Western Continuing Studies

Introduction to the Not-For-Profit Sector

NTPT6201

Course Outline

Description:
In this course you will gain an understanding of the not-for-profit sector, its challenges, issues, and role within the community. You will explore the organization, governance, fund development and planning matters involved in a not-for-profit organization.

This interactive 4-week online course will serve to ready participants for the road ahead. A variety of tools and techniques will be explored.

Course Goals:
To create an understanding and knowledge of the basic foundation of the NFP sector while exploring a variety of tools and techniques.

Course Objectives:
At the completion of this course, students will be able to describe a NFP organization. They will have a basic understanding of governance models, fund development, fundraising, volunteers, the planning involved in day-to-day management, NFP role in our communities and the issues, challenges and opportunities facing the sector.

Texts:
All materials will be provided by the Instructor within the OWL course site.

Evaluation:
This is a graded course where a Complete (COM) or Incomplete (INC) will be issued. In order to receive a completion for this course, a student must:

- **Attend Zoom sessions/actively engage (attending 3 of 4 live Zoom Sessions is required).**
- **Week 2 & 3 - Mission/Vision/Values - Graded /Online Discussion**
- **Week 4 - Quiz – Refer Quizzes (based upon content from my Lesson slides only, not supplemental resources)**

Policy on Cheating and Academic Misconduct:
Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current University Academic Calendar, or on the web at http://www.westerncalendar.uwo.ca. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University’s code of conduct.

Code of Student Conduct:
The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that

constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/pdf/board/code.pdf.

Plagiarism:
All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing
agreement, currently between Western University and Turnitin.com (http://www.turnitin.com).

How often will the Instructor communicate with me?
Communication will take place through OWL this includes: Weekly Announcements, Forum Discussions and the Message feature in OWL. In addition, we will connect weekly via **Zoom sessions.** Your Instructor is available before or after Zoom sessions, and an individual Zoom meeting can also be arranged.

Policy on Late Assignments:
It is expected that assignments will be handed in on time. Assignments will be accepted up until 2 days after the due date at which time a "0" (zero) will be recorded. This could result in a failure to successfully complete the course.

When will I receive my grades?
Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

Western Digital Badge
If you have met the course requirements for this Western approved micro-credential, you will receive an email from MyCreds to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

How do I hand in Assignments?
All assignments will be submitted electronically through Brightspace using the assignment tool or Discussion. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the Instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

WEEKLY SCHEDULE

Unit 1	Welcome and Introductions • Introductions and House Keeping • Course Content Overview • Approach and Objectives What is a Non-Profit? NFP Sector in Ontario & Canada/Role in our Communities	**TO DO:** Attend Zoom session Review course materials Content Tab, Unit 1 Post your Introduction in the Discussion
Unit 2	Strategic Planning for NFPs Governance	**TO DO:** Attend Zoom session Review course materials Assignment-Required Mission/Vision/Values Discussion Tab- Graded
Unit 3	Funding of NFP's: An Overview NFP Fundraising	**TO DO:** Attend Zoom session - Guest Speaker Review course content materials Content Tab, Unit 3 Engage with your Peers within the Discussion-required Mission/Vision/Values
Unit 4	Communications Issues, Challenges and Opportunities for NFP Sector Wrap Up	**TO DO:** Attend Zoom session-Guest Speaker Review course materials Content Tab, Unit 4 Complete Quiz – required - link under Assessments - Quizzes