

# Master of Arts in Nonprofit Management (MANM)

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### Program Mission

The Mission of the Master of Arts in Nonprofit Management degree program is to prepare individuals for exemplary professional leadership in nonprofit organizations. The MANM trains professionals to exercise managerial and leadership expertise in support of any nonprofit organization's mission. This includes human service, religious, educational, community development, health care, arts and culture, environmental, foundation, or any other 501(C) enterprise. The curriculum helps students hone their skills and enhance their career opportunities as a professional in the nonprofit world, learning from some of the most successful nonprofit professionals in Southern California.

### Program Objectives

Students completing this degree will be able to demonstrate their ability to do the following:

1. Develop mission-based programs and evaluate program alignment to desired outcomes.
2. Identify resource development needs and design strategies to meet them.
3. Demonstrate a managerial perspective on the administrative functions of a nonprofit organization.
4. Analyze, design and implement nonprofit governance structures and practices.
5. Demonstrate the ability to create and execute strategies to maximize organizational impact, aligned with institutional mission.
6. Formulate strategies to maintain and renew an organization based on its life cycle stage of development.
7. Demonstrate professional presence and communication competencies, including skills in meeting management, oral presentation, writing, and interpersonal effectiveness.

### Program Overview

The MANM degree is offered to students with an accredited bachelor's degree and a strong professional interest in the nonprofit sector, working either on the program or executive staff of a nonprofit, as a trustee of a nonprofit, or as a highly-involved volunteer in a nonprofit.

The curriculum is 48 quarter-units, offered in six quarters of full time enrollment over 18 months. The program admits students in the Fall and Spring quarters. The student attends class on Tuesday night and visits the sites of exemplary Los Angeles area nonprofit organizations on two Saturdays each quarter. As soon as an applicant is accepted into the MANM program, the student is given the program calendar for the entire six quarters of study.

In addition to classwork, each student undertakes one unit of supervised Field Work each quarter. The site and focus of the field work are chosen by the student and supervised by an MANM faculty member. The student is encouraged to use the Field Work as an opportunity to become involved in a variety of nonprofit organizations and activities and to expand her or his professional experience.

The MA in Nonprofit Management degree is taught using an adult cohort education model. Students stay with the same cohort of students for the six quarters of the program, and thus develop a strong learning community for their studies as well as colleagues who will be part of their continuing professional network after they complete the degree.

### The Certified Nonprofit Professional (CNP) Credential

In addition to the MA in Nonprofit Management Degree, a student has the option of simultaneously pursuing the designation of Certified Nonprofit Professional (<http://www.nonprofitleadershipalliance.org>) (CNP) through Antioch Los Angeles' Collegiate Partnership with the Nonprofit Leadership Alliance, a national organization and network of nonprofit professionals.

Students who wish to qualify for the CNP engage in a variety of additional activities while enrolled in the MANM degree program. They belong to the NLA at AULA student group. Through their CNP activities, they enhance leadership abilities and work with others to plan, organize, and deliver meaningful volunteer-driven services in the local community.

Students who wish to apply for the CNP credential qualify for membership in the Association of Certified Nonprofit Professionals, and are immediately connected to thousands of CNPs in leadership positions in nonprofit organizations in the US and abroad.

### Transfer Credit Eligibility

Units earned in other graduate programs cannot be transferred into the MANM degree program.

### Advanced Standing

AULA undergraduate students may be eligible for Advanced Standing in the MANM program if they satisfy the following requirements:

1. Application to the MANM program and provisional acceptance pending successful completion of the undergraduate degree.
2. One quarter of enrollment remaining in the undergraduate program.
3. Enrollment in the first Quarter of the MANM program, in either Fall or Spring Quarter, simultaneously with the last quarter of undergraduate enrollment.
4. Enrollment exclusively for 8 MANM units during the last quarter of BA enrollment. The student must not enroll in any other undergraduate units during the final quarter.

## **Degree Requirements**

### **Completion of Curriculum**

A student who is admitted to the MA in Nonprofit Management program must complete successfully all six quarters and 48 units of the program curriculum. The student must complete the six quarters in the sequence in which they are offered. If, for some reason, a student must take a leave of absence from the program for one or more quarter, the student then re-enters the program by joining another cohort and continues her or his studies, following the established sequence of courses (5100 through 5600) in the degree program.

In addition to the 7 units of coursework each quarter (MNM 5100, 5200, 5300, 5400, 5500, 5600) , the student registers for one unit of Field Work in Nonprofit Organizations (MNM 5100F, 5200F, 5300F, 5400F, 5500F, or 5600F) each quarter and undertakes a new field-based learning project for that unit.

### **Computer Requirements**

All MA in Nonprofit Management students are expected to demonstrate computer literacy with the Microsoft Office package (Word, Excel, PowerPoint) in all of their academic work. They are also required to use the Antioch University computer applications, including Antioch email, the Google Drive, Google Sites, myAntioch, and the Antioch learning management system, Sakai.

### **Graduate Writing Competency**

All course work in the Nonprofit Management program includes the assignment of written essays and reports, similar to those which are commonly required of professionals working in nonprofit organizations. Students are expected to meet standards for graduate-level competency in completing these assignments. This means that the student's writing demonstrates:

- Correct mechanics of writing (grammar, syntax, punctuation, paragraph structure, etc.)
- The ability to organize and develop ideas in a coherent and articulate format
- Independent critical thought and the ability to analyze and synthesize complex ideas and to develop sound arguments
- The ability to judge and write appropriately in response to the context, audience and purpose of the document
- The ability to include quantitative and other forms of data appropriately in a document, including correct choice and proficiency in use of appropriate software
- The proper use of APA style as the referencing format

Immediately upon entering the MA in Nonprofit Management program, all students complete a formal writing assessment. A writing coach then meets with the student to discuss the student's writing, how it has been assessed, and what remediation or augmentation, if any, is necessary for the student to complete the MA in Nonprofit Management program successfully. If the writing assessment indicates that continued work with a writing coach is required, the coach files a writing development plan with the program faculty, and the student must continue working with the writing coach to complete the writing development plan and to remain enrolled in the program. Students who do not attain graduate level writing skills will not be able to earn the degree.

An instructor may require that a student do additional work with a writing coach if she or he finds that the student's written course work is not at graduate level.

All students who desire help in preparing their written coursework for submission are encouraged to seek assistance from the coaches in the campus the Teaching and Learning Center and through the Antioch Virtual Writing Center.

### **Library and Research Skills**

Immediately upon entering the MA in Nonprofit Management program, all students receive training in library research skills. At the end of the training, students are assessed on their ability to use AULA Library resources for their academic work. If the assessment indicates that a student requires additional assistance to research and cite materials correctly in course assignments, further work on these skills will be added to the student's writing development plan.

## Plagiarism and Academic Honesty

Upon entering the MA in Nonprofit Management program, all students receive access to training and testing materials to assure their understanding of plagiarism and academic honesty. Students then sign an agreement that they will honor and uphold the University's standards of academic honesty and the requirements for correct recognition and citation of the work of others.

## Courses

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| MNM 5100  | Programs: Achieving the Mission                                  | 7 |
| MNM 5100F | Field Work in Nonprofit Organizations                            | 1 |
| MNM 5200  | Development: Advancing the Cause                                 | 7 |
| MNM 5200F | Field Work in Nonprofit Organizations                            | 1 |
| MNM 5300  | Administration: Managing for the Greatest Good                   | 7 |
| MNM 5300F | Field Work in Nonprofit Organizations                            | 1 |
| MNM 5400  | Structure and Governance: Stewardship Of the Common Good         | 7 |
| MNM 5400F | Field Work in Nonprofit Organizations                            | 1 |
| MNM 5500  | The Nonprofit System: Structures, Behaviors, Relationships       | 7 |
| MNM 5500F | Field Work in Nonprofit Organizations                            | 1 |
| MNM 5600  | Organizational Sustainability: Leading Toward a Preferred Future | 7 |
| MNM 5600F | Field Work in Nonprofit Organizations                            | 1 |