

# Nonprofit Administration Minor

## Department of Political Science

February 18, 2008

The nonprofit administration minor provides an opportunity for students to develop the knowledge and skills related to administrative responsibilities in the nonprofit sector. It is linked to and enables a student to fulfill the American Humanics Program's foundation and professional development competencies. The nonprofit minor requires that students complete a 300 hour internship for credit in a 501(c)3 organization. Upon graduation, students may go to work in such organizations as the American Red Cross, Boys' Scouts of Michigan, United Way, ACCESS, Freedom House and any of the multitudes of nonprofit social service, arts/cultural, and political nonprofit organizations. The nonprofit sector grows every year by an average of 30,000 organizations, and it is now established as an important employer as well as a vital service provider.

The minor totals 21-24 credit hours, including five core courses, an internship, and two or three elective courses (depending upon whether an internship is required). If you have questions and for a listing of courses offered each semester contact the American Humanics office or the Department of Political Science. American Humanics contact information: 734-487-1612 or email: [humanics@emich.edu](mailto:humanics@emich.edu); Political Science contact information: 734-487-3113, e-mail: [political.science@emich.edu](mailto:political.science@emich.edu)

### I. REQUIRED COURSES (15 hours)

#### Core Courses (9 hours)

PLSC 336 Foundations of US Nonprofit Sector  
ACC 246 Accounting for Public and Nonprofit Administrators  
PLSC 352 Public Budgeting

#### General Nonprofit Management (3 hours) Select one:

PLSC 435 Nonprofit Management and Leadership  
MGMT 386 Organizational Behavior  
CTAC 370 Nonprofit Organizational Communication  
SOCL 462 Complex Organizations

#### Human Resource Development and Supervision (3 hours) Select one:

PLSC 334 Personnel Administration in Government  
MGMT 384 Human Resource Management  
SWRK 470 Supervising Staff and Volunteers  
CTAC 370 Nonprofit Organizational Communication

### II. INTERNSHIP (3 hours)

*300 hours at a 501(c) 3 nonprofit organization; may be waived with substantial experience.*

*Contact American Humanics for information at [humanics@emich.edu](mailto:humanics@emich.edu) or 734.487.1612*

**COMPLETED PLANNED REQUIRED COURSES**

**SEMESTER**

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**ELECTIVE COURSES (6 hours) (select two)**

- EDPS 325 Life Span Human Growth and Development
- PSY 321/322 Child/Adolescence Psychology
- SOCL 214 Racial and Cultural Minorities
- SOCL 303 Sociology of Childhood and Youth
- AAS 231 Urbanization and the African American Community
- AAS 351 Social Context of African American Health
- CTAC 370 Nonprofit Organizational Communication
- PLSC 434 Nonprofit Board Development
- PLSC 480 Field Seminar in Political Science/Public Administration
- CTAC 370 Nonprofit Organizational Communication
- RECR 469 Grant Writing in Recreation
- JRNL 314 Writing for Public Relations
- JRNL 408 Case Studies in Public Relations
- MKTG 360 Principles of Marketing
- LAW 393 Law of Business and Nonprofit Enterprises
- LAW 403 Employment Law

<b>COMPLETED</b>	<b>PLANNED</b>	<b>ELECTIVE COURSES</b>	<b>SEMESTER</b>
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**American Humanics Requirements**

*To be completed in addition to the minor, if you wish to receive the  
National American Humanics Certification*

**American Humanics Management Institute**

Date Attended: \_\_\_\_\_

**Active AH Student Association Participation**

Semester 1 Dates: \_\_\_\_\_

Semester 2 Dates: \_\_\_\_\_

**Field-Based Experiences**

Internship: \_\_\_\_\_ OR

Independent Experience: \_\_\_\_\_

**Certification Interview with the American Humanics Director**

Date of Appointment: \_\_\_\_\_