

**JACKSON CENTER
2008/2009**

Bachelor of Professional Studies

Nonprofit Development & Administration

Description of Program

The goal of this interdisciplinary curriculum is to help persons understand the role of nonprofit in society and to prepare them to organize, develop, and administer nonprofit organizations. Nonprofit organizations include educational, scientific, religious, and other charitable organizations as well as private foundations, community-based organizations, professional and fraternal associations, and civic and social organizations.

Persons Served by these Guidelines

The guidelines are designed to serve persons who have worked, or who want to work, within the nonprofit sector as employees, or have served in the community as volunteers. They will want to learn how nonprofit organizations serve the community, to learn about their operation, and their constituencies, and to improve or develop administrative skills in order to work in the nonprofit sector. Persons who wish to enter the nonprofit sector or make a career change will also be served by these guidelines. Graduates of the program will likely enter such careers as communications director, volunteer director, or program director for a nonprofit agency. This curriculum can also prepare for graduate study in master's degree programs in the fields of public administration, applied anthropology, business administration and social work.

Program Summary

General Education	35-41 hours
Coordinated Study	60 hours
College Requirements	10 hours
Electives	9-15 hours
Minimum Total Hours Required	120 hours*

*Students must complete at least 60 hours from a 4 year institution.

*Students must complete at least 42 hours of upper division credit (3000 – 4000).

*Students must complete at least 30 of last 60 hours through The University of Memphis.

The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university committed to education of a non-racially identified student body.

Detailed Program Summary

I. General Education (35-41 hours)

Students must complete the 35-41 hours of general education requirements as outlined in the attached general education grid. Please refer to the *Undergraduate Bulletin* section on “Graduation from the University” for a list of specific classes that will meet the General Education requirements.

<http://academics.memphis.edu/bulletin/>

Students with majors in University College are exempt from the “American Heritage” general education requirement if they completed one year of American History in high school.

II. Coordinated Study Concentration in Nonprofit Development & Administration (60 hours)

A. Core Courses (18 hours)

ANTH 4412 Neighborhood Development and Poverty

OR

ANTH 3282 Cultural history of American Communities

COMM 4011 Communications in Organizations

OR

MGMT 4420 Organizational Behavior in Business

ECON 3411

OR

UNIV 3507 Economics of Social Issues

MGMT 3110 Organization and Management

PADM 3601 Public Administration

PADM 4226 Introduction to Nonprofit Organizations

B. Historical Context (3 hours)

SOCI 3432 Sociology of Gender

HIST 4831 History of American Family

C. Social, Political, Economic Context (9 hours)

UNIV 3540 Ethics and Professionalism

Choose 2:

SOCI 3422 Racial and Ethnic Minorities:

SOCI 3541 Criminology

SOCI 4631 Cities in Change

D. Nonprofit Work Setting: (3 hours)

POLS 4221 Urban Administration

E. Skills for Administration & Community Development (21 hours)

1. Marketing & Fund-raising: (3 hours)

JOUR 3400 Public Relations

OR

MKTG 3010 Principles of Marketing

2. Human Resources: (3 hours)

COUN 4621 Human Interactions

OR

MGMT 3215 Human Resource Management

3. Program Evaluation: (3 hours)

SOCI 3311 Social Statistics

4. Accounting: (3 hours)

ACCT 2010 Fundamentals of Accounting I
OR
ACCT 2020 Fundamentals of Accounting II

5. Legal Environment: (3 hours)

ACCT 3130 Legal, Social, Political Environment
OR
UNIV 3708 Survey of the Law

6. Communication: (3 hours)

MGMT 3510 Business Communications

7. Computer Use & Technology: (3 hours)

MIS 2755 Introduction to Management Information Systems

F. Internship: (6 hours)

UNIV 4110 Internship

III. College Requirements

A. Thematic Studies: (6 hours)

UNIV 3500-3599 or UNIV 4500-4599

Students complete a total of 6 hours in a University College thematic studies course(s) of their choosing. These courses are designed to broaden a student's knowledge of significant themes in social, political, and religious history. Only specifically designated courses will meet this requirement. For a complete list of courses:

<http://www.uc.memphis.edu/thematic.htm>

B. Senior Project (4 hours)

UNIV 4990 Project Planning Seminar	1 hour
UNIV 4995 Senior Project	3 hours

The Senior Project is a student's culminating experience or capstone designed to synthesize and integrate the content of a student's program of study. The senior project is intended to fuse the two or more academic areas that comprise your coordinated study (major) into an academically-relevant example of scholarship. Students will complete a thesis, task based or artistic project on a topic of their choice with approval of their Senior Project instructor. Students must select a topic by the end of their junior year.

UNIV 4990 must be completed before UNIV 4995. The Senior Project is completed during a student's final semester. UNIV 4990 and UNIV 4995 can not be taken during the same semester. For information on the Senior Project and to request a registration permit: http://www.uc.memphis.edu/Senior_Project.htm

ALL Sections of UNIV 4995 are taught online either through the Regents Online Degree Program or U of M Online. Students will be assigned to a section based on the topic they select. RODP sections have an additional fee.

IV. General Electives (6-12 hours)

Students must take enough electives hours to earn a minimum of 120 semester hours. 60 of these hours must be taken at a 4-year institution and a minimum of 30 of the last 60 hours must be complete at the University of Memphis. A minimum of 42 upper division hours are required.

Optional Activities and Programs

American Humanics Certification

The American Humanics Program at the University of Memphis is an innovative approach that compliments a major course of study. The program curriculum is designed to prepare undergraduate and graduate students for careers in nonprofits. The program offers hands-on leadership opportunities and extensive exploration of nonprofit organizations through internship, volunteer opportunities, AH Student Association activities, and professional development seminars.

Students completing the 15-18 hour program of required classes and a specified number of co-curricular activities are eligible to receive a certification from American Humanics, Inc.

The American Humanics program is administered through the Division of Public and Nonprofit Administration. For more information on this program please call 678-4395 or visit their webpage at: <http://padm.memphis.edu/ahumanics/>

Minor

Students pursuing a degree in Nonprofit Development and Administration *may* be able to complete a minor in, Anthropology, Management, Public Administration or Sociology by taking a minimal number of additional classes depending on courses selected for the major. Check with your advisor and the *Undergraduate Bulletin* regarding specific minor requirements

UNIVERSITY COLLEGE
GENERAL EDUCATION REQUIREMENTS 2006-2007

Required Courses	Course	Semester	Grade	Hours
English Composition (6 hours):				
ENGL 1010 (minimum C) (3)				
ENGL 1020 (minimum C) (3)				
Oral Communication and Rhetoric (3):				
COMM 2381 Oral Communication (3)				
Mathematics (3 hours): pick any one of the following MATH 1420, 1830, 1910, or 2000				
Humanities (9):				
1. Literature Course – ENGL 2201 or ENGL 2202 (3)				
2.				
3.				
Social Science (6 hours):				
1.				
2.				
Natural Science (8 hours):				
1.				
2.				
Total General Education Hours Required	35-50*			

Refer to "Graduation from the University, General Education" in the Undergraduate Bulletin for courses which meet the above requirements. <http://academics.memphis.edu/bulletin/>

Consult the UC college advisors or faculty advisors if you have any questions about transfer credit equivalencies.

Needs to take American Heritage Requirement: Yes _____ No _____
 University College students are **exempt** from the American Heritage requirement as long as they have completed one year of American History in high school.

Remedial/developmental courses to complete: Yes _____ No _____
 If yes, list courses here:

High School Deficiencies to complete: Yes _____ No _____
 If yes, list courses here

**BPS in Nonprofit Development and Administration
Academic Advising Summary**

Required Courses	Course	Semester	Grade	Hours
I. Coordinated Study (60 hrs)* A minimum grade of "C" required in each course, and overall GPA of 2.25.				
A. Core Courses: (18 hrs) ANTH 4412 <i>or</i> ANTH 3282 COMM 4011 <i>or</i> MGMT 4420* ECON 3411* <i>or</i> UNIV 3507 MGMT 3110* PADM 3601 PADM 4226				
B. Historical Context (take one course): HIST 4831, HIST 4851, HIST 4863, HIST4871, HIST 3881				
C. Social, Political, Economic Context (take 3 courses from at least two different disciplines) ANTH 4411, CJUS 1100, COMM 4381, ECON 2110, ECON 4740, PHIL 3511, POLS 3211, POLS 3213, POLS 4224, SOCI 3401, SOCI 3422, SOCI 4442, SOCI 4541, SOCI 4851, ANTH 4511				
D /Nonprofit Work Setting: (take one course) ANTH/ARTH 4830, ANTH/ARTH4382, CJUS4126, GEOG 3451, POLS 4221, SOCI 3860, ANTH 4253, UNIV 4380				
E. Skills for Administration & Community Development (21hrs) 1. Marketing & Fund-raising: 1 course FIR 4011*, JOUR 3400, MKTG 3010*, MKTG 4230* 2. Human Resources: 1 course COUN 4621, MGMT 3215* 3. Program Evaluation: 1 course ANTH 4010, COMM 3330, PADM 4101, SOCI 3311, SOCI 3322 4. Accounting: 1 course ACCT 2010, ACCT 2020, ACCT 3310*, ACCT 4540* 5. Legal Environment: 1 course ACCT 3011*, LEGL 2410, POLS 3405 6. Communication: 1 course COMM 4342, ENGL 3601, MGMT 3510* 7. Computer Use & Technology: 1 course MIS 2749, JOUR 3900				
F. Internship (6 hrs) UNIV 4110 Internship or UNIV 3900 Advanced Experiential Learning				
III College Requirements A. Thematic Studies (6 hrs) ANY UNIV 3500-3599 <i>or</i> UNIV 4500-4599 CSED 4205, CSED 4300, CSED 4304, <i>or</i> PHIL 3514				
B. Senior Project (4 hrs) UNIV 4990 , Project Planning Seminar (next to last semester) UNIV 4995 , Senior Project (final semester)				
IV. General Electives Vary to reach 120 hours minimum.				

*All upper division courses taught by the College of Business require junior standing (60 earn hours) and a registration permit. Students must request the permit at <https://ugad.memphis.edu/>. Some courses have pre-requisite requirements; check the course description in the catalog for pre-requisite requirements. <http://academics.memphis.edu/bulletin/>

THE UNIVERSITY OF MEMPHIS
UNIVERSITY COLLEGE
GENERAL REQUIREMENTS FOR GRADUATION, 2006-2007

_____ Earn a minimum of 120 semester-hours. All students who are following the 2002-2004 catalogs must have a minimum of 124 semester-hours.

_____ Complete all required course work in General Education, Major Concentration, College Requirements and Electives with the minimum required grade. Students must successfully complete courses listed in the coordinated study or interdisciplinary studies major with a C- or better.

_____ Students must have an overall cumulative GPA of at least 2.0 including academic work at other colleges, a minimum University of Memphis GPA of 2.0, and a GPA of at least 2.25 in the major concentration.

_____ At least 30 of the last 60 semester-hours of your degree program must be earned from The University of Memphis.

_____ At least 60 semester-hours of your degree program must be taken at a four-year institution.

_____ At least 42 (45 hours for RODP students) semester-hours of upper-division course work are required.

_____ Apply to graduate one semester before you plan to graduate. See the University College homepage for deadlines and filing instructions. It is the student's responsibility to know and meet all deadlines. <http://www.uc.memphis.edu/graduation.htm>

_____ Students may be randomly selected to take the Senior Test. If you are required to take this exam, you will be contacted. **Note:** RODP students are exempt from this test. Contact your University College advisor or graduation analyst about other possible exemptions.

_____ Complete all other requirements specified in your concentration such as, but not limited to, the posting of experiential learning and transfer credit, completion of internship hours which includes signed evaluation forms and log of hours, and oral presentation of performance-based senior projects.

_____ Students who are hoping to earn credit from an experiential learning portfolio must submit the portfolio as soon as possible after being accepted into University College. The portfolio review process can take up to 6 months. Portfolios must be submitted before a student can receive a permit for UNIV 4990, Project Planning Seminar. Portfolios must be evaluated before a student can receive a permit for UNIV 4995, Senior Project, and before a student can file the intent to graduate. Any required credit must be posted to your University of Memphis transcript before the graduation certification deadline.

_____ All course substitutions must have prior approval from your academic college advisor. http://www.uc.memphis.edu/pdf/course_substitution_%20request_form.doc

_____ An incomplete grade "I" must be changed to a final grade by the graduation certification deadline. If this change does not occur, you will be required to re-file your intent to graduate for the next semester.

_____ Students must visit The University of Memphis commencement website at <http://saweb.memphis.edu/commencement/> and complete the required forms for graduation.

Participating in any commencement ceremony does not equal graduation from The University of Memphis.

Degrees are only awarded once all graduation requirements are fulfilled.

I understand that it is my (the student's) responsibility to know and meet all graduation requirements and deadlines. Failure to meet any requirement will result in my being disqualified from graduation, and I must re-file my intent to graduate for the next semester. Also, if I decide to postpone my graduation, I must re-file my intent to graduate for the intended semester. <http://www.uc.memphis.edu/graduation.htm>

Student's Signature: _____ **Date:** _____