

Political Science 403  
**Nonprofit Administration Program Planning**

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

**Course Description:**

This course introduces students to the strategies and purposes of program planning in public and nonprofit organizations. It focuses on the knowledge and skills required by those who are involved in the process on a daily basis. The course provides a solid base in developing an understanding of program planning and applying that understanding to work-life situations. The course also provides an overview of understanding the elements involved such as strategic planning, operational planning, understanding culture, core value creating processes, adding value and evaluation. A solid understanding of these concepts is essential to operating successfully in the public and nonprofit arena. In other words, putting all of the pieces together in a comprehensive plan.

Students will be required to produce a program plan for a new nonprofit program. The course will provide the basis for putting the final product together.

**Course Objectives:**

1. To acquire substantive knowledge of each major area of program planning and evaluation.
2. To develop problem-solving skills relevant to situations faced by managers when program planning.
3. To develop technical skills relevant to effective program planning and evaluation and understanding the necessary elements involved.

**Required Textbooks:**

All assigned readings will be provided in the 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.

**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.

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

Four (4) writing assignments are required are required for undergraduate students. The four (4) assignments are to be 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 submitted 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 program planning and evaluation 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 and approve the 1-2 page case study prior to the graduate student proceeding to write the three (3) page analysis.

The papers shall be submitted 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.

### **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. If you are curious as to how you are doing on your Discussion Forum responses during the semester, you may call or email the instructor.

This is an upper level course and assignments and Discussion Forum participation should reflect an upper level of thought 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, 10 am – 11:30 am, and 2pm – 3 pm. You may call or email me at anytime during any of these hours. The key is **you may contact me anytime** you so desire, and I am also 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. 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 call me on a weekend. If I do not have access to a tower, it may be Monday before I respond to you.

**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.

### **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 READINGS AND ASSIGNMENTS**

### **Learning Unit 1 (Due Date TBA)**      Introduction to Nonprofit Program Planning

Read the mini-lecture and respond to the Discussion Forum questions.

Assigned Readings:

None

*Writing Assignment:*

None

**Learning Unit 2 (Due Date TBA)**      What is a Nonprofit / Introduction to Culture

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

Assigned Reading:

***Reading 1, 2, & 3***

Writing Assignment:

None

**Learning Unit 3 (Due Date TBA)**      Working with Culture / Culture as a Management Tool

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

Assigned Reading:

***Reading 4***

Writing Assignment:

**\*\*Writing Assignment 1 – Introduction and Cultural Values - Due Today\*\***

**Learning Unit 4 (Due Date TBA)**      Role of Strategic Planning

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:

***Reading 5***

***Reading 6:*** 2006-2007 Strategic Plan, U.S. Office of Personnel Management, Website Address: [www.opm.gov/strategicplan/2006/StrategicPlan\\_2006-2010.pdf](http://www.opm.gov/strategicplan/2006/StrategicPlan_2006-2010.pdf)

***Reading 7:*** 2009-2012 Strategic Plan, Astor Services for Children and Families, Website Address: [www.astorservices.org/pdf/astor-strategicplan-1009-2012.pdf](http://www.astorservices.org/pdf/astor-strategicplan-1009-2012.pdf)

Writing Assignment:

**\*\*Writing Assignment 5 - Part 1 – Graduate Students Only – Due Today \*\***

**Learning Unit 5 (Due Date TBA)**      Strategic and Operational Planning

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

Assigned Reading:

None

Assignment:

**\*\*Writing Assignment 2 – Strategic and Operational Planning - Due Today\*\*****Learning Unit 6 (Due Date TBA)**      **Process Quality and Value**

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

Assigned Reading:

***Reading 9, 10, 11, 12, & 13:***

Writing Assignment:

None

**Learning Unit 7 (Due Date TBA)**      **Process Improvement / Operations Management**

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

Assigned Reading:

***Reading 14 & 15***

Writing Assignment:

**\*\*Writing Assignment 3 – Values and Processes - Due Today\*\***

**Learning Unit 8 (Due Date TBA)**      **Program Evaluation**

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

Assigned Reading:

***Reading 16 & 17***

Assignment:

None

**Learning Unit 9 (Due Date TBA)**      **Program Evaluation**

Read the mini-lecture, complete the assigned reading, respond to the Discussion Forum questions, and begin working on Writing Assignment 4.

Assigned Readings:

***Reading 20***

***Reading 21***

Writing Assignment:

**\*\*Begin working on Writing Assignment 4 – Final Comprehensive Program plan - Due 23 May 2011\*\***

**Learning Unit 10 (Due Date TBA)**      The Final Product

Read the mini-lecture, respond to the Discussion Forum question, and submit the required Writing Assignment(s).

Assigned Reading:

*None*

Writing Assignment:

**\*\*Writing Assignment 4 – Due Today\*\***

**\*\*Writing Assignment 5 – Due Today – Graduate Students\*\***