

MASTER OF NONPROFIT LEADERSHIP

SEATTLE UNIVERSITY
CENTER FOR NONPROFIT AND SOCIAL ENTERPRISE MANAGEMENT



PROGRAM HANDBOOK Academic Year 2011-2012

To be used in conjunction with the
Seattle University Graduate Bulletin of Information

PHONE: (206) 296-5440
FAX: (206) 296-5402

For updates throughout the year, please log on to:
<http://www.seattleu.edu/artsci/mnpl/>

TABLE OF CONTENTS

Seattle University Map -

http://www.seattleu.edu/campus_community/visit_campus/campus_maps/main_campus_map/

Academic Calendar -

http://www.seattleu.edu/events/list_ac.asp

MNPL Faculty and Staff Directory.....	3
CNSEM Mission, Vision, and Values Statements.....	4
Nondiscrimination Policy.....	5
MNPL Faculty Biographies.....	6-7
MNPL Policy Memorandum	
A. Introduction.....	8
B. General Curriculum Plan.....	9
C. Academic Advising.....	9-10
1. Registration	
2. Graduation	
3. On-Leave Status	
4. Tuition Rates	
D. Academic Standards.....	10-13
1. Grading Policy	
2. Attendance Policy	
3. Assignments Prior to the First Class of a Course	
4. Calculation of Graduate GPA	
5. Probation Policy	
6. Extensions for Incomplete Academic Work, 'I' and 'N' Grades	
7. Student Ethical Standards	
8. Student Professional Competence	
9. Classroom Decorum	
10. Appeals Policy	
E. Communications.....	14
1. The MNPL Office	
2. Current Contact Information	
3. E-mail	
4. MNPL Web Page	
5. Angel Site for Courses	
6. Publications of Interest to Students	
F. Mentor Program.....	15
Career Services.....	15
Additional Graduate Student Services.....	16-17
Registering for Classes.....	18
Course Tracking Worksheet & Schedule.....	19

Master of Nonprofit Leadership Faculty and Staff Directory

<u>FACULTY AND STAFF</u>	<u>TITLE</u>	<u>PHONE</u>	<u>E-MAIL</u>
Michael Bisesi, Ed.D.	MNPL Director and Professor	296-5435	bisesim@seattleu.edu
Michelle Anderson	Administrative Assistant	296-5440	andersom@seattleu.edu
Noreen Elbert, M.P.A., Ed.D	Assistant Professor	296-6288	elbertn@seattleu.edu
Maureen Feit, Ph.D.	Visiting Assistant Professor	296-5457	feitm@seattleu.edu
Danielle Potter, M.P.A.	Deputy Coordinator	296-6143	potterd@seattleu.edu
James E. Sawyer, Ph.D.	Associate Professor	296-5457	jsawyer@seattleu.edu
Kasa A. Tupua Pierson, M.A., M.P.A.	MNPL Coordinator	296-5437	tupuak@seattleu.edu

LECTURER FACULTY

IMPORTANT PHONE NUMBERS (PREFIX 296)

William Braswell, MA	Athletics (Connolly Center)	6400
Stella Chao, MSW		
Jon Fritzberg, MNPL	Book Store	5820
Deborah Gohrke, Ed D	Career Services Center	6080
Lee Harper, MNPL	Computer Labs	6237
Michael Shadow, JCD, PhD	Counseling Center	6090
	Financial Services (option 2)	2000
	Graduate Admissions (option1)	2000
	International Student Center	6260
	Disabilities Services	5740
	Lemieux Library	6233
	Public Safety	5990
	Registrar (option 3)	2000
	Student Accounts (option 2)	2000
	Student Health Center	6300
	Technology Information (Helpdesk)	5571
	Writing Center	6239

MISSION, VISION, AND VALUES OF THE CENTER FOR NONPROFIT AND SOCIAL ENTERPRISE MANAGEMENT

MISSION STATEMENT

Seattle University's Center for Nonprofit and Social Enterprise Management educates working professionals for positions of responsibility and leadership in the nonprofit sector and the public service. The Center, consistent with the Mission of Seattle University, "is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world."

Students and graduates are expected to meet high standards of professionalism, trust, and stewardship. The Center's academic program is responsive to the evolving character of the nonprofit sector and to the changing problems our nonprofit leaders confront.

The Center serves neighboring communities, the region, and beyond with applied research, collaborations, training, and consultation.

VISION AND VALUES

Our Students:

- Are individuals with the capabilities and commitment to improve their leadership capacity in nonprofits
- Are individuals with a high potential to move into leadership roles in nonprofits
- Bring to their degree work relevant professional experience
- Are representative of diverse populations
- Are committed to the nonprofit sector
- Are committed to intellectual development and life-long learning

Our Classes:

- Consider ethics and values
- Balance education in management, leadership, and resource development
- Emphasize concern for developing the entire person
- Are designed to meet student needs, and are added and removed to reflect evolving student needs
- Balance theory and application
- Emphasize the interdependency of the nonprofit, governmental, and for-profit sectors
- Emphasize cutting-edge knowledge
- Provide the highest quality of teaching
- Emphasize experiential modes of learning
- Are responsive to the needs of working students
- Emphasize high levels of interaction among faculty and students

The Center for Nonprofit and Social Enterprise Management places high value on:

- Collegial decision making
- Mutual respect between faculty, staff, and students
- Students and faculty making a difference in public and nonprofit agencies
- Serving the community
- Graduating students who are sought by nonprofit and government agencies for responsible professional positions
- Contributing to the quality, the reputation, and the resources of Seattle University
- Maintaining helpful, functional, complementary relations with related programs at Seattle University

NONDISCRIMINATION POLICY

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices.

All University policies, practices, and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character.

Inquiries relating to these policies may be referred to the University's Associate Vice President of Human Resources and Equal Opportunity Officer.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact any one of the following Title IX coordinators:

Jerry Huffman

Assistant Vice President of Human Resources
Equal Opportunity Officer
University Services Building 107
(206) 296-5870
huffmaje@seattleu.edu

Dr. Michele Murray

Vice President for Student Development
STCN 140B
(206) 296-6066
mmurray@seattleu.edu

Jacquelyn Miller

Associate Provost for Academic Affairs
Administration Building 104
(206) 296-5446
jcmiller@seattleu.edu

FACULTY BIOGRAPHIES

Michael Bisesi, Ed.D. Director and Professor

Michael Bisesi is Professor and Director of the Center for Nonprofit and Social Enterprise Management at Seattle University. Previously, he served as Managing Director of Program Services at the Greater Houston Community Foundation, as Senior Vice President at the United Way of the Texas Gulf Coast, and as Associate Dean of the College of Business Administration at the University of Houston.

Dr. Bisesi serves on the board of the Workforce Development Council of Seattle-King County and on the board of the World Association for Children and Parents. In addition, he chairs the Public Policy Committee at the United Way of King County and is a member of the Pacific Northwest Convergence Consortium, a collaboration of public broadcasters, libraries, museums, and educational institutions.

Professor Bisesi holds a BS from the University of Texas at Austin, an MS from Indiana University, and an EdD from the University of Houston.

Noreen Elbert, Ed.D Visiting Assistant Professor

Noreen Elbert is Director of the Bachelor of Public Affairs (BPA) program at Seattle University. She teaches in the BPA, Master of Public Administration, Master of Nonprofit Leadership, and Master of Fine Arts in Arts Leadership programs. Dr. Elbert has over 10 years experience in leadership positions within the nonprofit sector. She was Director of Outdoor Ministries for the Catholic Youth Organization and Executive Director of a local youth services agency.

Her teaching and research interests focus on nonprofit executive director issues, leadership, and interpersonal behavior.

Dr. Elbert volunteers each week in her children's public school classrooms. She finds joy in teaching all ages and learns new lessons in leadership on a regular basis.

Noreen Elbert holds a Doctorate in Educational Leadership and Master of Public Administration from Seattle University.

Maureen Emerson Feit, Ph.D.
Visiting Assistant Professor

Maureen Emerson Feit holds a Ph.D. in cultural anthropology from the University of Michigan. Maureen has more than 15 years of leadership experience in the nonprofit sector, primarily with community-based social change organizations. She served as Associate Director at Communities Schools Collaboration, and as chief development officer at Casa Latina, OneAmerica and Powerful Voices.

James E. Sawyer, Ph.D.
Associate Professor

Jim Sawyer completed his baccalaureate degree in Psychology and began his professional career managing and providing technical assistance to community employment programs for the economically marginalized. He also served on the Governor's staff of the State of Utah, advising on human resources policy. Later he completed his doctoral studies in Economics at the University of Utah. After receiving the degree, he served on the Social Work faculty of West Virginia University and the Economics faculty of Oregon State University. He joined Seattle University's Institute of Public Service in 1977. Sawyer served as the IPS director between 1978 and 1981. He also served as chair of the undergraduate department of Political Science.

Jim's teaching repertoire includes Economic Analysis and Management Control. Recently, Jim held the endowed Gaffney Chair, during which time he worked in the electronic government and democracy, and continued his research in capital theory.

His scholarly interests pertain to "paradigm failure," or the collapse of intellectual models that have become outdated in their ability to explain and predict. A 1987 book, *Why Reaganomics and Keynesian Economics Failed*, explored the disequilibrium implications of the conventional macroeconomic paradigm.

CENTER FOR NONPROFIT LEADERSHIP AND SOCIAL ENTERPRISE MANAGEMENT
MASTER OF NONPROFIT LEADERSHIP
POLICY MEMORANDUM

A. INTRODUCTION

This handbook describes some of the key guidelines and requirements of the MNPL program. For the most part these are policies that are specific to the Center for Nonprofit and Social Enterprise Management. This document is not meant to replace the Seattle University Graduate Bulletin of Information. You should supplement this material with information contained in that publication, as well as in the MNPL’s Newsletter and the Seattle University Student Handbook to obtain a complete picture of University policy. Also note that the most current version of this document can be found on the MNPL Website.

You are responsible for completing coursework, attending to deadlines, adhering to policies and guidelines, initiating petitions and in other ways managing your academic program. When in doubt, please do not hesitate to ask any MNPL faculty and staff member for assistance, who are here to facilitate your individual professional growth through completion of your MNPL degree. We will attempt to assist you in every possible and reasonable way to complete your degree in a timely fashion.

B. GENERAL CURRICULUM PLAN

The MNPL program requires 51 credits through 14 courses offered over 22 months. These credits must be completed with a grade-point average of 3.0 or higher. You must receive a grade of at least a ‘C’ in a required course to count it toward your degree.

1. Required Coursework

All students are required to take the following three to six-credit required courses for a total of 51 credits:

51 credits, including:

- NPLR 525 Leadership and Interpersonal Behavior 6
- NPLR 515 Introduction to the Nonprofit Sector 6
- NPLR 544 Persuasive Communication3
- NPLR 535 Planning3
- NPLR 537 Boards and Volunteers.....3
- NPLR 536 Management Analysis & Control.....3
- NPLR 540 Program Evaluation.....3
- NPLR 542 Strategic Marketing3
- NPLR 543 Resource Development 6
- NPLR 538 Leading Staff3
- NPLR 539 Service Quality Leadership3
- NPLR 541 Public Policy, Advocacy, & Collaboration3
- NPLR 547 Global Civil Society3
- NPLR 590 Summary Project3

	Summer	Intersession	Fall	Winter	Spring
First Year		NPLR 525	NPLR 515 NPLR 544	NPLR 535 NPLR 537	NPLR 536 NPLR 542
Second Year	NPLR 543 NPLR 547		NPLR 538 NPLR 540	NPLR 539 NPLR 541	NPLR 590

C. ACADEMIC ADVISING

We encourage you to maintain regular and appropriate contact with your MNPL advisor, i.e., the MNPL Coordinator. Your advisor is responsible for assisting you with your academic and career planning, including course scheduling, and university policies and procedures. The MNPL Coordinator will keep up-to-date a degree planning record to track your degree progress. However, you have the primary responsibility for meeting deadlines and initiating contact with your advisor.

1. Registration

Registration procedures reflect both University and the CNSEM policy. You are responsible for timely payment of tuition in order to avoid late fees. All registration for classes is done via suonline.seattleu.edu.

Each quarter you will be assigned a specific registration time by the registrar. This is sent to you via your Seattle University e-mail. Registration times are assigned according to the number of completed credits. If SU Online indicates a course is closed, contact the CNSEM office.

The quarterly course time schedule is available at suonline.seattleu.edu. Select 'Search for Classes'. Select the term and the subject, then click on 'Submit' at the bottom of the page.

2. Graduation

a. Degree Application

Application for graduation must be submitted to the Registrar's office. The forms are available in the CNSEM office as well as the Registrar's office. Graduation deadlines for each quarter are listed in the Graduate Bulletin of Information. The filing deadline is:

November 1, 2011 – Spring Quarter 2012 graduation

November 1, 2012 – Spring Quarter 2013 graduation

To apply for graduation, follow these steps (as per the Graduate Bulletin):

- 1) Consult with your advisor, either in person or on the phone, to identify all remaining required courses and remaining elective credit hours.
- 2) Complete the "Application for Graduation" form found on SU Online (suonline.seattleu.edu) under Academic Profile.
- 3) Submit completed form to the Registrar's office.

To graduate and receive a diploma, all required coursework must be successfully completed, with a minimum cumulative grade point average of 3.00. All requirements for the degree must be completed within six years after course work is begun.

b. Commencement with Deficiencies

- 1) Graduate students who have six or fewer credits of degree requirements remaining to be satisfied and who meet the grade point standards for their degree programs are eligible to participate in commencement exercises held in June.
- 2) The commencement program will include the names of those who commence with deficiencies; however, asterisks will note those students who have not fulfilled all requirements. Students commencing with deficiencies will not receive their diplomas until all requirements for graduation have been completed. When degree requirements are fulfilled and forms submitted, degrees and honors will be posted and diplomas will be issued. Students' names will appear in the commencement program the following June.

- 3) Students must notify the registrar when they have completed degree requirements by submitting the form, "Request for Certification of Degree Completion After Commencement with Deficiencies."
- 4) Students may only participate in one commencement.
- 5) Students who have not completed their degree requirements and submitted the completion form within 12 months of participation in commencement will be held to the catalog requirements in effect at the time they petition for their degree certification.

3. On-leave Status

If you find it necessary to stop out for a quarter or two, please inform your advisor and the CNSEM so we can keep you on the mailing list for future notices and newsletters.

4. Tuition Rates

The MNPL tuition rate as listed in the catalogue and the quarterly bulletin applies to all MNPL courses. Coursework in other Seattle University departments may have different tuition rates.

D. ACADEMIC STANDARDS

You must achieve an overall grade-point average (GPA) of 3.00 to receive a graduate degree. Pass/fail courses such as internship and independent study work do not affect your GPA.

1. Grading Policy

The MNPL program is a professional program, and its grading policy reflects this orientation. Student performance is evaluated by the MNPL instructors, much in the same way that a manager would evaluate the performance of a professional employee.

Grading criteria include:

- a. the quality of the academic work; and
- b. the degree of responsibility and initiative demonstrated.

Students who receive 'A' and 'B' grades will have completed assigned work in responsible fashion within course guidelines. A 'C' grade is the minimum passing grade in graduate school. Any 'C' grades received must be balanced by 'A' grades so that the student maintains a 'B' average (3.00). Typically, but not in all cases, a faculty member will include grading criteria with the syllabus.

2. Attendance Policy

As a general rule, students are required to attend at least 80% of scheduled class sessions to receive credit for an MNPL course. At their discretion, and as indicated in a course's syllabus, faculty may require a higher rate of attendance or may permit absences only for particular reasons. Under extenuating circumstances and upon request, the instructor of a course may waive the 80% rule for an individual student. As an option to denying credit or reducing the grade for excessive absence, instructors may choose to offer the student the option of completing additional work to compensate for missed classes.

3. Assignments Prior to First Class

Saturday classes most often have reading and/or written assignments. These assignments will be emailed to your Seattle University email address prior to or at the start of the quarter. You can forward your e-mail from Seattle University to your other preferred address – see section E, number 3. If you do not receive this information, please

call the CNSEM office at 206-296-5440. If you register late for a Saturday class, contact the instructor or the CNSEM office to forward the assignments to you.

4. Calculation of Graduate GPA

The cumulative GPA listed on the quarterly transcripts may or may not accurately reflect your graduate GPA. Usually, this cumulative figure includes all post-baccalaureate work taken at Seattle University. However, not all such work may be counted toward the MNPL degree, hence the possible discrepancy.

The GPA relevant to successful completion of the program is that which reflects courses approved for your MNPL degree. The program log in your student file will list such courses. Should you have questions about this information, please consult with your advisor.

Grades earned in courses below the 400 level, are not used in computing your graduate GPA. Grades of 'I' do not affect your grade-point average.

5. Probation Policy

a. Probationary Admit

If your undergraduate GPA is less than 3.00, but if your professional experiences and letters of evaluation indicate an ability to succeed in the MNPL program, you may be admitted on probation. Your probationary status will be reviewed after you have completed three required core MNPL classes.

The CNSEM director must approve these classes. While on probation, you cannot register for an internship or an independent study.

When you have completed these three courses, the Director will review your status. If you have received at least a grade of 3.00 for the three courses, you will be removed from probation and may continue the program. If you receive a grade below 3.00 in any single course, you may be required to withdraw from the program. If your overall GPA is below 3.00, you will be required to withdraw from the program.

(You are not required to complete the three courses in any particular time period. However, you remain on probation until they are completed).

b. Probation after Admission

There are specific University policies for Graduate Academic Probation. Consult the Graduate Bulletin. These policies below are in addition to the University Policies. If your cumulative GPA in courses applicable to your MNPL falls below 3.00, you are placed on academic probation. You may be placed on probation if you drop two courses in a quarter or if you drop a course in two consecutive quarters. The probationary status applies to the next three core courses you take applicable to your MNPL degree. The following requirements apply to course selection during this academic probationary period:

- a. all classes must be approved by your MNPL advisor and the CNSEM Director;
- b. all three classes must be within the MNPL program; and
- c. you cannot register for an internship, independent study, or the Summary Project (NPLR 590) while on probation.

For those on probation for a low GPA, when you have completed the three classes, the CNSEM Director will review your status and the following may apply:

- a. if you have raised your overall GPA to at least 3.00, you will be removed from academic probation;
- b. if your GPA has dropped even farther, you will be required to withdraw from the program; or

- c. if your GPA remains below 3.00, but has not fallen farther, you may petition for an extension of the probation period. Your petition will be reviewed by the Director to determine if it is likely that you could raise your GPA to 3.00 during the period of the extension. Extensions are granted only once, for a maximum of three classes, and course selection is guided by the policies listed above.

For those on probation for inability to complete courses:

- a. you will be removed from probation when you complete the classes uninterruptedly; or
- b. a withdrawal from one of the next three courses may result in the student's being required to withdraw from the program.

6. Extensions for Incomplete Academic Work, 'I' and 'N' Grades

If a student is unable to complete the requirements for a course before the end of a quarter, the student may request an extension. There are two types of extensions. Which extension will be appropriate, whether an 'I' or an 'N' grade, will depend on the type of course. The 'N' grade is reserved for independent study, special project, internships, and the Summary Project courses. Extensions in all other courses, whether elective or core, will be granted with the 'I' grade.

The 'I' grade represents an extension of the quarter's time to complete assigned work in a course. It is the instructor's option to grant the 'I' grade for work in a course. If you request and are given an 'I' grade, you will have up to four weeks into the next academic quarter to complete the course requirements. If you do not submit the work required to complete the course, you will receive a grade calculated on the basis of the course work you had completed at the end of the quarter for which the 'I' was given. The University does not permit instructors to assign 'N' grades for incomplete work in regularly scheduled courses.

'I' Grades Received

Fall Term

Winter Term

Spring & Summer Terms

Must Be Removed Before

January 31

April 25

October 25

"I" grade removals are due by the end of the fourth week of the next term. Spring term is the exception, in which the "I" grade removals are due by the end of the fourth week of the Fall term.

In the case of some independent study, special project, and internship courses, you may request and be granted an 'N' grade if you are unable to complete the work in the scheduled quarter. Students assigned an 'N' grade must complete the work to remove their 'N' grade by the following dates:

'N' Grades Received

Summer Term

Fall Term

Winter Term

Spring Term

Must Be Removed Before

August 1 of the following calendar year

November 15 of the following calendar year

March 1 of the following calendar year

May 1 of the following calendar year

In both the 'I' and 'N' grade situations, you must request the extension from the instructor. If an extension is given, the instructor will determine the terms of the extension, including the final date by which the completed work must be submitted to him or her in order to complete the grade in advance of the University deadline.

If the student disagrees with the type of extension granted, the student may pursue an appeal. See D. 10.

7. Student Ethical Standards

We expect that high ethical standards will be maintained both in your professional life and in your course work. Specifically, this means that the work you submit as evidence of your academic competence must be your own.

Violations of this criterion include (but are not limited to) plagiarism of all kinds, cheating, lying, and the use of unauthorized aid to obtain a grade or credit. (Ethical lapses not specifically course-related but which affect your Seattle University activities are also included in this policy).

Upon discovering an ethical violation, the instructor is required to report the matter to the CNSEM Director. If the violation occurs in a non-MNPL course, it must be reported to that instructor's department chair as well. The specific penalty will depend upon the course or instructor, but would almost certainly include a failing grade for the assignment in question and possibly for the entire course. Two such offenses could result in your dismissal from the program.

8. Student Professional Competence

This is a professional program – it is designed to prepare the student for opportunities to engage in high-level work within the nonprofit sector. In rare instances, a student who in some respects may be capable academically may be found to lack the qualities of character, the disposition, the judgment and/or the inclination to succeed within and contribute to the nonprofit sector. In such instances, an academic review process may be undertaken under the auspices of the CNSEM Director that could result in the student's suspension or termination from the MNPL program. The following decisions may be considered in this policy:

- a. the decision to place a student on academic probation because the student has not demonstrated the requisite knowledge, skills, or judgment needed to successfully complete the program or because the student has engaged in unethical, unprofessional, or unsafe conduct; or
- b. the decision to terminate a student from the program because the student has not demonstrated the requisite knowledge, skills, or judgment needed to be a competent practitioner or because the student has engaged in unethical, unprofessional, or unsafe conduct.

Decisions of this nature are subject to the appropriate academic appeals processes, and in particular to the Seattle University Fair Process Policy (as applied to the circumstances of each program or college). In the event the appeal process reaches the Dean of the College of Arts and Sciences, the decision of the Dean is final and is not subject to further review or appeal within the University unless the decision has the effect of terminating the student from the University. In such instances, the student may ask the Provost to review the decision.

9. Classroom Decorum

The character of the classroom is to be consistent with the professional nature of the program. Faculty and students will maintain an environment conducive to excellence in teaching and learning.

A student may have childcare problems and on a rare occasion may wish to bring a child to class. If possible, prior to class the student will convey to the faculty member a request to bring the child to class. Faculty may or may not permit children to attend. Students are asked to regard this as a last resort in addressing a childcare crisis.

10. Appeals Policy

Should you be dissatisfied with the academic or administrative actions of CNSEM personnel, you are entitled to appeal them. The steps listed below indicate the shape of such an appeal, moving from the most immediate level upward (or outward):

- a. try to resolve the matter with the person immediately responsible. This will not be possible in all cases, but when it is, it can save both time and grief; then
- b. schedule an appointment with the Director.

An official academic grievance procedure is in effect for use in the event of a dispute over grades. All formal appeals regarding grades must use this system. The procedure is described in the Seattle University Graduate Bulletin, which is available from the CNSEM, the Registrar, or online.

E. COMMUNICATIONS

1. The Center for Nonprofit and Social Enterprise Management

Each student has a student folder in the horizontal file cabinet in the CNSEM office where graded papers/exams and special notices are filed. Please check it often. Faculty members often spend a significant amount of time commenting upon your work, and there is much to learn from reading and considering the comments. Papers left longer than two quarters after the grade was assigned will be discarded. Only the CNSEM staff or faculty may place materials in MNPL student files. Do not inspect other students' files.

We maintain career search materials, including job and internship listings for both the nonprofit and government sectors as well as fellowship opportunities. Postings are updated daily and kept on clipboards for your use.

2. Current Contact Information

It is **very important** that you keep us posted with your most current telephone numbers, FAX numbers, and home/work street and e-mail addresses. Please notify both the Registrar and the CNSEM office of any home address or phone number changes. Keeping us up-to-date will ensure that you receive registration materials, notices, newsletters and other information.

Please note that the Seattle University telephone system is designed such that we cannot call those phone numbers that do not accept blocked calls. If your phone system does have that feature, please let us know of alternative means of communication with you.

3. E-mail

Faculty and staff to communicate with students use e-mail regularly. We will use your Seattle University address. Note—you can forward your e-mail from Seattle University to your other preferred address. The MNPL Administrative Assistant sends out job and internship information, grant and fellowship announcements and other pertinent information. Faculty may use e-mail to notify you of classroom number changes, class cancellations, etc. To find out how to get your own Seattle University internet and e-mail account or to forward your SU email to a preferred account, please call the Technology Information Help Desk at (206) 296-5571.

4. CNSEM Web Page: <http://www.seattleu.edu/arts/mnpl/>

The CNSEM web page contains information on the MNPL curriculum, the staff and faculty (including biographies, phone numbers and e-mail addresses), upcoming CNSEM events, career services, employment opportunity web site links, and current quarter class schedules.

5. Angel Sites for Course

ANGEL is Seattle University's course management system: a web-based tool that makes it simple to teach and learn online. It is accessible both on and off campus. With an ANGEL class web site, instructors can distribute course materials such as syllabi, web pages, power point slides and media; students and instructors can communicate online with discussion and chat; instructors can assess student performance with quizzes, assignment drop boxes and grade books and much more. To learn more, visit: <https://angel.seattleu.edu>

7. Publications of Interest to Students

- Schedule of Classes – a quarterly publication from the Registrar listing classes, important dates, tuition information, registration procedures, add/drop instructions, and other pertinent information for students. Please visit suonline.seattleu.edu .
- Seattle University Graduate Bulletin -- an annual publication distributed online by the Office of the Registrar. Please visit <http://www2.seattleu.edu/registrar/default.aspx?id=31286>.
- MNPL Newsletter -- a bi-annual newsletter for students, faculty and alumni with course and events information; student, faculty and alumni achievements, and important departmental notices.

F. MENTOR PROGRAM

Each participant in the MNPL program shall have the opportunity to select a member of the Visiting Committee to serve as his or her mentor. The duration of the mentor relationship is not limited to the last day of enrollment (the following December). Mentor matches begin in the first Fall quarter of enrollment.

Goals of the Mentoring Program – To provide students with the opportunity to:

- Build a personal relationship with at least one established leader in the nonprofit community
- Attend at least one professional meeting that he or she could otherwise not access
- Understand the workings and structure of a governing board through participation in at least one board meeting with the mentor
- Experience the integration of all aspects of nonprofit leadership by seeing issues through the eyes of a mentor.

Responsibilities of Mentors – To assist an MNPL student by:

- Periodically meeting with them to discuss their progress in the program and to provide career or other professional advice.
- Escort them to a professional meeting of some organization in which the mentor is involved and help the student gain access to other useful professional networks.
- When requested, give the student information and access when the student asks to use the mentor's agency as a site for a course assignment.
- Use the interaction with the student as an opportunity to monitor the quality of the MNPL program and to give input to the program about areas of necessary improvement or modification.

Responsibilities of Students – The primary responsibility for ensuring that the mentoring experience meets the need of a student rests with each student. If the mentoring relationship is not working out satisfactorily, please request a different mentor. Students should be proactive in:

- Initiating contact with the mentor
- Specifying the type of advice and assistance desired and requesting this in a timely manner
- Respecting the confidentiality of any information or access supplied by the mentor.
- Behaving professionally when interacting with the mentor.

No MNPL student should ask any mentor or member of the program's Visiting Committee for special treatment in fundraising or securing grants.

CAREER SERVICES

The CNSEM faculty and staff work together to provide practical career development services to students. The Center sponsors career events such as job search workshops and events.

The MNPL coordinator provides advice and counsel to students on an individual and group basis on such topics as resume-writing, job and internship search strategies, interviewing, and cover-letter writing. The coordinator is the principal contact for those students interested in obtaining paid or unpaid internships, and for those seeking to communicate with MNPL alumni for networking purposes.

Other services offered by the Center for Nonprofit and Social Enterprise Management include:

- A weekly e-mail of job opportunities.
- Access to members of the Visiting Committee
- Project A.S.K. (Alumni Sharing Knowledge) - see Alumni Relations Office for more information on this program
- Access to a network of over 250 alumni employed throughout the U.S. and abroad
- E-mail and web access to current job and internship opportunities

The Career Services department also provides career services which are made available to the university community. Please be sure to check with this center regularly by telephone or via the web regarding upcoming special events and services.

ADDITIONAL GRADUATE STUDENT SERVICES

1. Bookstore

206-296-5821

University Services Building/First Floor

The Seattle University bookstore is a nonprofit institutional bookstore offering a wide range of materials including textbooks, general fiction, and non-fiction books, SU apparel, gifts, snacks, and much more.

2. Campus Computer Labs

206-296-5571

Locations:

Engineering 310

Pigott 206

To access the computers, students must have your Seattle University e-mail alias (login) and the password. The labs have free printing, Internet access, and Macs or PCs.

3. Career Services

206-296-6075

Student Center Pavilion 110

Graduate students will appreciate the Career Services Center, located on campus. Career counseling and help in job search strategies are available, as well as assistance in preparing resumes and developing interview skills. Other services include a career resource library, career fairs, and workshops.

4. Connolly Center

206-296-6441

Corner of 14th Ave. & E. Cherry

Facility hours: <http://www.seattleu.edu/recsports/inner.aspx?id=18680>

Show your Seattle U ID card for free use of all the recreational facilities.

5. Disabilities Services

206-296-5470

The Disabilities Services office coordinates appropriate accommodations, assisting students to deepen their self-knowledge, academic competence and advocacy skills. It also promotes a campus environment that is welcoming and accessible to persons with disabilities. Students can consult with the Disabilities Specialist prior to and while enrolled in a graduate program.

6. Financial Aid Information

Student Financial Services, University Services Building 1st floor

206-296-2000

<http://www.seattleu.edu/sfs/default.aspx?id=39476>

Information concerning tuition, course fees, verification for employer tuition reimbursement, student loans, and work-study is available from Student Financial Services. Questions, requests for application forms, and information about deadlines for applications should be directed to this office. Their website provides comprehensive information. Appointment letters, notification of loan checks, and tuition bills are primarily done through your student e-mail account.

7. International Student and Scholar Center

206-296-6260

Student Center Pavilion 106

The International Student and Scholar Center serves nearly 500 students from approximately 50 countries around the world. The center serves as a focal point for cultural, educational, and social activities and programs, and a gathering place for students and their organizations.

6. Lemieux Library/Interim Library

Hours: 206-296-6228

Circulation: 206-296-6233

1313 East Columbia

<https://www.seattleu.edu/library/>

The library offers several resources besides books, journals, and periodicals. These include: computers, copiers, individual study carrels, meeting rooms, and interlibrary loan service. Graduate students are allowed to borrow books for an entire quarter and periodicals for a week. Your student ID is your library card. The library catalog is on their website and they also subscribe to several hundred on-line periodical subscription; which students can access from home on the Internet with valid sign-on and password. Please see the library website for details on its move and temporary location during the 09-10 academic year.

9. McGoldrick Collegium Program

206-296-6291

Hunthausen 140

Hours: M-TH 7am-8pm; Fridays 7am-4pm

The McGoldrick collegium offers a place for commuter students to meet, study, relax, and eat. Students must enroll to become a member of the collegiums. Enrollment is free and ongoing throughout the school year.

10. Registrar's Office

206-296-2000

University Services Building first floor

<https://www.seattleu.edu/registrar/default.aspx?id=31286>

This office administers registration. You also obtain official transcripts, graduation application, and enrollment verification from this office.

11. Writing Center

206-296-6239

Interim Library 115

You can drop into the writing center for assistance on papers. Please bring a copy of your written assignment, a rough draft if you have one, and ideas or questions about your paper.

Monday – Thursday, 10am-5pm

Friday, Saturday, and Sunday: CLOSED

SU-Online Registration Instructions

Prior to your appointment time:

1. Log-on to suonline.seattleu.edu prior to your appointment time
2. Choose **Search for Classes** to find courses that will fit into your schedule
3. Use the SU-Online worksheet to list your alternative selections, which you will take to your advisor if you have an advisor appointment.

Once your appointment time has arrived:

1. **Once your appointment time has arrived**, Log-on to suonline.seattleu.edu
2. Choose **'Access Student Menu'** Tab
3. In the box for User Name, type in your Seattle University e-mail alias (without the @seattleu.edu)
4. Enter your password
5. Select the **'Submit'** button

6. **To Register or Add a Course:** Select the **'Register/Add Classes'** tab
 - a. You will now be at a class search engine similar to the search you have been used to using, however **only** open classes are listed.
 - b. Search for the course you want to add. A listing of available courses will appear.
 - c. Choose the course(s) you want by clicking in the white box under the heading **'Select Course(s)'**
 - d. Choose your grading option using the drop down menu under the heading **'Take For'**
 - e. Scroll to the bottom of the page and click the **'Submit'** button
 - f. A confirmation screen will appear, click **'Submit'** to confirm
 - g. You are then registered for those courses. A **'Registration Results'** screen will appear indicating your current courses.
 - h. You should now select the option **'My Schedule'** at the bottom of the page and review your schedule for accuracy.

To Drop a Course: Select the **'Drop Classes'** tab

- a. A menu will appear of the courses you are currently registered for
- b. Select the course(s) you wish to drop by clicking in the white box under the heading **'Drop'** associated with that course
- c. Click on the **'Submit'** button once you have made your choices.
- d. A **'Registration Results'** screen will appear indicating your current courses.
- e. You should now select the option **'My Schedule'** at the bottom of the page and review your schedule for accuracy.

Need further help?

- a. At any menu click on the **'Help'** link (if not available, choose **'FAQ'** then choose **'SU-Online Help Menu'**)
- b. Choose the option- **Registering Online 'Help'**.

Class Closed? Please contact the CNSEM Office at 206-296-5440.

Master of Nonprofit Leadership, 51 credits
Course Tracking Worksheet

Required Coursework:	Quarter Completed	Remarks
NPLR 515: Introduction to the Nonprofit Sector		
NPLR 525: Leadership and Interpersonal Behavior for Nonprofit Executives		
NPLR 535: Planning		
NPLR 536: Management Analysis and Control		
NPLR 537: Boards and Volunteers		
NPLR 538: Leading Staff		
NPLR 539: Service Quality Leadership		
NPLR 541: Public Policy, Advocacy, and Collaboration		
NPLR 542: Strategic Marketing for Nonprofit Organizations		
NPLR 543: Resource Development for Nonprofit Organizations		
NPLR 544: Persuasive Communication for Nonprofit Executives		
NPLR 547: Global Civil Society		
NPLR 590: Summary Project		

MNPL Program Schedule

22-month schedule

	Summer	Intersession	Fall	Winter	Spring
First Year		NPLR 525	NPLR 515 NPLR 544	NPLR 535 NPLR 537	NPLR 536 NPLR 542
Second Year	NPLR 543 NPLR 547		NPLR 538 NPLR 540	NPLR 539 NPLR 541	NPLR 590