



UNIVERSITY OF CENTRAL FLORIDA

Nonprofit Management MNM Graduate Program Handbook

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Nonprofit Management MNM

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Introduction

Master of Nonprofit Management Program Vision:

The University of Central Florida's Master of Nonprofit Management program is an international leader in graduate nonprofit management education and research, providing the highest quality graduate public service education for careers in the nonprofit sector. In partnership with the community, the program positively impacts the nonprofit sector through a contemporary curriculum, innovative instruction, and scholarly and applied research.

Master of Nonprofit Management Program Mission:

The Master of Nonprofit Management program prepares students for professional public service leadership in the nonprofit sector through a competency-based curriculum set on a foundation of ethical principles, community engagement, and scholarship that creates usable, relevant knowledge to address complex societal issues in Central Florida and beyond.

Graduate Student Orientation

The School of Public Administration hosts a graduate student orientation at the beginning of the fall and spring semesters. The orientation focuses on subjects that are specific to your program and your career as a graduate student in the College of Community Innovation and Education. Students are strongly encouraged to attend the orientation as it supports successful transition into the master-level program and student success. Students receive an e-mail notice of the date and time of the orientation shortly before the semester begins. The DPA Graduate Student Orientation is open to both new and continuing master's students.

The School of Public Administration's Master of Nonprofit Management is completely online and provides opportunities for students to prepare for employment or career advancement as administrators in nonprofit management. The program is intended to produce graduates equipped with the nonprofit management skills and analytical skills needed for successful careers in the nonprofit sector.

Course of Study

The MNM program consists of 36 credit hours. Each student completes a core of 30 credit hours (10 courses), 3 credit hours of a restricted elective course, and the options of 3 credit hours of an elective, or all 6 credit hours in National Nonprofit Leadership Alliance. Courses and credit hours used for undergraduate degrees cannot be counted toward the MNM degree. While the MNM program may be taken completely online, some MNM courses are also offered at the UCF Orlando campus in the evenings, at the UCF Brevard campus, and other off-campus sites.

Graduation Requirements

Students must achieve a grade of "B- (80%)" or better in every course listed under required courses. Students must maintain a graduate status GPA of 3.0 or higher.

Courses

For the most up-to-date information on course offerings, please see the UCF Graduate Catalog at catalog.ucf.edu/content.php?catoid=4&navoid=241.

To receive the MNM degree, students are required to earn a grade of "B" or better (3.0) in each core course and maintain an overall GPA of 3.0 in their program.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

Plan of Study (POS)

The Plan of Study is a listing of courses agreed to by the student and the School of Public Administration specifying the courses the student must satisfactorily complete in order to fulfill the degree requirements for the MNM and be eligible for graduation. The POS must be defined during a student's first semester of enrollment. Once created, the Plan of Study may not be altered solely due to poor academic performance and the student must maintain satisfactory progress as defined above in all courses in the Plan of Study.

The Plan of Study must include a minimum of 30 credit hours of graduate-level coursework (5000 level or higher) and at least half of the plan of study must be 6000-level courses. At the graduate level, a class load of nine credit hours is considered full time in the spring and fall, and six credit hours is considered full time during a summer term. The average course load is two courses or six credits per semester, allowing students to complete their degree in two to three years.

Advising

The master's program is committed to providing the support that our students need to ensure a successful journey to completion of their degrees. To that end, you may request to meet with your graduate adviser or the Academic Services Coordinator at any time.

You may contact your program adviser by mail or by phone at 407-823-2604. The PA office is located in the = Health and Public Affairs (HPA) Building II, Suite 241.

It is the student's responsibility to keep abreast of all program requirements needed for graduation. Program regulations will not be waived because a student pleads ignorance or claims the adviser failed to keep them informed. Please review the "General University Policies" as well as the "General Graduate Policies" in the UCF Graduate Catalog (catalog.ucf.edu/content.php?catoid=4&navoid=235).

In addition to the academic advising and student support provided by the School of Public Administration, the College of Community Innovation and Education also provides the Graduate Services Office (GSO). The GSO's purpose is to provide support specifically to graduate students and graduate programs in the college. The Graduate Office is available to answer student questions and provide assistance with many of the processes involved in the university system. They can provide information about the application, registration, graduation and appeals processes in addition to many other requirements and policies affecting graduate students.

Office location: HPA 1, Suite 343
Phone: 407-823-4025

To schedule an appointment or contact them at: cciegrad@ucf.edu

Website: ccie.ucf.edu/

Transfer of Coursework from Other Institutions

Students should discuss the transfer of graduate credits from other institutions or from another graduate degree program with an adviser. The final decision on the acceptance of transfer credit rests with the MNM Program Director. To facilitate the evaluation of transfer credit, the student should provide a syllabus and a catalog course description. In addition, students must have official transcripts on file with UCF for the institution attended. Approved transfer credit is **rarely** substituted for existing core requirements, but may be considered as part of the elective requirements. No more than nine credit hours may be transferred into your plan of study.

Reference: 2018-2019.handbooks.graduate.ucf.edu/Content/Policies.aspx

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For policies including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g., surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: catalog.ucf.edu/index.php?catoid=4 > Policies > General Graduate Policies.

School of Public Administration Research

Public Administration Faculty Research Experts focus on local governmental and nonprofit organizations, publishing in the top journals of our field such as the Journal of Public Administration Research and Theory, Administration & Society, and Public Administration Review (PAR). Based on their research and education, our

faculty members have expertise in budgeting and finance, civic engagement and citizenship, emergency management, nonprofit organization management, organizational management, program evaluation and performance measurement, and urban and regional planning. For additional information, please visit cohpa.ucf.edu/faculty-research/.

The Center for Public and Nonprofit Management (CPNM) at the University of Central Florida is a recognized academic center that utilizes collaborative partnerships between faculty members, students and community members to improve the understanding and practice of public and nonprofit management through research, teaching, and service. They serve the public and nonprofit sectors' research, education, and service needs in the Central Florida community and beyond. The CPNM operates solely on funding external to the State University System. For additional information, please visit cohpa.ucf.edu/cpnm/.

Financial Support

Financial Support provided to master's students by the university is limited to fellowships, graduate assistantships, tuition support and health insurance. Federally funded financial aid in the form of student loan programs may be available for graduate students based on eligibility. Students interested in federally funded financial aid information should check the UCF Office of Student Financial Assistance website at finaid.ucf.edu/.

The College of Community Innovation and Education is allocated a limited number of university-funded fellowships that are awarded on an academically competitive basis to the highest qualified graduate students in the college. Generally, these fellowships are awarded annually during February to April to newly admitted students for the upcoming academic year (Fall/Spring).

In addition to the academic-based fellowships for incoming students, the Graduate Presentation Fellowship provides funding for current master's, specialist, and doctoral students to deliver research papers or participate in comparable creative activities at a professional meeting. Students must be the primary author and presenter. To review the award requirements and apply online, see graduate.ucf.edu/presentation-fellowship/.

Depending on available funding, the Department of Public Administration may offer a limited number of Graduate Assistantships to highly qualified graduate students who are interested in working in the department 20 hours per week. Graduate Assistants may assist with the administrative activities of the department or support department grants or special projects.

Support to Graduate Assistants is provided in the form of bi-weekly paychecks through the university's standard payroll process. In addition, qualifying assistantships receive tuition remission and health insurance. Qualifying assistantships include single appointments of at least .50 FTE (20 hrs/week) or two appointments of at least .25 FTE (10 hrs/week). Tuition remission is in the form of either tuition waivers or tuition payments that cover in-state (resident) tuition. Nonresident students with financial packages are not charged out-of-state tuition or the nonresident financial aid fee.

Graduate Assistant positions are highly sought after, and the Department of Public Administration recruits individuals who have shown exceptional academic performance through their grade point averages. Graduate Assistants must be:

- Enrolled in the Master of Nonprofit Management and attend full-time,
- Able to work 20 hours per week, generally during regular business hours,
- Maintain good academic standing (GPA 3.0 or higher), and
- Willing to commit to a minimum of one year.

For complete information about Graduate Fellowships and Assistantships and the eligibility requirements, please visit 2018-2019.handbooks.graduate.ucf.edu/Content/FinancialInfo.aspx.

Graduate Student Associations

AFP

The Association of Fundraising Professionals (AFP) represents more than 27,000 members in 180 chapters in the United States, Canada, Mexico, and China working to advance philanthropy through advocacy, research, education, and certification programs. UCF is seeking to become the third collegiate AFP chapter in the nation. Student members have an excellent opportunity to learn the processes involved in fundraising as well as establish a fundraising professionals' network. Contact the Department of Public Administration for membership information at 407-823-2604.

The Graduate Student Association (GSA)

GSA is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://www.facebook.com/groups/UCFgsa/) . For individual department or graduate program organizations, please see program adviser.

Other Related Organizations

Pi Alpha Alpha (PAA)

Pi Alpha Alpha is the National Honor Society for Public Administration. The purpose of this society is to recognize academic excellence and promote ethical and responsible public service. PAA membership identifies those with the highest performance levels in educational programs preparing them for the public service careers. Membership is open to undergraduate and graduate students who have been nominated on the basis of their academic achievement.

ASPA and NFBPA

MPA students are eligible for discounted membership in the American Society for Public Administration (ASPA). ASPA is the professional association for public administration. ASPA affords its members opportunities to participate in its annual and regional conferences, local chapters and national sections. The Central Florida Chapter of ASPA meets regularly featuring speakers from local and state government. The National Forum for Black Public Administrators (NFBPA) also encourages MPA students to participate in its activities on behalf of minority professionals in the public sector, and sponsors a mentorship program.

ICMA

The International City and County Management Association (ICMA) is an association of professional city and county managers who manage the affairs of the public sector. ICMA offers a student membership that permits the student to attend the annual conference at a reduced registration fee.

MPA-SA

Officially granted registered student organization (RSO) status in October of 2008, the Masters of Public Administration Student Association (MPASA) was founded by a group of University of Central Florida (UCF) graduate students with the desire to enhance the graduate experience for master's candidates of the degree programs offered by the Department of Public Administration. These students noticed a void of graduate programming, encouragement of public service, as well as student professional and social networking that needed to be filled and decided to take the active steps to fill it. With the firm support of the Department of Public Administration, MPASA was created in order to fill that void by promoting the virtue of public service, fostering closer ties between students and public sector agencies, and facilitating discourse among students and

administrators concerning the future and direction of UCF's Department of Public Administration graduate programs.

OPA

The Organization for Public Administration (OPA) was founded in 2001 at the University of Central Florida for the purpose of enhancing the Public Administration student's learning experience by acquainting them with job opportunities, career options, networking, and knowledge of the field via special guests. In addition, OPA members provide services to the community, both locally and on campus, by organizing career fairs for the Public Administration students and participating in the county government's Adopt-A-Precinct project. OPA members also benefit from yearly trips across the country and site visits! It is the mission of OPA to provide developmental and educational opportunities for its members and to promote student interest and involvement in Public Administration.

To learn more about the department's student organizations, please visit cohpa.ucf.edu/publicadmin/student-organizations/.

Professional Development

Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA)
This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program**
This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information: fctl.ucf.edu/ > Events > GTA Programs or call 407-823-3544.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. It is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, contact researchweek@ucf.edu.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

Award for Excellence in Graduate Student Teaching – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Master's Thesis – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see the College of Graduate Studies website graduate.ucf.edu/awards-and-recognition/.

Other

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu/.

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

The Public Administration Internship Program provides students with work experiences that expose them to government and nonprofit organizations and their operations. Students without practical administrative experience in the nonprofit sector are strongly advised to complete an internship as part of their elective area. For additional information, please visit cohpa.ucf.edu/publicadmin/internships/.

The National Association of Schools of Public Affairs and Administration offers information about general, US government, state and local government, nonprofit, and international job opportunities. You may visit naspaa.org/students/careers/joblinks.asp.

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.

- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Nonprofit Management MNM](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Register for Classes](#)
- [School of Public Administration](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

Blessett, Brandi

College: College of Community Innovation and Education

Disciplinary affiliations: Nonprofit Management

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Feldheim, Mary Ann *

College: College of Community Innovation and Education

Disciplinary affiliations: Nonprofit Management

Research interests: Capacity Building, Volunteer Management

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Kapucu, Naim *

College: College of Community Innovation and Education

Disciplinary affiliations: Nonprofit Management

Research interests: Collaborative Governance, Emergency and Crisis Management, Decision-making in Complex Environment, Organizational Learning and Design, Civil Society, Scholarship of Teaching and Learning

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