



Student Handbook

Affiliated with American Humanics, Inc.

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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 Arts and Sciences. 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 American Humanics, Inc., a national organization that establishes competencies and affiliates with nonprofit leadership programs in colleges and universities.

Program Requirements:

Certificate in Nonprofit Leadership

Core Requirements

A&S 200	Introduction to the Nonprofit Sector	(2)
A&S 450	Capstone Experience and Development	(1)
A&S 497	Internship for Nonprofit Leadership Certificate	(6)

200. Introduction to the Nonprofit Sector. 2 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. 1 credit. Prerequisite: A&S 200.

Students will be asked to develop an integrative paper and complete a competency portfolio conveying what they have learned from the certificate program. Students are REQUIRED to attend the American Humanics Management Institute. The American Humanics Management Institute is a 3-4 day, intensive national management institute, organized by students from across the country affiliated with American Humanics, Inc., featuring workshops, seminars, and simulations. 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. \$600-800), or pay their own expenses. Fund raising efforts provide a hands-on learning experience prior to the Institute. (S)

497. Internship for Nonprofit Leadership Certificate. 3-6 credits

(repeatable to 6 credits). Prerequisite: A&S 200. Intended to be the cumulative application of the Nonprofit Leadership Certificate 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 (9 Credits)

Choose one 3 credit course from each area

Organizational

Entr 301	Accounting and Financial Concepts for Entrepreneurship	(3)
Entr 302	Marketing and Management Concepts for Entrepreneurship	(3)
Psyc 301	Industrial and Organizational Psychology	(3)
Mgmt 302	Human Resource Management	(3)
Comm 303	Principles of Public Relations	(3)
Mgmt 310	Organizational Behavior	(3)
Comm 401	Organizational Communication	(3)
RLS 442	Recreation Administration	(3)

Service and Community

Comm 102	Communication and the Human Community	(3)
Soc 115	Social Problems	(3)
Comm 212	Interpersonal Communication	(3)
Psych 250	Developmental Psychology	(4)
T&L 252	Child Development	(3)
SWk 257	Human Behavior in the Social Environment	(4)
Soc 306	Social Change	(3)
IDS 495	Service and Citizenship	(3)
FA 495	Symposium in the Arts (when appropriate)	(1-3)

Diversity

Rels 120	Religion In America	(3)
FA 207	Popular & Classical Music of the World	(3)
Phil 215	Comtemporary Moral Issues	(3)
Rels 216	Women and Religion	(3)
IS 121	Introduction to Indian Studies	(3)
A&S 225	Introduction to the Study of Women	(3)
RHS 250	Contemporary Issues in Rehabilitation	(3)
Soc 250	Diversity in American Society	(3)
Phil 373	Ethics in Business and Public Administration	(3)
Comm 402	International/Intercultural Communication	(3)
Psyc 421	Individual and Group Differences	(3)
Psyc 465	Multicultural Psychology	(3)

Note: Students may "double use" courses for this Certificate and for their majors or minors.

Minor in Nonprofit Leadership

Core Requirements

A&S 200	Introduction to the Nonprofit Sector	(2)
POLS 361	Nonprofit Management	(3)
A&S 497	Internship for Nonprofit Leadership Certificate	(6)
A&S 450	Capstone Experience and Development	(1)

200. Introduction to the Nonprofit Sector. 2 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: A&S 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. 1 credit. Prerequisite: A&S 200.

Students will be asked to develop an integrative paper and complete a competency portfolio conveying what they have learned from the certificate program. Students are REQUIRED to attend the American Humanics Management Institute. The American Humanics Management Institute is a 3-4 day, intensive national management institute, organized by students from across the country affiliated with American Humanics, Inc., featuring workshops, seminars, and simulations. 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. \$600-800), or pay their own expenses. Fund raising efforts provide a hands-on learning experience prior to the Institute. (S)

497. Internship for Nonprofit Leadership Certificate. 3-6 credits

(repeatable to 6 credits). Prerequisite: A&S 200. Intended to be the cumulative application of the Nonprofit Leadership Certificate 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 (9 Credits)

Choose one 3 credit course from each area

Organizational

Entr 301	Accounting and Financial Concepts for Entrepreneurship	(3)
Entr 302	Marketing and Management Concepts for Entrepreneurship	(3)
Psyc 301	Industrial and Organizational Psychology	(3)
Mgmt 302	Human Resource Management	(3)
Comm 303	Principles of Public Relations	(3)
Mgmt 310	Organizational Behavior	(3)
Comm 401	Organizational Communication	(3)
RLS 442	Recreation Administration	(3)

Service and Community

Comm 102	Communication and the Human Community	(3)
Soc 115	Social Problems	(3)
Comm 212	Interpersonal Communication	(3)
Psych 250	Developmental Psychology	(4)
T&L 252	Child Development	(3)
SWk 257	Human Behavior in the Social Environment	(4)
Soc 306	Social Change	(3)
IDS 495	Service and Citizenship	(3)
FA 495	Symposium in the Arts (when appropriate)	(1-3)

Diversity

Rels 120	Religion In America	(3)
FA 207	Popular & Classical Music of the World	(3)
Phil 215	Contemporary Moral Issues	(3)
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IS 121	Introduction to Indian Studies	(3)
A&S 225	Introduction to the Study of Women	(3)
RHS 250	Contemporary Issues in Rehabilitation	(3)
Soc 250	Diversity in American Society	(3)
Phil 373	Ethics in Business and Public Administration	(3)
Comm 402	International/Intercultural Communication	(3)
Psyc 421	Individual and Group Differences	(3)
Psyc 465	Multicultural Psychology	(3)

Note: Students may "double use" courses for this Certificate and for their majors or minors.

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

1. Participation in the Nonprofit Leadership Student Association

The Nonprofit Leadership Student Association is recognized as a student organization on the University of North Dakota campus. The Nonprofit Leadership Student Association provides social and cultural opportunities for its members, as well as preparing future leaders in the field of non profit leadership. NLSA focuses on community service and volunteerism in the Grand Forks community. In addition to leadership members are given the opportunity to develop skills in working as a team.

Participation in the NLSA serves as a co-curricular learning experience and helps individuals pursuing the certificate to gain competency development through their participation and therefore is a **Mandatory Requirement for all students obtaining the Nonprofit Leadership Certificate or the Nonprofit Leadership Minor are as follows:**

- 1. Mandatory monthly meetings**
- 2. Active participation in one of the three NLSA Committees**
- 3. Participation and attendance at NLSA Fundraisers and Community Service Projects**

2. Completion of a Portfolio

Every student who is seeking the Nonprofit Leadership Certificate or the Nonprofit Leadership Minor is required to maintain a portfolio. This document contains information to help you with the completion of the portfolio.

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.

The competencies are listed below please see the Portfolio Manual on our website for more information

Professional Development Competencies

- Board/Committee Development
- Community Outreach/Marketing and Public Relations
- Diversity Awareness
- Ethics and Values
- Fundraising Principles and Practices
- Historical & Philosophical Foundations
- Information Management & Technology
- Nonprofit Accounting & Financial Management
- Nonprofit Management
- Program Planning, Implementation, and Evaluation
- Risk Management and Legal Issues
- Volunteer Management
- Youth and Adult Development

Foundation Competencies

- Career Development and Exploration
- Communications Skills
- Employability Skills
- Personal Attributes

American Humanics Award and Scholarships Opportunities

American Humanics Academic Award Information

American Humanics students actively seeking certification, may apply for an Academic Award. Awards are given to both full-time and part-time students. Full-time students qualify for an award of \$1,000 (\$500 per term) and part-time students qualify for an award of \$500 (\$250 per term).

Note: The 2008-2009 Academic Awards have been awarded. Please check back in February 2009 for information about 2009-2010 Academic Awards.

Next Generation Nonprofit Leaders Program (NextGen)

The AH Next Generation Nonprofit Leaders Program (NextGen) is a competitive internship scholarship/stipend program for American Humanics students.

NextGen is designed to help a racially and ethnically diverse group of students with demonstrated leadership potential complete their AH certification requirements, specifically the minimum 300-hour nonprofit internship. NextGen Leaders will receive a scholarship of \$4,500 from AH during their internship, along with access to and support from a network of nonprofit leaders who will serve as mentors.

Between spring 2007 and 2012, American Humanics plans to select 1,000 NextGen Leaders who will successfully complete their AH certification requirements and graduate to professional positions in the nonprofit sector. Nonprofit organizations that host a NextGen Leader will gain access to, and benefit from, the services of talented and committed American Humanics students preparing to enter the workforce as nonprofit professionals. A goal of NextGen is to illustrate the positive effect of competitive internship stipends and scholarships on the recruitment and retention of skilled and diverse next generation nonprofit leaders.

What are the benefits to NextGen Leaders?

- A financial scholarship/stipend of \$4,500 to assist each NextGen Leader in completing the minimum 300-hour internship required for AH certification (in addition to any compensation or benefits offered by the internship site)
- Access to mentoring and support from a network of nonprofit leaders
- Identification and special recognition as a NextGen Leader
- NextGen Leaders who complete a 450, 900, or 1700-hour internship in volunteer management and/or at-risk youth may also be eligible to become an AH AmeriCorps*ProCorps member and earn an AmeriCorps Education Award of up to \$4,725

The NextGen Program is partially underwritten by a generous grant from The W.K. Kellogg Foundation.