



School of Architecture and Allied Arts
Department of Planning, Public Policy and Management
Graduate Certificate Program in Nonprofit Management
2015-16
Objective

The objective of the Graduate Certificate in Nonprofit Management is to prepare students for leadership positions in nonprofit and philanthropic (grant making) organizations. The curriculum, centering on technical skills specific to the nonprofit and philanthropic sectors, is designed to develop the skills necessary to manage and lead financially stable, innovative and effective organizations.

Nonprofit Required Courses

PPPM has one of the most comprehensive nonprofit curricular programs in the nation. Our faculty has a wealth of experience working with and for nonprofit organizations, and conducting research on the nonprofit sector. We offer a wide-ranging curriculum in the important facets of nonprofit management, including the following specialized courses (required):

Grant Proposal Writing, PPPM 522. 1 credit. This class is an introduction to the process of preparing grant applications.

Fundraising for Nonprofit Organizations, PPPM 581. 4 credits. This course is a comprehensive introduction to fundraising for nonprofit organizations, including annual giving, major gifts, planned giving, and campaigns.

Philanthropy and Grant Making Seminar, PPPM 586 (2 credits). Students research regional nonprofit organizations and learn the fundamentals of grant making. Students award a grant of \$15,000 to their selected nonprofit organization. (Can be waived and replaced with elective credits – see below.)

Managing Nonprofit Organizations, PPPM 680. 4 credits. This course explores the legal, administrative and organizational issues surrounding nonprofits, and how to manage nonprofit organizations for superior performance in a humane and responsible manner.

Public and Nonprofit Financial Management, PPPM 684. 4 credits. This course focuses on financial management decision and control processes in public agencies and nonprofit organizations. Topics include expenditures and budgeting, stewardship of resources (taxes, donations, grants), and capital project analysis.

Required courses in the Certificate program are offered annually or more often, usually once per week, 4:00pm to 6:50pm (with the exception of the one-credit classes), to accommodate professional schedules. 24 credits are required for completion of the Certificate. In addition to the 15 required credits, students wishing to complete

the Certificate must complete an internship and three elective credits, OR take nine credits of nonprofit-relevant elective courses, which are described below. Students who have no significant work experience in the nonprofit sector are strongly recommended to complete an internship by enrolling in six credits of PPPM 604 (Internship).

Nonprofit Elective Courses

The Department of Planning, Public Policy and Management has a variety of courses available throughout the year that qualify as nonprofit program electives. These courses are offered annually. Examples include:

Strategic Planning, 4 credits.

Nonprofit Legal Issues, 4 credits.

Program Evaluation, 4 credits.

Nonprofit Board Governance, 3 credits (1 per quarter; fall, winter, spring)

Volunteer Management, 2 credits.

Seminar Communications Management, 4 credits.

Nonprofit Management Consultancy, 4 credits.

Students may also receive elective credits for a content-relevant course offered elsewhere on campus, in departments such as Law, Arts and Administration, Historic Preservation, Environmental Studies, International Studies, Museum Studies, Business, Journalism, and others. For authorization to receive Certificate credits for a course taken outside the PPPM Department, or for other information about the Certificate, please contact the program director:

UO graduate students from any department may apply to the Nonprofit Management Certificate program to obtain the Certificate as an important add-on to their main graduate degree. If the Certificate comprises the electives portion of their main graduate degree, the student may not need additional time to complete both the graduate degree and the Certificate.

The Certificate program is also available as a stand-alone program for students not pursuing another graduate degree.

Renee Irvin, Ph.D., Director

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Applications

Application files for the Certificate program are reviewed for admission on a quarterly basis. Deadlines for application are the first day of August, November, February and May. Application materials can be found online [here](http://pppm.uoregon.edu/prospective/nfpmchecklist) at <http://pppm.uoregon.edu/prospective/nfpmchecklist>.

Continuing on to a Master's Degree

Students who choose to remain enrolled and enter a Master's degree program (such as the Master of Nonprofit Management: <http://pppm.uoregon.edu/grad/nonprofit-master>) may do so if they meet the admission requirements of the Master's degree. Credits earned in the Certificate can be applied toward the Master's degree.

ADMISSION GUIDELINES

Useful information about the University of Oregon can be found in the *University of Oregon Catalog* and the *Graduate Admission Supplement*. The catalog is available online; <http://uocatalog.uoregon.edu/>.

Application Procedures

To be admitted to the graduate certificate in nonprofit management program, you must (1) be admitted to the University of Oregon and, (2) have completed a bachelor's degree from an accredited four-year college or university.

If you have never enrolled before as a University of Oregon graduate student, the following additional documents must be submitted to the Office of Admissions, 1217 University of Oregon, Eugene OR 97403-1217.

1. University of Oregon Graduate **Admission Application*** available at: http://gradweb.uoregon.edu/online_app/application/guidelines2.htm . If you are applying to more than one program at the University of Oregon, you must complete one Graduate Admission Application per program. There is a checkbox on the application form, to avoid paying a second application fee.
2. A comprehensive employment and educational **resume**.
3. A typed **statement** expressing a clear specification of your professional goals, and an explanation of how completion of the certificate will contribute to the attainment of these goals (two to three pages). The written statement is extremely important. It is evaluated closely to determine the certificate program's relevance to an applicant's education and career goals. The statement is also used to evaluate the applicant's writing ability.
4. Current **transcripts*** of all grades in courses taken toward the bachelor's degree and of any other college-level work.
5. Two **letters of recommendation***. The letters can be from either academic or nonacademic sources on the recommender's business letterhead or using the PDF form at the website http://pppm.uoregon.edu/sites/pppm.uoregon.edu/files/downloads/pdf/gs_620.pdf .
6. The Graduate Record Examination (GRE) is **not required**; however, if you think it will strengthen your file you can submit your GRE score.

**Students who are currently enrolled in graduate degree programs at UO may use transcripts and recommendations from their graduate admissions file as application materials for the Certificate. In these cases, the student is responsible for making sure the PPPM Department receives the materials. Currently enrolled UO graduate students must provide a current resume and statement.*

Deadlines: You are responsible for making sure that all the application materials reach the department prior to the application deadlines. We are unable to consider incomplete files. Please retain a copy of the materials for your records. Once the file is complete, the application will be reviewed for admission. Deadlines for application are the first day of August (Fall), November (Winter), February (Spring) and May (Summer).

The Nonprofit Certificate Admissions Committee meets after each application deadline to evaluate application materials. Each applicant is notified by mail of his or her status as soon as the committee has completed its deliberations. Admission is based on the applicant's nonprofit sector experience or interest, the content of the statements describing professional goals, and the relationship of the program to his or her achievement. A student admitted into the program is expected to maintain a 3.00 grade point average.

Student Recruitment

The department strongly encourages applications from individuals regardless of race, age, sex, religion, or physical handicap. We strongly encourage women and minorities to apply. We recognize that affirmative action and equal opportunity begin with the recruitment process of potential professionals. We also recognize the need for students to develop a capacity to function in organizational settings with diverse work forces, clients, and other groups.

For more information

School of Architecture & Allied Arts
Graduate Certificate in Nonprofit Management
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Course List and Annual Schedule

University of Oregon Department of Planning, Public Policy and Management

Course #		Course Name	Scheduled Quarter
PPPM 680	4 credits	Managing Nonprofit Organizations	Fall
PPPM 581	4 credits	Fundraising for Nonprofit Organizations	Winter and Summer
PPPM 684	4 credits	Public and Nonprofit Financial Management	Spring
PPPM 586	2 credits	Philanthropy and Grant Making Seminar	Spring
PPPM 522	1 credit	Grant Proposal Writing	Every quarter, two sessions only

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Application files for the Certificate program are reviewed for admission on a quarterly basis. Deadlines for application are Aug. 1, Nov. 1, Feb. 1, and May 1. Details regarding application requirements can be found on the nonprofit management certificate guidelines at <http://pppm.uoregon.edu/grad/nonprofit>.

The PPPM Department has a variety of courses that qualify as nonprofit certificate program electives. Examples include Strategic Planning Management, Program Evaluation, Nonprofit Board Governance, Volunteer Management, Nonprofit Management Consultancy, Nonprofit Legal Issues and many others.

Students may also receive elective credits for nonprofit-relevant courses offered elsewhere on campus, in departments such as Law, Arts & Administration, Historic Preservation, Environmental Studies, International Studies, Museum Studies, Business, Journalism, and others. For authorization to receive Certificate credits for a course taken outside the PPPM Department, or for other information about the Certificate, please contact the program director.

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