

Course Syllabus
PADM 5332.001
Resource Development for Non-Profit Organizations
Fall 2009
BH 111

Instructor: S. Trent Hill, Ph.D.
Office: USC 209
Telephone: 825-6005
Class Hours: Monday 7 – 9:30 pm
Location: BH 111
Office Hours: By Appointment

Textbook:

Ciconte, B., & Jacob, J. (2005). *Fundraising Basics: A Complete Guide, (2nd ed.)*. Boston: Jones and Bartlett. ISBN-13: 978-0763734466

You will also be required to access Giving USA 2009: The Annual Report on Philanthropy for the Year 2008. Go to: <http://www.tamucc.edu/advancement/trent>. Once there, you will select [givingusa2009-win32.exe](#).

Make Up Exams:

Make-up exams are given only for highly extenuating circumstances. You must provide appropriate WRITTEN documentation of your reason for being absent from a scheduled exam. Make-up exams will be scheduled at the instructor's discretion and convenience.

Academic Honesty:

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery or plagiarism.

Attendance Policy:

Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. Student will not be able to participate if they are not present. Also, some of the exams will be from lectures and possibly guest speakers.

Grading:

Exams:	30%
Participation & Readings	20%
<u>Project</u>	<u>50%</u>
Total	100%

Exams:

There will be four exams during the semester. There will not be a comprehensive final. Students are responsible for the material in the book, as well as lecture and guest(s) material.

Participation:

Students are expected to attend classes and actively participate in discussion. Students are also required, as an ongoing assignment throughout the semester, to read additional materials as assigned.

Project:

The project for the semester may be by groups. The project will consist of being a “consultant” to a local non-profit organization. This will include analysis of the mission; fundraising strategies; and stewardship. A comprehensive report will be delivered to the “client” at the end of the semester. This will include, but not limited to, the following elements:

1. Mission analysis
2. Case for support
3. Annual giving techniques and measurements. (i.e. cost per dollar raised)
4. Major gift proposals analysis
5. Foundation and Corporation grants submitted
6. A grant that is written by the student for funding

Evaluation of grade will be determined by, including but not limited to, the following factors:

- ✓ Written Project
- ✓ Presentation of Project
- ✓ Quality and thoroughness of Grant
- ✓ Evaluation grade assigned by the client and the professor

SCHEDULE

<u>Date</u>	<u>Assignment</u>
August 31, 2009	Intro & Chapter 1
September 7, 2009	Chapters 2-3
September 14, 2009	Chapters 4-5
September 21, 2009	Test 1
September 28, 2009	Chapters 6-9
October 5, 2009	Chapters 10-11
October 12, 2009	Chapter 12
October 19, 2009	Test 2
October 26, 2009	Chapters 13-15
November 2, 2009	Chapters 16-17
November 9, 2009	Test 3
November 16, 2009	Audit/Report
November 23, 2009	Audit/Report
November 30, 2009	Presentations
December 7, 2009	Presentations

*Schedule is subject to change as conditions and guest speakers warrant.