

EXPECTATIONS for COMMUNITY PARTNERS & STUDENTS

Fall Semester 2019 MON 6:00 - 8:45pm 215 Park Shops, 1000 Current Dr.

COM 466 Nonprofit Leadership and Development
Mindy Sopher, Instructor mindy_sopher@ncsu.edu

Core Course for Nonprofit Minor
919-515-5616 desk / 919-917-3195 cell

Expectations of the NONPROFIT COMMUNITY PARTNER (CP) include:

- 1) Note Learning Outcomes on the course syllabus that include BOTH components which should be reflected in the volunteer work and learnings for the student volunteers:
 - a) **Leadership Component** - working with people, leading, following and observing both
 - b) **Development (\$) Component** - working with events, fund-raising projects, prospects, grants, \$ etc.
- 2) Provide established & agreed upon written expectations for each student volunteer. Each student may be working with different people on different projects or all on the same project based on agency needs.
- 3) Set reasonable, workable project(s) in mind – identified and approved prior to meeting with the students.
- 4) Accept a minimum of TWO (maximum of 6) students; their final presentation is completed as a team.
- 4) Provide Staff and/or Volunteers available for interviews and training/supervision and final evaluation:
 - a) Provide enough “leaders” & contact info for Key Events Interviews by appointment (1/student) **must be done face to face in person**; only 1 interview w/1 student / CP leader (staff, Board, Vol.)
 - b) Attend a brief **CP Sharing Meeting** with us at **6:00pm PRIOR** to class on DAY ONE
 - c) Attend “**DAY ONE**” class: **MON AUG 26** after the 6pm meeting **until done** in 215 PARK SHOPS, 1000 Current Drive, Raleigh 27607 (Building # 33 on the campus map http://www.ncsu.edu/campus_map/north.htm); Park next to SAS, on Hillsborough St. or in Reynolds Coliseum Parking Deck. CP’s promo your agency & meet with your new student interns to begin planning, set meeting times, exchange contact info, begin written agreement of work, etc. Bring Business cards and any promo items.
 - d) Train student interns as needed based on your project, student volunteer and staff available
 - e) Do Mid-Term Evaluation Check In Meeting & complete Form around OCTOBER 1 (done by 10/5)
 - f) Hold Final Wrap up/Evaluation Meeting with interns & complete Forms by appointment NOV. 25-29.
 - g) Attend BIG FOOD Final Presentation: **MON DEC 2, 6:00 – 8:30pm** in 210 Park Shops, meal @5:45
 - h) State interest in future collaboration by Feb or Sept 15 for the NEXT semester: update project idea
- 5) Submit written requirements to student team members as noted:
 - a) **Set expectations** for service for each student volunteer; delegate as needed
 - b) **Describe** the project or projects they’ll work on with learning outcomes (your expectations).
 - c) Complete **check-in mid-term evaluation** of student efforts (hard deadline OCT 5/MARCH 5).
 - d) **Write final evaluation** on student efforts & outcomes (hard deadline BIG FOOD NIGHT by 6pm).
 - e) **Authorize and sign** student time report and finance report for final report (hard deadline same)
 - f) **Update** your “next semester” interest and project proposal in writing to Mindy by Feb or Sept 15.
- 6) Provide opportunities for networking and connections, including possible post-class service or supervision.
- 7) Post appropriate job or internship openings or projects on the class Facebook page. We like to stay in touch. For current projects students are working on let them post but CP job / internship and other volunteer opportunities are more than welcomed on “COM466 Alumni and Friends

Expectations of the STUDENT VOLUNTEER for the CP include:

- 1) Follow/meet learning outcomes in syllabus and with nonprofit CP as provided and agreed upon.
- 2) Schedule volunteer time with your CP supervisor so that they know when to expect you & they may plan appropriately for your work, respecting their time. Share your vacation / break / class schedule.
- 3) Complete the Public Presence Assessment then schedule/conduct the KeyEv. Interview immediately following assignment to the CP. Phone/internet interviews are NOT acceptable—**face to face required**. Each person interviewed may only be interviewed by one student. No doubling up or SKYPE use.
- 4) Complete class and nonprofit partner assignments and reflections in a timely manner
- 5) Communicate any necessary changes in schedules to nonprofit partner ASAP with respect for their time, as you would in an employee – employer relationship, showing respect.
- 6) Ask for permission and/or ability to attend BOARD or Committee or Staff Meeting(s).
- 7) Record time on time sheet provided & with nonprofit partner approval, plus activities and efforts made in nonprofit partner service work for in class review and your final report (30 hours minimum)
- 8) Record all expenses and income (funds raised) on Summary Contribution Sheet provided.
- 9) Provide a copy of the experience evaluation from the final report to the nonprofit partner
- 10) Complete all assigned work in a timely manner; submit a thank you note at the end of class.

Expected Student Learning Outcomes

As taken from the students' course syllabus, the following are the **Expected Student Learning Outcomes** from the class. Please be aware of these operational objectives of the instructor and feel free to ask about them or appropriately incorporate them into the "intern" experience with the students in your agency. Upon successful completion of this course, students will be able to:

- Compare different styles of leadership; analyze when they are used appropriately
- Evaluate the effectiveness of a nonprofit organization's capacity-building
- Create *articulated learning* writings based on critical thinking skills and composition
- Analyze strategies to communicate with diverse constituents in challenging situations
- Evaluate the effectiveness of a strategic plan, vision, and mission statement
- Analyze options for resource development and generate fundraising strategies
- Identify the challenges of nonprofit governance and practice strategies for improving communication with the board, staff, and volunteers

The FIVE LEADERSHIP CHALLENGES of NONPROFIT AGENCIES

As an integrated effort including the above learning outcomes, this course will examine, emphasize, and reflect on the 5 threaded Nonprofit Leadership Challenges as presented and discussed throughout the Nonprofit Studies Minor. Whenever you can weave these challenges, themes & experiences into your agency's work and discussions with the students please do so. We encourage you to incorporate them any way you are able.

- **Aligning mission, methods and resources**
- **Earning the public trust**
- **Balancing individual interest and the common good**
- **Capitalizing on opportunities associated with diversity**
- **Moving beyond charity to systemic change**

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Our required and primary texts for the course are:

Collins, Jim (2005). "Good to Great and the Social Sectors: Why Business Thinking is Not the Answer – a Monograph to Accompany Good to Great"

Perry & Associates. (2011). The Jossey-Bass Reader for Nonprofit Leadership & Management (1st ed.), San Francisco, CA: John Wiley & Sons.

Sullivan, T.J., (2016) Motivating the Middle, Tucson, AZ: Wheatmark. (Available through Amazon)

We also use excerpts from websites, current journals, other publications & media, along with:

Houle, Cyril O. (1989) Governing boards. San Francisco, CA: Jossey-Bass

Hudson, M. (2005). Managing at the leading edge: New challenges in managing nonprofit organizations. San Francisco, CA: Jossey-Bass (available in paperback and hardback).

McCauley and Van Velsor (eds.) (2004). The Center for Creative Leadership handbook of leadership development. San Francisco, CA: Jossey-Bass.

www.chass.ncsu.edu/nonprofit
www.nonprofits.org
www.boardsource.org
www.ncsu.edu/csleps

www.nptimes.com
www.boardcafe.org
www.philanthropy.com
www.guidestar.com

www.philanthropyjournal.org
www.boardnetusa.org
www.ncsu.edu/development
and our partner agency sites

We do keep a record of the hours given and funds raised at the end of each semester of service learning for our COM 466 students. We are very proud to report that Spring 2017 students in COM 466 raised over \$ 975,000 for local nonprofit agencies and gave an average of 35 hours per student, although only 30 was required by this class during their semester enrolled in COM 466. You may

also wish to keep in touch with our students and alumni, or post projects and positions through the class Facebook page called COM 466 Alumni and Fans of NCSU's Nonprofit Leadership and Development Class.

We WELCOME any additions or suggestions you may have for class resources, texts and additional readings. Please direct those ideas to the instructor at mindy_sopher@ncsu.edu. THANK YOU!

--last updated 10/2//2018 mbs