COM 4930 Special Topics in Non Profit Leadership
Class meets Tuesday 7th period (1:55PM) and Thursday 7-8 periods (1:55 PM to 3:40). Mandatory field trips take place on site from 2:15 to 3:15 Thursdays.
Office hours are Tuesday 10:30 to 11:30 AM and Thursday 11:30 to 12:30.
INSTRUCTORS
Dr. Edmund Kellerman
Rolfs 209A
Dial Center for Written and Oral Communication
PO Box 112032
352-392-5421
ekeller
man@ufl.edu
Field trips and guest speakers:
Jan 17
Jan 24 - Donny Dillon in class
Feb 7
Feb 14
Feb 21
Feb 28 The Women's Collabatory, UF Innovation Hub,
March 21 - ACORN Clinic of Brooker, FL
March 28
April 4 -
April 11 -
Service opportunities:
1) [https://www.stfrancishousegnv.org/volunteer/volunteer-application/](https://www.stfrancishousegnv.org/volunteer/volunteer-application/) (Links to an external site.)
2) Contact Donny Dillon at Donny@gatorsforchrist.org for regular opportunities
2) June 20-28 Mission Relief trip to Honduras. Sign ups in late January to February. Contact Donny Dillon for details (Donny@gatorsforchrist.org).

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REQUIRED TEXT

NONPROFIT MANAGEMENT
ISBN:9781412994453
Author:WORTH
Edition:2ND or other
Year:2011

COURSE DESCRIPTION
Research indicates a growing interest in graduates opting for work in the public and non profit sectors. This course will allow students to examine strategies of how to set up a non profit organization from organizing and staffing, to communicating with internal and external constituencies in a non profit setting. The course will also allow students in the private sector to effectively analyze their role in working with the non profit sector for philanthropic and service projects. Students need to develop truly effective writing skills and oral communication abilities. You will have read from some of the world’s most credible sources to support your views (the Economist, the Far Eastern Economic Review, WSJ, and industry journals) and used databases to find unbiased statistical support to improve your critical reasoning skills.
COURSE OBJECTIVES
This course provides an overview of non profit entities, their history, their purpose, and leadership communication principles, and aims to teach you how to organize and package your ideas for the reader and listener more effectively and persuasively. You will learn how to communicate with external constituencies, how to work in teams, or how to form teams with people from different backgrounds, interests, philosophies, and goals. You will learn how to replace ineffective habits with good ones.

By the end of this course, you should be able to:
- Write more efficiently and strategically
- Write and revise for optimal concision and clarity
- Structure your ideas logically and persuasively in written form
- Deploy useful strategies for writing essential public documents (e-mails, memos, proposals, and reports)
- Convert written documents into oral presentations
- Organize your ideas appropriately for presentations
- Implement the use of reason and evidence within a presentation
- Employ the use of visual aids successfully in a presentation
- Establish and control verbal and nonverbal delivery skills
- Improve your ability to speak extemporaneously and impromptu

COURSE REQUIREMENTS & EVALUATIONS
In order to pass this class, you must complete all required coursework. Evaluations for individual assignments and components of the course will be determined using the following point system:

Written Communication Unit:
Leadership Communication Self-Assess_____________25
Proposal letter ________________________________100
Position Paper______________________________100
Public Service Component..............................400
(Minimum 20 hours to your organization)

**Oral Communication Unit:**
Informative Speech

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100

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Final Presentation

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100

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Participation and Attendance

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75

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Oral report on non profit

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100

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Total Points

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1000

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**Course Summary:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Jan 17, 2019</td>
<td>Leadership Assessment</td>
</tr>
<tr>
<td>Mon Jan 21, 2019</td>
<td>Leadership Assessment (1 student)</td>
</tr>
<tr>
<td>Wed Feb 6, 2019</td>
<td>Informative speech</td>
</tr>
<tr>
<td>Thu Feb 7, 2019</td>
<td>Informative Proposal Letter</td>
</tr>
<tr>
<td>Thu Apr 4, 2019</td>
<td>Oral report on non profit</td>
</tr>
<tr>
<td>Thu Apr 11, 2019</td>
<td>Oral report on non profit</td>
</tr>
</tbody>
</table>

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View Course Stream

Course Setup Checklist

New Announcement

Student View

View Course Analytics
Course assignments are not weighted.