete all writing assignments. Learning Units provide “*Learning Points*” based on what the instructor and authors are trying to emphasize as key elements for the student to learn and understand. These are not to be considered all-inclusive and the student is responsible for utilizing these “*Learning Points*” in conjunction with the readings in developing their understanding.

All time requirements for Discussion Forum responses, papers, and projects will be based on Mountain Standard Time and are considered due by 7:00 pm MST each Monday.

### **Course Grading and Assessment – Undergraduate Students:**

Four (4) writing assignments are required for undergraduate students. The four (4) assignments are short writing assignments and are to be three-to-five pages in length, double-spaced (12-font Times New Roman), and one inch margins all around. **You may not use contractions in writing the papers.** Place your name on the first page in the upper left hand corner. The specific length requirement is identified in each assignment. Students are required to follow the instructions contained in the relevant Learning Unit for each assignment.

The papers shall be entered in Moodle no later than on the date it is due prior to 7:00 pm MST. If you are going to be late with an assignment, please let me know in advance of the due date and time.

***Sources for Writing Assignments:*** Students are encouraged to utilize sources provided in and through the Mansfield Library.

### **Course Grading and Assessment – Graduate Students:**

Graduate students are required to complete five (5) writing assignments. The first four are the same writing assignments that the undergraduate students are completing. The fifth writing assignment constitutes the “Increment for Graduate Students.” For this increment, graduate students are required to develop a 1-2 page (double-spaced) case study based on personal experience that raises an important ethical or legal issue. Graduate students are then required to identify appropriate analytical questions and proceed to write a three (3) page analysis of the case. This will be graded as one paper assignment. The instructor must review the 1-2 page case study prior to the graduate student proceeding to write the three (3) page analysis.

The papers shall be entered into Moodle no later than on the date it is due prior to 7:00 pm MST. If you are going to be late with an assignment, please let me know in advance of the due date and time.

**Sources for Writing Assignments:** Students are encouraged to utilize sources provided in and through the Mansfield Library.

### **Discussion Forum Grading and Assessment – Undergraduate and Graduate Students**

The Discussion Forum involves **active student participation**, which means that the student engage in a week long discussion regarding the topic for the week and incorporating the questions presented. In other words, you should enter the site more than once and your discussion should address the questions presented, but is not limited to those questions. You may discuss any issues related to the Learning Unit. If you are curious as to how you are doing on your Discussion Forum questions during the semester, you may call or email the instructor.

This is an upper level course and assignments and Discussion Forum responses should reflect upper level thought, analysis and effort. Discussion Forum questions will be assessed based on your response: 1) does it address the question asked; 2) does the response reflect an understanding of the concept or question; and 3) is it based not only on what you have been presented, but also includes insights that you have and can justify.

The Discussion Forum provides each student with the opportunity for self-assessment. **By reading others responses and discussing the topic with them on the Discussion Forum, you can assess your understanding.** The Discussion Forum provides instant feed-back between students and between students and the instructor. In other words, you should enter the site more than once reviewing other student responses and responding when necessary.

### **Course Grading and Assessment - Students Utilizing the No-Credit Option**

Since the assignments given in this course are integrated to achieve the best possible learning outcome for students, and since they are designed to build on and to test knowledge gained through comprehensive participation, the expectation is that all students will to the best of their abilities participate on the Discussion Forum and complete all assignments. Attention paid by the instructor to critiquing written assignments will be directly proportional to the amount of effort put forth by individual students on writing them and on overall course participation as well. Late assignments will be critiqued at the discretion of the instructor.

### **Office Hours and Availability**

Since I am teaching on campus courses, I do have office hours which are Monday, Wednesday, and Friday, 9 am – 11:30 am, and 1pm – 2 pm. You may contact me at anytime during those

hours. The key is, you may contact me anytime you so desire, not just during those hours. I will also be available to you by appointment. My office is located in 252 Corbin Hall.

**Phone:** You may **contact me via phone at 406-431-0047 at anytime**. This is my cell phone number and I have it on 24/7. If I do not answer, you may leave a message and I will call you back as soon as possible. Remember, that I am teaching other classes.

**Email:** You may **email me at anytime** at [jesse.munro@umontana.edu](mailto:jesse.munro@umontana.edu). I will make every effort to respond within 24 hours of receiving your email. The only time it may take longer to respond is if you email me on a weekend. If I do not have access to the internet, it may be Monday before I respond to you.

Again, I want to reiterate...**do not hesitate** to call, email, or drop by the office. I am here to enhance your learning experience.

### **Request for Withdrawal:**

Request for Withdrawal from the course must be submitted in writing to Janie Spencer, School of Extended and Lifelong Learning (formerly Continuing Education) prior to the last week of the course. Students are responsible for reading and understanding the full UM policy on Withdrawal from the University. Refunds are not granted for withdrawals made after course registration deadlines.

### **Other Student Resources:**

If you need ADA assistance in taking this course, you may contact the University of Montana Disability Services for Students at their website <http://life.umt.edu/dss> or email them at [dss@umontana.edu](mailto:dss@umontana.edu). Students taking this course are expected to do so under the provisions set forth in the UM Student Conduct Code. You can review the SCC by visiting the website at <http://life.umt.edu/VPSA/name/StudentConductCode>. There is one new service available to you through **The Writing Center**...they now offer free one-on-one online tutoring "to all students seeking to become more effective writers. You can email them at [onlinetutoring@umontana.edu](mailto:onlinetutoring@umontana.edu) or point your browser to <http://www.umt.edu/writingcenter>.

### **Students with Disabilities:**

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with DSS, please contact DSS in Lommasson 154. I will work with you and DSS to provide an appropriate accommodation.

## Weekly Assignments

### Learning Unit 1 (Due Date TBA)      Introduction to Ethics and Public Service

Read the mini-lecture, complete the assigned reading and respond to the Discussion Forum questions.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 1, Pages 1-7

### Learning Unit 2 (Due Date TBA)      Administrative Ethics and Integrity

Read the mini-lecture, complete the assigned reading and respond to the Discussion Forum questions.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 2, Pages 9-25

Reading 1

### Learning Unit 3 (Due Date TBA)      Responsibility

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 1.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 3, Pages 27-45

Writing Assignment:

**Writing Assignment 1 – Ethics Rejuvenation - Due Date TBA – (Graduates and Undergraduates)**

### Learning Unit 4 (Due Date TBA)      Ethical Behavior

Read the mini-lecture, complete the assigned reading and respond to the Discussion Forum questions. Graduate students submit Writing Assignment 5 Part 1.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 4, Pages 47-72

Reading 2 and Reading 3

Writing Assignment:

**Writing Assignment 5 Part 1 – Graduate Increment - Due Date TBA – (Graduate Students Only)**

**Learning Unit 5 (Due Date TBA)**      Codes of Ethics

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 2.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*, James Svara, Chapter 5, Pages 73-86; Appendix 2, Pages 163-164; Appendix 3, Pages 165-167; Appendix 4, Pages 169-175; Appendix 5, Pages 177-180; and Appendix 6, Pages 181-186

Reading 4

Writing Assignment:

**Writing Assignment 2 – Teleological / Deontological - Due Date TBA – (Graduates and Undergraduates)**

**Learning Unit 6 (Due Date TBA)**      Ethical Challenges and Resolving Ethical Dilemmas

Read the mini-lecture, complete the assigned reading, and respond to the Discussion Forum questions.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*, James Svara, Chapter 6, Pages 87-104

**Learning Unit 7 (Due Date TBA) Meeting Obligations**

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions and submit Writing Assignment 3.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*, James Svara, Chapter 7, Pages 105-114

Writing Assignment:

**Writing Assignment 3 – Avoiding Unethical Choices - Due Date TBA - (Graduates and Undergraduates)**

**Learning Unit 8 (Due Date TBA)**     Acting On Duty

Read the mini-lecture, complete the assigned reading, and respond to the Discussion Forum questions.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 8, Pages 115-127

***Reading 5***

**Learning Unit 9 (Due Date TBA)**     Improving Organizational Ethics

Read the mini-lecture, complete the assigned reading, and respond to the Discussion Forum questions.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 9, Pages 129-143

**Learning Unit 10 (Due Date TBA)**     Building an Ethical Agency / Promoting Ethics

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions, and submit Writing Assignment 4. Graduate students also submit Writing Assignment 5 Parts 1 and 2.

Assigned Reading:

*The Ethics Primer for Public Administrators in Government and Nonprofit Organizations*,  
James Svara, Chapter 10, Pages 145-154, and Chapter 11, Pages 155-159

Writing Assignment:

**Writing Assignment 4 – Code of Ethics – Due Date TBA – (Graduates and Undergraduates)**

**Writing Assignment 5 -- Parts 1 and 2 – Graduate Increment – Due Date TBA – (Graduates Only)**