



## **ORG432**

### **Nonprofit Educational Program Design**

#### **Instructor & Contact Information**

The People tab in Canvas provides information on the course instructor and you can send a message to your instructor following [these instructions](#).

Faculty are expected to: 1) grade and return assignments, with feedback, within 7 days from the date of submission; 2) reply to your Canvas messages within 72 hours; 3) reply several times each week in total in the discussion forums (not to each individual student); and 4) demonstrate the core values of City Vision University.

#### **Course Description**

In this course you will develop an educational program plan in a nonprofit organization to help bring transformational life change in clients. This course is focused on adult education in the social service sector, but principles could apply to other types of programs. In this course you will learn the principles of adult education. In the first part of the course, you will focus on analysis including: assessing client educational needs, designing education to support nonprofit outcomes and researching outside resources and program models. In the second part of the course, you will develop educational program learning outcomes, a course syllabus, a lesson plan (which you will teach) and an evaluation and retention plan. (3 credits)

#### **Course Objectives**

After completing this course, you should be able to:

1. Create a philosophy of adult education for your context based on the principles of adult education and the characteristics of adult learners.
2. Develop a detailed assessment of your client educational needs and a plan to assess client needs and capabilities in the future.
3. Generate a detailed theory of change and logic model for your organization's holistic program and explain how your educational program components will support the larger program or organizational outcomes.
4. Research, evaluate and utilize outside learning resources as well as best practices and program elements from organizations to use in your program.
5. Design educational program outcomes that follow best practices and support nonprofit program outcomes.
6. Develop a syllabus for a course following best practices that supports at least one of your educational program outcomes.
7. Create and deliver a one hour lesson plan utilizing instructional strategies that fit with your lesson plan outcomes and your audience.
8. Develop a retention and evaluation plan to improve your education program.

## Program Outcomes

Program outcomes are the overall skills and knowledge we expect you will have after successfully completing a certificate or degree program at City Vision University. This course supports the following program outcomes, marked with an asterisk (\*). After completing the Nonprofit Management program, City Vision's graduates will be able to do the following:

1. **Nonprofit Foundations.** Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).
2. **Finances.** Apply basic accounting and budgeting principles in order to successfully manage the finances of a nonprofit organization.
3. **Fundraising/Marketing.** Apply basic marketing, communication and fundraising strategies in operating a successful nonprofit organization.
4. **Innovation.** Develop strategies and plans to effectively use technology and innovation to achieve organizational goals.
5. **Human resources.** Apply the essential elements of nonprofit human resource management including volunteer management, hiring, firing, supervision and legal considerations.
6. **Vocation.** Create a synthesis of a reflective life vision and plan to enable 24/7 ministry based on God's purposes for work and their own unique calling.
7. **Cross-Cultural Ministry.** Develop plans to apply cross-cultural principles toward effective ministry across diverse cultures.

## Required Texts

- [\*Planning Instruction for Adult Learners\*](#), 3<sup>rd</sup> Ed. by Patricia Cranton; published by Wall & Emerson, Inc. ISBN: 1895131251

## Critical Policies to Read for This Course

Note: These policies are critical for all students to read. In case of change, we have linked to the versions on our website to make sure you have the latest version.

- [Grading Scale](#)
- [Deadlines to Drop Courses](#)
- [Attendance, Late Policy and Extensions](#)
- [Technology Requirements for Courses](#)
- [Standards of Academic Integrity & Plagiarism Policy](#)
- [What plagiarism is and how to avoid it](#)
- [Credit Hour Policy, Grading Policy and Other Academic Policies](#)
- [ADA Policy, Learning Accommodations & Disabilities Services](#)
- [Student Code of Conduct](#)
- [Library Services](#)

*Additional Policies:*

- [Privacy Policy](#)
- [Consumer Disclosures](#)
- [Additional policies are listed in our catalog](#)

## Requirements to Work with an Organization

For this course, you will need to have a nonprofit organization or ministry for which you will develop an educational plan for training ADULTS. You cannot use an organization that has not yet been started. Suggested

organizations might include Rescue Missions, residential addiction recovery programs, community colleges, GED/high school equivalency programs for adults. If you are working with a large educational institution such as a community college, then you should pick one program to focus on (i.e. GED program).

If seeking an outside organization, you may use the email template here:

<http://bit.ly/3iHpHna>

If seeking an outside organization, you can find tips for your search here: <https://bit.ly/3peiHAg> and a video suggestions here: <https://bit.ly/2Y9V7ZU>

In **week 2** of this course, you will need to submit a summary of an interview with the appropriate staff at your organization (and clients if possible). To assist you in scheduling that, we have provided an introduction email template as well as suggested questions in our **Nonprofit Educational Program Course Interview Guide**.

In your Final Project Part 3 assignment due in **week 4**, you will need to submit a summary of an interview or email reply from staff in organizations with programs similar to your organization's program. To give you some lead time, this week, you should start to follow the instructions in the **Email Template to Use to Learn From Organizations with Programs Similar to Your Organization's Program** to start contacting them.

For your assignment in **week 8** you are required to teach a lesson choosing one of the following format options:

1. **Present in-person to a live audience** (preferred if possible) an adult education lesson for 1 hour. If you picked this option, you should schedule your training time before the end of week 8.
2. **You record your training video as if you were delivering to a live audience** (if an audience is not available). If you chose this option then upload to YouTube next week.
3. **You record an online lesson** for an online course which you will upload to YouTube. If you chose this option then upload to YouTube next week.

*This syllabus is subject to change without notice up until the first day of the semester.*

*Last updated: March 4, 2022*