Manual for the
Master of Nonprofit Management Degree
College for Design and Social Inquiry
Florida Atlantic University
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CONTACT INFORMATION

ADMINISTRATION

Ronald Nyhan (561) 297-4155 rcnyhan@fau.edu SO-44 Room 202B
MNM Director

Joan Gove (561) 297-2330 jgove@fau.edu SO-44 Room 202
Executive Secretary

Academic Advisor (561) 297-2316 CDSIAdvising@fau.edu SO-44 Room 206

FACULTY

NYHAN, Ronald C. (561) 297-4155 rcnyhan@fau.edu SO-44 Room 202B

MCFARLAND, Leigh A. (954) 762-5184 mcfarlan@fau.edu AT-BC04 Room 605

FOLEY, John A. (561) 297-2330 Jfoley12@fau.edu SO-44 Room 203

TEMKIN, Terrie C. ttemkin@fau.edu HE-BC05 Room 1008

FAY, Karen kfay4@fau.edu SO-44

OTHER HELPFUL UNIVERSITY INFORMATION

Graduate College www.fau.edu/graduate/current-students or 561-297-3624

University Catalog www.fau.edu/catalog

Financial Aid http://www.fau.edu/finaid or 561-297-3530

Bookstore http://www.fau.edu/business-services/bookstore

Housing http://www.fau.edu/housing or 561-297-2880

THE MASTER OF NONPROFIT MANAGEMENT DEGREE OVERVIEW

The School of Public Administration at Florida Atlantic University offers a graduate program leading to the Master of Nonprofit Management (MNM) degree. The MNM is housed in the School of Public Administration, which is part of the College for Design and Social Inquiry (CDSI).
America's nonprofit or tax-exempt organizations comprise a significant sector of the United States economy. The sector includes approximately 2.3 million organizations with operating expenditures of $1.5 trillion, as of 2012. The sector has experienced a GDP growth of 16.4% over the last decade. In 2010, nonprofits employed 13.7 million individuals, or approximately 10% of the country's workforce. Between 2000 and 2010, nonprofit employment grew an estimated 18 percent, faster than the overall U.S. economy.

The mission of the Masters of Nonprofit Management program is to prepare leaders of mission-driven organizations to excel in their professions and disciplines and to provide the critical, analytical, managerial, and operational education necessary to inform theory and practice of effective service delivery in a nonprofit environment.

The goals of the Masters of Nonprofit Management program are:

1. To provide students with competencies in the ethical management of mission-driven voluntary organizations
2. To provide South Florida with the expertise to operate highly functional, efficient NPO’s
3. To advance South Florida’s nonprofit knowledge base through scholarly research and analysis of relevant NPO issues and trends
4. To educate nonprofit leaders in the integration of ethical practices into their organizational cultures
5. To provide graduates with the necessary skills to enter or to progress in leadership roles in NPOs throughout South Florida.

I. ADMISSION REQUIREMENTS

Admission to the Master of Nonprofit Management program is open to students with a baccalaureate degree from a regionally accredited institution and a grade point average (GPA) of 3.0 or higher in the last 60 hours of undergraduate course work. Applicants who fail to meet the above requirement may be considered for admission by exception. Applicants may submit a petition including Graduate Record Examination (GRE) scores and/or a 500-word writing sample, stating why obtaining the MNM is important to their career objectives.

Applicants whose native language is not English must complete the Test of English as a Foreign Language (TOEFL) and earn a score of at least 550.

II. APPLICATION PROCEDURE FOR POTENTIAL STUDENTS

The following documents should be submitted to the Graduate College:

A. Graduate application for admission, to be completed on-line.

B. Official transcripts of all college and university level work. The Graduate College must receive official transcripts directly from the Registrar of each college or university attended.

C. A non-refundable admission fee.
E. TOEFL scores for international applicants whose native language is not English.

G. All applicants must send a resume to the College for Design and Social Inquiry advising office.

Applicants whose undergraduate grade point average is below 3.0 should submit the following to the College advising office:

A. Letters of recommendation preferably from full-time, tenured or tenure-track faculty.
B. Samples of academic writing, if available.
C. A 500-word personal statement detailing why earning the M.P.A. is important.
D. Prospective students should observe the following application deadlines:

Apply Online

III. TRANSFER CREDITS

Acceptance of credits from approved institutions is dependent on the approval of the MNM Committee. Transfer of credit (graduate courses completed at another university) is limited to 6 semester hours subject to the following restrictions:

A. The transfer course(s) must be pertinent to the student’s work in the MPA program.
B. The grade earned in all transfer courses must be B or better.
C. Graduate-level course credits that have been applied towards another degree can’t be used toward the MNM degree.

Should these conditions be met, approval will be granted if the course work is judged to be equivalent in context and rigor to that of the FAU MNM program. Students must provide an official transcript, and in some cases a course outline, for the credits in question.

IV. ACADEMIC STANDING

Continuation in the MNM program requires satisfactory progress toward the graduate degree. Evidence of such progress includes maintenance of a 3.0 (B) cumulative grade point average (GPA) throughout the student’s academic study. In addition, only grades of C (not C-) or better are acceptable in fulfilling MNM requirements.

Any student who receives more than two grades of C, or whose GPA falls below a 3.0, will be contacted by the College concerning the academic deficiency. Failure to attain a 3.0 cumulative GPA within two successive semesters following the semester in which the deficiency first occurred may result in dismissal. Students may also be dismissed for other academic irregularities, such as plagiarism.

V. PROGRAM DESCRIPTION

The MNM degree requires successful completion of 33 semester credit hours. Of these, 21 semester credits are required in the Core Curriculum. The required internship may be waived and replaced by an
elective based on the student’s work experience. Electives are chosen are at the discretion of the student. All students are encouraged to choose electives that provide an Area of Concentration to enhance their MNM degree.

Candidates for the MNM must complete all work within a ten-year period after initial registration in the graduate program.

**VI. GRADUATION REQUIREMENTS**

In order to qualify for the MNM degree, each candidate must meet the following requirements:

A. Complete the 33 semester hours of core and elective course work with a minimum GPA of 3.0 (B).

B. All students must submit a Plan of Study (POS) to the Graduate College before one-half of the coursework for the degree has been completed. You may NOT file a Plan of Study and graduate in the same semester or summer session. The Plan of Study outlines the coursework that a student will be taking at FAU to fulfill the requirements of his or her degree. It is essentially a contract between the student and the university, detailing the courses and credits that will be applied to the degree.

C. Students who expect to graduate at the end of any given semester must file an “Application for Degree” with the College’s advising office, which will, in turn, file this form with the Office of the Registrar. Students should return the completed form to the Office Academic Programs no later than the date specified in the University's Academic Calendar for the semester in which they expect to graduate.

**VII. COURSE OF STUDY**

A. Core Requirements

The core courses of the MNM program include:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Nonprofit Management</td>
<td>PAD 6142</td>
<td>3</td>
</tr>
<tr>
<td>Public Policy &amp; Nonprofit Organizations</td>
<td>PAD 6143</td>
<td>3</td>
</tr>
<tr>
<td>Legal and Ethical Issues in Nonprofit Organizations</td>
<td>PAD 6165</td>
<td>3</td>
</tr>
<tr>
<td>Fundraising for Nonprofits</td>
<td>PAD 6206</td>
<td>3</td>
</tr>
<tr>
<td>Grantwriting and Project Management</td>
<td>PAD 6233</td>
<td>3</td>
</tr>
<tr>
<td>Financial Management for Nonprofit Managers</td>
<td>PAD 6260</td>
<td>3</td>
</tr>
<tr>
<td>Internship-Nonprofit Organizations</td>
<td>PAD 6943</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>xxxxx</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

B. Core Course Descriptions

PAD 6142 - Introduction to Nonprofit Management
This is a multi-disciplinary course examining the historical, political, legal, ethical and societal environments in which nonprofit organizations operate. The course is a survey of some of the major contemporary public policy issues facing nonprofit organizations. The focus is on those nonprofit institutions that are considered to be public-serving, i.e., dedicated to serving the public at large as opposed to member-serving institutions.

PAD 6143 - Public Policy and Nonprofit Organizations

This course examines how public policy has affected and continues to affect the behavior of nonprofit organizations. It also looks at how nonprofits seek to influence the public policy process. The interaction action includes the role of volunteerism, civic action, community activism. Students will discuss the role of civic leadership and advocacy and its impact on public policy decisions.

PAD 6165 – Legal and Ethical Issues in Nonprofit Organizations

This course is designed to examine in detail the legal issues confronting nonprofit corporations. The emphasis of this course is a review of the laws pertaining to nonprofit organizations, focusing on structure, management, behavior and accountability. The course is designed from the prospective of the board of trustees and its fiduciary responsibilities established by law and by the ethical expectations of the society for Board members to act on behalf of the public interest.

PAD 6206 – Fundraising for Nonprofits

This course examines the history, principles, and practical application of resource development and capital campaigns; the ethical responsibilities of professional fundraising; and, the fundamental techniques of fundraising among individuals, corporations, foundations, and public donors.

PAD 6233 - Grantwriting and Project Management

Practical considerations in obtaining funds for delivery of services to client groups, covering local, national, foundation, corporate and state funding environments. Emphasis will be on social, human, and justice services. Coverage includes need analysis, program planning, budgeting, program evaluation, primary and secondary data, and other technical tools; and issues of politics, partnering, persuasion and presentation.

PAD 6260 Financial Management for Nonprofit Managers

The course is designed to expose students to the standards and practice of accounting for public and nonprofit organizations. The course includes use of fund accounting and other appropriate techniques to ensure proper execution of fiduciary responsibility. The students will learn the linkage between budget, financing and accounting in local governments and nonprofits, as well as establishing the utility of each. The course includes review and analysis of the technical aspects of accounting, posting journal entries and preparing various accounting reports.

IMPORTANT UNIVERSITY POLICIES
**Code of Academic Integrity**
https://www.fau.edu/ctl/4.001_Code_of_Academic_Integrity.pdf

**Student Code of Conduct**
http://www.fau.edu/studentconduct/Student%20Conduct%202012.pdf

**Students with Disabilities**
The Office for Students with Disabilities (OSD) staff provides students with documented disabilities the academic support services and accommodations they need to give them equal access to all the academic programs at Florida Atlantic University (FAU). Registration with the OSD is not mandatory; however, students must register with the OSD in order to receive authorized academic accommodations from the University.
http://osd.fau.edu/

**FAU Email**
FAU’s primary source for correspondence with students is through the student’s FAU email. Messages sent by the University may include time-sensitive information regarding student accounts, announcements and class information. Students are responsible for checking their FAU email on a regular basis and should clean out their email boxes diligently to ensure all mail is delivered. FAU email should never be auto-forwarded to another email account. For more information regarding MyFAU and email, visit www.fau.edu/irm/myfau. For issues with logging into MyFAU, contact the IRM Help desk or 561-297-3999.

**Exceptional Circumstance Withdrawal (Medical Withdrawal)**
Students withdrawing from all classes in the current semester due to exceptional circumstances, such as illness of the student, military conscription, becoming primary care-giver to immediate family member or death of an immediate family member (parent, spouse, child, sibling or grandparent), may receive a full refund, less nonrefundable fees, if the request for exceptional circumstance withdrawal is granted. Students seeking exceptional circumstance withdrawals should contact the associate vice president and dean of students or call 561-297-2656 for the appropriate paperwork.

**Religious Accommodation**
In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.
Students who wish to be excused from coursework, class activities or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University’s established grievance procedure regarding alleged discrimination.

**Emergency Information**
For immediate response, dial 911 or call the University’s police department at (561) 297-3500
Key Contacts / Important Phone Numbers

FAU BOCA RATON

Hotline for Campus Status (561) 297-2020
Computer/IRM Help Desk (561) 297-3999
Counseling Center (561) 297-3540
Dean of Students (561) 297-3542
Environmental Health & Safety (561) 297-3129
Night Owls Escort Program (561) 297-6695
Human Resources (561) 297-3057
Physical Plant/Work Control (561) 297-2240
Rape Crisis Hotline (561) 833-7273
Student Health Center (561) 297-3512
Telephone Trouble/Repair (561) 297-6333
University Police (561) 297-3500
Victim’s Services (561) 297-0500
Crisis/Suicide Hotline (561) 930-1234
Aid to Victims of Domestic Assault (800) 500-1119