

**San José State University**  
**School/Department**  
**PADM 220: Non-Profit Management**

**Course and Contact Information**

<b>Number of Units:</b>	Three (3)
<b>Prerequisites</b>	PADM 210 and PADM 218
<b>Instructor:</b>	Maya Esparza
<b>Office Location:</b>	Clark 406G
<b>Telephone:</b>	(408) (924-8334)
<b>Email:</b>	<a href="mailto:alexandrina.Esparza@sjsu.edu">alexandrina.Esparza@sjsu.edu</a>
<b>Office Hours:</b>	By appointment
<b>Class Days/Time:</b>	Tuesday 6-8:45pm
<b>Classroom:</b>	Moorehead 149A

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**ALL PAPERS WILL BE SUBMITTED ELECTRONICALLY  
THROUGH E-MAIL \* NO HARD COPIES ACCEPTED**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on my faculty *page and* on the Canvas learning management system course website. You are responsible for regularly checking with the messaging system through MySJSU (or other communication system as indicated by the instructor) to learn of any updates.

**Course Description**

Nonprofit management studies and practices are constantly evolving, with scholars and practitioners learning together and from one another. Effective nonprofit managers must be able to sort through a variety of perspectives – not only those of practitioners and scholars, but also those



## **Other Readings**

Other readings are available on E-reserves in the library or will be emailed to the class directly.

## **Course Requirements and Assignments**

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three

2. The executive summary is due as noted in the syllabus. One cannot achieve the grade of “A” on the summary without relating the book to the relevant issues in class. *Good to Great* relates to the leadership class. The summary is due by the night





## Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/31	Welcome! <b>Introduction of the course</b> Review course objectives & syllabus, including assignments & rationale. Worth, Chapter 1, pp. pp. 3 – 15
2	2/7	<b>No Class</b>
3	2/14	<b>Overview of Nonprofit Organizations &amp; the Sector</b> Worth, Chapters 2 Class Activity: Examination of Nonprofits and IRS definition <a href="http://www.irs.gov/Charities-&amp;-Non-Profits/Charitable">http://www.irs.gov/Charities-&amp;-Non-Profits/Charitable</a> Organiza-







