



College Document # _____

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CATALOG YEAR 2013-2014

COLLEGE/SCHOOL/SECTION: _____ COAS/PASR Department_____

Program: Delete: Add: Change: Attach new/changed Program of Study description and 4-year plan. If in current online catalog, provide change and attach text with changes in red.

Add eligibility criterion to previously approved Certificate See Attached (changes highlighted in yellow)

Program Learning Outcomes: Add: Change: Attach listing of program learning outcomes. **See Attached.**

Add Graduate Certificate Program: **Certificate in Nonprofit Leadership and Management See attached page (Changes highlighted in yellow)**

Approvals:	Signature	Date
Chair Department Curriculum Committee	_____	_____
Chair Department	_____	_____
Chair College Curriculum Committee	_____	_____
Dean	_____	_____

Certificate in Nonprofit Leadership and Management—Attachment to Curriculum Committee Form

Purpose

The Certificate in Nonprofit Leadership and Management is a graduate/post-graduate certificate program that will develop the unique leadership and management skills needed in nonprofit organizations. This program is intended for students currently pursuing any master's degree at an accredited university and those who hold any master's degree from an accredited university. Current Texas A&M International University MPA students may take up to three of the courses to satisfy elective requirements in the 42 hour program and, with the addition of one class, receive the Certificate. Students who have graduated with a master's degree may complete the Certificate program to receive a post-graduate Certificate.

Rationale

Nonprofit organizations are increasingly attracting graduates of public administration programs as well as graduates from other disciplines. The international accrediting body for public administration programs, the National Association of Schools of Public Administration and Public Affairs, notes that approximately 50% of MPA graduates now find employment in nonprofit organizations. Additionally, public agencies and private concerns increasingly value skills such as grant writing and contract management that are intrinsic parts of the Certificate program. Therefore, the addition of nonprofit leadership and management education is vital to augment the public administration curriculum and to provide other students with the tools they will need as they enter the workforce.

Summary of Program

The Certificate of Nonprofit Leadership and Management requires 12 semester credit hours of graduate level courses. It is intended for current master's students at TAMIU and at any other accredited university and for graduates holding a master's degree who want to acquire skills in leading nonprofit organizations. Courses in the Certificate Program may be taken to satisfy the elective requirements in the TAMIU MPA program. A strong component of this certificate which sets it apart from similar programs is a focus on international philanthropy, fundraising and nonprofit formation. Courses will be offered online.

Student Learning Outcomes

Upon completing the Certificate in Nonprofit Leadership and Management, the student will:

- be able to apply relevant ethical and legal guidelines and practices to the leadership and management of nonprofit organizations

- be able to evaluate the opportunities and challenges of leading a non-profit organization in different international and cultural environments

- be able to analyze and apply the theoretical concepts relevant to nonprofit management in a specific and concrete context either in the U.S. or another nation
- demonstrate the ability to work effectively with volunteers, paid employees and board members
- demonstrate an understanding of fiscal and strategic management principles and processes as they relate to nonprofit organizations
- demonstrate the ability to assess various fund-raising proposals in terms of the known characteristics of nonprofit organizations

Means of Assessing Student Learning Outcomes

-Assessment will be conducted using the following direct measures:

1. embedded questions linked to expected learning outcomes in the final examination of each course in the curriculum, evaluating the program outcomes on a rubric created for that purpose.
2. evaluating, on a rubric constructed for that purpose, the cognitive and affective outcomes from the service learning experiences embedded in selected classes.

-Assessment will also include an indirect measure:

- each student completing the program will submit an evaluation form addressing the degree to which their coursework met their needs and expectations.

Criteria for Admission

The Certificate in Nonprofit Leadership and Management is open to current master's students at TAMIU and at any other accredited university and to graduates of any **baccalaureate or master's program from an accredited university. Undergraduate students who are eligible to take graduate courses are also eligible for admission to the Certificate program.** Current students must be in good standing with a cumulative grade point average of 3.0. While individual courses may be taken by TAMIU Master of Public Administration students for elective credit, MPA students who wish to receive the Certificate must apply for admission to the certificate program.

For Currently Enrolled TAMIU Graduate Students: To be accepted for admission to the Certificate program, students must be currently enrolled in a master's program at Texas A&M International University and be in good academic standing with a grade point average of at least 3.0 on a 4.0 point scale. Current TAMIU students are encouraged to apply for admission within the first 30 days of enrollment in the first class in the Certificate program.

For students holding a master's degree from an accredited university and those currently enrolled at an accredited university other than TAMIU: Application for admission must be received by the Office of Graduate Studies and Research prior to enrolling in the first class in the Certificate program. Other university requirements for non-degree seeking students must be completed as well. There is no GRE requirement for admission to the Certificate program.

Decisions regarding admission to the Certificate in Nonprofit Leadership and Management program will be made by the MPA faculty and conveyed to applicants within two weeks of submission of all required materials.

Criteria for Earning the Certificate

Students must complete four classes in the program, including Survey of Nonprofit Leadership and Management and three others chosen from the following list of courses with a grade point average of at least 3.0 in the certificate coursework.

Courses in the Certificate in Nonprofit Leadership and Management program (all new courses)

Required Course

PADM 5377 Survey of Nonprofit Leadership and Management (3 sch)

Three Courses Chosen From:

- PADM 5379 Philanthropy, Fund Raising for Nonprofit Organizations (3 sch)
- PADM 5381 Grant and Contract Management (3 sch)
- PADM 5383 Nonprofit Law and Process (3 sch)
- PADM 5385 Strategic Planning and Fiscal Administration for Nonprofits (3 sch)
- PADM 5387 International Nonprofit Management (English or Spanish) (3 sch)
- PADM 5389 Leading for Performance in Nonprofit Organizations (3 sch)

Administration of the Certificate

The Certificate in Nonprofit Leadership and Management is administered by the Master of Public Administration program in the Public Affairs and Social Research Department housed in the College of Arts and Sciences. The Director of the Master of Public Administration program is responsible for oversight and management of the certificate program.

Catalog Text

Certificate in Nonprofit Leadership and Management

Requirements: A master's degree in any field from an accredited university or current enrollment in a master's program at an accredited university. Currently enrolled TAMIU students must be in good standing with a grade point average of 3.0 on a 4.0 scale. Current students at universities other than Texas A&M International University (TAMIU) must be in good standing and fulfill all requirements for admission to TAMIU as non-degree seeking students. The Certificate consists of 12 sch including Survey of Nonprofit Leadership and Management and three courses chosen from designated elective classes.

Required Course:

PADM 5377 Survey of Nonprofit Leadership and Management (3sch)

Through a fusion of best practices and nonprofit management research literature this course provides an overview of nonprofit leadership including CEO/Executive Director management, volunteer leadership recruitment, selection, training, management, retention, including theories of motivation, leadership and ethics. It also provides a broad overview of the management of nonprofit organizations finances, financial development, legal requirements and the role of nonprofits in community and as a global phenomenon. Prerequisite: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university.

Elective Courses: (Choose any three courses)

1. PADM 5379 Philanthropy, Fund Raising for Nonprofit Organizations (3 sch)

This course will address attracting financial support from individuals including annual fundraisers, special events, major gift solicitation and gifts through estate planning and bequests. Emphasis will be on ethical issues in working with donors and volunteers. Prerequisite: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university.

2. PADM 5381 Grant and Contract Management (3 sch)

This course presents hands-on training in grant writing and contract/grant management for nonprofit organizations. Including how to respond to grant solicitations, how prepare/present a grant/contract application and an overview of how to develop a program evaluation of grant/contract funded programs. This course includes a service learning component as students will research and produce a grant/contract proposal and application for a local nonprofit organization. Prerequisites: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university. May be cross-listed with SOCI 5312.

3. PADM 5383 Nonprofit Law and Process (3 sch)

This course covers nonprofit law in the United States for nonprofit organizations. It includes the legal steps to form a nonprofit organization, reporting requirements, boards of directors' responsibilities, audit requirements and other legal obligations for nonprofit organizations. Prerequisite: graduate

standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university.

4. PADM 5385 Strategic Planning and Fiscal Administration for Nonprofits (3 sch)

This course provides hands-on-training in the development and management of a nonprofit strategic plan and strategic action plan including goal setting, development, and analysis. It will also provide an overview of budgeting, cost accounting, estimating income and expenses, financial reporting and ethical implications of managing financial resources for nonprofit organizations as they develop and implement their strategic plans. This course provides an opportunity for service learning as students will work with a local nonprofit organization to create a strategic plan that will be presented to the organizations' executive director and board of directors. Prerequisite: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university.

5. PADM 5387 International Nonprofit Management Taught in Spanish (Online) (3 sch)

This course deals with formation of nonprofits in nations other than the United States with special emphasis on Mexico and Central/South America. It may be taken as a for-credit course or as a continuing education course for no credit. Prerequisite: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university; for continuing education, permission of instructor.

6. PADM 5389 Leading for Performance in Nonprofit Organizations (3 sch)

This course will cover essentials in recruiting and hiring employees, employee development and evaluating employee performance as these issues particularly relate to nonprofit organizations in order to ensure optimum performance in a nonprofit organization. Prerequisite: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university.