

NRES 383/583 Organizational Leadership, 3 credits
Syllabus Spring 2020

Course Description

Principles and practices for leadership and administration of natural resource organizations and agencies. Consideration of strategic planning, staff hiring and supervision, risk management, marketing, fundraising, budgeting, and site/facility management.

Course Meetings

Fridays 9:00am-11:30am, TNR 254

Instructor

Dr. Thomas Quinn

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Office Hours: Fridays immediately following class or by appointment

Instructional Methods

This class is taught using a variety of instructional methods including lecture, discussions, analysis of examples, group projects, investigations, and guest speakers. Please come to class prepared to actively participate in all aspects of the course, including being able to participate in discussions by completing all readings before class.

Text Rental

Golensky, M. (2016). *Strategic Leadership and Management in Nonprofit Organizations*. Oxford University Press.

Learning Outcomes

Students will be able to:

- Set goals for their development to a leadership position at a natural resource organization or agency.
- Demonstrate administrative skills, understandings, and practices of natural resource organizations and agencies.
- Assess their individual leadership skills and styles.
- Understand the steps in strategic planning and decision making.
- Describe effective approaches to generating revenue and managing finances.
- Demonstrate skills related to recruitment, training, and evaluation of high-quality staff.
- Manage a facility and program to reduce risk.
- Critique the advantages and challenges of organizational board and governance.

Grading and Assignments

1. Reading Notes. Ten times during the semester, submit one page (single-spaced) of notes covering the entire reading.
2. Example Presentation. Individually, research and prepare a PowerPoint slide a non-profit organization that speaks to you. Include the logo and mission on the slide and prepare a 30 second elevator speech on how you connect with that organization.
3. Leader Reflection. Describe and analyze the qualities and actions of a leader you know.
4. Organization Project. In a small group plan an organization. Submit components of that organization throughout the semester and share a final presentation at the end of the semester.
5. Exams. There will be a mid-term and final exam based upon readings and lectures.
6. Attendance and Participation. You are expected to be present and contributing!

Assignment	Points
Reading notes	30 (3 x 10)
Non-Profit Summary	3
Leader Reflection	3
Your Organization: Mission and Outcomes	10
Your Organization: Finances	10
Your Organization: Program Design	10
Your Organization: Human Resources	10
Your Organization: Presentation	5
Exams (2)	30 (2 x 15)
Attendance and Participation	30
<i>Total</i>	<i>points</i>

The final grade for the course will be determined by the total number of points earned through assignments and participation divided by the total points possible. The grading scale will be as follows:

93-100% = A 83-86 = B 73-76 = C 60-66 = D
90-92 = A- 80-82 = B- 70-72 = C- <59 = F
87-89 = B+ 77-79 = C+ 67-69 = D+

Participation Expectations

In order to help you gain as much as possible from the course, we will create an environment that is conducive to learning. Therefore, students will be active course participants, arrive on time, be prepared for each class by completing assignments by the designated dates, and refrain from cell phone use during class. Use of electronic devices will not be permitted during assessments except for any planned online assessments. Use of electronic devices for cheating or other academic misconduct is covered in the University Handbook and follows the same procedures for academic misconduct that occurs without the use of technology.

Students are expected to take notes in class. If you wish to use a computer or tablet to take notes, you must ask the instructor for permission. Checking social media, watching videos, and working assignments for other classes can be very distracting to the people around you.

UWSP is a tobacco free environment. Please wait to use tobacco products, including smokeless tobacco, until outside of class and off campus.

UWSP Community Bill of Rights and Responsibilities

UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, we have developed a set of expectations for all students and instructors. More information on expectations and your rights and responsibilities as a student can be found on the Dean of Students page at <https://www.uwsp.edu/dos>.

Academic integrity is central to the mission of higher education in general and UWSP in particular. Academic dishonesty (cheating, plagiarism, etc.) is taken very seriously. Don't do it! The minimum penalty for a violation of academic integrity is a failure (zero) for the assignment. For more information, see <https://www.uwsp.edu/dos/Pages/Student-Conduct.aspx>.

Americans with Disabilities Act (ADA) Statement

The Americans with Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. If you have a disability and require classroom and/or exam accommodations, please register with the Disability and Assistive Technology Center and then contact me at the beginning of the course. I am happy to help in any way that I can. For more information, please visit the Disability and Assistive Technology Center, located on the 6th floor of Albertson Hall (the Library). You can also find more information here: <https://www.uwsp.edu/datc>.

Campus Emergency Procedures

- In the event of a medical emergency call 911 or use a campus Red Emergency Phone.
- In the event of a Tornado Warning, proceed to the lowest level interior room without a window. Avoid wide-span rooms and buildings.
- In the event of a fire alarm, evacuate the building in a calm manner. Notify the instructor or emergency command personnel of any missing individuals.
- Active shooter – Run/escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet (turn phones to silent). Follow instructions of Emergency Responders.
- See UW-Stevens Point Emergency Management Plan at <https://www.uwsp.edu/rmgt/Pages/em/default.aspx> for details on all emergency responses at UW-Stevens Point.

Schedule

	Date	Topic	Reading Due Before Class	Assignments
Week 1	January 24	Introductions Defining a Non-Profit Define a Leader		
Week 2	January 31	Leadership	MG 1-10, 68-82	Non-Profit Summary Due 1.30.20 by noon
Week 3	February 7	Strategic Planning	Byrd: 35-74	
Week 4	February 14	Program Development and Evaluation Field trip to Berard Center	Basic Camp Management Ch.5 & The Logic Model	Your Organization: Mission and Outcomes due 2.13.20 by noon
Week 5	February 21	Resource Generation Guest Speaker: Steve Menzel	Byrd: 229- 274	
Week 6	February 28	Budgeting	TBD	Your Organization: Program Design due 2.27.20 by noon
Week 7	March 6	Visit to CREATE Portage County Exam Review	TBD	
Week 8	March 13	Exam		Your Organization: Budget due 3.12.20 by noon
Spring Break				
Week 9	March 27	Human Resources Guest Speaker:	TBD	
Week 10	April 3	Human Resource Management Staff Hiring	TBD	
Week 11	April 10	Risk Management	TBD	
Week 12	April 17	Governance Guest Speaker:	TBD	Your Organization: Human Resources due 4.16.20 by noon
Week 13	April 24	Marketing/Fundraising Volunteerism	TBD	
Week 14	May 1	Site and Facility Management Guest Speaker:	TBD	
Week 15	May 8	Presentations Exam Review		Your Organization: Presentation due 5.8.20 by 9:00am
Finals		Exam		