

## UCF Degree Programs

### Nonprofit Management (B.A. / B.S.)

College of Health and Public Affairs

School of Public Administration, HPA II, Room: 238

<http://www.cohpa.ucf.edu/publicadmin/nonprofit-management/>

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The School of Public Administration provides the highest quality undergraduate education for students interested in working in the nonprofit sector. The school strives to achieve local, state and national prominence through contemporary curriculum, innovative instruction, scholarly and applied research, and community service. Programs and services develop and enhance management skills essential to public and nonprofit organizations. The school offers an undergraduate program leading to a Bachelor of Arts (BA) or a Bachelor of Science (BS) in Nonprofit Management. The program provides opportunities for students to prepare for employment as nonprofit professionals and produces graduates with the management skills and analytical techniques needed for successful careers in nonprofit and related business fields.

#### Admission Requirements

- none

#### Degree Requirements

- Students who change degree programs and select this major must adopt the most current catalog.
- Students should complete the General Education Program and the Common Program Prerequisites before transferring within the Florida College System or State University System.
- Students should consult with a departmental advisor on a regular basis.
- Students must earn at least a "C" (2.0) in each course accepted as a common prerequisite and Core Requirement (see sections 2, 3, and 4).
- No transfer course will be accepted with a grade lower than a "C" (2.0).
- The courses designated in sections 1 (General Education) and 2 (Common Program Prerequisites) should usually be completed in the first 60 hours.
- Students must earn a 2.5 GPA in the major (all PAD courses) in order to graduate.

#### 1. UCF General Education Program (GEP) (36 hrs)

**A: Communication Foundations (9 hrs)**

**B: Cultural & Historical Foundations (9 hrs)**

**C: Mathematical Foundations (6 hrs)**

Suggested CGS 1060C Introduction to Computers 3 hrs

**D: Social Foundations (6 hrs)**

Suggested SYG 2000 Introduction to Sociology 3 hrs

Required: ECO 2013 Macroeconomic - OR - ECO 2023

Microeconomics 3 hrs

**E: Science Foundations (6 hrs)**

#### 2. Common Program Prerequisites (CPP)

- Required ECO 2013 Macroeconomics --OR-- ECO 2023 Microeconomics 3 hrs

#### 3. Core Requirements: Basic Level

- None

#### 4. Core Requirements: Advanced Level (33 hrs)

- All core requirements must be completed with a minimum major GPA of (2.5) to satisfy the major.

#### CORE REQUIREMENTS 33 hrs

PAD 3733 Professional Administrative Writing in the Public Sector 3 hrs

PAD 4104 Administrative Theory 3 hrs

PAD 4144 Nonprofit Organizations 3 hrs

PAD 4147 Resource Development in the Nonprofit Sector 3 hrs

PAD 4148 Volunteer Management 3 hrs

PAD 4153 Planning and Improvement for Public Organizations 3 hrs

PAD 4204 Fiscal Management 3 hrs

PAD 4325 Program Evaluation for Public and Nonprofit Organizations 3 hrs

PAD 4720 Survey Research in Public Administration 3 hrs

<sup>1</sup> PAD 3930 Nonprofit Leadership Seminar 3 hrs

<sup>2</sup> PAD 4949 Cooperative Education 3 hrs

<sup>1</sup> Capstone Requirement

<sup>2</sup> Cooperative Education/Internship (requires 300 clock hours in the field over one semester)

#### 5. Restricted Electives (24 hrs)

**Required Minor of 18 credit hours: 18 hrs**

- Students must complete a minor. Students can choose from: Emergency Management and Homeland Security; Urban and Regional Planning; or other minor approved by the Undergraduate Program Director excluding Public Administration and Nonprofit Management.

- Those who complete a recognized UCF minor in a discipline outside Public Administration must take a minimum of 18 hrs within that minor.

- Additional electives can be taken from other allied supporting fields such as accounting, legal studies, communications, computer science, criminal justice, economics, political science, social work, sociology, or statistics. Electives can also be taken from nonprofit sector "service area" concentrations such as: youth services, eldercare, environment, education, the arts, etc. Courses should be selected with the assistance of an advisor, and must be upper division (3000-4000 level).

- Students pursuing the B.A. degree must demonstrate proficiency in a foreign language equivalent to one year at the college level.

- Students pursuing the B.S. degree must complete two additional upper level courses (six credit hours).

#### 6. Capstone Requirements

- PAD 3930 Nonprofit Leadership Seminar

#### 7. Foreign Language Requirements

##### Admissions

- Two years of one foreign language in high school, or one year of one foreign language in college (or equivalent proficiency exam) prior to graduation.

##### Graduation

- Students pursuing the B.A. degree must demonstrate proficiency in a foreign language equivalent to two semesters or one year at the college level, beyond University requirement. ASL I, II and III can also be used to fulfill this requirement.

#### 8. Electives

- Students are encouraged to select courses as electives or other course that will enhance their background in the nonprofit sector. These may be used to build minors and certificates offered by the University. Examples include: Accounting; Criminal Justice; Diversity and Social Inequality; Emergency Management and Homeland Security; Global Peace and Security Studies; Health Services Administration; Human Services; Legal Studies; Urban and Regional Planning; and Writing and Rhetoric

- Electives can also be taken from nonprofit sector "service area" concentrations such as: youth services, eldercare, environment, education, the arts, etc. Courses should be selected with the assistance of an advisor, and must be upper division (3000-4000 level).

#### 9. Additional Requirements

- None

#### 10. Required Minors

- Students must complete a minor or certificate from the School of Public Administration offered at UCF or another minor approved by the Undergraduate Program Director. Minors in the School of Public Administration can include 1) Emergency Management and Homeland Security and 2) Urban and Regional Planning. Students majoring in Nonprofit Management cannot minor in Nonprofit Management or Public Administration. Other approved

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minors include: Criminal Justice; Diversity and Social Inequality; Global Peace and Security Studies; Health Services Administration; Human Services; Legal Studies; and Writing and Rhetoric.

## 11. Departmental Exit Requirements

- The students must attain a minimum grade of "C" (2.0) in all Common Program Prerequisites courses and in all Core Requirements (see sections 2, 3, and 4 above).
- An overall 2.0 GPA must be attained for all coursework (see sections 1, 2, 3, 4, and 5 above).
- Students must earn a 2.5 GPA in the major in order to graduate.

## 12. University Minimum Exit Requirements

- A 2.0 UCF GPA
- 60 semester hours earned after CLEP awarded
- 48 semester hours of upper division credit completed
- 30 of the last 39 hours of course work must be completed in residency at UCF.
- A maximum of 45 hours of extension, correspondence, CLEP, Credit by Exam, and Armed Forces credits permitted.
- Complete the General Education Program, the Gordon Rule, and nine hours of Summer credit.

## Total Semester Hours Required

- 120

## Honors In Major

- Admission: Applications to the Honors in the Major program must be approved by the Associate Dean of the Honors College and a Faculty Advisor in the School of Public Administration.

## Related Programs

- Business Administration
- Criminal Justice
- Health Services Administration
- Legal Studies
- Public Administration
- Social Work

## Certificates

- None

## Related Minors

- Criminal Justice
- Diversity and Social Inequality
- Emergency Management and Homeland Security
- Global Peace and Security Studies
- Health Services Administration
- Human Services
- Legal Studies
- Urban and Regional Planning
- Writing and Rhetoric

## Advising Notes

- Orientation and advising are two of the most valuable tools that a student can make use of when transferring to UCF. Be sure that you take advantage of both.
- Students are urged to have access to a personal computer, modem, and appropriate software to interact with the University and professors.

## Transfer Notes

- Florida College System students are advised to complete the Associate of Arts degree, to include the general education requirements and the common program prerequisites.
- Lower division courses do not substitute for upper division courses.
- Courses transferred from private and out-of-state schools must be formally evaluated for equivalency credit. The student must provide a course syllabus and any additional supporting documentation with his/her petition for this evaluation.
- Common Program Prerequisites for the State University System for the School of Public Administration programs include Macroeconomics (ECO2013) or Microeconomics (ECO2023).

- Subject to the general grade and residence requirements, credit will be granted for transferred course work equivalent to that required in the Nonprofit Management program. Only grades of "C" (2.0) or higher transfer into the program and students must have a "C" (2.0) or better in each common program prerequisites class.

## Acceptable Substitutes for Transfer Courses

- None

## Plan of Study

- Although all classes are listed as being taken during the academic year, you may take classes during the summer semester.

- This is one of numerous possible plans of study.

| <b>Freshman Year - Fall</b> |                                   | <b>15 hrs</b> |
|-----------------------------|-----------------------------------|---------------|
| ENC 1101                    | Composition I                     | 3 hrs         |
| CGS 1060C                   | Introduction to Computers         | 3 hrs         |
| SOW 2020                    | Careers in Creating Social Change | 3 hrs         |
| Free Elective               |                                   | 3 hrs         |
| GEP Cultural                |                                   | 3 hrs         |

| <b>Freshman Year - Spring</b> |                           | <b>15 hrs</b> |
|-------------------------------|---------------------------|---------------|
| ENC 1102                      | Composition II            | 3 hrs         |
| MAC 1105C                     | College Algebra           | 3 hrs         |
| SYG 2000                      | Introduction to Sociology | 3 hrs         |
| Free Elective                 |                           | 3 hrs         |
| Free Elective                 |                           | 3 hrs         |

| <b>Sophomore Year - Fall</b> |  | <b>15 hrs</b> |
|------------------------------|--|---------------|
| STA 2014C                    | Principles of Statistics                     | 3 hrs         |
| ECO 2013                     | Macroeconomics OR ECO 2023<br>Microeconomics | 3 hrs         |
| GEP Historical               |  | 3 hrs         |
| GEP Science                  |  | 3 hrs         |
| Free Elective                |  | 3 hrs         |

| <b>Sophomore Year - Spring</b> |  | <b>15 hrs</b> |
|--------------------------------|--|---------------|
| GEP Historical                 |  | 3 hrs         |
| GEP Communication              |  | 3 hrs         |
| GEP Science                    |  | 3 hrs         |
| Free Elective                  |  | 3 hrs         |
| Free Elective                  |  | 3 hrs         |

| <b>Junior Year - Fall</b> |   | <b>15 hrs</b> |
|---------------------------|---|---------------|
| PAD 3733                  | Professional Administrative Writing in the<br>Public Sector | 3 hrs         |
| PAD 4144                  | Nonprofit Organizations                                     | 3 hrs         |
| PAD 4147                  | Resource Development in the Nonprofit<br>Sector             | 3 hrs         |
| Approved Minor Course     |   | 3 hrs         |
| Approved Minor Course     |   | 3 hrs         |

| <b>Junior Year - Spring</b>                     |  | <b>15 hrs</b> |
|---|--|---------------|
| PAD 4148  | Volunteer Management                     | 3 hrs         |
| PAD 4720  | Survey Research in Public Administration | 3 hrs         |
| PAD 4104  | Administrative Theory                    | 3 hrs         |
| Approved Minor Course                           |  | 3 hrs         |
| Supporting Upper-Division Elective OR BA Course |  | 3 hrs         |

| <b>Senior Year - Fall</b> |  | <b>15 hrs</b> |
|---------------------------|--|---------------|
| PAD 4153                  | Planning and Improvement for Public<br>Organizations | 3 hrs         |
| PAD 3930                  | Nonprofit Leadership Seminar                         | 3 hrs         |
| PAD 4204                  | Fiscal Management                                    | 3 hrs         |
| Approved Minor Course     |  | 3 hrs         |
| Free Elective             |  | 3 hrs         |

| <b>Senior Year - Spring</b>                     |  | <b>15 hrs</b> |
|---|--|---------------|
| PAD 4325  | Program Evaluation for Public and<br>Nonprofit Organizations | 3 hrs         |
| PAD 4949  | Cooperative Education  | 3 hrs         |
| Approved Minor Course                           |  | 3 hrs         |
| Approved Minor Course                           |  | 3 hrs         |
| Supporting Upper-Division Elective OR BA Course |  | 3 hrs         |

## Program Academic Learning Compacts

- Program Academic Learning Compacts (student learning outcomes) for undergraduate programs are located at: [http://www.oegas.ucf.edu/alc/academic\\_learning\\_compacts.htm](http://www.oegas.ucf.edu/alc/academic_learning_compacts.htm)