

**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>	Monday 6-8:45pm
<b>Classroom:</b>	Clark 306

**NOTE: THIS IS A GREEN CLASS  
ALL PAPERS WILL BE SUBMITTED ELECTRONICALLY  
THROUGH E-MAIL \* NO HARD COPIES ACCEPTED**

**Faculty Web Page and MYSJSU Messaging**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on my faculty *page and* on the Canvas

models, or different areas of the world. In addition, nonprofit managers must be able to identify key elements of several cross-

*Worth, Michael J. (2017). Nonprofit Management: Principles and Practice. Fourth Edition. Thousand Oaks, CA: Sage Publications. ISBN: 978-1483375991*

*Libby and Dietrick. (2017). Cases in Nonprofit Management: A Hands-On Approach to Problem Solving.*







## **University Policies**

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The Late Drop Policy is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at <http://www.sjsu.edu/advising/>.

### **Academic integrity**

Your commitment, as a student, to learning is evidenced by your





## **SJSU Counseling Services**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit **Counseling Services website** at <http://www.sjsu.edu/counseling>.





**Week**


**Instructions:**

**Circle your team's topic.**

**Type your last name in the box provided**

**List the last name of each student on your team, including yourself, in alphabetical order under the heading**

**Consider the following factors in assigning a numerical value:**

**1. The value of this student's participation in each element**

**2. This student's contribution was on time**

**Give each team member – including yourself – a score of 0 to maximum based on your evaluation.**

**Complete score sheet is due to the professor on April 11.**