

NONPROFIT
leadership
PROGRAM
AT THE UNIVERSITY OF NORTH DAKOTA

Student Handbook



NONPROFIT LEADERSHIP ALLIANCE

Table of Contents

Introduction	3
Program Mission Statement	3
Program Requirements	4-7
Mandatory Program Requirements	
▪ Participation in the Nonprofit Leadership Student Association	8
▪ Completion of Portfolio	8
▪ Program Competencies	9

Introduction:

Mission Statement:

The mission of the Nonprofit Leadership Program is to educate, prepare and certify students for careers as professionals that strengthen and lead nonprofit organizations.

Nonprofit Leadership Program

The Nonprofit Leadership Program is a multidisciplinary program within the College of Business and Public Administration. This program is primarily directed toward students who want to acquire skills and enhance their qualifications for service in the nonprofit sector.

The Nonprofit Leadership Program offers two course options, a 18-credit [Certificate in Nonprofit Leadership](#), or a 21-credit [Minor in Nonprofit Leadership](#).

Both programs complement any major area of study. The program will develop students' competencies in understanding nonprofit organizations, the role of meeting human needs, and the diversity of groups in society. Students acquire the competencies for this program through coursework as well as hands-on learning through service work in the community and internships with nonprofit organizations.

The Nonprofit Leadership Program is accredited by The Nonprofit Leadership Alliance, a national organization that establishes competencies and affiliates with nonprofit leadership programs in colleges and universities.

- A \$25 student enrollment fee gives you access to student services and resources on the alliance website and your online profile

Your accomplishments are denoted on your UND transcripts once you have completed the certificate or the minor in Nonprofit Leadership and you will receive the **Certified Nonprofit Professional (CNP) credential** from our national affiliate the Nonprofit Leadership Alliance.

- A certification fee of \$35 will be assessed for each Alliance student at an affiliated campus, payable when the CNP online profile is submitted for campus review.

Program Requirements:

Core Requirements for Certificate in Nonprofit Leadership

POLS 200 Introduction to the Nonprofit Sector (3)

POLS 450 Capstone Experience and Development (3)

POLS 480-2 Internship for Nonprofit Leadership (1-3)

200. Introduction to the Nonprofit Sector. 3 credits.

An introduction to management and leadership in the nonprofit sector, investigating the history, philosophy, ethics, and organization of nonprofit agencies.

Coursework will include introductions on volunteerism, board selection and development, fundraising, the role of a foundation, management and administration, and public relations. The course will combine a review of texts, student research, expert guest lecturers, workshops, and student presentations. (F)

450. Capstone Experience and Development. 3 credits. Prerequisite: POLS200.

Students will be asked to develop an integrative paper and complete a competency portfolio conveying what they have learned from the Nonprofit Leadership Program. Students are REQUIRED to attend the Alliance Management/Leadership Institute (AMI). The AMI is a 3-4 day, intensive national management institute, organized for students from across the country affiliated with the Nonprofit Leadership Alliance, featuring workshops, case studies and networking opportunities. The institute is held in early January, between the fall and spring semesters. Students raise funds to cover travel expenses and registration fees through group and individual efforts (app. \$800-1,000), or pay their own expenses. Fund raising efforts provide a hands-on learning experience prior to the Institute. (S)

480-2. Internship for Nonprofit Leadership. 1-3 credits. Prerequisite: POLS 200.

Intended to be the cumulative application of the Nonprofit Leadership Program competencies for students. The internship is a short-term work experience emphasizing hands-on learning. The internship incorporates education and professional development in a nonprofit agency. (F), (S), (SS)

Core Requirements for Minor in Nonprofit Leadership

POLS 200 Introduction to the Nonprofit Sector (3)

POLS 361 Nonprofit Management (3)

POLS 450 Capstone Experience and Development (3)

POLS480-2 Internship for Nonprofit Leadership (1-3)

200. Introduction to the Nonprofit Sector. 3 credits.

An introduction to management and leadership in the nonprofit sector, investigating the history, philosophy, ethics, and organization of nonprofit agencies.

Coursework will include introductions on volunteerism, board selection and development, fundraising, the role of a foundation, management and administration, and public relations. The course will combine a review of texts, student research, expert guest lecturers, workshops, and student presentations. (F)

POLS 361 . Nonprofit Management 3 credits. Prerequisite: POLS 200. Overview of the management of nonprofit organizations. Content includes history and legal foundation of nonprofits, leadership, management of employees and volunteers, operations management and financial management. (F)

450. Capstone Experience and Development. 3 credits. Prerequisite: POLS200.

Students will be asked to develop an integrative paper and complete a competency portfolio conveying what they have learned from the Nonprofit Leadership program. Students are REQUIRED to attend the Alliance Management/Leadership Institute (AMI). The AMI is a 3-4 day, intensive national management institute, organized for students from across the country affiliated with the Nonprofit Leadership Alliance, featuring workshops, case studies and networking opportunities. The institute is held in early January, between the fall and spring semesters. Students raise funds to cover travel expenses and registration fees through group and individual efforts (app. \$800-1,000), or pay their own expenses. Fund raising efforts provide a hands-on learning experience prior to the Institute. (S)

480-2. Internship for Nonprofit Leadership. 1-3 credits. Prerequisite: POLS 200.

Intended to be the cumulative application of the Nonprofit Leadership Program competencies for students. The internship is a short-term work experience emphasizing hands-on learning. The internship incorporates education and professional development in a nonprofit agency. (F), (S), (SS)

Electives for NLP Certificate and Minor (9 Credits)
Choose one 3 credit course from each area (Note: Students may "double use" courses for this program and for their majors or minors.)

Organizational

ESSP 160 Sustainability & Society (3)

Entr 316 Entrepreneur Law & Operations (3)

Psyc 301 Industrial and Organizational Psychology (3)

Comm374- Principles of Strategic Communication (3)

Comm 401 Organizational Communication (3)

Service and Community

Comm 102 Communication and the Human Community (3)

Soc 115 Social Problems (3)

RHS 200 Helping Skills in Community Services (3)

Comm 212 Interpersonal Communication (3)

Psych 250 Developmental Psychology (4)

GEOG 250 Introduction to Geopolitics (3)

T&L 252 Child Development (3)

Soc 306 Social Change (3)

IDS 495 Service and Citizenship (3)

Diversity

RelS 120 Religion In America (3)

PHIL 120 Introduction to Ethics (3)

IS 121 Introduction to Indian Studies (3)

ANTH 171 Introduction to Cultural Anthropology (3)

WGS 200 Introduction to Gender Studies (3)

MUSC 203 Music and Culture (3)

Phil 215 Contemporary Moral Issues (3)

RelS 216 Women and Religion (3)

A&S 225 Introduction to the Study of Women (3)

WGS 225 The Study of Women (3)

RHS 250 Contemporary Issues in Rehabilitation (3)

COUN 250 Dialogue on U.S. Diversity (3)

Soc 250 Diversity in American Society (3)

PHIL 251 Ethics in Health Care (3)

Phil 252 Ethics in Business and Public Administration (3)

ANTH 371 Cultural Dynamics (3)

ANTH 379 Culture Area Studies (3)

Comm 402 International/Intercultural Communication (3)

Psyc 421 Diversity Psychology (3)

ANTH 465 Culture, Illness and Health (3)

In addition to coursework each student is required to participate and complete the following:

- 1. Active participation in the Nonprofit Leadership Student Association throughout tenure in the program**
 - See the NLSA handbook for requirements

- 2. Internship (POLS 480-2)** (see the Internship Manual on our program website or request a copy from Program Coordinator)
 - The Nonprofit Leadership internship is the culminating experience in a student's academic preparation, and serves as a bridge between academia and the professional nonprofit world. The internship agency benefits from the student's expertise and abilities and the student benefits from exposure to a "real world laboratory" which allows the student to apply theoretical knowledge and gain practical experience.

- 3. Attendance of AMI (POLS 450)**
 - Students are **REQUIRED** to attend the Alliance Management Institute (AMI). The Alliance Management Institute is a 3-4 day, intensive national management institute, organized by students from across the country affiliated with the Nonprofit Leadership Alliance, featuring workshops, seminars, and case studies. The institute is held in early January, between the fall and spring semesters. Students are required to raise funds to cover travel expenses and registration fees (app. \$800-1,000), or pay their own expenses. Fund raising efforts provide a hands-on learning experience prior to the Institute. (S)

- 4. Completion of a Portfolio** (see the Portfolio Manual on our program website or request a copy from Program Director)
 - Every student who is seeking the Nonprofit Leadership Certificate or the Nonprofit Leadership Minor is required to maintain a portfolio. The Portfolio is the last requirement that you will complete for the minor or the certificate

 - A portfolio is a collection of materials assembled to demonstrate to others what you have accomplished and/or are able to do. Your portfolio is a collection of documents (statements, letters, records, papers, syllabi, etc.) and materials assembled to demonstrate and exhibit you and your skills.

- There are ten Core Program Competencies embedded in program experiences, the competencies embody the knowledge, skills, and character that nonprofit leadership students must develop in order to perform as effective nonprofit professionals. Further, the competencies engage the students in using tools of learning, inquiry, experience, and reflection. Examples of competencies include:
 - 1) Governance, Leadership & Advocacy
 - 2) Communication, Marketing & Public Relations
 - 3) Cultural Competency and Diversity
 - 4) Legal and Ethical Decision Making
 - 5) Financial Resource Development and Management
 - 6) Foundations & Management of the Nonprofit Sector
 - 7) Program Development
 - 8) Volunteer and Human Resource Management
 - 9) Personal and Professional Development
 - 10) Future of the Nonprofit Sector

- In conjunction with the Portfolio there is an online version that needs to be maintained for the Nonprofit Leadership Alliance tracking your accomplishments towards your Certified Nonprofit Professional (CNP) credential.